



Driver Safety Program

Driver Safety Policy Statement

It is the policy of the Franklin Lakes Public School District to provide a safe and healthy workplace for our employees. We believe all that all incidents are preventable and that all employees should return home from the job in the same condition in which they arrived. We will provide a comprehensive health and safety plan that includes safety while operating vehicles to help accomplish our safety goals.

Respecting this, the Franklin Lakes Public School District will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the Franklin Lakes Public School District subscribes to these principles:

1. All accidents are preventable through the implementation of effective safety and health control policies and programs.
2. No job is more important than an employee's health and safety.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for employees, holds reliance in higher regard with customers, and increases productivity. For this reason, the Franklin Lakes Public School District will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of the Franklin Lakes Public School District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of the Franklin Lakes Public School District will set a positive example with good attitudes and a strong commitment to safety and health in the workplace. Toward this end, management must monitor facility health performance, safety, working environments, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this facility. Everyone's goal must be to improve safety awareness continuously and to prevent accidents and injuries.

The Franklin Lakes Public School District will provide top-level support for the driver safety program. We believe in open and honest communication and encourage our employees to report any condition that they deem unsafe in their work environment. Employees should feel comfortable reporting these issues and should be confident that we will not reprimand them for doing so.

Date

Driver Safety Accountability

Each level of the organization has responsibility for the safe operation of Municipal vehicles or personal vehicles while on Municipal business. Each role is defined below:

1. Leadership

The Franklin Lakes Public School District leadership must ensure the program is appropriately resourced to implement the program, collect and communicate appropriate information, review incidents and collisions, ensure driver training is completed as required, and pursue areas for continual improvement.

2. Vehicle Safety Manager

The Franklin Lakes Public School District vehicle safety manager is responsible for the execution of this plan, appropriate driver training, overseeing the driver selection process, and reviewing all accidents. The vehicle safety manager should set goals for the safe operations of vehicles, monitor the results, and report the results to organizational leadership.

3. Immediate Supervisor

The Franklin Lakes Public School District supervisors are responsible for the coaching, recognition, and discipline of drivers for both safe and unsafe vehicle operations. Supervisors have the front-line responsibility for the success of the driver safety program.

4. Employee

The Franklin Lakes Public School District employees are required to operate vehicles safely in all situations. This includes operating vehicles at or below posted speed limits, driving defensively, avoiding aggressive behaviors or actions, following all fleet safety rules, reporting unsafe vehicle operating conditions immediately, and reporting accidents as soon as possible.

Driver Safety Rules

Each driver is expected to follow these fleet safety rules:

1. Employees of the Franklin Lakes Public School District may only operate Municipal vehicles, which have been approved by the employer. Family members, non-employees, or unauthorized employees are not allowed to operate any Municipal vehicle. All Municipal vehicles are to be used for Municipal business purposes only, and no personal use of vehicles is allowed.
2. Operate motor vehicles in a safe manner.
3. Abide by driver safety regulations outlined in this program.
4. Maintain a valid driver's license and adhere to license restrictions.
5. Participate in Municipal-sponsored activities or programs designed to improve driver safety.
6. Report all vehicle accidents (vehicle, cargo, personal injury, and property), no matter how minor, to the vehicle safety manager and/or supervisor.
7. Maintain vehicles according to established maintenance standards.
8. Adhere to state and federal motor carrier regulations.
9. Report all unsafe conditions pertinent to the vehicle for which they are assigned.

10. Ensure all persons driving or riding in a Municipal vehicle are wearing seat belts.
11. Operate vehicles within posted speed limits at all times.

Driver Selection Process¹

Purpose

The Franklin Lakes Public School District has an obligation to make sure anyone driving a Municipal-owned or Municipal-leased vehicle, or anyone driving on Municipal business has a valid driver's license. We are also obligated to make sure that our drivers do not have a history of unsafe driving behaviors.

