



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: Vehicle Safety
POLICY NUMBER: GBEE
DATE OF ORIGINAL POLICY: 1/7/04

EFFECTIVE DATE: 2/7/14
DATE OF NEXT REVIEW: No Exp.
DATED: 12/6/13

I. INTRODUCTION:

This policy has been developed to define standards of conduct and establish mandatory training for faculty, staff, students and volunteers who operate motor vehicles while conducting Shonto Preparatory School business. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

This policy applies to individuals who are required to operate a motor vehicle, School-owned or personally owned, to conduct School business. Therefore, the Governing Board establishes the following policy.

II. POLICY STATEMENT:

It is the policy of the Shonto Governing Board to comply with Navajo Nation, State, and Federal laws regarding the operation of motor vehicles while on district business.

III. EXCEPTIONS TO POLICY:

No individual who is under the age of 18, including students who may be hired for temporary work, shall operate a district motor vehicle under any circumstance.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A. DEFINITIONS

For the purpose of this policy, "motor vehicle operator" refers to any member of the certified or classified, administration, school board members, or others who are 18 years of age or older and who have a compelling reason and advance authorization to operate- a motor vehicle while conducting school business.

B. DRIVING HISTORY REVIEW

A review of the driving history of all individuals will be conducted prior to transfer or promotion into a position Shonto that requires the frequent operation of a motor vehicle for school business. School employees will not be eligible for transfer or promotion into positions requiring them to frequently operate a motor vehicle if their driving history record reveals any of the following within the previous 24 months:



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1. A revocation or suspension of driver's license in any state.
2. A major violation such as reckless driving, negligent driving, or driving under the influence of alcohol or other controlled substance.
3. Convictions for traffic offenses totaling six or more Arizona Motor Vehicle points within the last two years.

Current motor vehicle operators whose annual driving history review reveals any of the aforementioned will be placed on probation for two years with any subsequent violation resulting in disciplinary action up to and including termination of employment.

C. DRIVER'S LICENSE

All motor vehicle operators must be in possession of a valid driver's license from their states of residence. They must also sign the Vehicle Use Acknowledgment Form that allows the Motor Vehicle/Operations Office to obtain state driving records. In the event that an employee's job description requires him or her to drive a "commercial vehicle," the employee will be required to obtain and maintain a valid Arizona commercial driver's license.

D. VEHICLE OPERATOR RESPONSIBILITY

Motor vehicle operators must report all traffic citations received while on school business to their department heads. They must also report the onset of any physical or mental condition that may impair their ability to drive.

Motor vehicle operators are required to conduct a vehicle safety inspection prior to the operation of the vehicle. Windows and mirrors must be scraped and defrosted during inclement weather. Deficiencies or any mechanical defect that would jeopardize the safe operation the vehicle (such as a leaking gas line or overheating engine) must be corrected immediately. Vehicles found to be in unsafe condition are not to be operated until repairs are made. It is the responsibility of all motor vehicle operators to drive in a safe manner and conform to all applicable laws and regulations.

Motor vehicle operators must:

1. Wear seat belts/shoulder harnesses as provided in the vehicle.
2. Avoid wearing radio headsets or listening to loud music that would prevent them from hearing traffic warning devices.
3. Maintain prudent speed and distances while operating the vehicle to assure the safety of the occupants.
4. Any illegal substances, such as drugs or alcohol may not be transported with a school owned vehicle.
5. Ensure that the vehicle is secured when parked by:



