

1 **SCHOOL BOARD OF ST. LUCIE COUNTY**

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4 **WHITE FLEET ACCIDENT PROCEDURES**

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7 **Introduction**

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9 The School Board of St. Lucie County wishes to ensure that it provides the safest means of
10 transportation possible for its employees, and for this purpose has created procedures for
11 accidents of white fleet vehicles.

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13 **Who Is Covered**

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15 These procedures are applicable to all employees who operate a District owned/leased
16 vehicle, hereinafter referred to as a white fleet vehicle, that only require a Class E
17 noncommercial driver license to operate.

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19 **Effective Date**

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21 These procedures will be effective August 30, 2010.

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24 **Training Program**

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26 Once approved for employment, all employees covered by these procedures shall be
27 informed of these procedures within thirty (30) days of employment and attend an annual
28 refresher course.

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30 **Administration**

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32 These procedures are to be used by any employee that is involved in an accident while
33 driving a white fleet vehicle.

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36 **Maintenance of License**

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38 All district employees that drive a white fleet vehicle must maintain a valid driver license. If a
39 district employee that operates a white fleet vehicle has their license suspended or revoked,
40 they must report this to their supervising administrator and may not operate a district vehicle
41 until their driving privileges are restored. Any District employee who operates a white fleet
42 vehicle with a suspended or revoked driver's license may be subject to disciplinary action.

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45 **Responsibilities**

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47 In addition to any required reporting to law enforcement, it is the responsibility of the
48 employee to immediately report the occurrence of any accident while operating a white fleet
49 vehicle to the coordinator of risk management and within 24 hours notify their immediate

50 supervisor or designee. Employees that cause or contribute to an accident while operating a
51 white fleet vehicle may be drug and alcohol tested under the reasonable suspicion clause of
52 school board policy 6.60 and will be required to test when in an accident while operating a
53 white fleet vehicle if any of the following criteria are met;

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- 55 1. the employee is at fault
 - 56 2. if anyone involved in the accident is transported by emergency medical services
 - 57 3. if there is a fatality
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59 If the employee is injured in the accident they are required to complete a First Report of Injury
60 or Illness form which is to be submitted to their administrative supervisor as soon as possible.

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62 Unless necessitated by required medical treatment or under direction of law enforcement, a
63 SLCSB employee that is involved in an accident while operating a white fleet vehicle must
64 remain at the scene of the accident until a staff member from the Risk Management
65 Department arrives to document the accident.

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67 Failure to report an accident while operating a white fleet vehicle or making a false or
68 misleading report may be grounds for discipline up to and including termination of
69 employment.

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71 **Annual Notification**

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73 Each employee that operates a white fleet vehicle will be required to sign a form annually
74 indicating that they have received a copy of the white fleet accident procedures.

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76 **Contact Information**

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78 Coordinator of Risk Management

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80 For accidents on regularly scheduled work days from 8:00am – 4:30 call 772-429-5521.
81 For accidents that occur after hours call 772-370-0193.

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