The Franklin Lakes Public School District has enacted a policy regarding driver's license record checks. This policy also institutes an action plan for drivers who have a history of unsafe driving. The policy will be referred to as the Franklin Lakes Public School District Driver Selection Process (DSP).

1.0 Scope

The DSP applies to the following:

- All persons who drive a Municipal owned or Municipal leased vehicle.
- All persons who drive personal vehicles for business use.
- All persons who drive any other vehicle for Municipal business.

2.0 Definitions

- 2.1 *Municipal Motor Vehicles* include all motor vehicles that are owned, leased, or rented by the Municipal and any other vehicles used for Municipal business.
- 2.2 *Driver* refers to all persons described in section 2.0 of the DSP.
- 2.3 *Suspension of Driving Privileges*: Includes any suspension, revocation, or other loss of a driver's operating privileges as a result of motor vehicle-related violation(s).
- 2.4 *Administrative Suspension of Driving Privileges* includes any suspension of operating license as the result of administrative actions. They include nonpayment of child support, nonpayment of taxes, and any other instance that does not involve a motor vehicle violation.
- 2.5 *Preventable Collision*: A collision is preventable when it is determined that a driver's actions (or inaction) put him or her into a position in which a collision occurs.
- 2.6 *Non-preventable Collision*: A collision is non-preventable when no matter what action the driver took; he or she could not have avoided the collision.
- 2.7 *At-Fault Collision*: A collision is at fault with respect to a driver when the investigating authority determines that the driver was responsible for at least 51 percent of the cause of the collision.
- 2.8 *Not-at-Fault Collision*: A collision is considered not-at-fault with respect to a driver when the investigating authority determines that the driver was responsible for less than 51 percent of the cause of the accident.

¹ Safety Professionals Handbook: Technical Applications Volume II, Joel M. Haight, PhD, PE, Editor

2.9 *Serious Driving Infractions*: The infractions include:

- 2.9.1 Any suspension of driving privileges.
- 2.9.2 Any driving-under-suspension violations.
- 2.9.3 Any driving-under-the-influence violation.
- 2.9.4 Any offense involving fleeing or evading police, or related actions.
- 2.9.5 Any violation involving leaving the scene of a motor vehicle collision.
- 2.9.6 Any reckless driving violation
 - 2.9.6.1 Reckless driving is defined as the willful and wanton disregard for the safety of persons or property.

3.0 Requirements for Consideration of Employment

3.1 This section of the DSP is applicable to all persons who operate vehicles within the scope of their employment with The Franklin Lakes Public School District and is a consideration of employment to any person who has been given a conditional offer of employment.

3.2 General Requirements

- 3.2.1 Any person who falls under the scope of this section must possess a current and valid driver's license that is issued by the controlling authority where the applicant currently resides.
- 3.2.2 Persons who fall under the scope of this section must give written permission to conduct a check of their motor-vehicle records (MVR). The federal Driver's Privacy Protection Act of 1994 is the primary law governing an organization's ability to collect and use employee's MVRs. Under this law, state's DMVs are restricted from disclosing personally identifiable driver records without first obtaining the driver's express written consent. Consent is a condition of employment if an employee is responsible for the operation of a Municipal owned, leased, or rented vehicle, or if they will use their own vehicle on Municipal time.

3.3 Considerations

- 3.3.1 Persons who have received a conditional offer of employment will not be eligible for employment if, within the past three years, they:
 - 3.3.1.1 Received a conviction for any serious driving infraction as defined by the DSP, such as occasions where they were convicted of driving under the influence (DUI)/driving while intoxicated (DWI) within the last three years.
 - 3.3.1.2 Received three or more convictions for speeding violations in excess of 20 mph in the last 18 months.
 - 3.3.1.3 Received four or more convictions for moving violations within the last 24 months.
 - 3.3.1.4 Were involved in more than two preventable collisions in the last three years.

