



PROPOSED AGENDA ITEM

DATE: January 24, 2008

SUBJECT: Policy 712- Use of School Vehicles by Staff

INITIATED BY: Paul Fritz, Business Manager

DESCRIPTION:

First reading of Policy 712- Use of School Vehicles by Staff

The purpose of the policy is to set forth conditions for use of school vehicles by staff.

School Claims Service as part of our commercial package insurance coverage conducted a safety survey in September 2007 that recommended ECTS obtain motor vehicle records (MVR) as part of the selection process for prospective drivers.

PA Department of Transportation has granted authorization for on-line access to driver motor vehicle records.

The Policy attachment, acknowledgement, will notify staff that their MVR will be examined.

RECOMMENDATION:

First reading of Policy 712- Use of School Vehicles by Staff



Erie County
Technical
School

SECTION: PROPERTY

TITLE: USE OF SCHOOL VEHICLES BY STAFF

ADOPTED:

REVISED:

	712. USE OF SCHOOL VEHICLES BY STAFF
1. Purpose	The purpose of this policy is to set forth conditions for use of school vehicles by staff.
2. Authority SC 510	The Operating Committee has the authority to adopt rules and regulations governing staff and use of vehicles.
3. Delegation of Responsibility	School-owned vehicles may be used by staff for school business when such use is authorized by the Director or designee.
4. Guidelines	The following guidelines shall govern the use of School-owned vehicles: 1. The vehicle shall be signed in and out through the appropriate office. 2. The itinerary for the vehicle's use shall be on file in the appropriate office. 3. Mileage as shown at the beginning and end of each use shall be recorded on a form provided by the appropriate office. 4. Prior to trip departure, vehicle users are responsible for visual inspection of the vehicle to determine whether any irregularities exist. Any irregularities which interfere with the safe operation of the vehicle must be corrected prior to use. In addition, vehicle users shall check for, and report to their immediate supervisor, any damages or irregularities occurring during use. 5. The vehicle shall be left in a clean condition inside when it is returned. 6. Vehicles shall not be taken to an employee's home or used in any manner for personal convenience or personal business of the driver or of any person, including students, without prior approval by the Director or designee. Unless prior approval has been granted, vehicles shall be returned to a designated location on School property immediately following approved use. 7. The maximum number of passengers permitted to be transported must comply with state law.

8. Any accident involving a vehicle, no matter how slight, shall be reported verbally to the immediate supervisor, Facilities Manager and Business Manager as soon as feasible. All relevant facts pertaining to the accident shall be reported in writing within two (2) working days of the trip's completion.
9. All relevant facts pertaining to a citation for violation of state motor vehicle laws, while operating a School-owned vehicle, shall be reported in writing to the immediate supervisor within two (2) working days of the trip's completion.
10. All School employees who shall operate a School vehicle as part of their employment shall authorize the School to annually collect a Pennsylvania Department of Transportation Driver Motor Vehicle Record (MVR).

This policy shall not apply to use of School-owned vehicles by duly licensed bus drivers, other transportation personnel who are assigned or required to provide scheduled transportation to students as their principal duty.

Any School employee may operate a school vehicle as long as the employee meets all requirements:

1. The employee must have a current and valid Pennsylvania operator's license. The School will obtain a Driver Motor Vehicle Record (MVR) for all drivers. The MVR will be examined to ensure that the operator's license is current, valid and that the driving record is acceptable.
2. Employees with a Type A violation within the last three (3) years are not permitted to drive school vehicles or to transport School students under any circumstances.
 - a. Type A violations are those that are assigned the most points as determined by the state point system. Examples include, but are not limited to:
 - 1) Driving while intoxicated.
 - 2) Driving under the influence of drugs.
 - 3) Negligent homicide arising out of the use of a motor vehicle.
 - 4) Operating a vehicle during a period of suspension or revocation.
 - 5) Using a motor vehicle for the commission of a felony.
 - 6) Aggravated assault with a motor vehicle.

