

ALLEN ISD

Vehicle Safety and Use Program

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Allen ISD Vehicle Safety and Use Program

Introduction

It is the policy of Allen ISD (CNB – Local) that district vehicles (including vans and light-duty trucks) will be used only for district business except for use by city or other governmental agencies when authorized by the Superintendent or designee.

In addition, Allen ISD requires that district vehicles be operated only by authorized district employees or officials who meet certain criteria, including attending driver training and meeting motor vehicle record (MVR) qualifications.

Summary

It shall be the practice of Allen ISD to promote the safe and accident-free operation of all vehicles used in conducting school business through proper driver management and safe driving practices. The objectives of this vehicle safety program are to:

- Establish a written program outlining minimum guidelines for the safe operation of vehicles while conducting Allen ISD business.
- Establish minimum standards for drivers that are operating Allen ISD vehicles; and
- Establish methods and standards by which vehicle accidents are to be reviewed, evaluated and corrected.

Scope

This manual outlines the minimum practices regarding the safe operation of school vehicles. Individual departments may have additional policies in place that surpass the requirements in this manual.

Specific school bus driver qualifications and driver training requirements are not covered in this manual. Bus driver policies are coordinated by the Transportation Department and are subject to Department of Transportation regulations.

Violations of the rules contained herein may result in revocation or restriction of driving privileges or other disciplinary action as appropriate.

Driver Responsibilities

Supervisors are responsible for ensuring that employees under their direction comply with all elements of this program.

All employees and officials who drive a vehicle to conduct district business must comply with applicable elements of this program and must sign a statement confirming that they have read and understand the information contained herein.

Driver Qualifications

Only district employees and district officials shall be authorized to drive district vehicles, including vehicles rented by the district. Examples of those who may be required to drive district vehicles as part of their job or function include, but are not limited to:

1. Employees assigned to a vehicle (e.g. maintenance, technology, food service, administrators, etc.)
2. Coaches
3. Campus administrators
4. District administrators
5. School Board members

Driver's License

Employees and officials who drive on district business must have a current and valid Texas driver's license appropriate for the classification of vehicles they drive. Licenses will be photocopied and kept in the Transportation Department office files. Drivers are to have their license in their possession at all times during operation. The driver's license must be shown to the driver's manager or other district administrator if requested. An employee driver is required to immediately notify, within 24 hours or end of next business day, his or her supervisor when his or her driver's license has been suspended, revoked, or restricted, or in the event of any accidents or receipt of any citations. If revocations, suspensions, restrictions, or citations are challenged in court, the decision must be reported to the supervisor within 24 hours or end of the next business day after the decision. Failure to do so may result in loss of driving privileges or other disciplinary action.

Age Requirement

Drivers under the age of 21 are prohibited from operating vehicles owned by Allen ISD. Exemptions to this rule may be granted on a case-by-case basis for employees who are 18 years of age or older with no history of violations or at-fault accidents on their driving record.

Training

All drivers are required to attend training before driving a district-owned vehicle for the first time. All new employees whose job descriptions include driving a district vehicle shall complete the Allen ISD new driver orientation and training program within thirty days of hire. Driver training programs are facilitated by the Allen ISD Transportation Department and are valid for three (3) years unless a driver requires retraining sooner.

MVR Review

District vehicle drivers must read and sign an MVR consent form that permits Allen ISD to complete a motor vehicle background check.

All drivers shall have their MVR reviewed prior to driving a district vehicle for the first time. Employees whose job descriptions include driving a district vehicle shall have their MVR reviewed upon hire. MVR checks are valid for one (1) year. Drivers with unacceptable MVRs shall be prohibited from operating an Allen ISD vehicle. Any change in status of an MVR will result in an immediate MVR review and possible change in driving status.

No driver shall operate an Allen ISD vehicle until both the training and MVR review have been completed. Drivers who attend training and who have satisfactory MVRs as outlined in the MVR Review and Driver Qualifications sections will be qualified to drive district-owned vehicles. The Transportation Department will review the driver's MVR annually and score it using the point classification system for vehicle incidents and violations. The Allen ISD Transportation Department must verify that drivers are qualified to operate district vehicles before they begin driving on district business.

Driving Requirements

Employees and officials who drive district-owned vehicles on district business must follow all rules outlined in this program. When operating district vehicles, drivers should remember that their driving habits reflect on the district and its other employees and officials. Allen ISD vehicles must be used legally, courteously and safely.

