

**SCHOOL BOARD OF SUMTER COUNTY
SUMTER COUNTY, FLORIDA**

SAFE DRIVER PLAN

INTRODUCTION:

The School Board of Sumter County wishes to ensure that it provides the safest means of transportation possible for its students and employees, and, for this purpose, has adopted this Safe Driver Plan. Every employee covered by this Plan is expected to establish and maintain an overall driving record which exemplifies careful driving habits.

WHO IS COVERED:

This Safe Driver Plan covers all employees who operate a District-owned/leased vehicle, hereinafter referred to as a District vehicle (excluding white fleet), and are covered by the Omnibus Transportation Employee Testing Act (OTETA). It applies to both the driving of the District vehicle as well as the employee's personal vehicle. One facet of this Plan involves the monitoring of the driving records of these employees.

EFFECTIVE DATE:

This Safe Driver Plan is effective July 1, 2024. Any points accumulated prior to July 1, 2024, will not be converted to the point system incorporated herein.

HOW THE PLAN WORKS:

This Safe Driver Plan is based on a point system, whereby points are applied to a variety of results in disciplinary action against the employee. For employees covered by this Plan, it does not matter whether the points were assigned for violations involving the District vehicle, or the employee's personal vehicle. If the DMV changes its point system to reflect an upward or downward adjustment, or adds to or deletes violations currently listed, the Plan shall be adjusted in the same manner.

Covered employees are required to report all infractions in their personal vehicles (within 48 hours), as well as District vehicles (immediately or as feasibly possible). Failure to do so may result in additional points, which increases the potential for disciplinary action.

VIOLATION CATEGORIES:

The following is a list of violations and the number of points to be assigned. It is understood that neither a citation from a law enforcement officer nor a conviction of a traffic offense/crime is necessarily required for a determination that points be assessed by the District.

Violation	Points
Please note that an at-fault accident driving a District vehicle, involving another vehicle and/or personal property resulting in damage of \$0 to \$100, whether or not students are on board (without citation), will be zero points on the Safe Driver Plan.	
1. At-fault incident driving a District vehicle, involving any other vehicle and/or physical property resulting in damage of less than \$500, <u>but more than \$100</u> , whether or not students are on board (without citation).	1

2.	At-fault accident driving a District vehicle, involving any other vehicle and/or physical property resulting in damage of \$500 or more, whether or not students are on board (without citation).	3
3.	Improper backing.	3
4.	Crossing private property to avoid a traffic control device (traffic light, stop sign, etc.).	3
5.	Failure to observe any traffic control device or sign.	4
6.	Improper lane change.	3
7.	Failure to have vehicle under control.	3
8.	Careless driving.	3
9.	Driving on wrong side of road when no extenuating circumstances exist.	3
10.	Improper turn.	3
11.	Failure to yield - entering through highway.	3
12.	Failure to yield right-of-way.	3
13.	Speeding - 15 miles per hour or less over legal limit.	3
14.	Following too close.	3
15.	Improper passing.	3
16.	Driving wrong way on one-way street.	3
17.	Any other moving violation not listed herein.	3
18.	Reckless driving.	4
19.	Speeding - more than 15 miles per hour over legal limit.	4
20.	Passing a school bus when the red lights are flashing and when the stop arm is out.	4
21.	At-fault accident (citation required).	4
22.	Unlawful speeding resulting in accident.	6
23.	Failure to stop or yield the right-of-way at a railroad crossing.	6
24.	Failure to report an accident or any violation involving District vehicle by the end of your work shift.	10
25.	Failure to report accident or any other violation involving personal vehicle within 48 hours of their next scheduled duty day.	5
26.	Leaving the scene of an accident.	6
27.	Driving while impaired (DWI), driving under the influence (alcohol or narcotics/drugs), or driving with unlawful blood alcohol level (DUBAL).	10
28.	Knowingly driving a District and/or personal vehicle without a valid driver's license or with improper license (revoked or suspended).	12
29.	Failure to report immediately to the supervisor a known revocation or suspension of driver's license.	10
30.	Falsification of an accident report.	10
31.	At-fault accident resulting in fatality.	14
32.	Failure to observe any other established driving law or regulation.	***
	<ul style="list-style-type: none"> • Points will be assessed in the manner used by the Florida Division of Motor Vehicles. • The same number of points as the violation not reported will be assigned. • This covers all accidents/violations, whether or not they are listed herein. Reporting must be to the immediate supervisor or his/her designee. Time limits may be waived only when extenuating circumstances exist. 	

