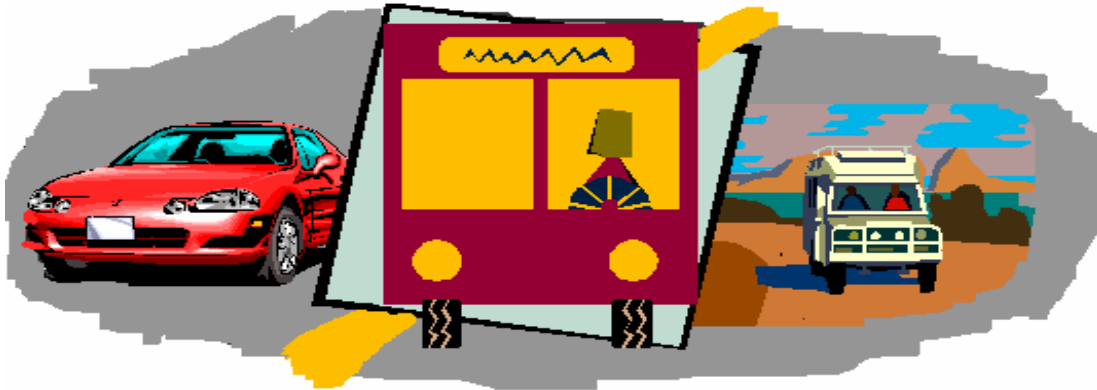


Akron Public Schools
OFFICE OF CAREER EDUCATION
BULLETIN #5 : Driver Responsibilities



1. Akron Board of Education employees assigned to drive Board-owned or leased vehicles **MUST BE FAMILIAR** with the Business Affairs Transportation Services directives regarding **DRIVER RESPONSIBILITIES**. Please review the Business Affairs directives (following this page).

Once you have reviewed the bulletin, please also review the VEHICLE ACCIDENT REPORT (see sample following Business Affairs directive) which is to be completed should an accident occur.

PLEASE be sure to review the VEHICLE ACCIDENT PROCEDURES as they relate to ‘chargeable and/or preventable accidents.’ This information is found on Page 3 of this bulletin.

2. **IMPORTANT:** If you are using a Career Education van to transport students, you **MUST** have a valid Van Driver’s License.

For information about the Van Driver’s License, please call the Office of Career Education at 330-761-3135.

REVISED JULY 1, 2002

TO: AKRON BOARD OF EDUCATION EMPLOYEES

RE: AKRON BOARD OF EDUCATION EMPLOYEES USING PERSONAL VEHICLES ON OFFICIAL BUSINESS

Akron Board of Education employees using their personal vehicles on official school business are provided primary **liability** (third party) coverage under our Arthur J. Gallagher & Company fleet insurance.

This primary insurance coverage is provided for Akron Board of Education employees using their personal vehicles under the “scope of employment.” Employees are defined as individuals included in the Akron Board of Education payroll system who have taxes and retirement withheld. “Scope of employment” is interpreted as those activities **necessary** and **usual** in order to carry out daily job responsibilities.

Examples of employees’ use of personal vehicles on official schools business: teachers, psychologists, Maintenance Services and Buildings & Grounds employees, supervisors and coordinators assigned or working at more than one location; employees taking students home if they miss their normal means of transportation; and teachers who supervise students working at job sites through an approved educational program.

The Board’s insurance becomes primary coverage and the employees’ insurance is secondary coverage for automobile liability claims that may result from the employees’ use of their personal vehicles on school business.

- **The Board’s policy would response to third party property damage or bodily injury resulting from the accident.** This coverage pertains to the **liability** portion of the accident.
- There is **NO COVERAGE** for physical damage to the employee’s personal vehicle. This damage would have to be covered by the employee’s personal insurance policy.

If liable, an accident claim must be filed under the Arthur J. Gallagher fleet insurance policy. The process for filing is as follows:

- The employee obtains a copy of the police report made at the scene of the accident.
- An Akron Board of Education Vehicle Accident Report Form is to be obtained by the employee from the office of the principal or departmental head.
- The employee must complete the Vehicle Accident Report Form and forward it with the police report attached to Transportation Services within 12 hours of the accident.

Arthur J. Gallagher Insurance Co. will be notified of the accident by the coordinator, Transportation Services, and a claims adjuster will contact the employee.

Please Note: These guidelines are in effect until future notice. A copy of these guidelines can also be viewed and printed by logging on the “Document On Demand” Program.

If you have any questions, please contact David James, Executive Director of Business Affairs.

**AKRON PUBLIC SCHOOLS
Business Affairs**

VEHICLE ACCIDENT PROCEDURES

The following vehicle accident procedures have been developed for staff members with a ‘chargeable and/or preventable accident’ while driving a Board of Education owned/leased vehicle. A chargeable accident is any accident where the operator receives a citation from the police department for an accident. A preventable accident is any accident where damaged or personal injury is involved that could have been prevented by a reasonable effort to avoid it.

