



Tehama County Department of Education

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Superintendent
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DRIVER APPLICATION

DRIVER'S NAME

CA DRIVER LICENSE #

EXPIRATION DATE

DEPARTMENT

POSITION

PLEASE READ THE FOLLOWING:

In consideration for driving vehicles for business reasons I understand and agree to abide by the Tehama County Department of Education (TCDE) Driving Policy and Safe Driver Program in its entirety. I verify that I possess a valid California driver's license which is on file at TCDE and am an eligible driver as defined below.

Driver Eligibility

Approval to drive vehicles for TCDE business may be suspended or revoked if a driver is or becomes an ineligible driver as defined below.

A driver will be considered an ineligible operator of a motor vehicle when his/her driving record shows the following point count:

- 2 points in a 12-month period
- 3 points in a 24-month period
- 4 points in a 36-month period

When a traffic conviction shows that a person drives a motor vehicle unsafely on a street or highway, it counts as one point towards determination of an ineligible driver.

Two points are charged if a driver is convicted of: 1.) reckless driving, 2.) hitting an unattended vehicle without notifying the owner, 3.) causing property damage, injury, or death by hit and run driving, 4.) manslaughter involving a vehicle, 5.) causing injury or death with a vehicle while evading a peace officer, 6.) Driving on the wrong side of a highway, 7.) speed contest or exhibition of speed, 8.) illegal transport of explosives, 9.) driving under the influence of liquor and/or any drug.

Driving Suspension/Revocation/Reinstatement

- A. If an authorized driver operates a motor vehicle in an unsafe manner and is assigned one point by the Department of Motor Vehicles, (s)he shall notify the department manager and the Maintenance Department. Driver shall be on notice that subsequent incidents may be cause for suspension or revocation of her/his privilege to drive TCDE vehicles.
- B. If an authorized driver operates a motor vehicle in an unsafe manner and is assigned two points for a single violation (s)he shall be classified as an ineligible driver and her/his privilege to drive TCDE vehicles shall be suspended for a period of three years from the time the department manager and director of maintenance, operations, and transportation is notified by the employee.

- 1) A suspended driver, whose privilege was suspended as provided in B above, may apply for reinstatement following the suspension period provided no other disqualifying points have been assigned by the Department of Motor Vehicles to the driver during the suspension period.
 - 2) Reinstatement must be approved by the deputy superintendent, department manager, and director of maintenance, operations and transportation.
- C. If an authorized driver is classified as an ineligible driver pursuant to this policy due to multiple one point offenses, her/his driving privilege shall be suspended for 12 months from the time of notification by the employee except as follows:
- 1) One point may be deducted provided the driver attends and successfully completes an approved driver safety education program. (Such a program may only be completed once within any 18 month period.)
 - 2) The director of maintenance, operations and transportation will compile and provide a list of approved driver safety programs.
 - 3) Following completion of the driver safety education program, the director of maintenance, operations and transportation, with approval of the deputy superintendent, may reinstate the driving privilege on a probationary basis. The length of the probationary period shall be determined by the director of maintenance, operations and transportation, but in no case will it be less than 12 months. Unsafe acts, for which one point is assigned by the Department of Motor Vehicles, committed during the probationary period shall be grounds for an immediate 12 month suspension of driving privileges.
- D. Decisions regarding reinstatement may be appealed to the Superintendent for review.

In my position I am a:

- Frequent Driver
- Casual Driver

I request to be approved to drive:

- TCDE vehicles—attach copy of driver license
- My personal vehicle(s)—attach copy of driver license and evidence of insurance for personal vehicle(s)
- I do not wish to drive for TCDE in any capacity

DRIVER'S SIGNATURE INDICATES THAT (S)HE HAS READ, UNDERSTANDS, AND AGREES TO FOLLOW THESE GUIDELINES.

