

## INTRODUCTION

The main objective of transportation is to maintain equal educational opportunities for all youth, regardless of where they might live.

## BUS SCHEDULES

### A. Rural Students

Transportation will be provided to all rural students irrespective of their school of attendance or the distance of their residence from such school.

### B. City Students

Transportation will be provided from designated locations within the city to schools of attendance for all students residing in the City of Darlington.

Drop-off sites for Four-Year-Old Kindergarten will be provided at state licensed daycare providers within the city.

Locations for pick-up and drop-off will be reviewed annually by the Board of Education.

### C. Schedules

A time schedule of bus stops shall be worked out each year between the contractor and administration. No child shall be required to ride the bus longer than sixty minutes one way. Routes should be reversed mid-year when possible in order to equalize riding time. Walking distance from where private lanes meet the road to the pickup point shall not exceed 1/4 of a mile except by parental consent.

## TRANSPORTATION CONTRACTOR

- A. The Board will enter into a contract with a qualified transportation contractor to furnish transportation services to the District. The contract shall be reviewable annually and may be extended for three years following review.
- B. The Contractor must agree to transport children enrolled in the public and private schools of the District pursuant to the requirements prescribed by prevailing legislation and law and as required by the Board of Education.
- C. The Contractor must agree to provide transportation vehicles which meet the specifications and regulations as prescribed by prevailing legislation and law.
- D. The Contractor must agree to provide transportation in compliance with the routes, passenger lists, time schedules, and days of school operation as designated by the Board of Education or their school administrators with buses of sufficient capacity to accommodate legally the number of passengers assigned to each bus.
- E. The contractor must agree to provide qualified and properly licensed drivers. Said drivers must comply with all statutory requirements regarding physical condition, character, knowledge, age, and license.
- F. The transportation contractor must agree that all statutory requirements regarding insurance, vehicle quality, and other applicable law will be fully adhered to.

## BUS DISCIPLINE

- A. Transportation to and from school is a privilege provided by the school district.
- B. Students who refuse or fail to comply with bus rules and regulations shall be disciplined. Such discipline may entail denial of bus privilege for a stipulated period of time. Under no circumstances shall a driver put a student off the bus. Drivers are expected to report bad conduct to the contractor and school authorities for disciplinary action.
- C. Principals and/or bus contractor will notify parents of contemplated discipline and attempt to correct behavior in cooperation with parents.
- D. Drivers are encouraged to work out potential problems with students and/or parents prior to requesting disciplinary action.

## FIELD TRIPS

From time to time the School District sanctions field trips of educational value. Students may participate when the parent or guardian grants permission by signing a permission slip which states the time, date, and destination of the trip.

## BUS COMPLAINT PROCEDURES

- A. Initial complaints from citizens, parents, or students about bus service, driver behavior, or student behavior are to be directed initially to the principal and/or bus contractor of the student directly or indirectly served. If there is doubt as to who should receive the complaint, the complaint should be registered with the District Office.
- B. The principal receiving the complaint shall arrange informal visits with the contractor and complaining parties to attempt to resolve the matter informally. If the resolution of the complaint appears to require action in areas of decision and policy beyond the purview of the principal or contractor, the superintendent shall be called to assist in resolving the matter.
- C. If these attempts made pursuant to Section A and B fail to resolve the matter to the satisfaction of the complainant, the superintendent shall inform the complainant of the recourse to register the complaint with the chairman of the Transportation Committee.
- D. The chairman of the Transportation Committee shall review the matter and determine (1) to support the resolution proposed or (2) institute a review by the Transportation Committee. Such review is to end with a decision and reports of the decision to the full Board of Education, the complainant, the bus contractor, and the administration.

## TRANSPORTING STUDENTS IN PRIVATE OR DISTRICT-OWNED VEHICLES

The School Board recognizes the need for some district employees and other persons serving in an official capacity to transport students to educational opportunities. Transporting students in private or district-owned vehicles allows the district to cost effectively provide transportation for this limited number of individuals.

The following guidelines relate to transporting students in private or district-owned vehicles:

1. District employees are prohibited from using district-owned vehicles for any personal purpose. Use of these vehicles is for school district approved events only.
2. When a district-owned vehicle is not available, district employees or other persons serving in an official capacity may transport students in privately owned vehicles for school purposes provided they have obtained written permission of the district administrator or designee to do so. Permission may only be granted if the person providing transportation has satisfactorily met all district requirements and state law.
3. Any traffic violations committed by a driver while using district-owned vehicles are the financial responsibility of the driver. The vehicle driver and passengers must follow all applicable state safety and legal requirements.
4. If driving a district owned vehicle, the driver will need a valid driver's license. If driving his/her own vehicle, the driver will need a valid driver's license and proof of vehicle insurance. All vehicle damage is the responsibility of the owner.
5. Drivers shall insure that the students utilize seat belts at all times during transportation.
6. Staff failing to comply with this policy shall not be allowed to transport students and may be subject to appropriate discipline.
7. All people driving a vehicle for school purpose must submit a copy of their driver's license which will be subject to a state check.