4.0 Driver License Record Checks

On an annual basis, or more frequently, The Franklin Lakes Public School District will run a check on the drivers' license of all individuals who fall under the scope of the DSP policy. Violations and collisions will be considered based on the time frames provided in section 3.3.1.

Driver Monitoring Process

The Franklin Lakes Public School District believes that proactively intervening in driving behaviors is essential to our Driver Safety Plan. The following process will be used to measure driving performance and to implement interventions to reduce the likelihood that a driver falls into Level II, Level III, or Level IV.

Risk-Level Classifications

The following risk level classifications will be used to manage drivers with motor vehicle collisions and violations and will determine which interventions will result from each driver's activities.

0-3 Points – (Minimal Risk) **Level I**

4-6 Points – **Level II**

7-9 Points – **Level III**

10+ Points – **Level IV**

Risk-Level Interventions

All interventions must be communicated to employees (in writing) with a clear expectation for improvement.

Level I

Drivers will complete a computer-based training program that addresses the specific problems they are experiencing. The training will include testing to document the results of the training.

Level II

At their own expense, drivers will attend an instructor-led, eight-hour classroom and behind-the-wheel program that addresses their specific problems.

Level III

At their own expense, drivers will participate in a one-on-one, full day training lesson that addresses the specific problems they are experiencing. A comprehensive report will be filed that details the drivers driving habits. Level III drivers also face further disciplinary action up to and including termination. Level III drivers cannot operate a Municipal owned, leased, or rented vehicle until this intervention is complete.

Level IV

Level IV drivers will be stripped of their driving privileges while on Municipal time. Level IV drivers also face further disciplinary action up to and including termination. Level IV drivers cannot operate a Municipal owned, leased, or rented vehicle until this intervention is complete. Level IV drivers will be terminated if driving is a core duty of their job.

Dispute of Findings

Once a risk-level driver is notified of the findings from a driver's license records check, he or she has 30 days to dispute the findings. To be removed from a risk-level category, a driver's violation(s) must be removed from the driver's license records by the issuing authority that posted them. If within 30 days, a driver notifies the Municipal that the violation(s) have been removed, then the Municipal will conduct another MVR check. If the driver no longer falls into a risk-level category, no further action will be taken. The Municipal reserves the right to remove the driver from all driving responsibilities during the 30-day dispute period.

Violation Point Assessment

No Points	
<ul style="list-style-type: none">• Non-moving violations	<ul style="list-style-type: none">• Equipment violations
Two Points	
<ul style="list-style-type: none">• One preventable collision• Windshield or window obstruction• Speeding (up to 10 mph over speed limit)• Driving with expired license• Red/Yellow light violation• Backing up violation• Failure to yield• Seatbelt violation• Improper lane change	<ul style="list-style-type: none">• Following too closely• Improper turn, lane use, or passing• Headlight violation• Disobedience of traffic devices• One-way street violation• Blocking intersection• Failure to obey police officer• Improper signaling
Four Points	
<ul style="list-style-type: none">• Driving too fast for conditions• Passing stopped school bus• Speeding (11 to 20 mph over speed limit)• Failure to yield to emergency vehicle	<ul style="list-style-type: none">• Speeding (school zone)• Unrestrained child• Inattentive driving• Talking on cell phone
Six Points	
<ul style="list-style-type: none">• Two preventable accidents in one year• Speeding (21-30 mph over speed limit)• Texting or emailing while driving	<ul style="list-style-type: none">• Programming GPS while driving• Any other distracted driving offense
Ten Points	
<ul style="list-style-type: none">• Three preventable collisions in one year• Fleeing or evading police and related offenses• Speeding (31+ mph over speed limit)• Driver's license suspension• Driving while license is suspended	<ul style="list-style-type: none">• DWI or DUI and other related substance abuse violations• Hit-and-run violation• False reports• Reckless driving
Twenty Points	
<ul style="list-style-type: none">• Four preventable collisions in two years• Any felony charge except DUI or DWI	<ul style="list-style-type: none">• Reckless Driving

Reporting Violations

Drivers who fall under the DSP must report, to their immediate supervisor, when they are charged with motor vehicle violations as follows:

- With 72 hours of first reporting workday, they must report any moving violation with which they have been charged.
- They must immediately report any suspension of driving privileges.
- Within 24 hours of their first reporting workday, they must report any serious infraction as defined by this policy.

