APPENDIX I

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

TRANSPORTATION AND TRAFFIC SAFETY

SCHOOL BOARD APPROVED: September 30, 2014
TRANSPORTATION AND TRAFFIC SAFETY REF:

6A-3 FAC; FL. STAT.1006, HCSD POLICIES

1. PURPOSE AND SCOPE

School students in Florida travel to and from school and school-related activities by a variety of modes. These modes include: school bus, other buses, bicycle, walking, approved privately owned vehicle, and vehicle for hire i.e.: van service. Little is known however, about the comparative safety of these various modes. National studies do show however, that deaths and injuries are far less by school bus than other vehicular modes of travel. The way in which children travel to and from school is influenced in part by policies and procedures rules developed at the federal, state, and local levels; part by parental choice; and in part for older students, by student choice.

1.1

In Hillsborough County School District, ensuring that students are transported to and from school as safely as possible requires daily attention and support from numerous functions and individuals. The issues outlined here in are an appendix to the District Safety Manual, which establishes by school board approval the Districts Health, Safety, and Environmental program. The appendix's purpose is to improve student transportation safety by identifying the issues, organizing responsibility and duties to include inter-department communication, within the District Transportation department, District Safety Office, Principals and District Administrators. Traffic issues also coordinate with required outside agencies including local, state, and federal road departments, city street officials, and law enforcement agencies.

2. TRAINING:

Maximum regard for safety and adequate protection are requirements that must be an integral part of all policies, rules, and procedures implemented regarding student transportation and school traffic. The more critical the task the more often the training is repeated. (Ex: The checklist an airline pilot must use during each landing and takeoff is the ultimate in repetitive training.)

2.1 BUS DRIVERS:

Bus driver training begins with state licensing requirements for a commercial driver’s license (CDL). Specific training for school bus drivers are outlined in Florida school laws chapter 1006.10 – 1006.24 and Hillsborough County School District policies and procedures. Effective September 30, 2005 all school bus drivers must have the S endorsement to CDL license. The General Manager, Department of Transportation Hillsborough County School District, shall provide required bus driver training programs including a program of continual assessment of the need.

2.2 NEW EMPLOYEE TRAINING:

All employees shall receive this training, which educates employees on school board policies and procedures.

2.3 DEFENSIVE DRIVER TRAINING:

The District Safety Office shall provide this training based on National Safety Council approved course. Employees will attend the classes usually on employment and each 3 years thereafter.
2.4 ACCIDENT REPORTING TRAINING:
All drivers of school board vehicles must be trained in the requirements of reporting accidents, emergency procedures and the safe driver plan. The safe driver plan is part of an accident prevention program and ensures that penalties for driving infractions are equally applied. The District Safety Office provides training on these items to district first line supervisors (i.e. maintenance supervisor and crew leaders.), who supervise school board vehicle drivers. The trained supervisors shall in-turn train all drivers whom he/she supervises.

3. OPERATIONAL PROCEDURES:

3.1 BUS STOPS:
Selecting school bus stops begins with a site central to the students, using the site as a waiting area. Each selected site must be reviewed relative to:

a. Walking distance from student home to site
b. Number of students at stop
c. Visibility of students
d. Traffic volume
e. Walking conditions
f. Distance to next stop
g. Traffic hazards near stop

The state has mandated certain limitations for walking distance, traffic volume, and walking conditions. The criteria for designating certain conditions hazards are outlined in Florida School Law chapter 1006.23. The determination of when the bus stops are safe rests with the district’s safety office. Original selections of sites for school bus stops are accomplished by the Transportation Department. Any questionable situation must be submitted to the Traffic Safety Specialist in the District Safety Office for investigation, and determination for compliance within code requirements, resulting in a safe or unsafe site.

Identified hazards require a new remediation of hazard or movement of the bus stop site. The District Safety Office will coordinate with the appropriate responsible outside agency. The decision to correct is primarily dependent on the risk priority established by the District Safety Office and availability of time and funds as determined by the agency charged with the correction.

3.2 STUDENT TRANSPORTATION:
The District shall transport each student in pre-kindergarten disability programs and kindergarten through grade 12 when and only when, transportation is necessary to provide adequate educational facilities and opportunities which otherwise would not be available. The District shall transport students whose homes are more than a reasonable walking distance.

3.2.1
State Board of Education Code states that when walking distance is over two miles from home to school or walking distance is over one and one half (1 ½) miles from home to bus stop students must be provided transportation.

