



# **Tuolumne Joint Powers Authority**

## **Transportation Policy**

**Reviewed by the JPA Committee/Approved by the JPA Board**

- **Alpine County Office of Education/Alpine County Unified School District**
- **Amador County Office of Education/Amador County Unified School District**
- **Belleview Elementary School**
- **Big Oak Flat/Groveland Unified School District**
- **Bret Harte Union High School District**
- **Calaveras County Office of Education**
- **Calaveras Unified School District**
- **Columbia Union School District**
- **Curtis Creek School District**
- **Jamestown School District**
- **Mark Twain Union Elementary School District**
- **Sonora Elementary School**
- **Sonora Union High School District**
- **Soulsbyville Elementary School District**
- **Summerville Elementary School District**
- **Summerville Union High School District**
- **Tuolumne County Superintendent of Schools**
- **Twain Harte School District**
- **Vallecito Union School District**

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## **Tuolumne Joint Powers Authority Transportation Policy**

The Tuolumne Joint Powers Authority (TJPA) Transportation Policy is designed to protect drivers, passengers, bystanders, vehicles and property when activities require transportation.

Members of the TJPA engage in many activities requiring transportation to other locations. To accomplish this transport safely, the Member Districts own and maintain a fleet of vehicles of various types, frequently rents or charters other vehicles, and allows employees to be reimbursed for the use of their personal vehicles. Because of the significant hazards such transportation activities represent, the following procedures have been instituted to protect both persons and property from harm during such usage and to provide equitable usage of the fleet. This policy is in addition to the requirements noted the [California Commercial Driver Handbook](#). Individual TJPA Districts may establish more, but not less, restrictive policies for their own District.

## I. Types of Vehicles

### A. The District may own or lease several types of vehicles:

1. These vehicles are described as light trucks, sedans or minivans.
2. These vehicles are designed primarily for cargo, non-passengers, whose driver does not need a [Commercial Driver's License](#). These vehicles are designed to carry cargo and are typically larger, heavier, and more unstable than light trucks, sedans, or minivans with a wider turning radius and lengthier stopping distances required when loaded.
3. These vehicles are designed and manufactured to carry seven (7) passengers, plus the driver, but whose driver is not required to have a [Commercial Driver's License](#). These vehicles also are larger, heavier, and more unstable than other vehicles, with a wider turning radius and lengthier stopping distances required when loaded. The performance characteristics of these types of vehicles require more driver skill and training.
4. These vehicles are large trucks, buses, etc., or have passenger accommodations for sixteen (16) or more persons and require the driver to have a [Commercial Driver's License](#).
5. **Personal Vehicles** - Employees may operate their personal vehicles for District purposes and submit mileage for reimbursement. Such reimbursement is intended to cover the cost of gas, wear and tear, insurance, and deductibles for the vehicle. Any accident will be filed under the employee's auto insurance with the District's liability policy acting as secondary coverage. Therefore, all Transportation Policy restrictions apply while on District business.
6. **Non-Licensed Vehicles** - Vehicles that are not licensed for road use may not be driven on public roads. All Transportation Policy restrictions apply as appropriate.

7. **Charter Buses/Motor Coach Rentals**

It is acceptable for a District to use commercial charter services; however, the driver must possess a [California School Bus License](#) and be School Pupil Activity Bus ([SPAB Certified](#)). California Public Utilities Commission (CPUC) is responsible for overseeing and regulating Charter Buses/Motor Coach services in the following areas:

- Requires \$750,000 and \$5 million in liability insurance based on vehicle size, undergo annual vehicle or terminal inspections, and enroll in the Department of Motor Vehicle’s program that notifies the company when a driver accrues an adverse action on his/her driving record.
- Requires drivers are subject to drug and alcohol testing. State laws require a company and its drivers to ensure that minors do not consume alcoholic beverages on board.
- Requires to promptly suspend a driver accused of driving while under the influence of drugs or alcohol.
- Requires drivers must undergo background checks based on a driver’s Social Security number, which screens publicly available information for evidence of criminal convictions that prohibit a person from becoming a driver.
- Requires a company whose primary business is to transport minors to ensure that each driver undergoes a fingerprint-based criminal background check performed by the California Department of Justice.

