

PUPIL TRANSPORTATION SAFE DRIVER PLAN**SCHOOL BUS SAFE DRIVER PLAN**

The Department of Education Florida Administrative Code 6A-3.0141, Employment of School Bus Drivers, section (8) requires that each school district establish by school board policy a safe driver plan that specifies which infractions of the traffic code deem an applicant unqualified for hire and which causes any employee to be subject to a prescribed follow-up action. The Superintendent is authorized to develop procedures to implement this policy.

Policy Adopted: 4/4/00

Rules:

I. Operation of a School Bus

Any employee who would operate a school bus for any reason in the course of their employment for the School Board, shall be required to possess and maintain at minimum a Class B Commercial Driver's License (CDL) with a passenger transport and air brake endorsement.

II. Operation of a School Bus Transporting Students

Any employee who would operate a school bus for the purposes of transporting students in addition to the required CDL shall:

1. Successfully complete the Florida Department of Education prescribed School Bus Operator Training Program.
2. Submit to an annual School Bus Operator's Physical Examination and possess a valid Medical Examiners Certificate
3. Submit to a pre-employment and random drug and alcohol testing.

III. Applicants for the position of School Bus Operator

1. Shall have five (5) years minimum driving experience.
2. Shall have a valid appropriate CDL or a valid State of Florida driver's license and be capable of acquiring a CDL permit.

3. Shall not exceed five (5)-accumulated points on their Motor Vehicle Record (MVR) for moving violations in the past five- (5) years.
4. Shall not have been convicted of any violations involving drugs or alcohol.

A. Review of Driving Record: The applicant’s driving record will be reviewed for the purpose of determining an applicant’s acceptability or unacceptability to drive a school bus for The School Board of Broward County with particular emphasis placed on record entries during the previous five- (5) years from the date of record check.

B. Pre- Employment Point System: Points will be assessed for each moving traffic violation listed on the applicant’s transcript of Motor Vehicle Record in accordance with the School Board’s Pre-Employment Point System as outlined below:

#	Moving Violations	Points
1	Following too closely	2
2	Speed of 15 MPH or less over the posted speed limit	3
3	Driving too fast for conditions	3
4	Careless driving	3
5	Failure to yield right of way	3
6	Improper passing	3
7	Improper turn	3
8	Improper lane change	3
9	Crossing private property to avoid traffic light or stop sign	3
10	Driving on the wrong side of the road	3
11	Failure to have vehicle under control	3
12	Improper backing	3
13	Failure to properly use driver’s seat belt and/or shoulder harness	3
14	Speed in excess of 15 MPH over the posted speed limit	4-6
15	Speeding in a school zone	4
16	Failure to observe a traffic device (stop sign, traffic light, etc.)	5
17	Unlawful speed resulting in an accident	6
18	Leaving the scene of an accident (no injuries)	6
19	Reckless driving/erratic driving	6
20	Leaving the scene of an accident (resulting in injuries)	10
21	Driving without a valid CDL/DOE medical exam certificate	10
22	Driving while intoxicated	10
23	Driving while impaired	10
24	Driving while under the influence of drugs	10
25	Failure to properly observe a Railroad Crossing	10
26	Revocation or suspension of driver’s license for reasons other than temporary lapse of insurance or financial responsibility	10

C. Other Traffic Violations: Other violations not covered in the Pre-Employment Point System as outlined above may be assessed one(1) to five(5) points as deemed necessary by the reviewing administrator

D. “Adjudication Withheld”: An applicant who accepts the court ruling of “adjudication withheld” will be assessed points according to the Pre-Employment Point System.

IV. Safe Driver Plan for Existing Employees:

The safe driving plan shall apply to all employees who drive a school bus transporting students. Those employees who were employed to drive a school bus prior to the implementation of this policy will be “grandfathered” into the Safe Driver Plan. (“Grandfathered” is defined in this paragraph meaning that all bus operators employed prior to the effective date of this policy will be exempt from any existing points on his or her MVR under the Safe Driving Plan. Any points accumulated after the effective date of this policy shall be counted and posted in the Pupil Transportation database and points and penalties shall apply.)

A copy of this policy will be provided to all transportation employees who operate a school bus transporting students.

A. Point System For Existing Bus Operators: Points will be assessed against existing bus operators by the Superintendent or his/her designee using The School Bus Safe Driver Plan as outlined below.