- Drivers must wear seat belts and require seat belts to be worn by their passengers.
- Alcohol, tobacco products, e-cigarettes and other vapor products are not allowed in district vehicles.
- Drivers must not place or answer phone calls while driving district vehicles unless using a hands-free device. If no hands-free device is available, drivers must pull off the road to a safe location to place or answer calls.
- Drivers must do a walk-around inspection of any district vehicle before driving it to check for any visible maintenance or safety issues.
- Drivers are not allowed to operate a district vehicle continuously for more than 10 hours per day in good driving conditions and are strongly encouraged to plan mini-breaks every two hours during long periods of driving.
- Drivers are responsible for the care of district vehicles assigned to them and may be held responsible for improper care and abuse of the vehicle. Misconduct could lead to withdrawal of driving privileges and/or disciplinary actions.

Reporting Incidents

An incident report packet is located in the glove box of each district vehicle along with emergency phone numbers. The packet contains instructions on what to do in case of an incident/accident. Drivers should become familiar with the instructions before using vehicles.

Drivers are responsible for completing and filing all necessary reports within the time periods required by this program. Failure to file a report may result in the loss of driving privileges.

Drivers must immediately notify their supervisor and the transportation department of any accident/incident, collision or vandalism during district business or involving district vehicles. If the incident/accident results in injuries or fatalities, drivers must report them to the Transportation Director and Director of Risk Management immediately after ensuring the injured have or will receive necessary medical treatment.

In most cases a representative from the Transportation Department will respond to any vehicle accident to conduct an on-scene investigation. If a Transportation Department representative is not available for response to the accident, the driver of the district vehicle must complete an

incident report and take pictures if physically able. Drivers must forward copies of all vehicle accident/incident forms to the Transportation Department.

Drivers involved in vehicle crashes should only discuss details of the incident with supervisors, police officers, appropriate state officials, or representatives of the district insurance carrier. Drivers are prohibited from signing or making any statements regarding responsibility for vehicle accidents.

Accident Prevention and Review Committee (APRC)

The purpose of the APRC is to review the details of incidents/accidents and to determine how they could have been prevented. The APRC will review any incident that involves a district vehicle and will recommend corrective actions as appropriate.

Department of Transportation (DOT) Regulated Vehicles

Any vehicle traveling across state lines with a gross vehicle weight rating over 10,000 lbs. (e.g., box trucks/moving vans) is subject to DOT regulations. Each driver must have a DOT compliant driver file maintained in the Transportation Department before being allowed to drive vehicles within this classification.

In addition to a DOT compliant driver file, any driver of a vehicle with a gross vehicle weight rating over 26,000 lbs. (e.g., dump trucks, large construction vehicles, busses) must possess a valid commercial driver's license and be in compliance with DOT regulations.

The Allen ISD Transportation Department will be responsible for evaluating the applicability of DOT regulations to this district's operations and ensure compliance with those regulations. All drivers of DOT regulated vehicles will have responsibilities beyond those outlined in this policy and will receive additional training and information.

Point System for Screening District Drivers

Allen ISD uses a point system to screen drivers who drive district vehicles. Points are assessed based on violations listed on the driver's MVR as well as for at-fault vehicle accidents. Allen ISD will use points to apply disciplinary action as follows:

- **3-5 points:** Driver will receive a courtesy letter/email.
- **6-9 points:** Driver will receive a letter of warning and must successfully complete a driver improvement course.
- **10-and above points:** Driver will receive a letter of reprimand and driving privileges will be suspended.

Drivers who receive 6 or more points must successfully complete a driver improvement course with the Transportation Department within 30 days of notification. Points will accumulate for a period of 3 years before they are removed, with the exception of points received for major violations listed. Points received for major violations will remain for a period of 10 years. Points issued for vehicle incidents and violations are determined from the point classification descriptions below. Violations and points listed below are to be used as a guide and are not intended to be all-inclusive. Penalty points will be awarded as appropriate based on severity for any violations not specifically listed in this document.