The Vehicle Accident Procedure Committee, consisting of a representative from Human Resources, Business Affairs and a representative of the union/association will conduct a review of all accidents involving Board owned/leased vehicles. The committee will carefully review the reports of any traffic accidents and consider all available background information. They will reach conclusion as to whether the driver was at fault and will assign the point values to the individual’s school system driving record per the below tables:

ACCIDENT TYPE (BV = BOARD OF EDUCATION VEHICLE)	
BV involved in moving accident	3 points
BV involved with stationary object	2/1 point(s)
BV involved with an on-board accident	1 point

ACCIDENT SUB-TYPE	
Head On	3 points
Rear End	3 points
Broad Side	3 points
Side Swipe	2/1 point(s)
Backing	1 point

PERSONAL INJURY	
No injury	0
Treated at scene & released	1 point
Transported to hospital & released	1 point
Transported to hospital & admitted	3 points
Permanent incapacitating injury	5 points

PROPERTY DAMAGE	
1-400	0
5001-10,000	3 points
10,001-25,000	4 points
25,001-50,000	5 points
50,001-100,000	6 points
100,001-200,000	7 points
200,001-300,000	8 points
300,001-Up	10 points

PENALTY CHART	
Accumulative Points	Action
5-6	Conference
7-12	Written Warning
13-15	Written Formal Reprimand
16-24	Disciplinary Action with Possible Suspension Without Pay
25 and up	Disciplinary Action with Possible Suspension Without Pay or Discharge

Formula
 Accident Sub Type +
 Personal Injury +
 Property Damage =
Total Points

Points will be assigned when the Akron Public Schools employee is found to be at fault. Points will be cumulative through two years of the occurrence. Points will be removed from the driver’s record two years from the anniversary date of the occurrence.

Weather

Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, snow, etc. increase the hazards of driving but do not cause an accident. Drivers need to adjust their driving to the prevailing weather conditions.

AKRON PUBLIC SCHOOLS

Business Affairs

VEHICLE ACCIDENT REPORT (SIDE 1)

DRIVER'S NAME (Last) (First) SEAT BELT ON: Yes No
BUS AUTO TRUCK OTHER VEH. No. NATURE OF OCCURENCE: Traffic Passenger Other
DAY OF WEEK: DATE: TIME: A.M. P.M. IF PASSENGER ACCIDENT Aboard Boarding Alighting
LIGHT: Daylight Semi-Dark Dark-Lts. On Dark-No Lts. DIRECTIONS: In Out Other

NO. OF PASSENGERS: LIST NAME, ADDRESSES, AGES ON SEPARATE SHEET:

LOCATION: On At or Near City

SPEEDS, WHEN VEHICLE OR PERSON FIRST SEEN: Ours Other DISTANCE WHEN FIRST SEEN: Ft.

DID YOU BLOW HORN? WAS VIEW OBSTRUCTED? ROADWAY: Straight Curve L S Curve

RELATION TO INTERSECTION: Near Side Far Side Within Between RELATION TO REGULAR STOP: At Approx. Between

WEATHER: Clear Cloudy Rain Mist Snow Sleet Fog Smoke HEADLIGHTS: On Off

STREET SURFACE: Dry Wet Snowy Ice Grade Level Up Down Top of Hill TRAFFIC VIOLATION: Ours Other

TRAFFIC CONTROLS: Signals Officer Stop-Sign None EQUIPMENT DEFECTS: Ours Other

TURNING MOVEMENTS: Ours Right Left Straight OTHER VEHICLE: Right Left Straight POINTS OF CONTACT: Ours Other

VEHICLE DOING HITTING: Ours Other Undetermined ESTIMATED SPEED: INJURY OR DAMAGE: Ours Other

WERE POLICE PRESENT? ACTION TAKEN:

PERSONS INVOLVED IN ACCIDENT OR WITNESSES

Table with 4 columns: Name, Address, Phone, Injury or Witness. Rows 1-4.

STATEMENTS AT SCENE OF ACCIDENT (use numbers above)

OTHER VEHICLE INFORMATION:

OWNER OF VEHICLE: ADDRESS: AGE:
DRIVER OF VEHICLE: ADDRESS: AGE:
VEHICLE MAKE: YEAR: LICENSE NO. TYPE:

SIGNATURE DATE

RETURN TO TRANSPORTATION SERVICES
(See next page for SIDE 2 of this form which must also be completed)

VEHICLE ACCIDENT REPORT (SIDE 2)

DESCRIBE THE ACCIDENT

INDICATE ON DIAGRAM BELOW WHAT HAPPENED

- Draw heavy lines to show streets; enter street names.
- Indicate by use of arrows the directions of travel. → ← ↑ ↓
- Use a solid line to show path of vehicle before accident.
- Use dotted line after accident ----->
- Show distance and direction to identifying objects.

Show Vehicles By:

Other Vehicle

Board Vehicle