Unlicensed carriers operating without proper compliance with insurance, safety, and driver requirements are considered illegal and pose potential risks. **To ensure compliance and legitimacy, districts are advised to run the Charter Bus/Motor Coach business name/DBA through the CPUC Portal:** <https://tcportal.cpuc.ca.gov/TCP/s/>

**B. Vehicle Acquisitions & Long-Term Leases**

1. The District Office must approve and transact any purchases or long-term leases of new or used vehicles. Without the approval of the District Office, the District’s insurance coverage will not be extended to such vehicles regardless of whether the driver is an authorized district driver.
2. All vehicles considered for purchase are evaluated for [environmental impact](#).

3. Safety features are given as much consideration as cost in the new and used vehicle purchasing process. The need for features such as air bags, back up mirrors, backup alarms, backup distance sensors, automatic headlight-ignition connections and anti-lock brakes will be evaluated on a vehicle-by-vehicle basis.

**C. Vehicle Administration**

1. The District Office maintains a centralized list of all vehicles owned by the District. This master list shall be updated as necessary, and shall include at least the following information:
  - a) Vehicle Type
  - b) Vehicle Year
  - c) Vehicle Make
  - d) Vehicle Model
  - e) Vehicle Identification Number (VIN)
  - f) Vehicle License Number
  - g) District ID#

## II. Driver Qualifications and Training Policy

- A. The vast majority of personal injuries, deaths, and property damages from motor vehicle collisions are directly attributable to driver error. Operating a District vehicle is a privilege bearing heavy responsibility, particularly when passengers are involved. For this reason, the District reserves the right to be highly selective in approving drivers to operate District vehicles. Non-employees of the District are NOT permitted to drive District vehicles with the exception of volunteers who are 1) donating their time to drive for District activities and 2) whose driving records have been reviewed and approved by the District Office.

**All drivers of District owned or rented vehicles will be qualified in the following ways:**

### 1. Driving Qualifications

All individuals seeking approval to operate a District vehicle shall:

- a) Be currently employed by the District, or volunteers designated and approved by the District.
- b) Be able to produce a valid domestic driver's license, be at least 21 years of age and have at least three (3) years of driving experience in the United States.
- c) Complete the "Request for Approved Driver Status Form" (Exhibit A) and deliver it in person to the District Office where staff will photocopy the license described in item b) above. For consideration to operate District vehicles this documentation must be delivered to the District Office at least one week prior to driving a District vehicle. The signed request authorizes the District to obtain a Motor Vehicle Record (MVR) on the applicant and attests that the applicant has read the Transportation Policy. If the MVR is unsatisfactory, the District Office will advise the applicant that they are NOT approved to drive.

### 2. Driving Disqualification

Driving privileges will not be granted to individuals whose history in the most recent three years includes one or more of the following moving violation convictions:

- a) Hit and run or failure to report an accident within the past five (5) years
- b) Negligent homicide arising out of the use of a motor vehicle
- c) Operating during a period of suspension or revocation during the past five (5) years
- d) Using a motor vehicle for the commission of a felony during any time period
- e) Operating a motor vehicle without the owner's authority during the past five (5) years
- f) Permitting an unlicensed person to drive
- g) Reckless driving during the past five (5) years
- h) Three (3) or more speeding tickets during the last three (3) years
- i) Speed in excess of 25 miles per hour (mph) over the posted limit during the last three (3) years
- j) Two preventable accidents in a 12-month period during the last three (3) years

**OR**

**The driver has been convicted for driving while under the influence of alcohol or drugs (DWI/DUI) or possession of illegal substances or weapons within the past five (5) years.**

**3. Driving privileges will also be revoked if:**

- a) The approved driver uses a District vehicle on personal business not approved by the Transportation Department.

- b) The approved driver loans a District vehicle to any other individual. If additional drivers will be operating the vehicle, all drivers must be listed on the reservation and listed on the approved driver list.