The District shall provide transportation for pregnant student or student parents, and children of those students pursuant to Statute 1003.54.
3.2.2 Transportation shall be provided for elementary school students whose grade level does not exceed grade 6, and may be provided for students in grade 7-12 where students are subjected to hazardous walking conditions while on route to school pursuant to Statute 1006.23.

3.2.3 DISTRICTS MAY PROVIDE FOR THE FOLLOWING:
Public school Migrants, Exceptional, nursery and students below the level of kindergarten, adult students in adult career and technical centers, basic and high school graduation programs.

a. For welfare transition program pursuant to Statute 414.0252.
b. Students or other persons to and from events or activities in which school district has agreed to co-sponsor or participate.
c. For the disadvantaged as defined in statute 427.011 and other children as provided for in statute 1006.261.

3.3 HAZARDOUS WALKING CONDITIONS:
Hazards encountered in designated walking areas.

a. Any road where there is not at least 4 ft. wide path for walking without walking on road surface.

b. Whenever the road along which students must walk is un-curbed and with posted speed limit of 55 mph.

c. The 4ft wide walking area described above must be set off the road by a 3ft wide path from the edge of the road.

d. The provisions of the hazards described in walking hazards above do not apply when the road along which students must walk:
   a. Is in a residential area with little or no transient traffic
   b. The volume of traffic is less than 180 vehicles per hour, per direction, during student walking periods or; is in a residential area and has a posted speed limit of 30 mph or less.

3.4 TRAFFIC HAZARD
On streets or roads where students must cross, the volume exceeds 360 vehicles per hour per direction during, students walking periods, and if crossing is uncontrolled. Note: An uncontrolled crossing is a crossing without a crossing guard or traffic enforcement officer or stop sign or other control device light, during student walking periods.

a. A road intersection where total traffic volume exceeds 4000 vehicles per hour through the intersection in all directions and crossing is controlled by stop sign or signal lights, but crossing guard or traffic enforcement officer is not present during student walking periods. Traffic volume is determined by current traffic engineering conducted by state or local agency.
b. Hazards reported by the route coordinator or school bus driver shall be reviewed at the site with the Safety Office Traffic Safety Specialist to assess the degree of risk and determine if hazard is within statute 1006.23. Hazardous conditions where no alternate walking route can be found within maximum walking distance, the District Safety Office will obtain a determination from the state or local governmental agency having jurisdiction, as to when it will be corrected and the projected completion date. Where necessary, arrange with the transportation department to provide bus service for affected students. Ensure that the hazardous condition is on list for cost reimbursements until corrected.
HILLSBOROUGH COUNTY PUBLIC SCHOOLS
SAFE DRIVER PLAN

THE PLAN
Hillsborough County Public Schools (District) can significantly reduce the potential for injuries, deaths, and lawsuits by maintaining a Safe Driver Plan (Plan). The Plan is intended to meet the following objectives:

(1) To establish and maintain minimum standards for applicants and employees who apply for or are employed in positions which require the operation of District owned, leased or maintained motor vehicles;

(2) To insure that all employees who drive motor vehicles that are owned, leased or maintained by the School District of Hillsborough County, in the performance of the employee’s regular or assigned duties meet all legal and District requirements applicable to that driving and to provide for the removal of employees who do not meet those requirements or are otherwise unsuitable for such duties.

The Plan applies to all employees who in the performance of their regular or assigned duties drive motor vehicles owned, leased, or maintained by the School District of Hillsborough County.

PLAN ADMINISTRATION
The Risk Management/Safety Office will administer the Plan. This Plan supersedes all preceding Plans and is effective on the date approved by the Board. The person or designee in each of the following positions will constitute the Safe Driver Plan Committee:

General Manager of Employee Relations
Manager of Risk Management and Safety
Hillsborough County Sheriff’s Office and/or Tampa Police Dept.
General Manager of Maintenance
Manager of Security Services
General Manager of Transportation
Logistics/Inventory Manager
Supervisor of Technology Repair
Manager of Professional Standards
District Safety Office Traffic Specialist
District Safety Office Traffic Control Clerk
Supervisor of Secondary Social Studies and Drivers Education
Student Nutrition Coordinator
HSEF Representative
Broadspire Representative
Chairman
Vice-Chairman
Member
Member
Member
Member
Member
Member
Member
Member
Member
Member
Member

The driving records for all employees to whom this Plan applies are maintained by the Risk Management/Safety Office and, where appropriate, the Transportation Department.

