

XII. SAFE DRIVER PLAN

A. Definitions

“Vehicle operator” or “driver” shall mean any employee within the bargaining unit who is hired for the purpose of driving a school bus.

B. Training

Once approved for employment, all drivers will be instructed in safe driving techniques during a training program as required by law. Further, drivers will be provided with additional detailed training. Such training will include explanation of Department of Highway Safety and Motor Vehicles (DHSMV) procedures. Drivers also will be provided with a detailed explanation of the plan on an annual basis and each employee will be required to sign a form indicating that the driver has read and received a copy of this plan.

C. Remediation

A driver may be required to attend remedial training if the driver accrues at least five points under the **Safe Driver Plan** in any school year.

D. Disciplinary Actions

1. Driving records shall be examined according to the section marked **Point System**. Points will be assigned by the Administrative Director of Transportation or designee. A form will be placed in each employee’s personnel file in order to keep a record of any points the driver may receive. Before a driver is assigned points, the driver also will receive written notification of the number of points, the infraction, the date of the infraction, and the date the points are assigned.
2. A driver will not be assigned points under the **Safe Driver Plan** until court action is completed, at which time the driver must notify the Administrative Director of Transportation or designee of the results. Prior to such point(s) assessment, which could result in a recommendation for suspension, dismissal, or other Board action, an individual case-by-case review of the specific circumstances will be held with the employee. A driver may be suspended from driving duties with pay, pending court action. If the driver is found guilty or does not contest the charges, the driver will be immediately assigned points and administrative action(s), if required, will be initiated.
2. An accumulation of points for traffic citations as reflected in the DHSMV Driver Record will result in recommendations for disciplinary action as indicated below:

POINTS	TIME	ACTION
1-6	Within 1 year	Documented warning
7-9	Within 1 year	5 day suspension without pay
10-14	Within 1 year	30 day suspension without pay
15-19	Within 2 years	Termination of employment as a driver
20 or more	Within 3 years	Termination of employment as a driver

4. Any employee who is notified of points assessment or recommendation for suspension or dismissal shall be permitted to file an appeal with the Associate Superintendent, School Operations, prior to implementation of **Safe Driver Plan** points or personnel recommendation.
5. A driver who elects or is directed to attend the defensive driving school when that is a permissible option for settlement of a citation will not have the citation charged against the driver under the **Safe Driver Plan**. This option may not be selected more than once in a three-year period.
6. Points assessed under this plan will be deleted three years following the date the points were assessed.
7. If points are assessed for an infraction that occurred while operating a bus, the driver may be subject to dismissal, notwithstanding any other provisions of this plan.
8. The following recommendations for disciplinary action will result from operating a bus during a period of Commercial Driver License revocation, expiration, or suspension.

First Instance: After first level review by Administrative Director of Transportation and second level review by Deputy Superintendent, Business Operations, 30 day suspension without pay or dismissal

Second Instance
within 3 years: Dismissal from employment as a driver

E. Reporting

It is the responsibility of all drivers to report on the next scheduled employee workday to the Center Director or designee any of the following:

- a. Any accident in which the operator was involved as an operator of a motor vehicle, regardless of the ownership of the vehicle and regardless if the driver was at fault.
- b. Conviction of any traffic citation, excluding parking violations.
- c. Expiration, suspension or revocation of driver's license.

F. Point System

VIOLATION CATEGORIES	POINTS
Driving while intoxicated or unlawful blood alcohol level	10-15
Speeding – 15 miles or less over posted limit	3
Speeding – 15 miles or more over posted limit	4
Careless driving	3
Reckless driving	5
Failing to observe a stop sign	3
Failing to observe a traffic light	3
Failing to observe a traffic instruction sign	3
Improper lane changing	3
Failing to have vehicle under control	3
Driving on wrong side of the road	3
Improper turning	3
Improper backing	3
Improper passing	3
Failing to yield enter thru highway	3
Failing to yield right-of-way	3
Failing to stop at railroad crossing	7
Leaving the scene of an accident (property damage)	5
Leaving the scene of an accident (injury)	10-15
Fleeing or attempting to elude a police officer	10-15
Passing a school bus whose red loading and unloading lights are flashing and whose stop arm is out	10-15

Failure to observe any other established driving law or regulation will result in an assignment of points between 0 and 15 depending on the severity of the violation. The above schedule will be used as a guide for the determination of points.

G. Safe Driver Plan Receipt Form

I hereby certify that I have read and received a copy of the **Safe Driver Plan:**

Name (Print Legibly)

Employee Number

Signature of Driver

Date