

**St. Paul's  
School**

**Vehicle Safety Policy  
and  
Driver Training  
Handbook**

August 2017

## **Overview**

St. Paul's School (SPS or School) is firmly committed to the safety of our students and employees, as well as all other drivers on the road. We will take reasonable steps to prevent accidents and potential injuries and are committed to providing safe vehicles for the transportation of our students, employees and volunteers. The purpose of the SPS Vehicle Safety Policy and Driver Training Handbook (VSP/DTH) is to provide clear guidelines for anyone who utilizes a school owned, leased, or personally owned vehicle to carry out school business including transporting students.

### **Definition of driving for school business**

For purposes of this policy and handbook, when an employee drives either a school owned, school leased or their own personal vehicle to complete a regular and routine component of their job, they are deemed to be driving for school business and therefore are required to be an ("Authorized Driver") as outlined in this policy. In addition, any person (employee or volunteer) who transports one or more students in a school owned, leased or personal vehicle is also deemed to be driving for school business and is required to be an Authorized Driver as outlined in this policy. Any individual driving for school business as defined above is subject to this VSP/DTH.

Employees who occasionally drive a personal vehicle to attend a conference or run a school errand (without students) are not required to be Authorized Drivers under this policy. The School strongly encourages all employees be familiar with this policy whether or not they are required to be an Authorized Driver. It is the expectation of SPS that any employee or volunteer (whether or not they are required to be an Authorized Driver) driving in any capacity for the School will comply with all applicable motor vehicle laws.

**Driving students in personal vehicles:** The School recognizes that due to the nature of our fully residential community, there may be the necessity for a non-Authorized Driver to transport one or more students in a personal vehicle when an Authorized Driver (as defined in this policy) is unavailable. Every effort should be made to find an Authorized Driver but if this is not possible, a faculty member may use their best judgment to designate an alternate driver for the safe transport of students. They must have personal knowledge of the alternate driver's driving history. Alternate driver must always be at least 21 years of age. This is meant to be a rare exception utilized for local transportation or emergency situations only.

### **Vehicle Safety Committee**

Due to the importance SPS places on maintaining strong and up to date guidelines regarding the maintenance and operation of its vehicle fleet and the many departments involved in this effort, this VSP/DTH is the responsibility of the Vehicle Safety Committee. Membership of this Committee consists of the director of facilities, the director of human resources, the director of risk management and the assistant director of safety and others deemed necessary by this Committee.

Vehicle Safety Committee responsibilities shall include:

- A. Annual review of the Vehicle Safety Policy and Driver Training Handbook.
- B. Review of driver training program to ensure it stays current with latest trends.
- C. Ensure all Authorized Drivers required or permitted to drive school vehicles are fully informed of these policies, have had the requisite review of their driving record as outlined in this policy and are properly trained to safely operate the school vehicle(s) they may have occasion to operate.
- D. Ensure all Authorized Drivers are trained on procedures to follow in the event of a vehicular malfunction, accident or serious weather event as outlined in this policy.

# **Vehicle Safety Policy**

## **Departmental Responsibilities**

### **Facilities Department**

#### **Coordinating Vehicle Requests**

Facilities will serve as a central point of contact regarding vehicle usage requests. Authorized Drivers must request a vehicle by utilizing the online Millville Vehicle Request form. Facilities will ensure that the person requesting a school vehicle is on the current Authorized Driver list and assign the appropriate vehicle.

#### **Safeguarding School Vehicles**

The Facilities Department has the responsibility and authority to develop guidelines to safeguard the vehicles while not in use. A best effort will be made to make access to the vehicles convenient, but the first priority will be to ensure the security of the vehicles.