Penalty Points for Major Violations

Assess ten (10) penalty points for each major violation if the date is within ten (10) years of the date of the driving record evaluation. Major violations include:

Driving while intoxicated (DWI)	Driving under influence (DUI)
Assault with motor vehicle	Felony involving a motor vehicle
Driving while license suspended	Driving while impaired
Fleeing a police officer	Administrative License Revocation (ALR)

Penalty Points for Moving Violations

Assess three (3) penalty points for each moving violation if the date is within three (3) years of the date of the driving record evaluation. Moving violations are defined as all moving traffic violations not listed in the major violations category. They do not include non-moving administrative offenses. Examples of moving violations include, but are not limited to:

Speeding	Disregarding a traffic signal
Disregarding a stop sign	Failure to use turn signal
Failure to yield right of way	Improper passing
Tailgating	Failure to wear a seat belt
Cell phone use in a school zone	Failure to stop at stop sign
Racing/speeding contest	Careless/reckless driving

Penalty Points for At-fault Vehicle Accidents

Points for at-fault vehicle accidents will be assessed immediately for accidents in a district vehicle or when identified on the driver's MVR. Multiple accidents will be assessed points on a graduated scale as follows: Assess three (3) penalty points for the first at-fault accident. Assess three (3) additional penalty points for a second at-fault accident within three years of the date of the first accident. Assess four (4) additional penalty points for a third at-fault accident within three years of the date of the first accident. Three at-fault vehicle accidents within a three year period will add to 10 points and result in the suspension of driving privileges until the driver does not have three vehicle accidents occurring within the previous three years. Drivers issued penalty points as a result of vehicle accidents shall be notified of their right to appeal. (See below for appeal procedure)

Appeal of Vehicle Accident Penalty Points

Drivers issued penalty points as a result of vehicle accidents may request a review by the APRC. The APRC shall review information pertinent to the accident, which should include the Texas Peace Officer's Crash Report if available. In examining this report, consideration of such items as charges filed, investigators' narrative, diagram, and factors/conditions contributing to the accident should assist in making a determination as to whether or not the assessment of penalty points is appropriate.

If the APRC reviews the accident report and other pertinent information and determines that the driver was not a cause of the accident, no penalty points will be assessed. If the APRC determines that the applicant was a cause of the accident, penalty points shall be assessed as appropriate.

White Fleet Rental Vehicles

- If an employee or official wishes to utilize a white fleet rental vehicle, he/she must:
 - Be an approved Allen ISD driver.
 - Possess an acceptable MVR as specified by this program.
 - Possess a valid and current driver's license for the type of vehicle to be driven and be prepared to show the license.
 - Be properly trained and qualified in the type of vehicle to be driven.
- Drivers must abide by all procedures in the Allen ISD Vehicle Safety and Use Program.
- A reservation must be made by completing and returning a Vehicle Request Form to the Transportation Department.
 - Vehicle Request Form must be submitted at least 7 school days prior to the departure date.
 - Vehicle Requests are on a first come, first serve basis. No guarantee of availability.
 - Vehicle Request forms must include a budget code.
- A maximum of 3 vehicles may be utilized on any single trip.
- The vehicle's maximum seating capacity as listed by the manufacturer must not be exceeded. All passengers must wear seatbelts at all times regardless of seating location.
- Student trips take precedence over employee-only trips.
- The cost for rental of a white fleet vehicle is \$25 per day + fuel. Fuel will be charged to the department's budget code if not full when returned.
- Requestor must notify the Transportation Department of cancellations 24-hours in advance or be subject to rental fees.
- Vehicles are to be used for district business only.
- Unless a trip requires an overnight stay, all vehicles must be returned to the Transportation Department at the end of the day.
- The driver is responsible for the condition of vehicle upon return.
- A walk-around inspection of the vehicle must be performed prior to leaving the lot and upon return.
- Vehicles may not leave the state of Texas without prior approval from Cabinet.
- Alcohol, tobacco products, e-cigarettes and other vapor products are not allowed in district vehicles.

- Drivers are responsible for reporting all accidents/incidents (e.g. collision, flat tire, windshield chip, mechanical malfunction, etc.)
- Any additional cleaning necessary (i.e. stain removal, carpet shampoo, etc.) will be charged to the budget code provided on the rent request at the cost billed to the district.
- Lost keys or openers are the responsibility of the department renting the vehicle. The budget code provided on the rent request will be charged for replacements.