It is expected that ordinary care shall be taken when operating or riding in a school vehicle.

All warning lights and gauges should be monitored and the vehicle checked when there is indication that the vehicle may be functioning improperly. The driver shall report any damage, malfunction, or impending malfunction to the District Administrator's office immediately.

Approved: December 16, 2008

## FLEET SAFETY PROGRAM (NON-DOT)

### PURPOSE

The operation of motor vehicles is a necessary part of Darlington Community School District district. The operation of motor vehicles exposes our district to the risk of loss – through injury to employees or the general public, damage to property and to our district’s overall reputation. Therefore, as a part of the School Board’s commitment to operate all aspects of the district in a safe and responsible manner, we have created the following Fleet Safety Program.

The purpose of this Fleet Safety Program is to detail the policies and procedures Darlington Community School District has to minimize the frequency and severity of vehicle accidents. All employees are required to follow the procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Fleet Safety Program Administrator/High School Principal.

### SCOPE

This policy applies to all drivers of district-owned, leased, rented or borrowed vehicles and all drivers of non-owned district vehicles while being operated on school district business regardless of the amount of time spent in the vehicle.

The Fleet Safety Program Administrator/High School Principal is responsible for the program’s implementation, management, and recordkeeping requirements.

### PROGRAM RESPONSIBILITIES

#### School Board

The School Board of the Darlington Community School District is committed to the Fleet Safety Program. The School Board supports the efforts of the Fleet Safety Program Administrator/High School Principal by pledging financial and leadership support towards the identification and control of hazards related to motor vehicle operation.

#### Fleet Safety Program Administrator/High School Principal

The Program Administrator/High School Principal reports directly to the School Board and is responsible for this program. All driver selection, vehicle maintenance, training and other program components will be coordinated under the direction of the Program Administrator/High School Principal in collaboration with the School Board. The Program Administrator/High School Principal monitors the results of the program to determine needed modifications or additional areas of focus. The Program Administrator/High School Principal also performs the following duties:

- Evaluates applicants to determine if they are eligible to drive our vehicles or other vehicles on district business;
- Authorizes those persons who are allowed to operate vehicles;
- Ensures vehicles are maintained in safe condition;
- Develops and enforces fleet safety rules and policies;

- Investigates all vehicle accidents and recommends any necessary corrective actions;
- Coordinates driver training programs;
- Annually reviews this written program and makes any changes needed. Documents the annual review on the proper forms (found in Appendix A) and submits the report to the School Board.

### Employees

Every employee of the Darlington Community School District is responsible for conducting himself/herself in accordance with this program. Employee involvement is an essential element to the success of our fleet safety efforts. Employees may be solicited for their input regarding vehicle selection, safety features, training programs, and other topics related to this program.

### DRIVER SELECTION

The Darlington Community School District will check the driving history of all applicants through the use of a Motor Vehicle Record (MVR) before they are granted driving privileges and obtain an updated MVR for all approved drivers annually thereafter. MVRs will also be checked whenever an employee is involved in a motor vehicle accident. A driver list is maintained and updated annually, including the last date of an MVR for each driver. The approved drivers' list will be recorded on the proper form found in Appendix B and maintained by the Program Administrator/High School Principal.

Employees will be prohibited from operating vehicles on district business under any of the following conditions:

- Employee is under 21 years of age;
- Employee does not have a valid driver's license, or the license has been suspended or revoked;
- Employee does not have at least one year of verifiable driving experience;
- Employee's MVR indicates more than two at-fault accidents, or three moving violations, or two moving violations plus one at-fault accident in the past three years;
- Employee's MVR indicates any one of the following major violations within the past five years:
  - Driving under the influence
  - Reckless driving/speed contests
  - Hit and run
  - Vehicular manslaughter/homicide
  - Leaving the scene of an accident
  - Fleeing/eluding a police officer
  - Passing a stopped school bus
  - Speeding 15 or more miles over the speed limit
  - Refusing a chemical test
  - Operating with a suspended or revoked license
- Employee has tested positive in an alcohol or drug test while in our employment

## AUTHORIZED VEHICLE USE

The Program Administrator/High School Principal determines who is authorized to operate vehicles on district business. No employee or nonemployee (for example, an employee's spouse or child) is allowed to operate a district vehicle, or their own vehicle on district business, unless the Program Administrator/High School Principal has authorized that person to drive. Before any nonemployee is permitted to use a district vehicle, he or she must meet the same qualifications as those for employees. Use of district vehicles by employees and nonemployees under the age of 21 is prohibited.