#### 4. **Driver Training**

- a) **Basic Training** - All licensed drivers are expected to be familiar with the operation of a motor vehicle and motor vehicle law.
- b) **Remedial Training** - All employees who are involved in an incident determined to be preventable or who incur additional infractions on their driving record may be required to take remedial training. The successful completion of this course does not guarantee reinstatement of driving privileges.
- c) **Specialized Training** - Specialized training is required for operators of unusual vehicles, those transporting particularly hazardous cargo, or those encountering special hazards on particular routes, etc. as determined by the Transportation Director.

**NOTE:** The Transportation Director reserves the right to deny or revoke an individual's driving privileges should that individual exhibit poor judgement of any kind while driving District vehicles. The determination of the privilege to drive a District vehicle is at the discretion of the District Office. There is no appeal process.

### **III. Vehicle Usage and Reservation Policy**

#### **A. Vehicle Availability**

1. District owned or short-term rental vehicles are available for use by District Departments upon request for domestic travel. District vehicles are not available for personal use.
2. District vehicles are not available for lease or use for private events.

#### **B. Personal Vehicle Use**

1. Reimbursable Use – Personal vehicles are not considered part of the District fleet. However, Business travel by employees (full-time or part-time) of the District using personal vehicles will be reimbursed for mileage incurred. The mileage rate includes reimbursement for fuel, wear & tear, depreciation, and insurance. Therefore, if an accident occurs, the employee's insurance provides the coverage and the employee is responsible for any deductible. The District's insurance will provide secondary liability coverage only. Since the District's policy could be called upon for coverage, all Transportation Policy regulations and restrictions apply while on District business.
2. Persons driving their own vehicles must complete a use of private vehicle request form and provide proof of insurance prior to driving their vehicle

#### **C. Usage Costs**

1. Violations – All parking violations, moving violations or other traffic tickets or fines are the responsibility of the driver. Drivers must notify the District of any traffic violations or accidents immediately upon return to the campus.

#### **D. District vehicles should not be stored at a residential property unless the employee has prior written authorization from the District Superintendent and only under special circumstances.**

#### **Authorization shall only be granted under the following guidelines:**

1. Personal and District property must be removed from the vehicle when not in use.

2. The District vehicle must be properly stored and monitored while residing at the residential property.
3. The District vehicle cannot be used for personal use.
4. Duration of the authorization must be limited/renewed annually.

## IV. Trip and Route Safety Policy

### A. General Regulations

1. **Locales** - Vehicles may NOT be operated outside the United States. The District's insurance only provides coverage for domestic travel. Vehicles may only be driven on designated roads and may not be operated off-road.
2. **Cell Phones** - For safety purposes, employees and/or volunteers shall not use cell phones, hands-free or otherwise while driving a District vehicle or personal car. Employees and/or volunteers shall safely pull off the road and/or access nearby legal parking. Drivers shall not compose, send or read any electronic message while driving on District business.
3. **Passengers** - Only District employees, students, and volunteers may be transported in vehicles owned or rented by the District. Family and friends who do not fall in these categories may not be transported. No drivers shall transport more passengers in a vehicle than the vehicle is designed to transport.
4. **Seatbelt Usage** - All occupants of the vehicle must use the restraints as they were designed to be used at all times when the vehicle is in operation. Drivers shall not begin operation of the vehicle until all passengers have complied. Passengers must not remove their seat belts during travel. If a driver becomes aware of passengers who refuse to use the provided restraints properly, the driver may refuse that person further passage, unless such refusal would endanger their safety. An exception to this policy is granted if an occupant presents a physician's statement stating that compliance is not possible or would be harmful to that person (e.g., a medical device that would be compromised by a shoulder belt). The physician's statement shall define its effective period.
5. **Front Passenger Seat** - On any trip with passengers, drivers should make sure that the front passenger seat is occupied and that the person sitting in this seat remains awake. Drivers should remind this passenger that it is his/her/their responsibility to help the driver stay alert and to assist with directions and maps. A driver going off duty should not become the navigator unless there is no other passenger who can serve as navigator. This is encouraged but not mandatory.