Any violation that affects a driver's license status affects the driver's ability to operate a vehicle for this Municipal legally. Therefore, report of violations includes violations that occur on either Municipal or personal time and includes incidents that include either Municipal or personal vehicles.

Supervisors who receive a self-reported notification of a violation from an employee will, as soon as possible, report this information to Human Resources, Risk Management, or the Vehicle Safety Manager.

Driver Performance Management

The performance review of an employee whose primary role within the organization is driving should include annual goals relating to safe driving. These employees should also have formal driver evaluation forms completed by their immediate supervisor at least once annually.

Those employees who are not primary drivers should have at least one goal related to safety in their performance objectives. Any at-fault accidents or unsafe driving behaviors should impact that rating.

Corporate Cell Phone Policy²

At the Franklin Lakes Public School District, we deeply value the safety and well-being of all employees. Due to the increasing number of crashes resulting from the use of cell phones while driving, we are instituting a new policy. Municipal employees may not use cellular telephones or mobile electronic devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:

- When employee is operating a vehicle owned, leased or rented by the Municipal.
- When the employee is operating a personal motor vehicle in connection with Municipal business.
- When the motor vehicle is on Municipal property.
- When the cellular telephone or mobile electronic device is Municipal owned or leased.
- When the employee is using the cellular telephone or mobile electronic device to conduct Municipal business.

² <http://safety.nsc.org/cellphonekit>

Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

Vehicle Inspection and Maintenance

Vehicles should be maintained in-line with the manufacturer's specification and local legal requirements. Vehicle inspections should be completed as required by the local jurisdiction. Employees are expected to inspect the condition of the vehicle that they are driving prior to the trip and to report any unsafe operating conditions to the fleet safety manager immediately.

Accident Reporting and Investigations³

An accident investigation is a search for facts. Management of The Franklin Lakes Public School District must not only determine what happened, but why it happened, and most importantly, how employees can avoid similar collisions. It is the responsibility of the supervisor to investigate collisions involving employees in their area. Environment, road and vehicle conditions, human behavior, and organizationally accepted behavior must all be considered. The success of the investigation depends on the supervisor's ability to obtain facts without prejudice and without trying to support preconceived notions.

The Franklin Lakes Public School District's ultimate goal in preventability determination is self-improvement to prevent accidents in the future. This is not a faultfinding mission.

The guidelines on the following pages are meant to help supervisors perform the investigative and preventability determination part of their job. By following the step-by-step procedure as outlined, supervisors will be able to gather enough information for their purposes, as well as to provide the Franklin Lakes Public School District with legal and financial documentation. It is essential for reports to be as complete and accurate as possible because it is, in many cases, the only official document of the collision to submit to insurance or to justify disciplinary action.

Employee Responsibilities

After being involved in a vehicle collision:

1. Call 9-1-1.
2. Stop immediately to investigate.
3. Help anyone who is injured.
4. Contact your immediate supervisor once the scene is assessed.
5. Protect your vehicle from further damage or theft without putting yourself in danger.
6. If possible, do not move any vehicles until the police arrive.

³ NETS Comprehensive Guide to Road Safety p. 28-33

7. Be courteous, but do not sign anything or discuss the collision with anyone except the police and the Franklin Lakes Public School District representative, once identified.
8. Do not admit any responsibility or agree to pay for anything.
9. Obtain witness contact information. If names are refused, obtain vehicle license plate information.
10. If possible, take pictures of the vehicle(s) at the scene.

