Monroe School District

OPERATIONAL PROCEDURE

Collision/Incident Involving District Motor Pool Vehicle/School Bus Driver

**Definition:** District Motor Pool Vehicle is a licensed vehicle that is owned, leased, rented by the Monroe School District.

The driver of a District Motor Pool Vehicle/School Bus shall immediately notify the Transportation Dispatcher. The Transportation Dispatcher will notify the Director of Transportation. The Director of Transportation or designee will immediately notify the Executive Director of Operations, Director of Risk Management, Executive Director of Human Resources, and Director of Communication that damage has occurred. A Risk Property/Vehicle Incident Report shall be completed and forwarded to the Operations Department Manager before the end of the driver’s shift.

When a driver of a District Motor Pool Vehicle/School Bus is involved in a collision or meets any of the following criteria:

- FMCSA/DOT Post Accident Testing requirement (School Bus Drivers);
- Students are being transported;
- Student is injured while being transported and the driver’s actions could have caused the injury;
- Any collision except when determined by district administration there is no-fault;

The following procedures will be followed:

1. **Driver involved** will immediately be removed from further driving and transported to local hospital (if collision/incident occurred in Snohomish County use Evergreen Health – Monroe or Providence Regional Medical Center Everett: Pacific Campus) for mandatory drug/alcohol testing.

2. **District Motor Vehicle Pool Driver** is relieved of all driving responsibilities for district functions until results of the drug/alcohol test have been returned are negative. Human Resource will notify the employee’s supervisor and Director of Transportation whether the employee is cleared to drive a district vehicle.

3. **School Bus Drivers** will be placed on paid administrative leave pending the drug test results unless the collision is minor-damage, no students were being transported, and the driver has a negative breath test result.
4. If the drug/alcohol tests are positive, the driver will be placed or continued to be on paid administrative leave to allow for an investigation into the circumstances of the positive test. Human Resources will complete the administrative investigation into positive breath and/or test results.

   a) During this paid administrative leave the only hours that will be paid are the regularly assigned hours.

   b) At the conclusion of the investigation, disciplinary action may be taken up to and including termination.

The collision/incident will be reviewed and documented on a District Transportation Collision/Incident Review form by the Director of Transportation, Director of Risk Management, or Executive Director of Operations to determine if the collision/incident was non-preventable or preventable within 10 days from the time of collision/incident. The Director of Transportation will inform the employee of the non-preventable or preventable collision/incident findings. Once the collision/incident is deemed non-preventable or preventable, the form will be forwarded within 2 business days of the findings to Human Resources for the administrative investigation.

The collision/incident will be documented and maintained for 5 years from date of incident.

*Approved as procedure:*

2/23/16 Cabinet Review
2/23/16 Superintendent Approval

Revised: 2021