SIGNATURE OF DRIVER DATE

SIGNATURE OF MANAGER/SUPERVISOR DATE

Attachment: Safe Driver Handout
Child Safety and Car Seat Handout

Serving Students, Schools, and the Community

Antelope | Corning Elementary | Corning High | Elkins | Evergreen | Flournoy | Gerber | Kirkwood
Lassen View | Los Molinos | Red Bluff Elementary | Red Bluff High | Reeds Creek | Richfield



TEHAMA COUNTY DEPARTMENT OF EDUCATION

SAFE DRIVER PROGRAM

A. Driver Safety Awareness

Safe driving is the responsibility of the driver. There are safety considerations a driver must be aware of to enhance their personal safety and the safety of others.

1. Distracted Driving

- Nearly 80% of crashes involve some form of driver inattention.
- Avoid distractions such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
- Cell phone use is the most common distraction for drivers. Talking, listening and dialing are equally dangerous. Hands-free cell phone conversations are as distracting as those on a hand-held device.
- If you are concerned about distractions from passengers and clients, ask that they refrain from their actions until you have reached your destination.

Examples of Distracted Driving include:

- Talking to passengers
- Adjusting vehicle climate/radio controls
- Eating a meal/snack
- Using a cell phone and/or texting
- Tending to children
- Reading a map/publication
- Grooming
- Preparing for work

2. Fatigue

Just like drugs or alcohol, fatigue slows reaction time, decreases awareness and impairs judgment. The drivers at the highest risk are people that drive a substantial number of miles each day, those with unrecognized sleep disorders, and those prescribed medication with sedatives.

Recognize the symptoms of fatigue:

- Eyes closing or going out of focus
- Persistent yawning
- Irritability, restlessness, and impatience
- Wandering or disconnected thoughts
- Inability to remember driving the last few miles
- Drifting between lanes or onto the shoulder
- Abnormal speed, tailgating, or failure to obey traffic signs
- Back tension, burning eyes, shallow breathing or inattentiveness

Safety tips for fatigue:

- Maintain a regular sleep schedule that allows adequate rest.
- Avoid driving if fatigued. Inform your Supervisor so that driving responsibilities can be rescheduled or reassigned.

3. Defensive Driving

Driving defensively means not only taking responsibility for yourself and your actions but also keeping an eye on other drivers around you.

- Make sure that all passengers are secured by a seat belt before starting a vehicle.
- Driving too fast or too slow can increase the risk of collisions.
- Be alert and look for signs of impaired drivers around you. Notice if they are straddling the center line, weaving, making wide turns, stopping abruptly or responding slowly to traffic signals.

- Avoid impaired drivers by turning right at the nearest corner or exiting and the nearest exit. Call 9-1-1 immediately after seeing a motorist who is driving suspiciously or impaired.
- Follow the rules of the road. Do not hinder the “right of way” or try to race another car during a merge. Be respectful of other motorists and pedestrians.
- Do not follow too closely or tail gate other vehicles. Always use the “three-second” following distance as a minimum rule.

4. **Avoid Aggressive Driving**

- Be patient and courteous to other drivers.
- Do not take other drivers’ actions personally.
- Reduce your stress by planning your route ahead of time, allowing plenty of travel time, and avoiding crowded roadways and busy driving times.

Examples of Aggressive Driving include:

- Tailgating
- Making rude gestures
- Passing on the shoulder
- Pulling into a parking space someone else is waiting for
- Failing to yield to merging traffic
- Flashing high beam headlights at the car in front of you
- Waiting until the last second to merge with traffic on the highway
- Changing lanes without signaling
- Driving through a yellow light that is turning red
- Honking the horn
- Double parking
- Driving 10 mph or more under the speed limit

5. **Weather**

a) **Driving in the Rain**

Losing control of a vehicle on wet pavement is a frightening experience. To prevent skids and hydroplaning, drive slowly and carefully. When you need to stop, do not brake hard or lock the wheels. If the conditions are too dangerous, pull over in a safe place until conditions improve.

b) **Driving in the Fog**

Visibility may be greatly reduced depending on the thickness of fog. Drive slowly and be aware of vehicles around you. Hazard lights can help enhance your visibility to other drivers. If the conditions are too dangerous, pull over in a safe place until conditions improve.

c) **Headlight Requirement**

State law requires that headlights are to be turned on if snow, rain, fog, or low visibility(1,000 feet or less) requires the use of windshield wipers.