#### **Service & Repair of School Vehicles**

- A. A centralized vehicle management program is used as a management tool within for all school vehicles. An electronic file is maintained through this system and includes, but is not limited to, the following information:
  1. Type of vehicle (make, model, year, VIN#)
  2. Date in/out of service
  3. Responsible department
  4. Work order numbers and dates of service and repairs
  5. Vehicle usage and mileage
  6. Warranty and recall information
- B. Service and repairs to school vehicles shall be performed or coordinated by the fleet mechanic. Service and repairs to school vehicles while traveling outside of the Concord area are handled as the situation arises.
- C. If repairs are required as a result of a motor vehicle accident or other property loss that is covered by insurance, the fleet mechanic will coordinate the repairs with the Business Office.
- D. Within twenty-four (24) hours of becoming aware of a vehicle accident, the fleet mechanic will provide a status report on the damaged vehicle. This report will include a preliminary estimate of the cost of repairs and whether a 3<sup>rd</sup> party estimate will be obtained.

#### **School Vehicle Preventive Maintenance Program and Repair Services**

The fleet mechanic will take inventory of any minor defects or needed repairs and schedule needed maintenance work as appropriate. In addition, the responsibilities of the fleet mechanic are as follows:

- A. Ensure all vehicles are properly serviced for safe operation and that documentation is maintained for all regularly scheduled and other maintenance events.
- B. Ensure a first-aid kit and fire extinguisher is on board every 12 and 15 passenger bus.
- C. Ensure an accident kit including the vehicle registration, insurance card and accident reporting checklist is on board each vehicle.
- D. Tracking and coordinating warranty repairs in addition to maintenance agreements for outside repair in conjunction with other School policies.

### **Placing a Vehicle out of Service**

It is the responsibility of the fleet mechanic to review, on a daily basis, vehicle incident/accident reports. When a defect in the vehicle is found that qualifies it as unfit, unreliable or unsafe for ordinary use, the fleet mechanic must immediately take the vehicle out of service and inform the director of facilities, making a recommendation for corrective action.

### **Safety Department**

It is the responsibility of the Safety Department to ensure drivers properly document the facts pertaining to any vehicular accident or incident as well as oversee the documentation and reporting of all vehicle incidents via the Millville Incident Reporting System.

### **Business Office**

It is the responsibility of the Business Office to:

- A. Ensure an appropriate level of insurance coverage is maintained for all School owned on-road vehicles.
- B. Ensure all vehicle and incident reports are filed with appropriate carrier in a timely manner.
- C. Keep informed regarding the industry "best practices" and communicate such information to the Vehicle Safety Committee.
- D. Maintain in coordination with the director of human resources the up-to-date list of Authorized Drivers and update the list on Millville when necessary.
- E. Coordinate vehicle and/or property insurance claims and damage repair.
- F. Track incidents/accidents involving School owned or leased vehicles and report any trends to the Joint Loss Management Committee and/or the director of human resources as appropriate. Annually provide a report of all reported vehicle accidents/incidents to the Vehicle Safety Committee.
- G. Coordinate and schedule the online training and communicate with facilities when a person is eligible to schedule the Driver Orientation and Skills Evaluation.
- H. Recommend frequency of retraining for existing Authorized Drivers to the Vehicle Safety Committee.

### **Human Resources**

- A. Screen potential new drivers by obtaining a Division of Motor Vehicle record for any prospective employee, current employee or non-employee who has the need to be an Authorized Driver for SPS. Some employees will be required to be Authorized Drivers as a requirement of their job (i.e., faculty, certain facilities positions). Other employees and volunteers may request to become an Authorized Driver because of the need to drive one or more students.
- B. Periodically evaluate driver compliance with this policy.
- C. Ensure any disciplinary actions necessary are carried out in accordance with this policy and the Employee Handbook.
- D. The director of human resources, in consultation with the School's insurance consultants, will determine the appropriate frequency upon which driving records will be checked after the date of hire. The School reserves the right to check the driving record of any individual driving for school business at any time. Drivers who cease to meet the criteria will have their driving privileges revoked immediately

# **Driver Training Handbook**

## **Vehicle Operators**

Any Authorized Driver operating a school owned or leased vehicle is responsible for the following:

- A. Ensuring that they are familiar with and understand this Vehicle Safety Policy and Driver Training Handbook.
- B. Complying with each vehicle's proper fuel requirements (gasoline or diesel).
- C. Reporting any vehicle incident or accident to the Safety Department immediately.
- D. Reporting any major mechanical problem (flat tire, engine problem, etc.) with any vehicle immediately by calling the fleet mechanic or the Safety Department to ensure the vehicle is properly evaluated and removed from the fleet if necessary. If the vehicle is off grounds, the Safety Department will assist in making arrangements for whatever assistance is appropriate.
- E. Reporting any change in license status to the director of human resources immediately.