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- a. Turning the ignition switch off and removing the key.
- b. Making sure that all vans and other vehicles equipped with automatic transmissions are placed in "park" and that vehicles equipped with manual transmissions are placed in "gear."
- c. Setting the hand brake.
- d. Checking the rear wheels of the vehicle, or turning the front wheels toward the curb when the vehicle is parked on an incline.
6. Ensure the safe transport of all materials and goods by:
 - a. Securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling. No one will be allowed to physically "steady" a load while riding in the back of the vehicle.
 - b. Securely fastening all doors while the vehicle is in operation.
 - c. Securing tailgates in an upright position while the vehicle is moving, except when the load exceeds the length of the vehicle bed.
 - d. Affixing a red flag to the end of any load that extends two feet or more beyond the end of the vehicle.
 - e. Ensuring that loads do not extend beyond the width of the vehicle.
7. Ensure the safety of all passengers by:
 - a. Requiring them to use seat belts.
 - b. Not allowing passengers to routinely ride in the bed of a truck. However, when passengers must ride in the bed of a vehicle, they must be seated at all times. Passengers will not be allowed to sit on the tailgate or sides of the vehicle nor extend their arms or legs beyond the vehicle while it is moving.
 - c. Prohibiting any passenger from riding on a trailer while it is being towed.
 - d. Prohibiting more than two passengers in the front seat of any vehicle unless additional seat restraints have been installed.
 - e. Prohibiting any passenger from riding between bucket-type seats, on the engine cowling or placing a chair between the seats while the vehicle is moving.
8. Drive defensively at all times.
9. Refrain from use of cell phones to call or receive calls from others unless the phone is operated in a "hands free" mode. There is to be no text messages sent or read while driving. If the driver needs to use the cell phone for any purpose, he or she is expected to pull off of the road, come to a complete stop, and turn the engine off before using the cell phone.

"Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

E. DEPARTMENT HEAD RESPONSIBILITY

Department heads are responsible for ensuring that School-owned vehicles



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are operated by authorized Shonto Preparatory School motor vehicle operators only. They are also required to conduct an annual driver's license review to verify that each motor vehicle operator holds a valid license and is complying with all restrictions.

Department heads must also:

1. Immediately notify the Motor Vehicle/Operations Office and Human Resources if a vehicle operator's license has been suspended or revoked.
2. Ensure that all employees and students who frequently operate a motor vehicle on school business attend a vehicle safety class within 90 days of their employment date, and before they operate a School-owned vehicle.
3. Require that each supervisor review the Vehicle Safety Policy with each new employee before authorizing the employee to operate a school-owned vehicle.
4. Schedule additional training as required to ensure the safe operation of special purpose vehicles, such as sweepers, snow plows, riding mowers, etc.
5. Document all training and provide copies to Human Resources for inclusion in the employee's personnel record.

F. SCHOOL RESPONSIBILITY

Shonto Preparatory School is responsible for equipping each school-owned vehicle with safety equipment necessary for safe operation during inclement weather. Snow tires, chains, additional lights, ice scrapers and other safety equipment will be provided in those vehicles as needed. The school will also equip each of its vehicles with a fire extinguisher.

G. ACCIDENT REPORTING

It is the responsibility of all SPS motor vehicle operators to report all accidents, regardless of damage. Accidents that occur on School property must be reported immediately to Security (599, 598). Accidents that occur off Shonto Preparatory School property must be reported immediately to the appropriate law enforcement agency and to the Motor Vehicle/Operations Office as soon as practical.

If an accident occurs on School property:

1. Call or have someone call Security or Operations at Ext. 562 and provide information about the accident. Do not leave the scene or move the vehicle until advised to do so by Security or Operations.
2. Assist injured persons, but do not attempt to move them unless a threat to life exists.
3. Report the accident to your supervisor as soon as practical.
4. Obtain the names of witnesses, insurance information and other pertinent



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facts. Forward the information to the Motor Vehicle/Operations Office as soon as possible. An accident report form will be placed in the glove box of all School-owned vehicles.

5. Notify Security or Operations if you strike an unattended vehicle or object while on campus, but do not leave the scene until given permission by Security or Operations.