6. **Driving at Night**

Driving at night is more of a challenge than many people think. 90% of a driver’s reaction depends on vision and vision is greatly limited at night. Depth perception, color recognition, and peripheral vision are compromised after sundown.

The National Safety Council recommends the following:

- Prepare your car for night driving. Clean headlights, taillights, signal lights and windows (inside and out) once a week.
- Have your headlights properly aimed. Misaimed headlights blind other drivers and reduce your ability to see the road.
- Don’t drink and drive. Not only does alcohol severely impair your driving ability, it also acts as a depressant. Just one drink can induce fatigue.
- Reduce your speed and increase your following distances.
- Observe night driving safety as soon as the sun goes down. Twilight is one of the most difficult times to drive because your eyes are constantly changing to adapt to the growing darkness.

- State law requires that headlights are to be turned on 30 minutes after sunset and that they are left on until 30 minutes before sunrise.

7. **Impaired Driving**

It is important for drivers to have a clear head and a sharp focus. Alcohol and drug use interferes with our ability to make sound judgments and quick decisions. It is critical that drivers make the decision to drive alert before getting behind the wheel. Not only will you be a safer driver for not driving under the influence, you will also be in a much better position to defend yourself from the driver who doesn't make that choice. Drive focused. Stay safe.

8. **Parking Lots**

Parking lots harbor many hazards, including low visibility of pedestrians, stationary objects (such as poles), and moving vehicles. Take extra caution when entering into and backing out of parking stalls or lanes to prevent a collision.

10. **Gates and Overpasses**

Gates and overpasses are size restrictive so it is important that you are aware of the dimensions of the vehicle you are driving. If you are unsure that your vehicle will clear a gate or overpass, find an alternate route or request assistance in guiding you through safely.

11. **Rural Roads**

The County has remote facilities that may have rural access roads. Rural roads tend to have minimal lighting and may be narrow and winding. Take extra caution when driving on these roads, especially if you are unfamiliar with the particular route. Be aware that when two vehicles meet on a steep road where neither can pass, the vehicle facing downhill must yield the right-of-way until the vehicle going uphill can pass. The vehicle facing downhill has the greater amount of control when backing.

12. **Roadway Work Zones**

Most drivers will encounter active roadway work at some time while driving. Tips from the National Safety Council for driving safely in roadway work zones include:

- **Expect the unexpected.** Normal speed limits may be reduced, traffic lanes may be changed, and people may be working on or near the road.
- **Slow down.** Speeding is one of the major causes of work zone crashes.
- **Do not tailgate.** Keep a safe distance between you and the car ahead of you. The most common crash in a highway work zone is the rear end collision.
- **Keep your distance.** Keep a safe distance between your vehicle and the construction workers and their equipment.
- **Pay attention to the signs.** The warning signs are there to help you and other drivers move safely through the work zone. Observe the posted signs until you see the one that says you have left the work zone.
- **Obey road crew flaggers.** The flagger knows what is best for moving traffic safely in the work zone. A flagger has the same authority as a regulatory sign, so you can be cited for disobeying his or her directions.
- **Stay alert and minimize distractions.** Dedicate your full attention to the roadway and avoid changing radio stations or using cell phones while driving.
- **Keep up with the traffic flow.** Motorists can help maintain traffic flow and posted speeds by merging as soon as possible. Do not drive right up to the lane closure and then try to barge in.
- **Expect delays.** Schedule enough time to drive safely and check radio, telephone, television and web sites for traffic information.
- **Be patient and stay calm.** The work zone crewmembers are working to improve the road and make your future drive better.