When violations occur, the Risk Management/Safety Office will review an individual’s points as outlined in this Plan and will provide a written evaluation of the employee’s driving record to the worksite supervisor. The evaluation shall be signed by the employee and the employee’s immediate supervisor, returned to the Risk Management/Safety Office, and filed with the employee’s driving record.

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The site supervisor has the responsibility of reviewing this Plan with each new employee. Additionally, the employee must read and sign the Plan prior to assuming driving duties. The site supervisor must review the Plan anytime the Plan changes with all employees assigned driving duties. All employees assigned driving duties must sign the Plan whenever there are changes and at least every three years, verifying the review of the Plan. The employee’s signed form becomes part of the employee’s personnel record.

**REQUIREMENTS**

To be eligible to drive vehicles owned/operated by the District (including Driver Education vehicles), each driver must maintain an overall personal driving record, both on and off the job, which exemplifies careful driving habits and meets the criteria defined by this Plan. No driver shall be allowed to drive a vehicle owned or operated by the District without a license that is required for the particular vehicle or vehicles that the employee will operate. An employee who operates a District-owned/operated vehicle, even on a non-routine basis, must have a valid/appropriate driver license and insurance as required by the Department of Highway and Safety Motor Vehicles, Division of Driver Licenses and must comply with the established procedures described in this Plan for reporting all accidents/crashes/violations which occur while operating a motor vehicle.

The Risk Management/Safety Office will review each employee’s driving record from the original date of issue not to exceed 20 years for compliance with the Plan. Driving records are reviewed through the Department of Highway Safety and Motor Vehicles, Division of Driver Licenses. The Risk Management/Safety Office will review driving records for all drivers at a minimum of three times annually as required by Department of Education. Bus drivers and others who are in safety sensitive positions as defined by the Omnibus Transportation Employee Testing Act (OTETA), as well as applicants for safety sensitive positions, are held to higher standards as described in the Plan.

All drivers of District owned/operated vehicles:
- Will comply with all laws and regulations applicable to the operation of a motor vehicle
- Shall not send or retrieve/read text messages or e-mails on any electronic device while operating a District vehicle
- Are not permitted to use portable electronic communications devices such as cell phone (including direct connect/push to talk), and/or recorders, including devices such as headphones, ear piece/Bluetooth, laptops, etc., when operating a District vehicle.
- In cases of emergency, cell phones may be used to call 911
- Use of alcohol or illegal drugs are not permitted while operating a district vehicle

With the exception of individuals operating Driver’s Education vehicles, all employees who operate or are required by position description to operate District vehicles will be subject to random and post-crash drug and alcohol testing. The Plan does not apply to employees who drive their personal vehicles to perform their regular job duties, whether or not mileage reimbursement is received from the District.

**CURRENT EMPLOYEES/JOB TRANSFERS /APPLICANTS**

To be eligible to drive, an applicant must have a personal driving record which complies with the points outlined below and must have a valid Florida driver license for the class vehicle to be driven. The requirements for driver licenses are based on the type of vehicle the employee is assigned to drive and reflects the standards set by the Department of Highway Safety and Motor Vehicles, Division of Driver Licenses. Points will be assessed for court-ruled Adjudication Withheld infractions.

Current employees/job transfers /applicants required to drive a District-owned/operated vehicle must not exceed the point values listed below.
**OTETA Regulated Positions**

Current employees/job transfers/applicants with any DUI or an offense involving the use of or operation of a vehicle under the influence or while using alcohol or other prescribed substances will not be considered for employment in an OTETA regulated position.

<table>
<thead>
<tr>
<th>Points Within</th>
<th>6 or more</th>
<th>10 or more</th>
<th>15 or more</th>
<th>20 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>last year</td>
<td>last two years</td>
<td>last three years</td>
<td>Last ten years</td>
</tr>
</tbody>
</table>

**Non OTETA/Regulated Positions**

Current employees/job transfers/applicants with any DUI or an offense involving the use of or operation of a vehicle under the influence or while using alcohol or other prescribed substances, within the last 10 years will not be considered for employment or job transfers in a non-OTETA regulated position.

<table>
<thead>
<tr>
<th>Points Within</th>
<th>10 or more</th>
<th>18 or more</th>
<th>24 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>last year</td>
<td>last two years</td>
<td>last three years</td>
</tr>
</tbody>
</table>

An applicant who has been convicted of DUI or an offense involving the use of or operation of a vehicle under the influence or while using alcohol or other prescribed substances, and pleads guilty nolo contendere to the conviction, or had adjudication withheld or the charges reduced, or had DUI or an offense involving the use of or operation of a vehicle under the influence or while using alcohol or other prescribed substances applied more than once in a lifetime will be considered ineligible for employment. There is also a requirement for annual/random drug & alcohol testing for employees covered under the Plan.