## **Driver Eligibility**

Only Authorized Drivers may operate School vehicles and/or drive students (as detailed in this policy). To be eligible to become an Authorized Driver, any individual must:

- A. Be at least 21 years of age (if driving students); 18 years of age (if driving SPS service vehicles without students).
- B. Have a U.S. driver's license (or an international equivalent) that has been valid for at least one year.
- C. Comply with any restrictions on respective license.
- D. Be an employee or non-employee appearing on St. Paul's School Authorized Driver list filed with the School's automobile insurance carrier.
- E. Complete and sign a St. Paul's School Authorized Driver Agreement-Appendix A.
- F. Have a satisfactory and insurable driving history.
- G. Successfully complete online training and the Driver Orientation and Skills Evaluation.
- H. Operate vehicles in accordance with applicable state and federal laws and regulations.
- I. Operate vehicles only within the guidelines specified by the manufacturer (number of passengers, appropriate seating, etc.).
- J. Never possess, carry (other than transporting for authorized School events) or consume alcohol and/or any controlled substance while operating, riding in or in any way occupying any vehicle while conducting any School business.

The director of human resources may in specific situations make exceptions to the above criteria when determining an individual's eligibility to become an Authorized Driver. Such exceptions will be documented in writing and retained in the employee's or volunteer's file. A student's parent or legal guardian may also waive the School's Authorized Driver requirement in certain circumstances. This waiver must be in writing and the exception must be approved by the dean of students, the vice rector or the rector.

### **Authorized Driver Agreement**

All drivers, including employees who are required to operate School vehicles as part of their jobs, must complete and sign an Authorized Driver Agreement (Appendix A). With this document an individual acknowledges they have completed the requisite driver training, authorize the School to run a Department of Motor Vehicle driving records report at any time, and agrees to abide by the terms, conditions, rules and regulations established by the School as documented in this policy.

The signed form is retained by human resources after the requisite online training and Driver Orientation and Skills Orientation is completed.

### **Notification of Change in License Status**

All Authorized Drivers, or any individual in the process of becoming an Authorized Driver for SPS, must immediately notify the director of human resources of any change in their license status in any state, including license expiration, suspension, or revocation for any reason. A current Authorized Driver or individual in the process of becoming an Authorized Driver who has his/her right to operate suspended or revoked in any state may not drive on School business, and is not allowed to transport students in any vehicle (either owned by the School or a private vehicle). All Authorized Drivers or any individual in the process of becoming an Authorized Driver must also immediately notify the director of human resources if they are involved in any accident or incident that may result in the suspension of their license.

### **Driver History Review**

Upon application to become an Authorized Driver (whether or not driving is a required based on a person's job description), the potential driver must provide SPS with authorization to request a driving record from the appropriate jurisdiction. This driving record will be reviewed by the director of human resources and the dean of faculty to ensure it meets the school's safe driver criteria.

The School reserves the right to revoke an offer of employment if an individual's driving record does not meet the School's established criteria. The review of a potential operator's driving record considers the employee's ability to carry out School business in a safe and efficient manner and is limited in scope to driving records. Where questions arise, the director of human resources and the dean of faculty will evaluate the operator's record and make a decision whether an individual may become an Authorized Driver as defined by this document. More recent violations will be considered more significant than those from prior years. Consideration shall be given to both the number and the nature of violations, when they occurred, etc., before a determination is made. Individuals will also be denied driving privileges if the School's insurance carrier refuses to insure them.

The director of human resources in consultation with the School's insurance consultants will determine the appropriate frequency upon which driving records will be checked after the date of hire. The School reserves the right to check the driving record of any individual driving for school business at any time and will continuously evaluate their status as an Authorized Driver. Drivers who cease to meet the criteria will have their driving privileges revoked immediately.