If an accident occurs off campus property:

1. Contact the appropriate law enforcement agency.
2. Obtain the name, address and insurance company of any and all drivers and witnesses involved in the incident. Also record the name and badge number of the officer who takes the report.
3. Request a copy of the incident report or obtain the case number associated with the accident if a copy is not immediately available.
4. Report the incident to your supervisor as soon as practical.

H. ACCIDENT REVIEW AND INSURANCE

The Operations Office and the Superintendent's Office will review each accident that involves a school-owned vehicle and each incident where a vehicle operator has been cited for a violation of Motor Vehicle Law, or the Shonto Preparatory School Vehicle Safety Policy, while operating a vehicle on School business. Operations will maintain a driving record on each employee driver. Motor Vehicle/Operations will notify the appropriate department head in writing to schedule a Vehicle Safety Class for any employee who:

1. Has been involved in an accident and was cited by the investigating police officer or was determined to be at fault in the accident by Motor Vehicle/Operations or the Superintendent
2. Has received two tickets for moving violations within one calendar year.

School insurance:

1. Covers liability for personal injury and damage to the property of others. It covers deductibles over \$ 5,000 associated with comprehensive or collision damage. Departments with vehicles assigned to them are responsible for any uninsured loss.
2. Covers faculty, staff, students and volunteers while they are driving School-owned or rented vehicles. When employees operate their own vehicles while on School business, their insurance company will be considered as the primary insurer with the school's coverage being secondary.
3. A contracted chartered bus service must maintain liability limits of at least \$5 million and must name the school and its affiliates as additional insureds. They must also provide an acceptable certificate of insurance to Motor Vehicle/Operations prior to service.



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I. DISCIPLINE

Drivers who violate the Shonto Preparatory School Vehicle Safety Policy are subject to disciplinary action as outlined in the "Personnel Policy."

Department heads will send documentation of any disciplinary action associated with the enforcement of this policy to Human Resources and Motor Vehicle/Operations for inclusion in the employee's personnel file.

J. CONDITIONS BY WHICH PARTIES OTHER THAN STAFF MAY DRIVE A SCHOOL VEHICLE

While school vehicles are intended for staff use only, there are certain occasions in which members of school advisory committees, board members, and passengers may drive. These conditions are as follows:

- a. Members of a school advisory committee who are attending a school sponsored training or workshop and have proper licensure may drive a school vehicle if there is no other means of transportation for that person.
- b. School board members who are attending meetings or conferences for district purposes may have access to school vehicles if such travel will result in a greater fiscal economy, particularly if two or more members would otherwise drive in separate vehicles.
- c. Passengers who are not district employees may drive only if the employee becomes unable to do so because of sickness or injury. It must be documented that the passenger drove the employee directly to a medical facility for treatment.

K. AUTHORIZATION TO TAKE VEHICLES HOME AT NIGHT

The Superintendent of Schools has authorization to take an assigned vehicle home each night as provided for in his/her employment contract.

Maintenance personnel who live on campus may take an operation's vehicle home each night if the Director of Support Services feels that such authorization is in the best interests of the district.

Staff who have authorizations to drive a vehicle on district business may take a vehicle home if their planned departure would be at an earlier time than the opening of the vehicle storage area.

V. DELEGATION OF AUTHORITY:

- A. The Superintendent is directly responsible for enforcing and communicating this policy.



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- B. Principals and administrators are responsible for implementing the policy in their building/department.
- C. Administrators will review this policy with all new employees and with all staff annually at the beginning of the school year
- D. Operations will monitor the execution of this policy while assigning vehicle to all staff.

VI. REPORTS:

None

VII. FORMS:

None

VIII. EXPIRATION:

This Policy will be revised as needed to comply with Navajo Nation, State, and Federal laws. This policy shall not expire.

IX. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson Date: 12/6/13
Superintendent

1st Reading: December 6, 2013

2nd Reading: January 3, 2014

3rd Reading: February 7, 2014

Established: 

Martha Tate, Board President
Shonto Governing Board of Education, Inc.