Employees who exceed point values will be referred to the office of Professional Standards. An applicant who has been convicted of, pled nolo contendere to, or had charges withheld for 1) reckless driving; 2) leaving the scene of a crash; or 3) who has demonstrated a pattern of unsafe driving as determined by the Assessment Committee, will not be considered for employment in a driving position.

A current employee in a non-driving position with any adjudicated or adjudication withheld DUI charge or DUI sanctions applied is ineligible to transfer into any positions that require driving District owned/operated vehicles.

**REPORTING ACCIDENTS/CRASHES/VIOLATIONS**

Employees driving District-owned/operated vehicles are to immediately report, regardless of when the accident/crashes/violation occurred, to their immediate supervisor. An employee who drives District-Owned/Operated as part of assigned job duties must also report all traffic accident/crash/violations occurring while operation of a Privately Owned Vehicle. These accidents/crashes/violations must be reported to the immediate supervisor no later than the end of the next duty day. The supervisor will then immediately report the incident to the Risk Management/Safety Office Manager. Transportation employees must also report all accidents/crashes/violations to the General Manager of Transportation. A bus driver must contact his/her immediate supervisor in time to obtain a substitute driver, if one is necessary. Failure to report an accident/crash/violation involving a District owned/operated vehicle on or off District property, or making a false or misleading report shall be grounds for disciplinary action up to and including dismissal.

**INICIDENT REVIEW COMMITTEE**

The Transportation Department convenes the District Incident Review Committee each month. The Review Committee is comprised of representatives from: local law enforcement agencies, a Certified Claims Adjuster, and representatives from the following departments within the District, Transportation, 2 District Safety Office, Facilities, HSEF, HCTA, 2 School Bus Drivers (rotating) and School Security Supervisor (Sgt or above). The Review Committee will determine fault and/or the preventability of all accidents/crashes/violations/incidents involving District owned/operated vehicles. The Review Committee will provide a referral to the General Manager of Transportation and Risk Management/Safety Manager will present this referral to the Assessment Committee.
ASSESSMENT COMMITTEE

The Assessment Committee is comprised of one member from each of the following offices: District Safety Office, Hillsborough County Sheriff’s Office, HSEF, School Security, Transportation, and Maintenance. The Plan secretary functions as the committee’s secretary, and is a non-voting member.

The Assessment Committee will act on referrals from the Incident Review Committee or to assess a pattern of unsafe driving. The Assessment Committee is responsible for assigning points in accordance with the Plan and for evaluating the driving history of referred drivers who may present a history of unsafe driving. For each referral, the Assessment Committee will issue a determination. Additional points or actions may be assessed by the Assessment Committee for violation categories identified in this Plan. An employee’s failure to report accidents/crashes/violations in accordance with this Plan will automatically be assessed the indicated points.

REMOVED FROM DRIVING DUTIES / SUSPENSION / RE-EMPLOYMENT

If any employee’s job description includes the requirement for a valid driver license, the loss/revocation of that license renders the employee subject to dismissal.

Non-OTETA employees removed from a driving position because of a driving violation may be eligible to reapply to a driving position after a 24-month period of violation free driving. (This time period does not include the period of time the license is suspended or revoked by the State of Florida or DUI or an offense involving the use of or operation of a vehicle under the influence or while using alcohol or other prescribed substances applied)

A Non-OTETA driver charged with DUI or an offense involving the use of or operation of a vehicle under the influence or while using alcohol or other prescribed substances will be disciplined up to and including termination. Temporary work-restricted licenses issued for employment are not acceptable to drive District-owned/operated vehicles. More than one (1) DUI or offense involving the use of or operation of a vehicle under the influence or while using alcohol or other prescribed substances, (pled nolo contendere to, or had a conviction withheld or had DUI charges reduced to a lesser charge, or had an offense involving the use of or operation of a vehicle under the influence or while using alcohol or other prescribed substances applied) under this section will result in immediate removal from a driving position.