Supervisor Responsibility

When an employee calls to report a collision:

1. Make sure the employee is not injured and is out of harm's way.
2. Determine if the employee needs immediate medical attention and provide the employee with the means to receive medical attention (call an ambulance if one hasn't been called).
3. Ensure the employee followed the steps above.

At the Scene

When arriving at the scene (when appropriate), the supervisor will:

1. Check on the condition of the employee and others involved.
2. Secure the vehicle and its contents.
3. Photograph the scene.
4. Gather information for your report.
5. Sketch the scene.
6. Secure witness statements.

Photographing the Scene

Take pictures of the collision scene from as many angles as possible. Take shots of the vehicles from a distance to make sure you capture the surrounding area as well. Close-ups of any damage, inside or outside the vehicles, or to the surrounding property should be included. If the vehicles have been moved, photograph each from as many angles as possible. Remember, it is better to have too many pictures instead of not enough.

Gathering Information at the Scene

Precise location of the collision – be sure you know:

1. City, state, and county where the collision occurred;
2. Name of Highway, street or route;
3. Nearest street address if the collision occurred in a built-up area;
4. Distance from the nearest intersection or other landmark.

Parties involved – be sure you know:

1. Names, addresses, and phone numbers of all parties involved, including passengers, witnesses, and police officers (if possible, obtain the police officer's badge number);
2. The owners of any vehicles or other property involved in the collision;
3. Other driver's insurance Municipal, policy number, agent's name, and agent's phone number.

Vehicles involved – be sure you know:

1. Make, model, year, license plate number, color, and type;
2. Damage sustained by each vehicle.

Extent of injuries – be sure you know:

1. If possible, determine the exact nature and extent of injuries to anyone involved in the collision.
2. Be sure your driver is physically and mentally able to drive before allowing him/her to continue.
3. If possible, determine the name, address and telephone number where injured parties are transported.
4. If possible, determine the name of the ambulance Municipal.

Measurements – be sure you know:

1. Length of skid marks (only if it is safe to do so).
2. Width of road or highway (if safe)
3. Distance from the point of impact to at least two stationary objects.

Driving conditions – be sure you know:

1. Road surface and condition.
2. Weather and lighting conditions at the time of the collision.

Determine if alcohol and drug testing requirements are met. If any of the following occurs as the result of the collision, the Franklin Lakes Public School District management must conduct a post-collision drug and alcohol test on the employee:

1. Fatality;
2. Moving violation is issued to the driver.

Determine if the employee was using a cellular phone when the accident occurred. Remind them that this information will be obtained from records to encourage honesty.

Sketching the Scene

Sketch the collision scene as accurately as possible, including all physical features in the vicinity such as trees, fences, walls, ditches, and signs. Traffic signs and signals, as well as the names of streets and highways, are also extremely important.

Also, be sure to show:

1. Direction of vehicles involved prior to the accident.
2. Point of impact (make note of its distance from a fixed reference point)
3. Final resting place of vehicle(s) as a result of the collision
4. Length of all skid marks
5. Width of road and individual traffic lanes

Back at the Office: Determining Preventability

After investigating a collision, you must determine whether or not it was preventable on the part of your employee. The Franklin Lakes Public School District considers a collision/occurrence preventable unless the employee did everything possible to prevent it, including anticipating the hazard and applying the appropriate defensive driving procedures.

Remaining objective is important. It will not be easy, but personal feelings for the employee involved must not be allowed to influence the decision. The effects of that decision go well beyond the particular employee and collision in question.

By that definition, preventability goes far beyond legal liability as far as the Franklin Lakes Public School District is concerned. It is possible for an employee to have a preventable collision/occurrence while not being legally at fault. Municipal drivers, as trained professionals, bear more responsibility for preventing collisions than ordinary motorists. That standard is admittedly high, but comes with the territory and is universally accepted throughout the industry.