6. **Trailers** - Approval to pull trailers must be obtained from the Transportation Director based on training specific to the impact of such trailers on vehicle hauling.
7. **Speed limit** - All posted speed limits must be followed and adjusted for prevailing weather conditions, vehicle (and trailer, if applicable) response to such conditions, and familiarity with the route. At no time should District or rental vehicle be driven at a speed greater than the posted speed limit. [California Vehicle Code 22406](#) states the maximum speed limit is 55 miles per hour for school buses carrying students.
8. **Modifications** - No modifications to vehicles (ski or bike racks, antennae, stickers, signs, tow hitches, seat removal, etc.) may be made except by the Transportation Department.
9. **Smoking** - Smoking and/or nicotine delivery system in District vehicles or rental vehicles is prohibited.
10. **Radar Detectors** - The use of radar, laser or other speed monitoring detection systems are prohibited.
11. **CB & Portable Radios** - If passengers are present, they and NOT the driver should operate any CB or portable radios used.
12. **Medications** - No drivers, before or during trips, will use alcohol, medications, or drugs whether taken with or without a prescription that may cause drowsiness or other physical or mental impairment.
13. **Hitchhikers** - Picking up hitchhikers is prohibited.
14. **Loads** - Hauling loads is prohibited, unless the vehicle is specifically designed or such loads. Examples of potentially damaging loads include firewood, sod, lumber or gravel. If bulky, awkward or hazardous cargo must be hauled, drivers must consult with the Transportation Director to ensure cargo will be properly stowed and hauled.

## **B. Weather Conditions**

1. Drivers of student trips are responsible to obtain weather information before and during daily travel to determine if road or weather conditions present hazards along their planned travel route.
2. If District vehicles are already on the road and weather conditions become hazardous, the driver must stop the trip, delay or cancel travel planned for that day, and ensure the safety of all passengers.
3. At all times the Transportation Director, in consultation with the Superintendent, retains the right to immediately restrict all local travel as is deemed necessary, including rental or charter vehicles, in case of inclement weather or safety hazards.

## **C. Backing Up**

The vast majority of all vehicle collisions occur while the driver is backing up. In order to prevent losses from vehicles operating in reverse:

1. Drivers will always enter the driver's door only after walking around the rear of the vehicle to not potential obstacles and the distance to them.
2. If a driver is backing into a space and:
  - a) The driver is not accompanied by passengers and is planning to back into a tight space and safety permits; he/she/they must stop the vehicle and walk around it to observe obstacles and distances before backing into the space.
  - b) The driver is accompanied by passengers; one passenger must disembark and direct the driver during backing operations if it is safe to do so.

## **D. Driver Inspections**

### **1. Pre-Trip Inspections**

Drivers should not operate a vehicle until they complete a visual pre-trip inspection, including a dent and damage check. Drivers should be satisfied that all necessary parts and components are in good working order. Problems should be reported before departure.

### **2. Post-Trip Inspections**

Drivers will conduct post-trip inspections after trips. Unusual noises, awkward operation, or other problems should be reported.

## V. Incidents and Reporting Policy

A. “Incidents” are events that result in personal injury or in damage to vehicles or property. If the incident occurs on District property, contact the District Office to file a report. If the incident occurs off campus, contact the local police/law enforcement to file a report. Also file a Bus/Vehicle Accident Report (located in the green folder in the glove compartment) with the District Office as soon as possible.

### 1. Post-Incident Procedures

Failure to report collisions or damage to vehicles will result in loss of driving privileges. In the event of an incident, report the incident to the District Office on the forms supplied.

