

Motor Vehicle Safety Policy



Educational
Cooperative

Serving From the Heart

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Core Educational Cooperative Motor Vehicle Safety Policy

Core Educational Cooperative is dedicated to the protection of all employee drivers, their passengers and the general public from injury arising out of the use of motor vehicles for company business. Our Motor Vehicle Safety Policy establishes minimum procedures and requirements that must be followed by management and employees when using motor vehicles for business purposes.

Management Policy Statement

Our company considers the safety and health of employees and the general public to be of prime importance. Safety contributes to the successful pursuit of our mutual goals and objectives. By implementing the following Motor Vehicle Safety Policy, our goal is to protect and preserve our vital resources.

The operation of vehicles is a daily part of conducting our company business and providing vital services. However useful as an everyday tool of supporting our business, motor vehicles expose all of us to accidents, injuries, property damage, and direct/indirect costs. We have responded to these hazards with an aggressive Motor Vehicle Safety Policy designed to reduce our potential for accidents as much as possible. In order to achieve these goals, the policy mandates the active participation and support of us all.

Vehicle accidents are a waste of our time, equipment and human resources, in addition to potentially causing human pain and suffering. As such, all employees, no matter what status or position, must play an active role in eliminating and controlling accidents. We have a moral obligation to each other and ourselves to support the aims of this Motor Vehicle Safety Policy.

Renee Thomas

Director

Responsibilities and Expectations

Employees selected and given authorization to drive company vehicles will display a commitment to safe vehicle operation. It is our expectation that everyone works toward our common goal of **zero accidents** by taking individual responsibility for the safe business use of motor vehicles.

Business Manager / Director is responsible for:

1. Implementing and managing the Motor Vehicle Safety Policy at their location.
2. Designating employees authorized to drive company vehicles.
3. Ensuring that designated drivers meet minimum driver qualifications outlined in this program.
4. Ensuring that employees provide proof of insurance on all personal vehicles used for company business.
5. Coordinating investigation of all accidents resulting from business use of personal use of company vehicles.
6. Coordinating driver training. (when necessary)
7. Ensuring that all designated drivers sign our "Vehicle Use Agreement" (appendix I) prior to driving on company business, and that a copy of the signed form is provided to the Cooperative Business Manager).
8. Maintaining registration and insurance on all company vehicles.

Drivers are responsible for:

1. Following and cooperating with the requirements of this program.
2. Maintaining a valid driver's license and following any license restrictions.
3. Informing your business manager and director of any driver's license revocations, restrictions, or suspensions.
4. Driving at all times in a safe, defensive manner.
5. Assuring the safety of passengers and cargo.
6. Providing auto liability insurance on all personal vehicles used for company business; and providing proof of this insurance to the manager.
7. Attending and participating in all company-sponsored drivers training.
8. Wearing their seat belts when driving vehicles on company business and ensuring passengers in all such vehicles also wear their seat belts.
9. Signing and adhering to our "Vehicles Use Agreement" (appendix I).
10. Notifying the Director and Cooperative Business Manager of all accidents involving the business use of motor vehicles and cooperating with investigations
11. Ensuring registration and proof of insurance is maintained in vehicle.

It is our hope that these driver responsibilities carry over to your personal vehicle use and driving habits. The need to be safe does not stop at the end of the workday. Driver Authorization to include qualifications and screening.

Driver Authorization (qualifications and screening)

Driver Authorization

Only those employees meeting the minimum qualifications of this program and authorized to drive on company business may do so. This authorization may be revoked if evaluations of drive performance are not to company standards.