By classifying a collision/occurrence non-preventable, a supervisor may be giving unspoken approval for certain driving behavior for all his/her employees. By ruling one preventable, the supervisor defines certain behavior as unacceptable by the corporation's standards. In short, each decision sets the driving standard and expectations for the employees.

Driver Training⁴

There shall be a process to ensure all employees and contractors who drive for the Municipal are appropriately trained for the specific vehicles to be operated, and that the training is adequately documented.

Universal Training for all Employees

Annual classroom or computer-based safety awareness training, including policy review certification, is required for all employees who drive on or off the job. The annual training should address general hazard awareness (including fatigue management and distracted driving), items identified through a review of historical collisions and policy review certification. This training should be offered to all individuals who drive on behalf of the Municipal.

Light Vehicle Training for Municipal Drivers

All Municipal drivers of light passenger vehicles are required to complete the universal annual training. In addition to the universal training requirements for all employees, training for Municipal Drivers of Light Vehicles must include the following:

1. Light vehicle defensive driver training within 90 days of hire or as soon as training is reasonably available for all Municipal driver and every three years thereafter.
2. A formal driver evaluation should be completed at least annually by the driver's immediate supervisor. Targeted training should be developed to address any unsafe driving behaviors that are observed during these sessions.

⁴ NETS' Comprehensive Guide to Road Safety, pp 35-36

Medium and Heavy Vehicle Training

In addition to all training requirements of light vehicle Municipal drivers, operators of medium or heavy vehicles must include the following:

1. Specific Vehicle training in the applicable vehicle at least once every three years.
2. Classroom or computer-based training in the two years between the defensive driving courses.
3. Specific training for individuals who transport others.

High Risk Driver Management

Drivers who are identified as high risk per the Driver Selection Process must receive:

1. A coaching session with the driver's immediate supervisor immediately after the At-Risk driver classification;
2. Driver training appropriate to mitigate the behaviors that led to the high-risk classification within 90 days of the classification.
3. Two assessment drives that last an entire shift within 12 months of a high-risk driver classification.

Formal Driver Evaluations

Driver evaluations are opportunities for supervisors to review the driving skills and vehicle condition one-on-one with their Municipal drivers. They are meant to provide immediate feedback on driving skills and identify areas for improvement. The supervisor should complete a driver evaluation within 15 days of an employee becoming a driver and every year thereafter. The following checklist should be used and signed by the supervisor and the driver.

Driver Evaluation Form ⁵

Scan 360° Skills	Positive Behavior	Needs Improvement	Not Observed
Adjust mirrors to reduce blind spots before starting to drive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scan ahead of, behind, and to both sides (360°) if the vehicle while driving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks rear- and side-view mirrors every 4-8 seconds while driving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reacts early to hazards ahead by covering the break or moving to another lane.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continues to scan 360° while the vehicle is stopped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scans 360° and turns to look over the shoulder while backing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can describe appropriate "escape routes" when driving or stopped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Following Distance	Positive Behavior	Needs Improvement	Not Observed
Always maintain at least a two-second following distance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increases following distance to 4-8 seconds in poor weather/road conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increases following distance to compensation for tailgaters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quickly drops back to safe following distance if another car cuts in ahead.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses low-beam headlights on the roadway so the vehicle is visible to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduces speed on unpaved roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approaches slow moving vehicles with caution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yields at unmarked or reduced visibility intersections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduces speed when going from paved to unpaved roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Intersection Skills	Positive Behavior	Needs Improvement	Not Observed
Slows, checks cross-traffic and covers the brake before passing through intersections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoids entering intersections on a yellow light.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When stopped, can clearly see that the rear tires of car ahead touch the pavement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signals intention to turn well in advance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When turning left, waits to turn wheels until all cross traffic has cleared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waits two full seconds before entering an intersection after green light.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Breaking Skills	Positive Behavior	Needs Improvement	Not Observed
Uses "ready brake" whenever there is a potential problem ahead.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses "30% braking" to bring car to a smooth stop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Vehicle Walk Around