Non-District Owned Vehicles

In situations where a non-district vehicle is used to conduct district business the following rules apply:

- Non-district owned vehicles driven for district business are to be driven by licensed adults; not students. Students are not to be asked to drive personal vehicles to conduct district business.
- Drivers of non-district owned vehicles for district business are required to carry personal auto liability insurance at all times, regardless of whether the driver is being reimbursed mileage or paid a travel allowance or stipend.
 - The insurance verification card must be carried in the vehicle while it is in use.
 - The personal auto liability policy for the vehicle will be primary in the event of an accident.
- Coverage is only available for vehicle repairs to an employee's vehicle when the owner's personal insurance limits are exhausted.
- Drivers of non-district owned vehicles for district business must report all accidents and/or citations during business hours to his or her supervisor.

Mobile Equipment/Utility Vehicles

The following rules apply to the operation of utility vehicles (e.g., forklifts, riding mowers, golf carts, gators, etc.):

- Only authorized employees and officials are allowed to operate utility vehicles. Students are not allowed to operate and must maintain a safe distance.
- Every person in a utility vehicle must have a seat. No extra riders.
- Utility vehicles shall not be operated on public roadways. Operation on campus roadways is subject to written school police and/or campus administrator approval and subject to all applicable traffic laws.
- Drivers must yield to pedestrians at all times.
- Occupants of the vehicles must remain seated in the designated passenger compartment when the vehicle is in motion. Arms and legs must remain in the vehicles.
- Every effort should be made to prevent equipment or supplies from protruding out of the side of the vehicle while in transit.

- Use directional or hand signals before making a turn.
- Set the parking brake when not in transit.
- Utility vehicles must not be operated at night unless equipped with head and taillights.
- Utility vehicles should not be driven through playgrounds during any time that they are occupied.

The following rules apply to the towing of trailers:

- The driver must have experience and training in towing trailers.
- All district owned trailers should be pulled with district owned vehicle when possible. When a trailer is pulled by a non-district vehicle, the insurance of the non-district vehicle becomes primary.
- Any vehicle used to pull a trailer must meet all required towing specifications for the trailer.
- Driver must conduct a pre-trip walk-around inspection before pulling a trailer.
- The trailer must be of a type designed for the intended usage.
- The trailer should be loaded from front to rear and balanced from side to side. (When connected, the trailer and the tow vehicle should be level at the hitching point.)
- All cargo must be secured with appropriate tie downs and/or chains.
- Drivers must travel at a reduced speed and maintain a safe following distance. Posted speeds limits must be followed with a max speed limit of 60 mph.
- Tires should be blocked before uncoupling the trailer.
- Whenever possible, a spotter should be used when backing.

Vehicle Security

The security of Allen ISD vehicles is of high importance. Drivers are expected to take all reasonable steps to insure that vehicles and cargo are secure from theft and vandalism.

When unattended:

- Vehicle interiors shall be secured: windows up, doors locked, and keys removed.
- Cargo should not be left unattended.
- Tools should be secured inside the vehicle or in exterior locked compartments and out of sight.
- Vehicles that are parked off-site should be parked in a well-lit area, and should not be parked on the street.
- Do not leave target theft items (especially computers) in plain view inside a locked vehicle.

Pre-Trip Walk-Around Inspections

District vehicle drivers are responsible for conducting walk-around inspections of the vehicles before driving each day or shift and report any defects or damage to the Transportation Department. Drivers must also note defects or damage to seats, seat belts, interior lights, and engine warning lights, rearview mirrors, and emergency equipment.

Defects or damage must be reported to the Transportation Department shop manager or foreman. The shop manager or foreman will evaluate the vehicle and ensure that all hazards are repaired promptly. Vehicles that are unsafe to drive must be placed out of service immediately.

Vehicle Service and Maintenance Intervals

Vehicle service and maintenance intervals are determined by the vehicle manufacturer. Maintenance will be performed by a qualified mechanic. A signed and dated record of all maintenance work must be kept in the vehicle file. Vehicles that are unsafe to drive must be placed out of service until repairs are completed.

Records Kept on District Vehicles

This district keeps the following records on district-owned vehicles:

- *Daily trip vehicle inspection report (vehicle condition report)*. Identifies damage or defective equipment. *Applies only to white fleet rental vehicles*
- *Vehicle history report*. Provides a complete history of the costs of maintenance, parts, and labor associated with the vehicles.

Defensive Driving

District drivers are expected to drive defensively at all times.

