



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,

A handwritten signature in black ink, appearing to read 'Derek Neubauer', written in a cursive style.

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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