## PROCEDURE

### VEHICLE MAINTENANCE

To extend the useful life of vehicles, regular inspections and maintenance will be completed on all district owned and operated vehicles per the manufacturer's recommendations. If during an inspection any of the items are found "not okay," the vehicle will be removed from service until it can be repaired or replaced. All problems must be promptly reported to the Program Administrator/High School Principal. Each driver will inspect the vehicle before each use. The inspection will consist of all items listed in the Vehicle Self-Inspection Report (form located in Appendix C). All vehicle Self-Inspection Reports will be submitted to the Program Administrator/High School Principal within one district day.

In states that require emissions testing, all vehicles will comply with the state's requirements.

### DRIVER SAFETY RULES

All motor vehicle operators must obey all state laws and posted signs when operating vehicles. In addition, the following rules must be followed at all times.

#### Cell Phones and Other Distractions

The use of handheld or hands-free cell phones, or other devices that take attention away from the driving task, are prohibited when driving district vehicles. Passengers may use devices only if the use will not be distracting to the driver. Cell phone calls should be made prior to or at the completion of a trip. If a call must be made during a trip, drivers must pull into a safe location and stop before making the call. If the driver receives an incoming call while driving, they must allow the call to go to voicemail and return the call when stopped in a safe location. Eating while driving is prohibited. Nonalcoholic drinks may be consumed with great discretion and only in situations where driving hazards are minimal (i.e., not in traffic, through road construction, etc.)

#### Seat Belts

Seat belts must be properly worn by all drivers and passengers while the vehicle is in operation. Children being transported in a district vehicle must remain properly secured in a child safety seat or booster seat according to state law.

#### Drugs and Alcohol

Drivers will not operate a motor vehicle at any time when his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury. The sale, purchase, transfer or possession of any controlled substance (except medically prescribed drugs) is strictly prohibited while using a district vehicle, while on the district premises or while engaged in district business.

#### Severe Weather

Extreme caution must be exercised when driving in severe weather conditions. If a driver has any doubt about the safety of travel, they must contact their supervisor or the Program Administrator/High School Principal for guidance.

### Radar Detectors

The use of radar detectors or any other device with the purpose of detecting or interfering with police radar is prohibited.

### Glass

Damaged glass should be reported immediately to the Program Administrator/High School Principal. To reduce windshield damage, drivers will:

- Keep a safe distance between vehicles, especially on gravel roads;
- Use clean, greaseless, dry cloths to wipe the windshield;
- Replace worn wiper blades as soon as they begin to streak;
- Use plastic or rubber ice scrapers, never metal.

### Towing

Only vehicles specifically approved for towing by the Program Administrator/High School Principal may be used to tow trailers of any size or type.

## TRAFFIC VIOLATIONS AND CITATIONS

Drivers are responsible for all citations received. Traffic citations must be reported to the Program Administrator/High School Principal as soon as possible. The Program Administrator/High School Principal will review the driving privileges of any employee charged with a serious offense. Disciplinary action may include warnings, probation or suspension of driving privileges. For those jobs that require operation of a district vehicle, loss of driving privileges may result in termination.

### Vehicle Accident Investigation

Vehicle accident investigations are handled internally and may utilize external documents such as police reports. Vehicle accident reports are to be filled out by the driver and returned to the Program Administrator/High School Principal as soon as reasonably possible. The Program Administrator/High School Principal will determine accident preventability and the proper course of disciplinary action that might be necessary. The Program Administrator/High School Principal will also determine if additional training is needed to prevent similar accidents from occurring in the future. Trends in types of accidents or multiple accidents by the same driver will receive additional scrutiny, as they may signal the need for additional training or changes to driver selection procedures.

When in an accident, drivers must:

- Stop your vehicle and protect the scene to prevent a secondary accident.
- Call for medical assistance and assist any injured people, if necessary.
- Call the police and the Program Administrator/High School Principal or supervisor as soon as possible.
- Locate any witnesses and get important information from them. If possible, get names, addresses and phone numbers.
- Exchange pertinent information with other drivers.
- Take photos of the accident.
- Fill out a vehicle accident report form and send it to the Program Administrator/High School Principal (forms are in Appendix D).

- Never admit fault or apologize. Apologies could be interpreted as an admission of fault.
- Never argue with other drivers or witnesses.
- Never argue with the police.
- Never make a statement to the media. Refer them to the Program Administrator/High School Principal.
- Never discuss details of the incident with anyone except a representative of the Darlington Community School District or the police.
- Report every accident no matter how small to the Program Administrator/High School Principal.

Vehicle Accident Report forms must be kept in each district vehicle for use after an accident. If the vehicle you are driving does not have a Vehicle Accident Report form in it, contact the Program Administrator/High School Principal.

