

MANAGEMENT SUPPORT SERVICES

District Vehicle/Motorized Equipment Safety

Employees are responsible for the safe and legal operation of vehicles or motorized equipment entrusted to them. Employees who operate District vehicles or motorized equipment unsafely or illegally are subject to discipline whether or not an accident, arrest, or citation results. Employees who operate District vehicles or motorized equipment must comply with the following.

Definitions

“District vehicles or motorized equipment” are motor vehicles and wheeled motorized equipment (such as backhoes, riding mowers, and forklifts) owned by or leased, rented, or loaned to Central Kitsap School District.

“Preventable accidents” are accidents that result in property damage, or personal injury, which an employee could have avoided by exercising reasonable care.

“Violation or infraction of the law” is any violation of any traffic or motor vehicle law or regulation except those related to vehicle registration, insurance, and licensing.

Accident Reporting

Within one (1) hour, an employee shall verbally report to his or her direct supervisor any motor vehicle or motorized equipment accident in which the employee is involved as operator or custodian of a District vehicle or motorized equipment. The employee shall also complete a Vehicle/Equipment Accident Report form (Form 6641F) and deliver it to his or her supervisor no later than the end of the day’s shift during which the accident occurred. The report to the supervisor does not relieve the employee of the obligation to report to law enforcement, if such an obligation exists.

Citation or Arrest Reporting

Within one (1) hour, an employee who is cited or arrested for a violation of any law or regulation while operating a District vehicle or motorized equipment shall verbally report the citation or arrest to his or her direct supervisor, and by the end of that day’s shift, provide a copy of the citation or arrest report to the supervisor.

Any employee whose job responsibility requires driving a District vehicle, who is cited or arrested for a moving violation as defined in WAC 308-104-160, excluding numbers 34, 49, 56, 57, 58, 62, 63, and 65 or 66 while not on the job, must report the violation and give a copy of the citation or arrest report to their direct supervisor at the beginning of their next work shift and before driving any District vehicle.

License-Permit and Certificate Status

An employee whose license, permit, or certificate required to operate a motor vehicle or motorized equipment is revoked, suspended, or lapsed shall immediately cease operating District vehicles or equipment for which the license, permit, or certificate is required; and, if the employee operates a District vehicle or motorized equipment as a condition of employment, shall immediately notify his or her direct supervisor of such suspension, revocation or lapse.

Failure to Report

An employee who fails to report to his/her immediate supervisor as required by this procedure, or who operates a District vehicle or motorized equipment without a required license, permit, or certificate may be disciplined up to and including termination of employment.

Abstract of Driving Record

Employees who operate District vehicles or motorized equipment will be required to submit an Abstract of Driving Record to the employee's immediate supervisor annually, and/or following any accident or receipt of any citation for any act or failure to act while operating a District vehicle or equipment.

Consequences of Accidents/Citations

An employee involved in an accident or who is cited for a violation or infraction of the law while operating a District vehicle is subject to discipline and may be denied the opportunity to operate District vehicles or motorized equipment.

An employee who operates District vehicles or motorized equipment as a condition of employment, and who is involved in three or more preventable accidents while on the job resulting in property damage of more than \$1000 or in personal injury; or is cited for three or more moving violations or infractions of the law, both on or off work; or has any combination of such preventable accidents and citations totaling three or more while operating District vehicles

or motorized equipment in any continuous 24 month period may be terminated. Incidental damage from normal operations (such as scratches or dents in a truck bed from loading heavy or abrasive material) is not covered by this procedure.

District Certification

A non-bus driver employee who drives students in a District vehicle must have a CKSD Type II driving certificate.

Training

In addition to training required by law, regulation, or policy, the District, in its sole discretion, may provide and/or require training or retraining in defensive driving or other skills to employees to reduce the risk of accidents.

Individual departments should provide appropriate training opportunities on specialized equipment for newly hired employees and when equipment of a new type is acquired.

Additional requirements and standards may exist in department directives, District policy, and state and local laws and regulations.

Approved: March 14, 2001
Revised: May 23, 2001
Revised: December 7, 2015