Individuals are not employable in a driving position, are not allowed to drive on school business, and are not allowed to transport students in any vehicle (either owned by the school or a private vehicle) if any one of the following has occurred:

- A. License is currently under suspension, revoked or cited for driving without a valid license within the last year.
- B. Convicted of any of the following: leaving the scene of an accident, hit and run, attempting to elude a police officer, vehicular homicide or assault, DUI, or reckless operation.
- C. Convicted of any felony motor vehicle offense. If review of a motor vehicle operator's driving history reveals any of the aforementioned which was not previously disclosed, the driver may be subject to disciplinary action up to and including termination.

### **Use of Drugs, Alcohol or Tobacco and SPS Policy for Testing**

The School prohibits the use or presence of any tobacco or vaping products in any School owned vehicle or personal vehicle conducting School business. The possession, carrying or consumption of alcohol or any controlled substance while operating, riding in or any way occupying a vehicle while conducting School business including transporting students is a serious violation of this and other School policies. Drivers may be subject to drug and alcohol testing after an accident or when the School has reasonable grounds to suspect that he or she may be at risk for driving under the influence of drugs or alcohol. Any positive results will be grounds for termination. Conviction for driving under the influence of alcohol or any other illegal substances whether conducting school business or not, will cause immediate termination of Authorized Driver status and may be grounds for termination of employment depending on the circumstances of the conviction.

### **Use of Personally Owned Vehicles for School Business**

When personal vehicles are used for School business, the employee will be reimbursed at the IRS mileage reimbursement rate. The reimbursement rate takes into account fuel cost, wear and tear on the vehicle, maintenance and insurance expenses.

Seat belts are required at all times while performing School business in a personal vehicle whether on or off campus as well as compliance with all state and federal laws.

If an employee chooses to utilize a motorcycle or other self-propelled means of transportation (moped/scooter, Segway, bicycle) to perform School business, they must first obtain the permission of their supervisor. If permission is granted, a helmet must be utilized whether on or off campus. No passengers may be transported during the course of conducting School business while utilizing a self-propelled means of transportation.

**Driving students in personal vehicles:** The School recognizes that due to the nature of our fully residential community, there may be the necessity for a non-Authorized Driver to transport one or more students in a personal vehicle when an Authorized Driver (as defined in this policy) is unavailable. Every effort should be made to find an Authorized Driver but if this is not possible, a faculty member may use their best judgment to designate an alternate driver for the safe transport of students. They must have personal knowledge of the alternate driver's driving history. Alternate driver must always be at least 21 years of age. This is meant to be a rare exception utilized for local transportation or emergency situations only.



### **Driver Classifications:**

In order to better administer the requirements of this policy, employees and volunteers will be classified based upon their expected driving responsibilities as follows:

**Level 1 driver** - Drivers in this classification are authorized to drive all SPS owned passenger vehicles and/or their own personal vehicle for school business **with or without students** (examples would be all full time faculty, facilities people who need to shuttle for anniversary/graduation weekend, weekend shuttle drivers, COP shuttle drivers, staff who help with clubs, etc.).

**Level 2 driver** – Drivers in this classification are authorized to drive any SPS owned passenger vehicle **other than our 12-15 passenger vehicles** and/or their own personal vehicle for school business **with or without students**.

**Level 3 driver** – Drivers in this classification are only authorized to driver specific SPS service vehicles and/or their own personal vehicle for school business. This classification allows a driver to drive with co-workers (as approved by supervisors) but does not include **driving students**.

### **Driver Training**

Before becoming an Authorized Driver, an individual must first complete training specific to the vehicle(s) that will be driven. Training is required upon hire and refresher training may be required at periodic intervals at the discretion of the School. Training will require the following:

- A. Successful completion of an online driving safety course approved by the Vehicle Safety Committee and;
- B. Successful completion of a Driver Orientation and Basic Skills Evaluation conducted by a trained evaluator.