13. **Passenger Vans**

- When not full, have passengers sit in front of the rear axle

- Do not allow passengers over the maximum seating capacity or more than the available seatbelts.

B. Cell Phone Use Policy

For employees who use personal cell phones to conduct Department-approved business, a hands-free device is required when talking while driving a private-owned or County-owned vehicle. It is recommended that all County employees pull off the roadway before initiating a call or answering a call

C. Child Seat Policy

Any child who is transported by Department employees is to be properly restrained.

- Per State law, **Children under age 8** must be properly buckled into a car seat or booster in the back seat
- **Children age 8 or older, or who are 4'9" or taller**, may use the vehicle seat belt if it fits properly with the lap belt low on the hips, touching the upper thighs, and the shoulder belt crossing the center of the chest. If children are not tall enough for proper belt fit, they must ride in a booster or car seat.
- Car manufacturers and the NHTSA recommend that all children 12 years and younger should ride in the rear seat. Rear seat occupants of all ages are 40% less likely to die in a crash than front seat occupants.

1. Child Passenger Restraint System Standards

Child Passenger Restraint Systems must meet federal and state motor vehicle safety standards and are to be in good condition.

- Car seats over 6 years of age are not recommended for use, even though they may appear to be in good condition.
- Vehicle owner manuals and car seat instruction manuals should both be used to install every child restraint system.
- Child Passenger Restraint Systems are to fit properly into the vehicle for which they are being used.
- A child may not ride in the front seat with an active passenger bag if:
 - Under one year of age
 - Weighs less than 20 pounds
 - Riding in a rear facing Child Passenger Restraint System

2. 4 Steps for Kids (See attachment)

Step 1: Rear Facing Seats

- Newborns and infants up to 20-35 pounds.
- Babies must ride rear-facing until one year of age AND at least 20 pounds. However, it is recommended that infants remain rear-facing until they reach the height and weight limitations of the car seat.
- Infants typically transition from an infant carrier seat to a rear-facing convertible seat at about 22 pounds or 29 inches, THEN ride-rear facing through about 30-35 pounds.
- Infant carrier seats can never be used forward facing.

Step 2: Forward Facing Seats

- A minimum of one year of age AND at least 20 pounds. However, the best practice is to have the child face forward only after they exceed this minimum and the rear facing height or weight limit of their convertible car seat.
- Select convertible or forward facing seats that restrain children above 40 pounds if possible. Better seats harness a child through 50-80 pounds, depending on individual seat instructions.
- Some forward facing seats can be converted to a belt-positioning booster after child reaches 40 pounds. See manufacturer's instructions.

Step 3: Booster Seats

- For children over the weight or height limit of available harness seats, ideally for children over 40 pounds.
- Must be used with a lap and shoulder belt.
- Lap belt fits low and across hips.
- Shoulder belt must cross the collarbone and center of chest.

Step 4: Adult-Size Seat Belt

- Children do not typically outgrow their booster seats until they are 8 years of age or 4 feet 9 inches tall.
- May use seat belts if:
 - Lap belt lies across the upper thighs
 - Shoulder belt lies across the chest
 - Can bend legs easily over the edge of the seat with rear end firmly against the seat back
 - Can comfortably maintain safe seatbelt positioning for the entire drive
- Must be in the back seat unless exempt.
- NHTSA recommends all children 12 and under should be in back seat.

3. Child Car Seat Inspections

If you have questions regarding installing a car seat contact the Tehama County Department of Education Student Services Department at 530-527-5811 or go to the following websites for more information cdph.ca.gov/vosp or www.ockeepkidssafe.org.

IMPORTANT CHANGES Car Safety Seat Law

Children under age 8 must be properly buckled into a car seat or booster in the back seat.