### 2. Incident Investigations

Representatives from the District Office and the Transportation Director will review all incidents.

a) All incidents will be designated as either “preventable” or “non-preventable” by actions of the District vehicle driver. The following are some of the criteria constituting “preventable” actions by the driver:

- (1) Failure to adjust speed to conditions of light, weather, road, or traffic.
- (2) Failure to note dashboard warning lights that result in mechanical difficulties.
- (3) Failure to recognize and adjust to driver’s own temporary physical, mental or emotional condition.
- (4) Failure to adjust to clearance at top, sides, front or rear of vehicle.
- (5) Failure to observe conditions at rear of vehicle while backing.
- (6) Failure to yield right of way when necessary to avoid a collision.
- (7) Failure to control speed to be able to stop within assured clear distance ahead.

- (8) Failure to observe traffic laws and ordinances.
  - (9) Failure to observe the District's Transportation Policy.
3. If an incident is determined to have been "preventable", the following actions will be taken if the driver involved is:
- a) **An employee whose job does not require regular driving:**
    - (1) The driver will be given a writing warning and be required to attend a Driver Training session as appropriate. Two preventable collisions within a five (5) year period will result in the revocation of his/her/their driving approval.
  - b) **An employee whose job requires regular driving:**
    - (1) The driver will be given a written warning and be required to attend a Driver Safety training session as appropriate. If a driver has two (2) preventable collisions with a one (1) year period, or three (3) preventable collisions in a two (2) year period. Human Resources will work in conjunction with the Transportation Director to determine appropriate consequences.

## **VI. Maintenance**

### **A. Required Safety Equipment**

Vehicles will contain safety equipment required by law.

### **B. Records Maintenance**

#### **1. Driver Records**

The District Office will be responsible for maintaining driver records. A file will be kept current for each individual, to whom driving privileges are granted, containing:

- a) His/Her/Their completed Request for Approved Driver Status Form
- b) A photocopy of his/her/their valid driver's license
- c) Current annual Motor Vehicle Record/Driver Record information
- d) Incident Reports, if any
- e) Complaints received about his/her/their driving, if any
- f) Records of training received

#### **2. Maintenance Records**

Transportation Directors will be responsible for maintaining vehicle records. Written records of maintenance and inspection records shall be kept in a separate file for each vehicle.

##### **Records will include:**

- a) Vehicle year, make, model, and identification number (VIN).
- b) District vehicle inventory number.
- c) Tire size, ply, type, serial number (if applicable), date of purchase, and mileage of vehicle when installed.

- d) Special equipment or component parts involved.
- e) For each inspection: items inspected, repairs made, date completed, mileage, and name of inspecting mechanic as well as the date/mileage for the next scheduled inspection.
- f) Dates preventative maintenance was performed – to include the garage providing the maintenance.
- g) The date and nature of any other service ~~performed~~ performed as well as the garage where the service was performed.

**C. Service, Inspections, and Repairs**

All maintenance and service for District owned vehicles will be coordinated by the Transportation Director. Vehicles will be serviced and inspected according to the District Vehicle Checklist Preventative Maintenance, depending on usage. The Transportation Director will remove a vehicle from operation if repairs are necessary.

## **VII. Policy Enforcement**

- A. The Transportation Director in conjunction with the District Office will oversee the Transportation Program. Specific policies will be re-examined as needed and revised as appropriate. Revised current copies of these policies will be made available to all departments.

1. **Usage Records**

The Transportation Director is responsible for enforcing the following policies:

- a) Verifying that drivers are authorized to operate District vehicles.

2. **Driving Records**

The Transportation Director and District Office are responsible for enforcing the following policies:

- a) Collecting properly completed Request for Approved Driver Status Forms

- b) Conducting Motor Vehicle Record (MVR) checks

- c) Reviewing MVRs and informing applicants if driving privileges are withheld or revoked

- d) Maintaining the authorized driver list on a shared computer drive accessible by the Transportation Director and District Staff

3. **Incident Reports**

The District Office is responsible for the following:

- a) Collecting all information pertaining to an incident

- b) Filing insurance claims with the JPA when appropriate

- c) Monitoring incident reports for similarities and coordinating with the Transportation Director to provide any necessary training

4. **Training Records**

The District Office and or Transportation Director is responsible for the following:

- a) Providing Large Vehicle Training as needed
- b) Providing training for operation of vehicles with trailers
- c) Recommending other training as needed

5. **Vehicle Records**

The Transportation Director is responsible for the following:

- a) Maintaining vehicle service records
- b) Maintaining vehicle inspection records

**I have received, read, understand and will adhere to the Tuolumne JPA Transportation Policy.**

\_\_\_\_\_

**District**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

Please Attach:  
Copy of Driver's License  
Copy of Insurance Policy Coverage

### Transportation for School-Related Trips and Events Driver Registration Form

Important: This form must be submitted to the school principal at least two weeks prior to the trip/event.