The Driver Orientation and Skills Evaluation will cover topics such as:

1. Introduction to the vehicle and equipment.
2. Pre-trip and post trip safety checks.
3. Driving conditions: night / winter / heavy traffic / intersection traffic.
4. General vehicle operation: fueling / defensive driving / seat belts / turn signals / turning / vehicle space cushion / passing / backing / parking.
5. Road rage.
6. Distracted driving.
7. Drug/alcohol prohibition.
8. Accidents: causes (human & mechanical) / reporting / costs / prevention.
9. Operation guidelines detailed in next section.
10. Road tests following a comprehensive driving checklist, including driving through city traffic as well as highway driving in an applicable vehicle for the authorization level required.

Training must be documented, and evidence of successful completion is required along with a copy of the individual's valid driver's license prior to being added to the School's Authorized Driver list.

The Business Office will monitor and track vehicle accident/incidents as reported on the School's online Incident Reporting system to identify potentially unsafe driving habits that require additional training and/or disciplinary actions.

Continued eligibility to drive will be determined based upon the evaluation of driver records, adherence to this policy and subject to the School's insurance company driver guidelines. Employment may be jeopardized if employees are involved in accidents and/or exhibit unsafe or potentially unsafe driving habits.

Results of the driver proficiency evaluation will be shared with prospective and active employees at the discretion of the School. The School reserves the right to require additional vehicle training (online, in-person classroom or on-road) at any time.

## **Operation Guidelines for SPS Owned or Leased Vehicles**

### **Pre-Trip and Post-Trip Inspections**

Authorized Drivers should conduct both pre-trip and post-trip vehicle safety checks. Deficiencies should be reported to Facilities. Unsafe vehicles should not be driven.

### **Seat Belts**

Seat belt usage is proven to reduce the severity of injury. Use of seat belts is required of ALL persons riding in any vehicle that is equipped with seat belts when conducting School business. The number of passengers shall not exceed the number of seat belts. At no time will a vehicle be in operation when any person in the vehicle does not have his or her seatbelt securely fastened. If a seat belt is not functioning properly, the seat must be placed out of service. The intentional or deliberate misuse or over-ride of a seat belt or any other safety equipment provided or required by SPS will be considered a disciplinary matter.

### **Distracted Driving and Prohibited Activities**

The School is committed to safety, and for this reason firmly prohibits all behavior that distracts drivers while they are operating a vehicle. General guidelines for behavior while driving include but are not limited to the following:

- A. Drivers must respect speed limits, traffic signs and follow all traffic signals.
- B. Drivers must drive defensively and always attempt to anticipate what other drivers on the road might do wrong and plan a mode of escape. Never move through traffic aggressively.
- C. During long trips, drivers must take breaks every four hours and never drive more than 10 hours during a 24-hour period. While driving students, one driver must not drive more than six (6) hours in a twenty-four (24) hour consecutive period. Acceptable alternatives are utilization of a hired bus, use of multiple Authorized Drivers or an over-night stay to break-up the driving.
- D. Use of cell phones by operators of vehicles is **strictly prohibited**. We recognize that this requirement is more restrictive than current NH law, however Authorized Drivers are not allowed to use a cell phone or other communication system while driving for School business including transporting students. Passengers may make or take calls for the driver provided that the interaction does not affect the driver's performance. If a School vehicle is equipped with a hands-free emergency communication system such as Onstar or a Safety vehicle hands-free communication system, this system should only be used in emergency situations while the vehicle is in motion.
- E. Use of other electronic devices – including laptops, PDAs, MP3 players, and cameras is strictly prohibited while operating a vehicle for School business.

## **GPS System**

The School understands that sometimes, especially when traveling in unfamiliar areas, drivers may require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Authorized Drivers must adhere to the following:

- A. Mounted GPS systems may not block or obstruct the driver's view in any way. They must be voice narrated and must not require that the driver look away from the road to follow instructions.
- B. Programming or otherwise engaging with the GPS screen may occur only while stopped or pulled off the road.