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	7) Operating a motor vehicle without an owner's consent. 8) Permitting an unlicensed person to drive. 9) Reckless driving. 10) Participating in a motor vehicle speed contest. 11) Hit and run (bodily injury or property damage). 12) Failure to stop for a school bus with flashing red lights. 13) Failure to comply with a crossing gate or barrier. 14) Moving violation over thirty (30) points. 15) Failure to notify the School of changes in the driving record during the year. 3. Employees with three (3) or more Type B violations in the last twelve (12) months are not permitted to drive school vehicles or transport School students under any circumstances. a. <u>Type B</u> violations include any other moving violation that is not considered a Type A violation. 4. Only employees and other pre-approved volunteers with the required child abuse clearance certificate, criminal history clearance certificate, copy of Pennsylvania Driver's License and a signed release for Driver Motor Vehicle Check on file may transport School students. School vehicle use is restricted solely to School-related activities. Personal use is prohibited under all circumstances. The Facilities Manager will control the scheduling of all vehicles. The School employee signing out the vehicle is responsible for the safe and lawful operation of the vehicle and will ensure that no damage occurs to the vehicle as the result of abuse or negligence. The school vehicle must be returned to its appropriate location. All doors and windows are to be locked whenever the vehicle is left unattended, including when it is returned. Permission to keep a maintenance vehicle overnight must be secured from the Facilities Manager.
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The Facilities Manager shall be responsible for the maintenance of all School-owned vehicles.

Safety

School employees and other pre-approved volunteers are the only authorized drivers when transporting students in a School-owned vehicle. Students are not authorized to operate School-owned vehicles. Adult chaperones shall be permitted to operate school vehicles only when there are not enough school employees for a particular function.

All passengers and drivers must wear seat belts at all times while in the vehicle, if provided. Child safety seats shall be used as required by law.

The driver shall abide by all motor vehicle code laws, regulations and guidelines regarding highway safety.

In the event of an accident, the following steps should be taken:

1. Secure immediate medical attention for injured passengers.
2. Report accident to municipal or state police.
3. Get names and addresses of all witnesses and injured persons, license number of the other vehicle(s), names and addresses of driver(s), passenger(s) and owner(s), and insurance carrier information. Note time and place of the accident and the road conditions.
4. Report the accident immediately to the immediate supervisor, Facilities Manager and Business Manager.

Use Of Personal Vehicles

The use of personal vehicles by School employees or volunteers to transport students to or from School-sponsored events is prohibited, unless the following conditions are met:

1. Prior approval of a School building principal is secured by telephone or in writing.
2. Prior approval by the parent/guardian or emergency contact person is secured in writing (when time permits) or verbally (when written permission is unable to be secured due to exigent circumstances).



Use of School Vehicles by Staff Policy

ACKNOWLEDGEMENT

By signing below, I am acknowledging that I have received a copy of the School's **Use of School Vehicles by Staff Policy #712**, have read and understood the terms of the policy and intend to comply fully with the policy. I understand that any violation of the policy may result in the imposition of the appropriate disciplinary action, including without limitation termination of employment or loss driving privileges. I further understand that failure to comply with the terms of the policy may result in my having to reimburse the School for charges or costs incurred by my unauthorized and/or personal use of school vehicles. I acknowledge that the school will obtain my Driver Motor Vehicle Record (MVR) from the PA Department of Transportation, as needed at least annually.

Employee's Signature: _____

Print Employee's Name: _____

Date: _____

Witness: _____



Loss Control Division

September 13, 2007

Paul D. Fritz, Business Manager
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

Subject: Policy Number INP D3 338324-1

Dear Mr. Fritz:

On Thursday, September 6, 2007, I visited the Erie County Technical School to complete an insurance survey related to the commercial package insurance coverage.

First, I met with you and Mr. Steve Sceiford, Facilities Manager, to obtain an overview of your school district's facilities and operations. We also reviewed the areas of special events, use of facilities by outside groups/organizations, use of contractors, security, and loss/incident investigation procedures.

Next, Mr. Sceiford conducted me on a tour of the Technical School.

During my visit, a number of conditions and practices were noted where improvement is needed to reduce the possibility of loss. These improvement needs are addressed in the attached recommendations.

Please let me know of the action taken or planned for each recommendation by December 20, 2007.

I want to thank you, Mr. Sceiford, and the staff of the Erie County Technical School for the time and assistance provided during my visit.

Should you have any questions regarding the attached recommendations, or desire loss control assistance in the future, please call me at 866-401-6600, extension 151.