Children age 8 or older, or who are 4'9" or taller, may use the vehicle seat belt if it fits properly with the lap belt low on the hips, touching the upper thighs, and the shoulder belt crossing the center of the chest. If children are not tall enough for proper belt fit, they must ride in a booster or car seat.

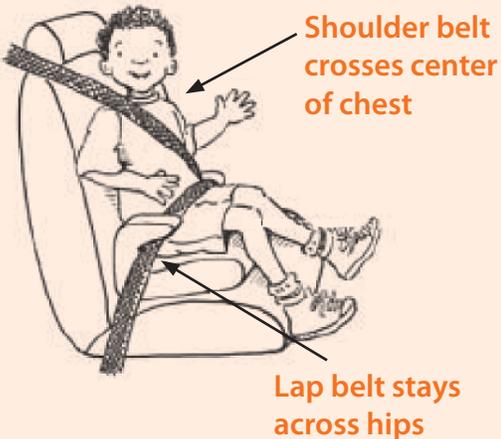
Everyone in the car must be properly buckled up. For each child under 16 who is not properly secured, parents (if in the car) or drivers can be fined more than **\$475** and get a point on their driving records.

Note: Backless booster seats cost as low as \$15; high-back booster seats cost between \$20 and \$150.

Keep your children safe. It's the law!



**Seat belt fits with
booster seat**



For answers to your child safety seat questions, contact your local health department or visit cdph.ca.gov/vosp



The Right Seat

Fits the Child • Fits the Vehicle • Is Used Correctly on Every Trip

Rear Facing Infant and Convertible Seats

- Never in front of an airbag
- Rear facing to upper weight or height limit
- Harness snug at or below shoulders
- Chest clip at armpit level
- Attach to car with seat belt or lower anchors
- Add nothing to or behind harness
- Rear facing 5 times safer between ages 1 and 2 years



Infant Seat
4-5 lbs to 22-35 lbs



Convertible Seat
5 lbs to 30-45 lbs

Forward Facing Seats

- Up to 40-65 or 80 pounds
- Lower anchors to 40-48 pounds
- Harness snug at or above shoulders
- Chest clip at armpit level
- Attach to car with top tether strap and seat belt or lower anchors
- Use a 5-point harness to upper weight or height limit of seat



Booster Seats

- Until 4' 9" and 8-12 years
- Always use lap/shoulder seat belt
- Never put shoulder belt behind back or under arm
- Use highback booster for vehicle seat without headrest



Adult-Size Seat Belts

- Back straight against vehicle seat, and knees bent at seat edge
- Shoulder belt across chest, not neck or throat
- Lap belt low and snug across upper thighs, not stomach
- Children younger than 13 should always ride in the back seat



Always read car seat and vehicle manuals for specific directions

DRIVING AND SAFE DRIVER PROGRAM

It is the policy of the Tehama County Superintendent of Schools to promote the safety of our drivers and to protect employees and the public from vehicular harm or incident. To help achieve this, the Superintendent has established a Safe Driver Program that outlines measures to authorize, educate, and monitor drivers. Such measures include:

- Periodic and random driver record checks
- Enrollment in the Department of Motor Vehicles' Employer Pull Notice Program
- A driving policy document for all employees to read and acknowledge.

Driving for the Tehama County Department of Education is a privilege and with that comes the expectation that drivers operate vehicles in a safe and responsible manner. The Safe Driver Program serves to promote these responsibilities and to identify procedures to ensure accountability and compliance with applicable policies and legal requirements.

The Superintendent believes that all employees driving for the department adhere to all applicable laws and codes for operating a vehicle. An employee's improper and/or unauthorized use of a vehicle or failure to comply with administrative regulations relative to driving vehicles for the department may result in disciplinary action.