Minimum Drive Qualifications

The first step in receiving authorization to operate a motor vehicle on company business will be to make certain that employee has a:

1. Valid driver's license, without suspension, from the state of their residence only.
2. Driving record (MVR) free of any convictions within the past three years for:
 - Alcohol and/or drug related driving offenses.
 - Refusal to submit to a Blood Alcohol Content (BAC) test.
 - Reckless driving.
 - Leaving the scene of an accidents.
 - A felony, manslaughter or homicide involving use of a motor vehicle.
 - Driving while the driver's license is under suspension or revoked.
3. Driving record (MVR) free of any combination of three or more "at-fault accidents" or moving violations (e.g. speeding, failure to yield, improper turn, etc.) within the past three years. An "at-fault accident" is defined as an accident in which the drive may have prevented the accident by operating the vehicle in a reasonable and prudent fashion. This is to be determined by the person reviewing the MVR after the facts of the accident have been gathered from the accident and reviewed.

4. Clean background by checking with previous employers in accordance with applicable privacy laws.

MVRs (Motor Vehicle Record)

An MVR may be obtained on employees for whom authorization to drive on company business is being determined. The Fair Credit Reporting Act (FCRA) requires that we notify the employee (prior to obtaining an MVR) that a consumer report (MVR) will be obtained. Therefore, **the employee must complete and sign the Disclosure and Authorization form (Appendix III) and forward a copy to the Core Educational Cooperative.**

Managers must also provide the employee with a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" (appendix I) prior to requesting a check of the employee's MVR.

Vehicle Use Agreement

A "Vehicle Use Agreement" (located on website www.core.k12.sd.us) serves as a formal means of authorizing employees to drive on company business. No employee is permitted to drive on company business until this form has been completed and signed by the employee and manager. Authorization to drive on company business may be terminated at any time in which Management becomes aware of a driver's failure to abide by this policy or to meet the minimum driver qualifications.

Personal Use

Personal use of vehicles provided or rented is prohibited without express consent of management. (located on website www.core.k12.sd.us)

Communications

Accident Reporting

Minor incidents and accidents should be reported regardless of damage or cost. Motor Vehicle Incident Reporting procedures (see appendix VI) should be located in every company vehicle and to anyone driving their personal vehicle on company business.

Employees involved in motor vehicle accidents while driving on company business should:

1. Immediately contact and report the accident to the authorities (Police, Highway Patrol, Sheriff) and ask that they provide you with a written report of the accident.
2. Exchange driver information (driver's license numbers, company telephone number & address, and the names of insurance companies). Do not make any statements or comments about the details of the accident or your contribution to its occurrence to the other driver, witnesses or passengers in the other vehicle. **Never admit fault in an accident. Fault will be determined by the law and by the insurance's claims department.**
3. Report all accidents promptly to your business manager/director, providing detail of the accident, name/address/telephone number/driver's license number for the other driver and name of their insurance company, names/phone numbers of all witnesses, etc. (See Appendix V - Telephone Report of Vehicle Accidents).

Investigation

All motor vehicle incidents and accidents will be investigated immediately by the supervisor of the driver/employee, as well as any other management people deemed appropriate, and the driver/employee (if able). Any pertinent supporting data such as witness statements, descriptions, and suggestions for correction must be obtained at this time. The use of appendix V will be the start of your documentation and investigation.

Organizational Specific Vehicle and Driver Safety Rules

1. Be familiar with the vehicle and equipment before operating/driving.
2. Conduct regular vehicle safety inspections per company policy, keep the vehicle in good operating condition, and report any mechanical problems to management.
3. Practice defensive driving and courtesy to prevent accidents and traffic violations.
4. Observe all the rules of the road, including the use of turn signals, yielding the right of way, adhering to speed limits and maintaining safe following distances.
5. Use headlights (not parking lights) during times of reduced visibility, such as snow, rain, drizzle, fog, and twilight.
6. Allow only authorized persons to operate or ride in vehicles.

