



2000 - Operations 120 - Vehicle Safety Policy

1. Purpose

The purpose of this Policy is to ensure the safety of those individuals who drive Providence Hall Charter School (PHCS) vehicles. Vehicle accidents are costly to PHCS, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate a PHCS vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, PHCS endorses all applicable state motor vehicle regulations relating to driver responsibility. PHCS expects each driver to drive in a safe and courteous manner pursuant to the following safety rules.

2. General Guidelines

2.1. **Drivers**

- 2.1.1. PHCS vehicles are to be driven by authorized employees and or contracted employees only, except in emergencies, or in case of repair testing by a mechanic.
- 2.1.2. PHCS spouses and other PHCS family members are not authorized to drive PHCS vehicles.
- 2.1.3. PHCS vehicles are only to be driven for PHCS transportation needs.

2.2. **Passengers**

Minor PHCS students are allowed to be a passenger in the PHCS vehicle only after a signed consent by the minor's parent/guardian, a school administrator or Board of Trustees (Board) member has been obtained by school administration.

2.3. **Maintenance**

Proper vehicle maintenance shall be coordinated by the Business Manager.

2.4. **Safety**

All DMV laws and regulations found in the Utah Driver Handbook must be followed.

3. Driver Eligibility

The following system will be used to determine eligibility to operate PHCS vehicles:

3.1. **Type "A" Violations:**

- 3.1.1. Driving While Intoxicated
- 3.1.2. Driving While Under the Influence of Drugs
- 3.1.3. Negligent Homicide Arising out of the use of a Motor Vehicle (Gross Negligence)
- 3.1.4. Operating During a period of Suspension or Revocation
- 3.1.5. Using a Motor Vehicle for the commission of a Felony
- 3.1.6. Aggravated Assault with a Motor Vehicle
- 3.1.7. Operating a Motor Vehicle Without the Owners Authority (Grand Theft)
- 3.1.8. Permitting an Unlicensed Person to Drive
- 3.1.9. Reckless Driving
- 3.1.10. Speed Contest Racing)
- 3.1.11. Hit and Run (Bodily Injury or Property Damage)

3.2. **Type "B" Violations:**

All Moving Violations not listed as type 'A' Violations.

3.3. Any PHCS vehicle driver (employee or applicant) who shows one of the following on his/her driving record will be restricted from driving PHCS vehicles.

- 3.3.1. One (1) or more type 'A' Violations in the last three (3) years.
- 3.3.2. Three (3) or more accidents (regardless of fault) in the last three (3) years.
- 3.3.3. Three (3) or more type 'B' violations in the last three (3) years
- 3.3.4. Any combination of accidents and type 'B' violations which equal four (4) or more in the last three (3) years.



- 3.4. Type "A" Violations result in termination of PHCS vehicle privileges for employees and disqualifies any prospective driver employee from PHCS vehicle driving privileges.
- 3.5. Motor Vehicle Records will be pulled periodically by PHCS, to assess employees' driving records. An unfavorable record will result in a lost privilege of driving PHCS vehicles.
- 3.6. Any employee who has a driver's license revoked or suspended shall immediately notify the Executive Director and discontinue operation of the PHCS vehicle. Failure to do so may result in disciplinary action, including dismissal.

4. **What to Do in Case of an Accident or Incident**

- 4.1. All accidents, incidents, tickets, and/or summonses during the operation of a PHCS vehicle must be reported immediately to the Executive Director and Business Manager and failure to do so may result in disciplinary action, including dismissal.
- 4.2. ***Steps to Follow in Case of an Accident***
 - 4.2.1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - 4.2.2. Call for medical aid if necessary.
 - 4.2.3. Secure the accident scene -- pull onto the shoulder or side of the road if needed.
 - 4.2.4. ***Call the police. All accidents, regardless of severity, must be reported to the police.***
 - 4.2.4.1. If the driver cannot get to a phone, (s)he should write a note giving location to a reliable appearing motorist and ask that person to notify the police.
 - 4.2.5. ***Record all of the following in writing:***
 - 4.2.5.1. names and addresses of the driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - 4.2.5.2. the license numbers of the other drivers involved
 - 4.2.5.3. insurance company names and policy numbers of other vehicles involved
 - 4.2.5.4. make, year, and model of other vehicles involved
 - 4.2.5.5. date and time of accident
 - 4.2.5.6. overall road and weather conditions
 - 4.2.6. Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
 - 4.2.7. Do not discuss the accident with anyone at the scene except the police.
 - 4.2.8. Do NOT accept any responsibility for the accident.
 - 4.2.9. DON'T argue with anyone.
 - 4.2.10. Provide the other involved parties your name, address, phone number, driver's license number, and insurance information.
 - 4.2.11. Immediately report the accident to the Executive Director and Business Manager.
 - 4.2.12. Provide a copy of the accident record and/or your written description of the accident to the Business Manager ASAP.

Printed Employee Name

Signature

Date

Printed PHCS Reviewer's Name

Signature

Date

Retain the Original Copy in the Employee's File