DRIVING AND SAFE DRIVER PROGRAM

The Tehama County Superintendent of Schools wishes to ensure that persons who drive vehicles in the course of department business do so responsibly and act in accordance with the following established procedures. The Superintendent or designee has the responsibility to monitor, evaluate, and put into place the procedures designed to manage risk associated with this policy.

DRIVERS

Employees who drive for department business are expected to represent the department in a professional, courteous, and law-abiding manner. The main objective of the department's driving policy is to prevent motor vehicle accidents and reduce injuries and economic loss by assuring those who drive for the department are qualified and responsible drivers. All persons driving as a frequent or casual driver for the department shall complete and sign a Driver Application and verify eligibility to drive for department business.

A frequent driver is a driver who is required or expected to drive in the course of their duties. Should their driver's license be restricted, suspended or revoked at any time, this action would negatively impact their ability to perform the essential functions of their job assignments. Frequent drivers will be subject to the ongoing review of their driving record and will be required to enroll in the Department of Motor Vehicles' Employer Pull Notice Program.

A casual driver is a driver who is not required or expected to drive in the course of their duties. Should their driver's license be restricted, suspended or revoked at any time, this action would not have direct impact on their ability to perform the essential functions of their job assignments.

Any persons driving for the department will adhere to the general operating rules as follows:

1. Possess a California driver's license that is valid and in good standing while operating a vehicle. Drivers must submit a copy of their valid California driver's license prior to operating a vehicle and update it as necessary.
2. Promptly report any restrictions, suspensions, or revocation of their driver's license to their supervisor and the Maintenance Department.
3. Be responsible for the proper use of vehicles in accordance with the California Vehicle Code, California state laws, and department policy and procedure.
4. Observe traffic laws at all times. Fines and penalties imposed by a court for violations while doing department business are the personal responsibility of the driver.
5. Driver must be free of any medical condition that may affect his or her ability to operate a vehicle.
6. No alcohol or drugs will be consumed prior to, or while operating the vehicle. Drivers taking prescription drugs should consult their physician or pharmacist and abide by their directions regarding any medication that may impair driving ability or vehicle operations.
7. The number of passengers shall not exceed the capacity for which the vehicle was designed.
8. All occupants must wear seat belts. Children who are less than eight years of age must be properly secured in a rear seat child passenger restraint system according to California law.

DRIVING AND SAFE DRIVER PROGRAM

9. Use of cell phones or any other electronic devices while driving is prohibited.
10. Smoking in department vehicles is prohibited and in personal vehicles if children are present.
11. Promptly report any accidents, violations, and tickets issued while conducting department business to your supervisor and the Maintenance Department.

VEHICLES

The Superintendent may purchase or lease vehicles for the purpose of conducting official department business or employees may use their own personal vehicles if a county car is not available. Assignment of motor pool vehicles is made to encourage the most efficient and cost effective use. The Superintendent or designee will develop and implement procedures for vehicle use.

Department automobiles shall be used only for official business, except that they may be used to and from official duty stations and personal residences when authorized by the Superintendent. The Maintenance Department is responsible for scheduling the use and maintenance of these vehicles.

Temporarily Assigned County-owned Vehicles Procedure

The department maintains a small fleet of vehicles which are "pooled" for use by individual employees on official department business.

Procedure for securing use:

1. Employee contacts the Maintenance Department to reserve a county vehicle.
2. Employee obtains vehicle keys and gasoline credit card on date of reservation or as arranged. If the employee has a CAL-Card or has checked out a travel CAL-Card they may use that to purchase gasoline.

Any person using a county-owned vehicle on a frequent or casual basis as part of the job duties must fulfill the following obligations:

1. Immediately report any and all mechanical defects or needed repairs, in writing, to the Maintenance Department.
2. Maintain the cleanliness of the vehicle.
3. Responsible for any parking citations issued to a county vehicle while using assigned vehicle at the time of the citation.
4. Use county-owned vehicle only for purposes of conducting department business. Transporting members of an employee's family or any other person not connected with programs of the department is prohibited, except with advanced written authorization by the County Superintendent of Schools or Deputy Superintendent.
5. Return vehicle with no less than $\frac{3}{4}$ tank of gas.