ADMINISTRATON OF PROGRAM:

Overall administration of this Safe Driver Plan is the responsibility of the assistant superintendent or his/her designee. Documentation received from the Florida Department of Motor Vehicles will be received by the Transportation Department. The Transportation Department will be responsible for maintenance of records and any necessary follow-up action. The Safe Driving Plan Review Committee will be consisting of individuals in the following positions:

- Chairperson: Assistant Superintendent or Transportation Supervisor
- Member: Risk Manager
- Member: Bus Trainer (rotating)
- Member: Union Representative & two other transportation workers
- Member: Maintenance worker (white fleet)

The committee shall meet monthly or as needed. Notification of time and location of meeting will be shared with the department heads and employee location. All "at fault" incidents and citations in county owned vehicles or failure to report will be discussed. The committee can use discretion if there are intervening circumstances that caused the accident. **IF CALLED TO APPEAR BEFORE THE COMMITTEE, MEETING ATTENDANCE IS MANDATORY (WITH PAY). NON-ATTENDANCE WILL BE SUBJECT TO DISCIPLINARY ACTION.**

DISCIPLINARY ACTION:

The following forms of disciplinary action will be taken based upon the accumulation of points within the specified time period. It is understood that counseling, remedial training, and/or defensive driving may be required at the discretion of the District.

	<i>Number of Points</i>	<i>Time Period</i>	<i>Disciplinary Action</i>
1.	2-3 points within	12 month period	Verbal reprimand
2.	4-5 points within	12 month period	Written reprimand
3.	6-7 points within	12 month period	One day suspension without pay
4.	8-9 points within	12 month period	Three days suspension without pay
5.	10-11 points within	18 month period	Five days suspension without pay
6.	12-13 points within	24 month period	Board/Management review for dismissal as a driver
7.	14 points within	36 month period	Termination of Employment as a Driver

It is understood that implementation of the above does not in any way preclude the taking of disciplinary action, up to and including dismissal, for violations not specifically listed in this Safe Driver Plan, nor for violation of any expressed work rule, order, policy and/or reasonable management expectation. The School Board reserves the right to take disciplinary action up to and including dismissal when it considers the offense serious enough, especially when the occupants' safety and welfare are at risk, and/or in cases of restriction, suspension or revocation of a driver's license.

Employees who are dismissed under this Safe Driver Plan may re-apply for employment into non-driving positions. However, there shall be no obligation on the part of the School Board to provide employment in another position.

NOTE: Points will drop off two years and one day after the date of the violation.

If you have any questions concerning CDL requirements, contact the transportation supervisor. This should clarify how DHSMV works and your obligations under the law. The overwhelming majority of our CDL holders maintain excellent driving records and are very conscientious concerning this matter.

My signature acknowledges I am aware of the expiration date of my Commercial Driver's License. Renewals can be done up to 12 months prior to the expiration date. Operating any motor vehicle for any reason after failure to renew my license by the expiration date is a violation of the Safe Driver Plan and will result in termination from my driving position.

PRINT YOUR FULL NAME: _____

DRIVER'S LICENSE NO.: _____

EXPIRATION DATE: _____

I hereby acknowledge receipt of this SAFE DRIVER PLAN established by the School Board of Sumter County in regards to accidents, driving violations and District regulations, and understand that I am responsible for reading and understanding its contents. I also understand that my personal driving record will be considered as part of this SAFE DRIVER PLAN.

Date

Signature

Personnel ID #

Work Location Name

If you have any questions concerning CDL requirements, contact your transportation supervisor. This should clarify how DHSMV works and your obligations under the law. The overwhelming majority of our CDL holders maintain excellent driving records and are very conscientious concerning this matter.

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Date

Signature

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NOTE: File copy to be signed and forwarded to Transportation Dept.