7. Use the vehicle only for authorized purposes (no personal use unless authorized in advance).
8. Never pick up hitchhikers.
9. Never leave the vehicle unattended with the key in the ignition and/or the motor running.
10. Always lock the vehicle when it's unattended.
11. Use seat belts at all times and ensure that passengers do so as well.
12. Report to the management immediately any moving violations, accidents, or changes in license status.
13. Never drive under the influence of alcohol or drugs. If medication is prescribed, the doctor or pharmacist should confirm that it will not affect the ability to drive. The same is true of over-the-counter medications, such as cold remedies containing antihistamine, which can cause drowsiness.
14. Eliminate or reduce distractions which could cause accidents to include:
 - Cell phone use
 - Eating or drinking while driving
 - Grooming
 - Smoking
 - Reading
 - Use of technology devices while driving
15. Do not operate the vehicle in an aggressive manner to include:
 - Speeding
 - Tailgating
 - Failure to signal a lane change
 - Running red lights and stop signs
 - Weaving in traffic
 - Yelling
 - Making obscene gestures
 - Excessive use of the horn
16. Firearms or offensive weapons are not allowed in company vehicles at any time.
17. Other rules as deemed prudent by company management.

Vehicle Specifications, Inspections and Maintenance

Vehicles will be assigned to drivers based on the suitability for the designated purpose. These will be vehicles with sufficient crash worthiness, cargo capacity, and equipment to safely fulfill the requirements of the designated purpose.

Vehicle modifications should be made only at the discretion of management. Examples of such modifications could include:

- Stereo equipment
- Trailer hitches
- Window tinting
- Navigation systems
- Security systems
- Accessibility aids
- Cargo containment means or racks
- Material handling means
- Mobile telephone attachments
- Changing tire or rim size
- Changing body configuration
- Increasing the carrying/hauling capacity of the vehicle or trailer

Vehicles will be equipped and supplies (as needed) with appropriate emergency equipment such as:

- First aid kit
- Flashlight
- Reflective safety vest

- Space blanket
- Light sticks
- Fire extinguisher
- Tire inflator/sealant
- Reflective triangles/flares
- Cold weather emergency items

Vehicles and equipment will be inspected and serviced on a regular basis per the company policies and guidelines, but at a minimum per the vehicle manufacturer's recommendations, promptly after notice of a manufacturer recall, and in accordance with regulatory requirements and recognized standard practices.

Visual checks will be made by drivers on a daily basis to include:

- Gauges
- Fuel and fluids
- Wheels and tires
- Mirrors and mirror adjustment
- Windshield, including wipers
- Lights, including headlights, directionals, and brakes

Vehicle Condition and Return: Employees are expected to maintain cooperative owned vehicles in a clean and professional condition at all times. Before returning a vehicle to the Core Educational Cooperative office or upon reassignment, employees must ensure the interior and exterior have been cleaned, all personal belongings have been removed, and the vehicle is ready for the next employee's use.

Disciplinary Action for Inappropriate Operation of a Motor Vehicle

In an effort to improve our driver performance, we have developed a strategy which will determine a course of action after the occurrence of a moving violation and/or "preventable" accident/incident. The system will provide for progressive discipline of a driver if the driver begins to develop a pattern of repeated traffic violations and/or "preventable" accidents/incidents. The following criteria will be utilized, which includes both personal and business driving:

1. No more than 2 minor violations* in one year.
2. No more than 4 minor violations in three years.
3. No more than 1 serious violation** in the past five years.
4. No DUI or DWI in the past 5 years.
5. No suspensions or multiple licenses in five years.

*Minor violations include, but are not limited to speeding, overloads, and minor equipment problems.

**Serious violations include but are not limited to stoplight/stop sign, 10+ mph over the speed limit, vehicular homicide, hit and run or filing a false accident report.

The frequency of vehicle accidents should also be considered when evaluating driver experience and suitability. Criteria regarding the accidents is no more than 2 "preventable" accidents/incidents in 36 months.