- Defensive driving is defined by the National Safety Council as the ability to avoid crash involvement despite adverse driving conditions and the actions or errors of others. The NSC further outlines the formula for defensive driving:
 - Recognize the hazard.
 - Understand the defense.
 - Act correctly in time.
- The following actions will help improve your defensive driving:
 - Protect your cushion of safety! A driver should do everything reasonable to maintain clear space to the front, the sides, and to the rear of the vehicle at all times.
 - Rear-end accidents are among the most common preventable accidents. Maintain an adequate following distance between your vehicle and the vehicle in front of you. When traveling at speeds up to 40 mph allow at least three seconds of following distance, PLUS at least one additional second for speeds over 40 mph, PLUS at least one additional second for poor driving conditions.

- Be aware of what is in the areas to the side of your vehicle. This is especially important on multi-lane roadways. Do not drive alongside other vehicles if you can avoid it. Beware of side-swipe and tail-swing hazards as you negotiate turns with your vehicle. Buses and other long vehicles are particularly vulnerable to this danger.
 - Know what is behind you. If another vehicle is tailgating you, allow additional following distance between yourself and the vehicle in front of you so that you can stop more slowly if traffic stops ahead of you. Sometimes slightly slowing your vehicle will encourage a tailgater to pass you removing them from your danger zone.
- Scan ahead. Anticipating hazards before you reach them helps to prevent many accidents.
 - In town scan one to one-and-one-half blocks ahead.
 - On the highway scan at least one quarter mile down the road.
 - Don't let your attention get fixed on the spot right in front of your vehicle.
- Back safely. Virtually all backing accidents are preventable.
 - Scan the entire area behind your vehicle that you will be backing into before you get in your vehicle.
 - Back slowly and carefully keeping your eyes moving and your attention focused.
 - Back only when necessary and only as far as necessary.
 - When in doubt: Stop, secure the vehicle and Get Out And Look (GOAL).
- Try to anticipate the improper actions of others.
 - Constantly play the "what if?" game with yourself as you drive. For example: "What if that driver who is stopped at that cross street suddenly pulls in front of me?" or "What if that driver in front of me suddenly slows down or changes lanes?"
 - Have a plan of action (evasive maneuver) in your mind at all times.
- Practice the Five "See's" of Driving:
 - See High: See far enough ahead of you along the road to spot danger before it can affect your vehicle. Try to see at least twelve seconds traveling distance ahead of your vehicle.
 - See All: See all of the hazards on and near the road, such as pedestrians, bicyclists, parked cars, vehicles making a right on red, vehicles on cross-streets, vehicles coming out of parking lots, oncoming vehicles, etc. Check your mirrors often and keep your eyes moving. Remember to always "expect the unexpected."
 - See an Out: Maintain proper following distance at all times. Maintain a cushion of safety all around your vehicle. Always know what is around

your vehicle and be prepared to take evasive maneuvers at any time. Don't let yourself become trapped without an out on a multi-lane roadway.

- **See That You Are Seen:** Always use your turn signals to alert other drivers what you are about to do. Tap your horn if necessary to alert others of your presence.
- **See With a Smile:** Maintain your composure. Always keep a good attitude about other drivers, even when they do unsafe things. Remember that “anger is just one letter away from danger.” Defensive driving means avoiding accidents despite the actions or errors of others. You are the professional driver.

Definitions of Terms

- **Accident.** An unplanned or unintended incident involving a motor vehicle that results in injury, death, or damage.
- **Collision.** An unplanned or unintended incident in which a motor vehicle contacts another vehicle, person, or object.
- **Crash.** An incident involving one or more vehicles in motion.
- **Incident.** An event that resulted – or could have resulted – in personal harm or property damage.
- **Injury.** Physical harm or damage to a person.
- **Mobile Equipment/Utility Vehicle.** Vehicles not designed for travel on public roads, e.g. forklifts, gators, golf carts, trailers, etc.
- **Motor vehicle.** Any licensed mechanically or electrically powered device designed to be operated on public roads and streets.
- **Passenger.** Any person in a vehicle other than the driver.
- **Preventable incident.** One in which the driver failed to do everything that could have been done to avoid it.
- **Remedial training.** Training required following an incident/accident to upgrade and renew skills and demonstrate proficiency.



ALLEN ISD VEHICLE USE AGREEMENT

I acknowledge that I have read the Allen ISD (AISD) Vehicle Safety and Use Program and understand the AISD specific fleet policies and procedures.

As a condition of my using an AISD vehicle, I agree to a check of my driving record. I also understand that my driving record will be checked annually.