## **Traffic Violations**

The School is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding individual driving habits and operation of the motor vehicle. Any ticket issued for the reasons stated above is the employee's responsibility, even if the ticket is issued while conducting business for the School. Authorized drivers should be aware that SPS vehicles requiring a DOT number are subject to significantly higher fees and penalties than passenger vehicles.

## **Pickup Trucks**

Under no circumstance may individuals be transported in the open bed of a pick-up truck, and tailgates must always be in the up and secured position when the truck is in motion unless transporting cargo with appropriate precautionary flags.

## **Vehicle Accident and Investigation Procedures**

The State of New Hampshire (RSA 264:25) requires "the driver of a vehicle who knows that he/she has just been involved in any accident which resulted in death, personal injury to anyone, damage to the vehicle(s) in excess of \$1,000, or any damages to property, shall immediately stop such vehicle at the scene of the accident and give to a uniformed police officer and to the driver or owner of any other vehicle involved in said accident, and to any person injured, and to the owner of any property damaged, his/her name and address, the number of his/her driver's license, the registration number of the vehicle and the name and address of each occupant thereof."

Should your vehicle be involved in an accident you should follow these procedures:

- A. Above all else, personnel safety must be the first priority. If the vehicle is in a position which will likely make it susceptible to additional collisions, and it is moveable, move the vehicle to a safe position out of the travel way. If you are unable to move the vehicle, activate your four way emergency flashers and consider removing passengers and yourself to a safe location, away from the roadway, when it is safe to do so.
- B. If there is any doubt whether anyone is injured, contact local authorities by dialing 911. Most state regulations require police notification when accident damage exceeds a specific dollar amount. Given the difficulty in assessing monetary value of damage, the safest course of action would be to contact local police after any vehicle accident occurring off School grounds.

- C. Once emergency services have been requested and as soon as you are able, contact the Safety Department at (603) 229-4646 and provide as much information as you can. If the accident is on campus, they will respond immediately and offer assistance. If the accident is off campus, they will work to coordinate whatever assistance you may need and also assist with important school notifications based on the extent of the accident. Even if you are involved in a minor accident, and no local authorities are to be contacted, you should notify the on-duty SPS safety officer once it is safe to do so. Some of the important information you may be asked to provide the safety officer is:
  - 1. Exact location of the accident.
  - 2. Extent of injuries and extent of damage to vehicle(s).
  - 3. Name of all students whether or not injured.
  - 4. Contact number at which you can be reached. If you have been injured and are unlikely to receive subsequent phone calls, a contact number for an alternate person who can receive calls will be necessary.
- D. Gather additional information once the injured are taken care of, and only when safe to do so. This information should include:
  - 1. Photographs.
  - 2. Names and contact information of other parties involved in the accident. Include operators and passengers of other vehicles involved.
  - 3. Names and contact information of other parties who may have witnessed the accident.
  - 4. Insurance information of the other involved parties.
- E. Be prepared to provide your name and address, driver's license number and vehicle registration to other operators, injured parties or owners of property damaged in the accident.
- F. Any employee involved in a vehicle accident (no matter how minor) while carrying out school business, or while driving a school vehicle, must report the accident to the Safety Department once it is safe to do so, but no later than 12 hours of any accident. The Safety Department will complete the online incident report located on the Millville site under the Apps tab. This provides important notification to the Business Office for insurance purposes. This initial report provides basic information and will most often be supplemented with a more thorough report from the Safety Department.

### **Vehicle Breakdown Procedures**

Should your vehicle break down during your trip, you should follow these procedures:

- A. Above all else, personnel safety must be the first priority. If the vehicle is in a position which will likely make it susceptible to a collisions, and it is moveable, relocate the vehicle to a safe position out of the travel way. If you are unable to move the vehicle and it is susceptible to a collision, or you are in an unsafe position, contact the local police via 911. Activate the vehicle's four way flashers while awaiting police arrival. Consider moving passengers to a safer location once it is safe to do so. This may include safely moving away from the road travel way onto a shoulder.
- B. Contact Safety at (603) 229-4646 and provide as much information as you can to the on duty officer. He or she will assist you in arranging alternate transportation and making important communications to other people.