⁵ NETS' Comprehensive Guide to Road Safety, pp. 37

Good Condition

Exterior Needs Maintenance

Interior Needs Maintenance

Supervisor's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

Appendix A: Accident Investigation Form

Vehicle Accident/Loss Investigation Report

(This is not a claim form)

Fire Department: _____ Date: _____

Address: _____

Name of Driver: _____

Type of Vehicle: _____ Vehicle ID/Unit Number: _____

Date Driver was Last Certified on the Above Vehicle: _____

Date of Accident: _____ Time: _____ Date Reported: _____

Location of Accident: _____

Roadway

- Straight
- Curve
- On grade
- Level
- Hillcrest
- Dry
- Wet
- Muddy
- Snowy
- Icy
- Oily
- 2-lane
- 3-lane
- 4-lane
- Divided
- Rural
- Lanes marked
- Lanes unmarked
- No road defects
- Holes, ruts, etc.
- Loose material
- Other

Accident Occurred

- At station
- Responding to emergency
- At emergency scene
- Returning from emergency
- Training
- Convention or parade
- Other

Type of Loss

- Personal injury
- Property damage
- Vehicle damage

Weather

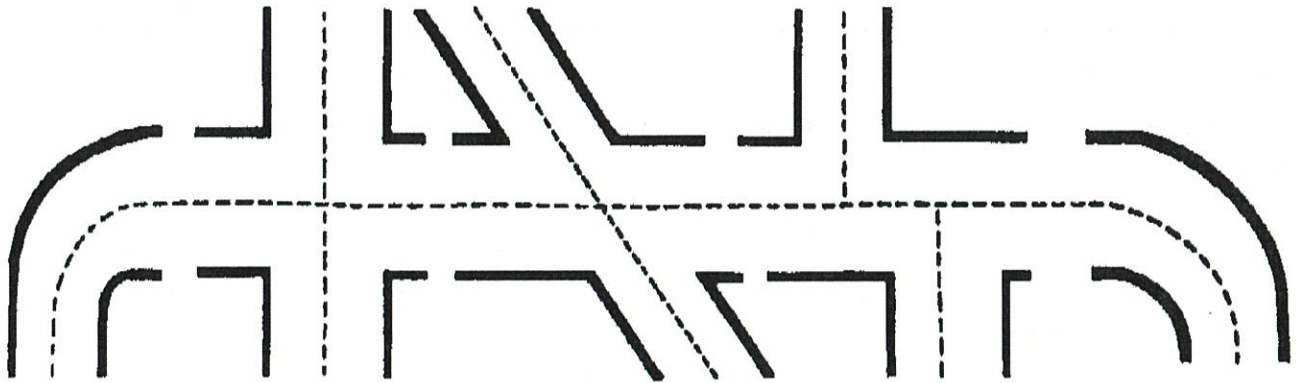
- Clear
- Rain
- Snow
- Fog
- Other

Description of Accident: _____

Motor Vehicle Diagram

Complete the following diagram showing direction and positions of automobiles involved, designating clearly point of contact.

Indicate North

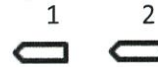


Give street names and directions

Your Vehicle



Other Vehicle(s)



Instructions:

1. Show vehicles and direction of travel
2. Use solid line to show path of each vehicle before accident, dotted line after accident

Safety Analysis

What acts, failures to act and/or conditions contributed most directly to this accident? (Immediate Cause)

What are the basic or fundamental reasons for the existence of these acts and/or conditions? (Fundamental Cause)

What action has or will be taken to prevent recurrence? Place "X" by items completed.

Safety Supervisor's Comments:

Driver's Signature

Date

Supervisor's Signature

Date

Safety Supervisor's Signature

Date