DRIVING AND SAFE DRIVER PROGRAM

Permanently Assigned County-owned Vehicles Procedure

Vehicles may be assigned to specific Departments for the purpose of carrying out department business.

Guidelines for assigned vehicles will be as follows:

1. Purchases and repairs in excess of \$250 must be arranged through the Maintenance Department after approval of the Department Manager.
2. Employees must ensure assigned vehicle is locked and secured. Any personal items lost due to theft are not the responsibility of the department and employees will not be reimbursed for lost items.
3. Employees driving assigned vehicles must comply with the Driving Policy and Safe Driver Program.

No employee shall install, or cause to be installed, in or on a county-owned vehicle any item of personal property. Any items or equipment installed on a county-owned vehicle shall be authorized in advance and purchased by the department.

Department gasoline credit cards will be issued to employees with the keys. Gasoline cards are issued to employees for the period of time a vehicle is assigned. Procedures for dealing with vehicle breakdowns or accidents are located in the glove compartment of each county vehicle.

All county-owned vehicles are to be maintained under a preventative maintenance program to ensure safe operation and to reduce unscheduled down time.

Privately-Owned Vehicles

Privately-owned vehicles may be authorized for an employee's use when such use is determined to be in the best interest of the programs operated by the department. The County Superintendent or Deputy Superintendent shall make such determination and authorize use of a private vehicle at the time the travel request is submitted and approved.

Privately-owned vehicles may be authorized for an employee's use when such use is determined to be in the best interest of the programs operated by the department. The County Superintendent or Deputy Superintendent shall make such determination and authorize use of a private vehicle at the time the travel request is submitted and approved.

Employees who are authorized to use their private vehicle by the County Superintendent or Deputy Superintendent may submit claims for mileage reimbursement upon completion of the travel. Mileage will be reimbursed at the current IRS rate. Only those miles traveled in the performance of authorized and official business of the department may be claimed.

Employees wishing to use their own vehicle when on authorized business of the department, and when a county-owned vehicle is available, shall be reimbursed at one-half of the current IRS

DRIVING AND SAFE DRIVER PROGRAM

rate. Prior approval must be obtained from the County Superintendent or Deputy Superintendent.

Private vehicles shall maintain adequate collision, personal injury and property damage automobile insurance coverage as required by the state. Verification of insurance must be maintained in the vehicle as required by California Law. It is the responsibility of the employee to maintain his/her insurance verification in a current condition and provide a copy to the department.

The private vehicle shall be in sound mechanical condition, adequate for providing the required transportation in a safe and dependable manner. Use of private vehicles shall be limited to passenger vehicles only.

The private vehicle shall be at the sole risk and use of the owner, and such liability and any property damage occurring as a result of the use of the vehicle shall be the responsibility of the vehicle's owner. Costs related to the travel such as speeding tickets, car trouble, cracked or broken windshields, etc., are assumed by the employee.

Department gasoline credit cards or CAL-Cards shall not be used to purchase gasoline, oil, etc., for privately owned vehicles.

ACCIDENT REPORTING

Accident reporting procedures and an accident report form are located in the glove compartment of all department vehicles. Employees must immediately notify their supervisor or manager of any accident involving a department vehicle or personal vehicle while conducting approved department business and complete the accident report to document all the details of the accident. Completed forms are then submitted to the Maintenance Department for further processing.

Accidents should be reported to law enforcement when necessary for insurance purposes or as required by California Vehicle Code. Employee injuries shall be reported to Human Resource Services within 24 hours.

Employees who are driving their privately-owned vehicle should report the accident to their personal insurance company. The employee's personal insurance is primary at all times.

Do not discuss "fault" or make statements about the accident to anyone but the police.