### **School Vehicles for Personal Use**

Personal use of school vehicles is prohibited. The School employee assigned to the vehicle will be the only driver allowed to operate the vehicle unless a second Authorized Driver is present. Use of a school vehicle is limited to travel to and from work-related events. Any errand or travel that is not directly work related is considered personal travel.

## SPS Authorized Driver Agreement

### Appendix A

The School has adopted a basic set of safety rules that all drivers must agree to before becoming an Authorized Driver. Drivers are expected to drive safely at all times.

Driving a School vehicle, rented vehicle, a personal vehicle or other vehicle on behalf of the School is a privilege, not a right. The safety of students, other passengers and pedestrians must be every driver's highest priority. By signing this form, each driver agrees to abide by the following terms, conditions, and rules and regulations.

Drivers will:

1. Have and carry a valid driver's license while driving.
2. Use School vehicles for authorized school business only.
3. Operate the School vehicle in accordance with School rules, as may be provided in writing or verbally, and know and observe all applicable traffic laws, ordinances and regulations.
4. Not transport unauthorized passengers such as hitchhikers. Not transport any alcohol (unless specifically permitted, e.g., dining or conference services), drugs, or other contraband in any School vehicle. Not drive under the influence of drugs or alcohol. Not drive if using a medication that impairs judgment, reflexes or alertness.
5. Use seat belts and require all occupants to use seat belts. Never permit total number of passengers to exceed the number of passenger seat belts.
6. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
7. Not drive the vehicle at speeds that are inappropriate for road conditions.
8. Not use a cell phone (including "hands free" cell phones, texting, PDAs, computers or any other device) when the vehicle is moving or engage in other distracting behavior. If the driver must make or take a call or text message, the vehicle must be safely stopped and secured (parked), before using a cell phone.
9. Report all accidents involving a School vehicle or while driving on School business to the Safety Department immediately. Report any defects immediately to Facilities to determine if the vehicle is safe to operate.
10. Immediately report any change in license status, moving violation, and any at-fault accidents that occur whether or not the accident or violation occurred while driving on School business to Human Resources, and accept suspension of driving privileges as an Authorized Driver or other disciplinary action as determined to be applicable.
11. Personally assume responsibility for any and all fines or traffic violations associated with use of a School vehicle or privately owned vehicle used on School business.
12. Agree and accept that failure to follow driving rules may result in temporary or permanent suspension of driving privileges as an Authorized Driver or may have more serious disciplinary consequences.

By signing this Authorized Driver Agreement, I acknowledge that I read this document, as well as the SPS Vehicle Safety Policy and Driver Training Handbook, participated in required training and understand the rules established by the School with respect to driving for School business. I further acknowledge that the School reserves the right to run a Division of Motor Vehicle (DMV) report on a random basis and understand that my failure to provide a written authorization for such a report, could impact my status as an Authorized Driver and possibly my employment at the School.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature and date

\_\_\_\_\_  
Driver Orientation and Skills Evaluation  
Instructor

\_\_\_\_\_  
Signature and date

## Motor Vehicle Accident Information Form

<b>General information</b>		
SPS Driver name		SPS Driver license #
SPS Vehicle make and model	Color	SPS License plate #
Date	Time AM/PM	Weather conditions
Exact location of accident (cross street, etc.)		
Full name of all SPS vehicle occupants at time of accident (List on back if necessary):		
How many other vehicles involved?		Police report #
<b>Description of Accident</b> (Who was involved - where - when - why - how):		
<b>Any injuries observed?</b>		
<b>Other Vehicle Make and Model</b>	Color	License plate #
Driver name		Driver license #
Address	Telephone #	Insurance provider and policy #
Witnesses' names	Address	Telephone

If a camera is available, please take pictures of any vehicle(s) involved and the area where the accident took place. The back of this form can be used to complete a sketch diagram of the area/accident.

## Summary of Changes

DATE	CHANGE	INITIALS
AUGUST, 2016	Document created.	TMcG
OCT, 2016	Added driver classifications.	TMcG
August, 2017	Annual review of policy	DJB-made changes recommended by VSC