Very truly yours,



Derek Neubauer
Loss Control Specialist

C: Dr. Aldo R. Jackson, Superintendent
Thomas J. Giblin, Wagner Giblin Insurance
David H. Leeds, SCS
Lynne M. Barag, ACE Underwriting

Please note:

A survey of your premises, equipment and operations has been undertaken for the purpose of supporting the functions of risk underwriting. The information contained within this report is intended to assist you with your loss control efforts but should not be construed as an attempt to address all possible safety-related exposures within your school entity, nor is it intended as a substitute for advice from a safety expert or legal counsel you may retain for your own purposes. The recommendations stated are not intended to supplant any legal duty you may have to provide safe premises, workplace, product or operations.

RECOMMENDATIONS:

MOTOR VEHICLE RECORDS – REVIEW GUIDELINES

07-01 Management should obtain motor vehicle records as part of the driver selection process for all prospective drivers. For existing drivers, motor vehicle records should be checked on an annual basis and in conjunction with any involvement in an accident. The following guidelines are provided to assist you in this process.

Based on accident/violation history, an individual's driver record becomes marginal or poor if one or more of the following exists:

- Three or more accidents (regardless of fault) in the last three years.
- One or more Type A violations in the last three years.
- Any combination of accidents and Type B violations which equal four or more in the last three years.

Designation of Type A and Type B violations are based on a survey of state point systems. Violations receiving the higher number of points are classed as Type A.

Type A Violations

- Driving while intoxicated.
- Driving under the influence of drugs.
- Negligent homicide arising out of the use of a motor vehicle.
- Using a motor vehicle for the commission of a felony.
- Aggravated assault with a motor vehicle.
- Permitting an unlicensed person to drive.
- Reckless driving.
- Speed Contest.
- Hit and run (BI and PD) driving.

Type B Violations

- All moving violations not listed as Type A violations.

These guidelines should be uniformly applied to all drivers. Management should establish and distribute to all employees operating motor vehicles the guidelines for evaluating their records, including the consequences of falling into the marginal or poor review category.

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NOTE: Motor Vehicle Records can be obtained by public schools from the Pennsylvania Department of Transportation at no charge. Form DL-503, Request for Driver Information, can be obtained from the Internet at www.dmv.state.pa.us, at the top of the page click on "Forms & Publications", click on Driver License Forms/Pubs, then click on "DL-503" and print form.

Or, to have Internet access to check motor vehicle records:

1. go to www.dmv.state.pa.us
2. on the left side of the page, click on Business Partners
3. click on Online Business Driver History Request Service
4. click on Business Account Assistance Page
5. click on Internet Application/Licensing Agreement
6. click on Government Agency Internet Application/License Agreement
7. print the form, complete and submit.

FLAMMABLE & COMBUSTIBLE LIQUIDS STORAGE – GRAPHIC COMMUNICATIONS

07-02 Flammable and combustible liquids (film cleaner) are being stored on open shelves in the Graphic Communications storage room. To reduce the possibility of rapid fire spread, should fire occur in this area, an approved flammable liquids storage cabinet should be provided and used for the storage of flammable and combustible liquids. All flammable and combustible liquids not in use should be stored in the approved flammable liquids cabinet.

The proper storage and handling of flammable and combustible liquids helps reduce the possibility of fire.

FLAMMABLE & COMBUSTIBLE LIQUIDS STORAGE – AUTOMOTIVE TECHNOLOGIES

07-03 Flammable and combustible liquids are being stored in a non-approved cabinet in the Automotive Technologies storage room. To reduce the possibility of rapid fire spread, should fire occur in this area, an approved flammable liquids storage cabinet should be provided and used for the storage of flammable and

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SECTION: OPERATING COMMITTEE
PROCEDURES

TITLE: POLICY FORMULATION

ADOPTED: December 19, 1996

REVISED: November 19, 2002

ERIE COUNTY TECHNICAL SCHOOL

	009. POLICY FORMULATION
1. Guidelines	The Joint Operating Committee shall follow these guidelines for final adoption of school policies: - Policy drafts are to be initially reviewed by the policy committee or the Joint Operating Committee as a whole. - The first reading of the policy is to occur at a regular meeting of the Joint Operating Committee. - Notification of intent to adopt policies which affect employees shall be posted and copies distributed to employees prior to adoption. - The second and final reading of the policy is to occur at the regular Joint Operating Committee meeting. The policy may be adopted at the meeting at which the second reading occurs.