**DRIVER INFORMATION:** (circle one)      Employee      Parent/Guardian      Volunteer

Check one:    Curricular \_\_\_\_\_    Extracurricular \_\_\_\_\_    DMV Pull \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell# \_\_\_\_\_

Driver's License# \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

I am willing to provide transportation for \_\_\_\_\_ (#) of students on this trip/event

**TRIP/EVENT INFORMATION**

Trip/Event Location: \_\_\_\_\_

Date(s) of Trip/Event \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

School Site: \_\_\_\_\_ Teacher Supervisor: \_\_\_\_\_

**VEHICLE INFORMATION**

Name of Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Year: \_\_\_\_ Make: \_\_\_\_\_ License Plate#: \_\_\_\_\_ Registration Expiration: \_\_\_\_ Seating Capacity: \_\_\_\_

**INSURANCE INFORMATION**

Insurance Company: \_\_\_\_\_ Phone#: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Liability Limits of Policy: (bodily injury) \_\_\_\_\_ (\$100,000 - \$300,000 per accident)

(property damage) \_\_\_\_\_ (\$25,000 per accident)

(medical) \_\_\_\_\_ (\$2,000 or single limit of \$300,000)

**DRIVER STATEMENT**

I certify that I am at least 21 years of age and hold a valid California Driver's License. I understand the District will conduct a DMV Pull Notice. I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**DRIVER INSTRUCTIONS:**

When using your vehicle to transport students on trips/events or other school activity trips, please:

1. Be sure that you have registered with the District for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence (as note above under liability limits).
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment. Require each passenger to use a seat belt.

In case of an emergency, keep all students together.



# School Bus/District Vehicle Post-Accident Checklist

California's roadways and highways are some of the busiest in the nation. Whenever school district drivers are on the road in a bus or district vehicle, there is a risk of being involved in a traffic accident.

The purpose of this checklist is to help you after a traffic accident. Below is a list of what to do following an accident. Please be aware that this checklist is not meant to substitute for district policies or Federal and State training requirements. Additionally, this is not an exhaustive list.

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

## Driver Post-Accident Procedures

### Driver Post-Accident Procedures

1. Immediately after an accident:

- Activate the hazard lights
- Place the transmission in neutral and set the parking brake (manual) or place in park (automatic)
- Turn off the ignition and remove the key
- Locate and place the warning devices

2. The first consideration is whether it is safer to evacuate the students or to have them remain on the bus.

3. Check for injuries, using the passenger list (if available) to indicate injuries. Immediately notify the pre-designated emergency and police services, and administer first aid. As soon as possible, notify the District or transportation office.

4. Do not leave students unattended and/or unsupervised. Should circumstances warrant, in the event of an accident or emergency, a driver shall not leave the immediate vicinity of the bus to seek aid unless no pupil aboard can be sent to summon help. Cal. Code Regs. tit. 13 § 1219

5. Check for conditions that could cause fires, including a ruptured fuel tank, leaking or broken fuel lines; and/or hot tire, etc. *Do not touch a suspected hot tire.* Place your hand near it to see if heat is radiating off of it.

6. When notifying the District or transportation office, give the following information:

- Seriousness of the accident
- Location and time of accident

- Bus number and route number
- School
- Number of students on board
- Extent of any injuries
- Condition of vehicle
- Weather/road conditions
- Any other pertinent information

7. Stay with the children until help arrives. Do not release any student, even to parents, unless instructed to do so by police or the District or transportation office. Parents/guardians are not allowed on the bus.

