

APPENDIX G

DRIVING LPS VEHICLES

If you drive a district-owned vehicle, you are required to be familiar with and follow the: (1) the Guidelines for Driving LPS vehicles and (2) the reporting process for a collision or a ticket. This Appendix sets forth the guidelines and procedures and gives information on the Driving Review Committee.

H. GUIDELINES FOR DRIVING LPS VEHICLES

A. DRIVER REQUIREMENTS

Employees driving LPS vehicles will be subject to the following:

1. Providing proof of a current driver's license with no restrictions which would affect the ability to operate an LPS vehicle, and providing proof of insurance.
2. Annual review of driving abstracts to determine whether the employee has a "satisfactory driving record." The "satisfactory driving record" standard for drivers of LPS vehicles means a record which reflects the absence of any of the following offenses or circumstances:
 - a. Motor vehicle homicide;
 - b. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
 - c. Reckless driving or willful reckless, within the immediate prior 10 years; or
 - d. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.
3. Participation in training and defensive driving programs.
4. Annual physicals for drivers required to have a school driver's permit. Physicals may be required of other drivers if it is determined that an employee appears to have a condition which could impair their ability to perform the essential functions of their position. Employees who drive an LPS vehicle are to report to their supervisor any physical or mental condition which would impair their ability to safely operate a motor vehicle as soon as they learn of the condition.
5. Review of all collisions, tickets and complaints while in an LPS vehicle.
6. Employees required by DOT law to possess a CDL license are subject to drug and alcohol testing.

B. PRE-TRIP AND POST-TRIP INSPECTION OF VEHICLE

All vehicles are to be inspected before a driver takes them for the first time on any given day, and also at the end of use of the vehicle each day. If damage or a safety concern is observed, it should be reported immediately to transportation and a report filled out even if you do not know how the damage occurred. If there is a safety concern with the vehicle (e.g., brakes do not work properly), employees are not to use the vehicle until it has been inspected and/or repaired by transportation. Any other damage which occurs while operating a vehicle (i.e. glass breakage) should also be reported. This inspection process will protect the employee who had that vehicle checked out in that they will have checked and logged all damage. The inspection and reporting is the responsibility of the employee who is in control of the vehicle and may not be delegated to another person.

C. SAFE DRIVING PRACTICES

Employees driving LPS vehicles must follow safe-driving practices, including:

1. Wear seat-belts when available.
2. Not smoke in an LPS vehicle.
3. Not operate a vehicle while under the influence of alcohol or illegal drugs or any medication which could impair driving performance. Employees are to notify their supervisor if they are on prescription drugs which carry warnings related to not driving.

4. Not operate a vehicle while fatigued or otherwise not in a condition which may cause the driver to not be a safe driver.
5. Not use the vehicle for private use unless clearly authorized by supervisor.
6. Not wear headphones while operating an LPS vehicle.
7. Not operate a cellular phone while driving or otherwise engage in distracted driving. Employee should pull over and park in a safe place to use phone.
8. Project a professional image (no cussing, hand gestures, honking horn except for defensive or safety purposes, or other such actions).
9. Follow all rules of the road and applicable Board policies and supervisor directives.
10. Attend to the safety of any student occupants, including use of safe evacuation procedures in the event the vehicle is in an accident or disabled, and not leave students in a vehicle unaccompanied by a responsible adult.

II. ACCIDENT OR TICKET REPORTING PROCEDURES

If you are in an accident while driving an LPS vehicle or while engaged in the course and scope of your job, you are to:

1. Notify your supervisor immediately. An investigator will be dispatched.
2. Fill out the Vehicle Collision Report. Print legibly and fill in all blanks. Submit to investigator at time of investigation.
3. Do not fill out the portion of the state report regarding insurance. Central office will handle this. A state report is required if there is \$1,000 or more damage or personal injury.
4. Give information to police personnel related to name, address, insurance carrier, etc.
5. Do not make any statements to other parties regarding liability.
6. Direct all inquiries to the risk management office of the Lincoln Public Schools, 436-1759 or to legal counsel for Lincoln Public Schools.

If you are issued a ticket while driving an LPS vehicle or while engaged in the course and scope of your job, you are responsible for payment. You must report any ticket received to your supervisor immediately.