#	Moving Violations	Points
1	Following too closely	2
2	Speed of 15 MPH or less over the posted speed limit	3
3	Driving too fast for conditions	3
4	Careless driving	3
5	Failure to yield right of way	3
6	Improper passing	3
7	Improper turn	3
8	Improper lane change	3
9	Crossing private property to avoid traffic light or stop sign	3
10	Driving on the wrong side of the road	3
11	Failure to have vehicle under control	3
12	Improper backing	3
13	Failure to properly use driver’s seat belt and/or shoulder harness	3
14	Speed in excess of 15 MPH over the posted speed limit	4-6
15	Speeding in a school zone	4
16	Failure to observe a traffic device (stop sign, traffic light, etc.)	5
17	Unlawful speed resulting in an accident	6
18	Leaving the scene of an accident (no injuries)	6
19	Reckless driving/erratic driving	6

#	Moving Violations	Points
20	Leaving the scene of an accident (resulting in injuries)	10
21	Driving without a valid CDL/DOE medical exam certificate	10
22	Driving while intoxicated	10
23	Driving while impaired	10
24	Driving while under the influence of drugs	10
25	Failure to properly observe a Railroad Crossing	10
26	Revocation or suspension of driver's license for reasons other than temporary lapse of insurance or financial responsibility	10
27	Failure to observe any other established driving law or regulation (points will be established using the above schedule as a guide to determine the number of points according to similar severity.	1-10

B. Court Disposition of Traffic Citations: Points shall not be assessed against an employee under the Safe Driver Plan until court disposition of a traffic citation is completed at which time the employee shall notify his/her terminal supervisor and the Director of Pupil Transportation of the court disposition. Points, if applicable, shall be counted and posted in the Pupil Transportation database and points and penalties shall apply.

C. Defensive Driving School: A bus operator who elects or is directed to attend a defensive driving school, when that is a permissible option for settlement of a traffic citation, shall not have points assessed against him or her under the Safe Driver Plan. This waiver of points may not be used more than once in a three-year period under the Safe Driver Plan.

D. Serious Violations: A bus operator whose violations are serious in nature (assessment of 6 to 10 points) will not be allowed to have Safe Driver Plan points waived by attending a defensive driving school.

E. Any Points Accumulated on the MVR shall be recorded in the Pupil Transportation MVR database file.

F. Written Notification: Before an employee is assessed points, he or she shall receive written notification of the number of points, the infraction, the date of the infraction, and the date the points were accumulated.

G. Appeal Procedures: All appeals will be filed according to established District procedures.

H. "Adjudication Withheld": A bus operator who accepts the court ruling of "adjudication withheld" will be assessed points according to the Safe Driving Plan. The points shall be recorded in the Pupil Transportation MVR database.

I. Reporting Responsibility: It shall be the responsibility of the employee to report the following events to his or her immediate supervisor or designee on the next scheduled employee work day:

- 1) **Accident:** Any accident in which the employee was involved as an operator of a motor vehicle regardless of the ownership of the vehicle and regardless of whether the employee was deemed to be at fault (any accident, no matter how minor, involving a School Board-owned vehicle will be reported immediately to the Transportation Terminal Office.)
- 2) **Citation or Adjudication of Guilt:** Issuance of or adjudication of guilt for any traffic citation excluding parking violations.
- 3) **Invalid Driver's License:** The expiration, suspension or revocation of the employee's Commercial Driver's License.

J. Corrective Action: An accumulation of points on a bus operator's MVR will result in recommendations for corrective action as indicated below:

- 1) **Written Warning:** A bus operator who has accumulated three (3) to five (5) points within one (1) year shall receive a written warning.
- 2) **Driving Class:** A bus operator who has accumulated five (5) to eight (8) points within one (1) year must successfully complete a National Safety Council Defensive Driving Class (Remedial Training).
- 3) **Termination of Driving Privilege:** A bus operator who has accumulated nine (9) or more points within one school year will be recommended for Termination.
 - a) 15 points within two (2) years will be recommended for termination.
 - b) 20 points within three (3) years will be recommended for termination.
 - c) 25 points within four (4) years will be recommended for termination.
 - d) 30 points within five (5) years will be recommended for termination.

K. A District Employee Who Knowingly Operates a school bus with a suspended or revoked license will be recommended for termination.

L. DUI citation or driving while license is suspended or revoked notice to appear and/or arrest will result in suspension until outcome of court ruling or clearance by the clerk of the court.

- **A bus operator** who is convicted of driving while under the influence of a controlled substance or driving with an unlawful blood or breath alcohol level shall be prohibited from operating a School Board-owned vehicle and shall be recommended for termination.

M. Training:

- 1) **School Bus Operator:** Once approved for employment, all school bus operators shall be instructed in safe driving techniques during training as required by law.
- 2) **Remedial Training:** A bus operator shall be required to attend remedial training if he or she demonstrates deficiencies in driving skills in any school year. The cost of the remedial training will be borne by the employee. Such remedial training will be achieved during non-work hours.

N. Deletion of Points: Points assessed under the Safe Driver Plan will be deleted five (5) years following the date the points were assessed.