8. Stay vigilant for the continued safety of everyone at the scene and:

**Never** attempt to direct traffic.

**Never** move the vehicle before the police arrive, unless absolutely necessary to avoid a traffic hazard.

**Never** discuss liability or fault, or sign anything until someone from the District or transportation office arrives.

**Never** discuss details of the accident with the media.

**Never** move an injured person unless the person's life is in jeopardy.

9. Cooperate with law enforcement. Provide concise and clear answers and details. Give your name, address, driver's license and bus driver permit numbers.

10. If your vehicle strikes an animal, continue until it is safe to stop, keeping in mind that the sight of an injured animal could upset the children on the bus. Park the vehicle and radio or call the District or transportation office with the information. The office will notify the proper authorities.

11. The District or transportation office, when notifying the school, may suggest that personnel follow up with students to minimize trauma or emotional after-effects.

### **Document the Scene**

1. Record as much detail about the accident as possible using your phone's camera and video features.
2. Record the date and time of the accident, and photograph the entire scene of the accident and property damage.
3. Note street names and the direction each vehicle was heading both before and after the accident.

### **Information Gathering**

While at the accident scene the driver and/or transportation supervisor shall:

1. Obtain the name, address, date of birth, and seating position of every passenger on the bus.
2. If possible, obtain the names, addresses, driver's license numbers and phone numbers of any witnesses.
3. Regarding other vehicles involved in the accident, obtain the:
  - Other drivers' names
  - Other drivers' license numbers
  - Other drivers' addresses and phone numbers
  - Make, model, year, and license plate numbers of other involved vehicles
  - Other drivers' insurance carrier information
  - Name, address, and phone numbers of passengers in other involved vehicles

### **District or Transportation Office Responsibilities**

1. Confirm that police and emergency services as appropriate were notified. An ambulance need not be called to the accident scene unless there are obvious injuries or complaints.
2. Send a transportation supervisor to the accident scene to assist the bus driver.
3. Arrange for the parents/guardians of children on the bus to be contacted.
4. Arrange alternate transportation for the children.
5. Contact Tuolumne JPA as soon as possible and follow the instructions given.
6. Help the bus driver complete accident report forms, including insurance forms. Complete the SISC Bus/Vehicle Accident Report Form and forward to the Tuolumne JPA immediately after any accident.
7. Obtain any accident reports completed by third parties, including police reports.

### **Call a Tow Truck**

Depending on how much damage the bus sustained, it may need to be towed to a body shop. If necessary, call a tow truck.

### **Post-Accident Alcohol and Drug Testing**

1. This section's provisions are required by 49 C.F.R. §382.303. For drug and alcohol testing requirements, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*; and administrative procedure, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

2. School bus drivers shall be provided the necessary post-accident alcohol and drug testing information, procedures, and instructions before operating a bus.
3. As soon as practicable after an accident involving a school bus, the driver shall be tested for alcohol and controlled substances if:
  - a. The accident involved the loss of human life;
  - b. The driver receives a citation for a moving traffic violation arising from the accident; or
  - c. A law enforcement officer directs that such a test be given.
4. If a required alcohol test is **not** administered:
  - a. Within two hours, the District must prepare and maintain a file or record stating why the test was not properly administered.
  - b. Within eight hours, the District shall cease attempts to administer an alcohol test and shall prepare the same record.
5. If a required controlled substance test is **not** administered within 32 hours, the District shall cease attempts to administer the test, and shall prepare and maintain a file or record stating why the test was not properly administered.
6. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until undergoing a post-accident alcohol test.

### **Bus Inspection**

Following an accident, each damaged bus component must be inspected before the bus is returned to service.

### **See a Doctor**

Some injuries require immediate attention. However, if you experience pain or the need to seek medical attention after the date of your accident, please notify your supervisor.

### **Stay Organized**

Designate a spot in your bus to keep your registration, proof of insurance card, contact information and a list of key things you need to remember at the scene of an accident.