I agree to inform my supervisor and the AISD Transportation Department whenever any negative change in the status of my driving record may occur, such as license revocation, accidents, tickets or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving an AISD vehicle.

I further understand the following:

- Use of an AISD vehicle by me if I am under the influence of alcohol or drugs is strictly forbidden.
- Use of a mobile device while operating a vehicle is not permitted unless using a hands-free function.
- AISD vehicles are not to be used for non-AISD business.

Any such vehicle use by me will be considered a violation of AISD rules and may subject me to disciplinary action.

Name on Driver's License (print): _____

Texas Driver's License #: _____ Date of Birth: _____

Driver Email: _____ Driver Phone: _____

Campus/Dept: _____ Supervisor: _____

Supervisor's Signature: _____ Date: _____

Driver's Signature: _____ Date: _____

*Complete the form, sign and send to the Transportation Department through school mail or e-mail to Melissa Jacobi at

melissa.jacobi@allenisd.org.*

Do not write below this line - Transportation Office use only

Approved: _____ Denied: _____ Reason: _____

Fleet Vehicle Dispatcher: _____

Date: _____

Auto Accident Instructions

AUTO ACCIDENT INSTRUCTIONS

IMPORTANT: IN CASE OF ACCIDENT, DO THE FOLLOWING:

1. Move your vehicle if it is creating a safety hazard or if instructed to do so by the police.
2. Check for injuries of passengers and keep all students in the vehicle until the police officer releases everyone. If you need to evacuate the vehicle, use extreme caution and keep all students together in orderly fashion.
3. Protect the scene of the accident. Place reflectors out to prevent further accidents.
4. Contact your supervisor and the Transportation Department for all accidents (major & minor).
Report the following information:
 - a. Location of Accident
 - b. Any Injuries?
 - c. Ambulance Needed?
 - d. Is the vehicle drivable?
5. Complete an accident report or obtain the following information from the other parties involved:
 - a. Other driver
 - i. Name
 - ii. Address
 - iii. Contact Phone
 - iv. Driver's License Number
 - v. Insurance Information (policy holder name, policy number, company, contact phone)
 - b. Other vehicle information (Year, Make, Model & License Plate)
6. Secure the following information at the scene:
 - a. Location of accident (cross street or block number)
 - b. Scene description (time of accident, any obstructions of view, environment, road signs, speed limit signs, unusual weather conditions, incline in pavement, etc. – It is important to get this information at the accident scene as these details are easily forgotten)
 - c. Number of passengers in the district vehicle, and if there are any injuries
 - i. List names of students and get parent's names and contact numbers
 - d. Number of passengers in other vehicle
 - i. List names and if minors
 - ii. Any injuries?
 - e. Any witnesses? Possible Witnesses?
 - f. Take photos of the accident scene, including any vehicle damages.
7. Do not talk to anyone about the accident except school officials and police officers. The driver should request that a statement / interview be taken privately.
8. Never admit liability or agree to pay for damages.
9. Be calm, cool, collected and courteous.

If an accident occurs on non-school day or any time the Transportation Office is closed or unreachable, make sure the following calls are made:

1. Call the Transportation Director at home or by cell phone.
2. Contact the county sheriff's office or city police department.
3. If necessary, call 911 for an ambulance or fire department response.

It is most important that any and all accidents, regardless of severity, are reported immediately to the Transportation Office. This is for the driver's protection as well as the school districts'.

Auto – Accident Information

Complete the form in its entirety and give to your transportation contact or school contact at the accident scene. All information contained herein will be given to insurance company for claim processing.

Accident Details:

Bus / Vehicle No. _____

Accident Date: _____

Accident Time: _____

Location or Intersection: _____ City: _____ State: _____

Accident Description: _____

Scene Description: _____

Police Contact: Yes / No If yes, what police department? _____ Phone: _____

Citations Issued: Yes / No Who: _____ Offense: _____

Member Vehicle

Year: _____ Make: _____ Model: _____ Color: _____

Vin#: _____ License Plate#: _____

Member Driver: _____ Home Contact Phone: _____

Is member vehicle damaged as a result of this accident: Yes / No

If yes, what area is damaged? _____

Vehicle Drivable? Yes / No If no, where towed to: _____

Why vehicle not drivable? _____

Member Driver Written Statement: _____

Accident Scene Diagram:

If at Intersection, draw diagram below labeling streets and positions of vehicle (include obstructions and landmarks):



North