III. LINCOLN PUBLIC SCHOOLS DRIVER REVIEW COMMITTEE

A. BACKGROUND ON THE DRIVER REVIEW COMMITTEE (DRC)

1. **Composition:** Supervisor of transportation, supervisor of maintenance, superintendent of distribution center, risk management specialist, shop manager, safety trainer, two driver representatives from transportation, one maintenance representative, and one distribution center representative. Legal counsel is an advisory member.
2. **Objective:** It is the objective of the DRC to achieve a reduction in the number and severity of vehicle collisions involving LPS drivers and vehicles and make confidential reports to insurance and legal counsel. This will be achieved through driver training programs, evaluations of vehicle collisions, maintenance of equipment, evaluation of driving abstracts, evaluation of phone call complaints and evaluation of driver's physical/mental condition when necessary.
3. **Actions.** The DRC meets on a monthly basis to review the previous months' collisions. The committee will review all collisions and complaints for each employee. The committee will recommend disciplinary/corrective action as determined appropriate for each case. If the employee had a collision in the previous month that they wish to comment on, they can send written correspondence to the committee. They will be notified of any action the committee takes with regards to their collision.

B. GENERAL GUIDELINES FOR DISCIPLINE/CORRECTIVE ACTION

1. Possible Disciplinary or Corrective Actions:

The DRC may recommend the following disciplinary or corrective action for drivers of LPS vehicles who fail to meet the district's expectations: verbal reprimand; written reprimand; training or testing; reassignment; suspension; or termination. This listing of disciplinary or corrective action which the DRC may recommend is non-exhaustive (other actions may be taken) and are not listed in priority or sequence. Termination or other discipline may be imposed without cause and without progressive discipline being followed and

consideration by the DRC is not a necessary step before any employment action is taken. The DRC will review any official reprimands issued for reason of a driving offense.

2. Incidents which May Result in Disciplinary or Corrective Actions:

- A. Having a collision. The disciplinary or corrective action to be taken will take into account fault and severity of the collision.
- B. Getting a ticket as the result of a collision.
- C. Getting a ticket for any other reason in an LPS vehicle. Issuance of a ticket will result, at a minimum, in a written reprimand to be placed in the employee file. Accumulation of more than one reprimand may lead to recommendation of termination.
- D. Failure to report a collision or ticket. This conduct will result, at a minimum, in a written reprimand to be placed in the employee's file.
- E. Failure to report damage to an LPS vehicle. This conduct will result, at a minimum, in a written reprimand to be placed in the employee's file.
- F. Telephone complaints against the driver.
- G. Altering a vehicle.
- H. Damaging a vehicle
- I. Smoking in a vehicle.
- J. Not wearing a seat belt or failing to require that occupants use a seat belt, when provided.
- K. Use of a cell phone while driving or engaging in other forms of distracted driving.
- L. Failure to pass state or district testing procedures.
- M. Failure to follow through on recommendations of the DRC.
- N. Consuming or being under the influence of alcohol or drugs, having the odor of alcohol or drugs, or issuance of a ticket for a DWI or similar offense. This conduct is also a violation of the district's drug and alcohol policy and will ordinarily result in a recommendation of termination of employment.
- O. Issuance of a ticket (including a ticket issued due to non-work driving) where the employee's driving record would fail to meet the "satisfactory driving record" standard if the driver were to be found guilty. Employees who receive such tickets will not be allowed to operate LPS vehicles and may be recommended for termination of employment. Issuance of such a ticket must be reported to your supervisor immediately.
- P. Loss of license (including suspension, revocation, failure to renew prior to expiration, or withdrawal) for any reason (including by reason of loss of points due to non-work driving), must be reported to your supervisor immediately. Employees who have lost their Nebraska drivers license will not be allowed to operate LPS vehicles. Failure to report such on a timely basis will result, at a minimum, in a written reprimand. If an LPS vehicle is driven without a current and valid license, a recommendation of termination will be made.
- Q. Unauthorized use of vehicle (for example, using an LPS vehicle without proper permission, or using an LPS vehicle for purposes other than authorized, such as driving for person, non-work purposes).

C. General Practices of the DRC

1. All collision reports are reviewed by the transportation supervisor and the risk management specialist for any actions that need immediate resolution. These findings are reported to the DRC.
2. All telephone complaints will be written down by whoever receives the call. They will be reviewed by the appropriate departmental supervisor and the driver will be contacted by the supervisor regarding the complaint. Telephone complaints will be reviewed by the DRC. Complaints where patrons have left names will be considered more seriously than anonymous complaints. The name of the caller will not normally be given to the driver, but the DRC will be provided the name when it is appropriate.
3. All inquiries from insurance representatives from other parties involved in the collision should be directed to Risk Management, 436-1759. Employees do not respond to questions unless authorized by risk management to do so.
4. Meetings with employees and the LPS insurance representative or legal counsel will be arranged through risk management.