#### Driver Training

Upon initial assignment of driving privileges, each driver will be required to attend a training session that outlines the rules and procedures in our Fleet Safety Program.

#### PERIODIC PROGRAM REVIEW

At least annually, the Program Administrator/High School Principal will conduct a program review to assess the progress and success of the Fleet Safety Program. The review will consider the following:

- Evaluation of all training programs and records;
- The frequency and severity of vehicle accidents during the previous year;
- The need for changes to the Fleet Safety Program, based on evaluation of the program and results;
- The need for changes to the driver selection/disqualification criteria.

#### Record Retention

All records will be retained for 7 years.

Approved: August 21, 2017





## Appendix C – Vehicle Self-Inspection Report

### VEHICLE SELF-INSPECTION REPORT

Inspection Completed By:					Date:		
Vehicle Make:		Model:		Year:		No.:	
Beginning Mileage:			Ending Mileage:				
Not OK	OK	Before Starting Engine			Not OK	OK	After Starting Engine
		Body					Brakes
		Brake/head/tail/clearance lights					Parking brake
		Direction signals/emergency flashers (4-way)					Engine/drive train
		Mirrors (inside and outside)					Gauges (oil/fuel/temp/air)
		Windows/windshield					Heater/defroster/air conditioner
		Wheels and tires					Speedometer
		–Air pressure to manufacturers recommendation					Steering
		–Minimum of $\frac{3}{16}$ inch tread depth					Transmission
		–No visible sign of the tire deterioration					Other:
		Windshield wipers and washers					
		Horn					
		Seat belts (all seating positions)		<b>Remarks:</b>			
		Seats securely fastened to the floor					
		Battery					
		Belts/hoses					
		Fluid levels/leaks					
		Muffler and exhaust system					
		License plate(s)					
		Suspension system					
		Fire extinguisher					
		First aid kit					
		Reflectors/flags/flares					
		Other:					

Condition of above vehicle is  Satisfactory  Unsatisfactory

Signature: \_\_\_\_\_

**Appendix D – Vehicle Accident Report**

**TO PASSENGERS AND OTHERS**

My employer requires that I report details of all accidents. If you witnessed this one, please assist me by writing your name below. Write a brief description of your version of the accident on the reverse side, even if you consider me at fault.

Name \_\_\_\_\_

Home Address \_\_\_\_\_ Tel. \_\_\_\_\_

Business Address \_\_\_\_\_ Tel. \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_\_

3004E (Rev. 2-01)

### ACCIDENT DIAGRAM

Show names of streets, locations of vehicles, travel directions of vehicles, and prominent objects. Clearly indicate the direction of North.

**INSTRUCTIONS:**

1. Use solid line to show path of vehicle before accident.
2. Use dotted line to show path of vehicle after accident.
3. Number each vehicle and show direction of travel with an arrow.
4. Show pedestrians with an X.

### ACCIDENT REPORT FORM

Keep this form in your vehicle.  
Complete the report in case of accident  
and return promptly to:

#### DRIVER'S RESPONSIBILITY

Any driver involved in a traffic accident is responsible for completing an accident report. Following an accident, the driver must contact the Fleet Manager and collect all information requested on the accident report form. Even minor incidents should be brought quickly to management's attention in order to protect against potential claims.

Your accident report and conduct at the accident scene is very important. What is said and done at the accident scene can either help or hinder the successful settlement of an accident case. All drivers must know and understand what to do and say, and be equipped to handle situations as they arise.

The following steps should be taken at the scene of a traffic accident in which you are involved:

1. Stop the vehicle immediately and shut off engine. Failure to stop at the scene of an accident in which you are involved is a criminal offense which may subject you to the penalty of the law in addition to disciplinary action by your employer.
2. Turn on the 4-way flashers and (if available) set out emergency markers (reflectors or flares) in accordance with DOT regulations — one marker 100 feet in each direction from the scene and one near the scene. If the accident occurs near a curve or hill crest, set the markers further away, but not further than 500 feet from the scene.
3. Assist any injured person, but DO NOT move them unless absolutely necessary to prevent further injury (i.e., from fire). Keep any injured person as warm and quiet as possible while waiting for the arrival of emergency personnel.
4. See that help, such as police and ambulance are summoned to the scene.
5. If you are the victim of a hit-and-run, or if the other party of an accident refuses to remain at the scene or give you information, notify the police and give them all the details you can. This way, your report is kept on the police log and protects you if the other party tries to make a claim against you at a later date.
6. Be polite. Provide only the information on your drivers license and the insurance card in your accident packet. Do not offer information concerning the accident to anyone except the police.
7. Complete the accident report form and return it to the Fleet Manager as promptly as possible. The following information must be recorded:

Provided compliments of:  
**EMC**  
Insurance Companies



#### Police Officer Information

Accident Report Number \_\_\_\_\_

Officer Name(s) & Badge Number(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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