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ASSESSMENT OF POINTS SCHEDULE

Points assessed for adjudication-withheld violations are based upon the point value system of the Department of Highway Safety and Motor Vehicles, Division of Driver Licenses. All points assessed will match the State of Florida with the exception of the following:

<table>
<thead>
<tr>
<th>Violations Categories</th>
<th>Points Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Driving/Operating while impaired or unlawful blood alcohol content (Includes a conviction withheld/reduced to a lesser charge or DUI/DUI sanctions applied)</td>
<td>10</td>
</tr>
<tr>
<td>• Failing to report any accident/crash/violation in which the employee is involved by the end of the next working day (District vehicle)</td>
<td>10</td>
</tr>
<tr>
<td>• Failing to report any accident/crash/violation in which the employee is involved within 5 working days (Personal vehicle)</td>
<td>10</td>
</tr>
<tr>
<td>• Failing to stop at R.R. crossing (when required)</td>
<td>up to 10</td>
</tr>
<tr>
<td>• Leaving the scene of an accident</td>
<td>up to 10</td>
</tr>
<tr>
<td>• Driving/Operating with invalid driver license or improper (revoked, suspended, etc.) license</td>
<td>up to 10</td>
</tr>
<tr>
<td>• Driving/Operating while manually texting</td>
<td>up to 10</td>
</tr>
<tr>
<td>• Using portable electronic communication devices (i.e. phones direct connect, headphones, earpieces/Bluetooth, etc.) while operating a HCPS district vehicle/bus</td>
<td>up to 10</td>
</tr>
</tbody>
</table>

District point values shall not exceed 10 points, including state assessments, per infraction. Exceeding point values allowed on page 2 will result in the employee being referred to the Office of Professional Standards. A driver is assessed points as infractions appear on their driving record.

A driver involved in a single accident/crash/violation or event, but cited for more than one violation, will receive points for all citations.

A driver who does not maintain insurance on a personal automobile as required by Florida law and has a driver license suspended as a result, is not permitted to drive a District owned/operated vehicle until the license has been reinstated. Three (3) points are to be assessed under the Safe Driver Plan for failure to comply with the law for the first violation. Second violation within 24 months will be assessed four (4) additional points, and third violation within 48 months will be assessed six (6) additional points.

DISTRICT ESTABLISHED POINT VALUATIONS

Citations for DUI or an offense involving the use of or operation of a vehicle under the influence or while using alcohol or other prescribed substances or possession of a controlled substance must be reported by the end of the next working day and before operation of a District vehicle.

A driver is to be assessed points as infractions appear on the driving record. This includes violations/infractions for which adjudication of guilt is withheld.

Point assessments will follow State of Florida Department of Driver's License with the exception of the six identified violations assessed by the District. Refer to DMV website: dmvflorida.org.
HILLSBOROUGH COUNTY PUBLIC SCHOOLS
SAFE DRIVER PLAN
EMPLOYMENT ACKNOWLEDGMENT

I have applied for/I am employed in a position with Hillsborough County Public Schools, which requires that I drive District-owned/operated vehicles.

I have read and understand the Safe Driver Plan. If I have questions, I will address them to my immediate supervisor or the District Safety Office.

I understand that the Risk Management/Safety Office/Transportation Department will review my Driver’s License records periodically.

I understand that all accidents/crashes/violations (traffic citation) in my assigned District-owned vehicle must be reported immediately to my Supervisor. A written report must be completed and provided to my Supervisor the same day the incident occurred. Written reports for incidents occurring after normal duty hours will be completed at the start of the next regular duty day. I will be provided a copy of the written report for my records.

I understand that I must wear a seat belt at all times while operation of any District vehicle.

I understand if I am in a privately owned vehicle and receive a violation (traffic ticket); I must report it within 5 working days. Citations for DUI or an offense involving the use of or operation of a vehicle under the influence or while using alcohol or other prescribed substances or possession of a controlled substance must be reported by the end of the next working day (personal or District vehicle). I understand my driving duties will be suspended immediately and I may not resume driving unless fully exonerated of all charges to the satisfaction of the Hillsborough County Public Schools.

I understand on October 1, 2013, a No Texting law was passed in the state of Florida. This law applies to ALL District Employees who operate a Hillsborough County Public School District owned or leased vehicle.

I understand that the use of portable electronic devices such as: cell phones (including direct connect/push to talk), tape recorders, headphones, ear pieces/Bluetooth, laptop, etc. is prohibited while operating a Hillsborough County Public School District vehicle. A personal cell phone may be used to call 911 in case of emergency.

Employee/Applicant Name (Print) | Work Location/Position

Space provided for copy of Driver License

Lawson Number (Required)

Driver’s License Number

Signature Date