If the above driver performance criteria is exceeded, action will be taken ranging from revoking of driving privileges to remedial driver training. This may include, but not be limited to, defensive driver training, behind the wheel training observations, classroom, video, or other training methods. At any time prior to exceeding the criteria, management may put a driver on notice with a warning letter regarding a particular violation(s) or "preventable" accident/incident. At the discretion of management, this may also include the revoking of driving privileges.

Regulatory Compliance Management

Our company will comply with applicable regulations and compliance requirements for the vehicles and equipment in use.

Appendix I

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bill on time or have filed bankruptcy - to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C 1681-1681u, at the Federal Trade Commission's website (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you - such as denying an application for credit, insurance, or employment - must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs - to which it has provided the data - of any error.) The CRA must give you a written report of the investigation and copy of your report if the investigation results in any statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your results. In any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone - such as a creditor who reports to a CRA - that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, error.

12.

- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA - usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the list for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the list indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

Appendix V

Telephone Report of Vehicle Accident

(For use by manager or fleet supervisor who receives the call from the driver.)

Employee's Name _____
Are you all right? (If not, describe your injuries.) _____
Date of Accident _____
Exact Location of Accident _____
Time of Accident _____
Description of Accident (What Happened?) _____

Phone number where you can be called back. _____
Address where you can be reached within the next several hours. _____
Did you get the other driver's name, address, license number, and insurance company? _____

Was anyone injured? (Names) _____
Were there any fatalities? (Names) _____
Were the injured given medical assistance? _____
If so, give the name and address of hospital or doctor. _____

Were the police called? _____
If so, did you get their names, badge numbers, and departments? _____
Were there any witnesses to the accident? _____
Did you get the names and address of the witnesses? _____

Can your vehicle proceed safely in its present condition? _____
What is the extent of the damage? _____

What assistance do you need? _____

Time _____ Date _____

(Signature of Person Notified)

Location _____

Unit No. _____

(Note any instructions to the driver on the reverse side)

14.

Appendix VI

Motor Vehicle Incident Reporting: Instructions for Drivers and Incident Information

Instructions for Drivers: In the event of an accident/incident, the on-scene instructions to be placed in the vehicle should include the following:

- Phone number(s) to which incidents are to be reported.
- Insurance carrier information that can be provided to other involved parties.
- Instructions for contacting law enforcement and emergency personnel; and instructions for contacting roadside assistance services, if available.
- Instructions for leaving the incident scene intact, securing the scene against further collision or injuries until emergency personnel arrive, and meeting regulatory requirements (if any) for blood alcohol testing.
- A reminder to the driver that he or she should not admit fault for the incident. Materials to be placed in the vehicle may also include a disposable camera for documenting the scene, and a witness card for recording initial comments and contact data from potential witnesses.

Incident Information: Recommended data elements to be collected in the event of a motor vehicle incident are as follows:

- Name
- Address
- Phone Number(s)
- Driver's license number
- License plate number
- Vehicle make and model
- Name of insurance carrier
- Insurance policy number
- Name, address, and phone number(s) of all parties involved in the incident, including passengers in each vehicle
- Name, address, and phone numbers(s) of all witnesses
- Date and time of the incident
- Location of the incident (intersection or milepost)
- The party to whom the driver's vehicle was register (e.g., the organization, the driver, another individual, or a rental agency)
- Name and phone number(s) of the investigating law enforcement office on the scene, if any as well as any citations issued
- Any other entities responding at the scene (e.g., fire department, ambulance, hazardous materials unit.)
- A detailed narrative of the incident
- Space to allow the driver to make a sketch or diagram of the incident scene

Note: Vehicles involved in the incident should be denoted by numbers in both the narrative and the corresponding diagram. Position of the witnesses should be noted in the same way.

This policy was adapted by one written by Continental Western Insurance Company a property and casualty insurer that has provided insurance to the Midwest since 1907. Continental Western Insurance Company, and Union Insurance Company form the Continental Western Group.

Core Education Cooperative maintains and insurance policy through EMC Insurance

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