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<p><b>PENDLETON COUNTY BOARD OF EDUCATION</b></p> <p><b>T. TRANSPORTATION, SAFETY, FOOD SERVICES &amp; INSURANCE</b></p> <p><b>File: T.1. Student Transportation</b></p>	<p><b>Adopted: August 20, 2003</b></p> <p><b>Last Review: September, 2011</b></p>
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The Pendleton County Board of Education shall have authority to provide, at public expense, adequate means of transportation for all children of school age that live more than two miles distance from school. Enrolled students, employees or persons approved by a county board of education are the only passengers to be transported by the county school transportation system.

Pendleton County buses may also cross county lines to transport students transferring from one district to another by mutual agreement of both county boards of education. The agreement shall be recorded in the meeting minutes of each participating board.

The Board may also transport school children participating in Board-approved curricular and extracurricular activities. In all cases, the bus or other transportation vehicles owned by the Board of Education may only be operated by drivers regularly employed by the Board of Education. Buses may be used for extracurricular activities only when the insurance coverage required by law is in effect.

The only other transportation specifically authorized by statute is the transportation of participants in projects operated, financed, sponsored, or approved by the Commission on Aging. If these participants are provided transportation services, all costs and expenses incident in any way to the transportation shall be borne by the Commission on Aging or the local or county chapter thereof. (WVC §17C-14-12; §18-2-5; §18-5-13; §18-5-16; §18-9A-7; SBP 4334 and SBP 4336)

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**(P) T.1.1. Student Transportation Service Procedures**

The Pendleton County Board of Education shall provide transportation to and from school for all school age children living more than two miles distant from the school they attend. Public school students who live on a regular school bus route, two miles or less from their designated school, may be transported on a school bus, provided their enrollment on the bus does not exceed the seating capacity of the bus so assigned or bus safety is not a factor.

Regular established school bus stops should be at least two-tenths of a mile apart. Where transportation service exists, the route may be discontinued only as directed by the Board upon the recommendation of the Superintendent, unless emergency conditions exist; whereupon the Superintendent shall use his/her discretion and subsequently submit a plan for the elimination of transportation problems to the Board. New school bus routes shall not be established where the distance involved is two miles or less one way.

Once students have boarded a school bus, either going to school or home from school, they shall not be permitted to leave the bus for transportation in private vehicles. An exception may be made if the student is being picked up by a parent or guardian and the appropriate bus drivers and principals are made aware of such a transfer.

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**(P) T.1.2. School Personnel Responsibilities**

The Board of Education expects its bus drivers and all others associated with school transportation to be fully acquainted with and to respect the policies, rules and regulations governing the transportation of pupils as approved by the Pendleton County Board of Education, State Department of Public Safety (State Police) and the State Motor Vehicles Commission along with all regulations described in the Commercial Drivers License Manual. All bus drivers shall be provided with the most recent copy of SBP 4336 - West Virginia School Bus Transportation Policy and Procedures Manual.

Drivers shall keep accurate accounting of the residences of all students they transport. In the event of any student no longer riding an assigned bus, any new student riding a bus, or any student changing the school they are attending the driver is to immediately report the information to the school principals and provide a written note attached to their monthly reports. Bus drivers shall deliver completed reports to the Transportation Supervisor two days after the end of the school month. Failure to report promptly shall be considered neglect of duty. All school buses shall be parked, stationed, or stored at a place designated by the Director in Charge of Transportation.

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**(P) T.1.2.1. Parental Responsibilities**

SBP 4336 – West Virginia School Bus Transportation Policy and Procedures Manual states that the parents of children who receive transportation services from the Pendleton County Board of Education shall:

- ❖ Provide written guidance regarding any special care a student may need while riding the bus; and
- ❖ Provide supervision at all bus stops until the bus arrives for both pickup and delivery.
- ❖ The Board strongly suggests that parents/guardians of young children be at the bus stop for pickup and delivery of their child.

The Pendleton County Board of Education urges and expects all parents/guardians to comply with the above State Board of Education regulations.

Parents are also expected to assist in resolving disciplinary issues that arise concerning their children.

Parents/guardians shall be required to provide transportation for their children in the event they are excluded or suspended from riding the bus for a period of time or if their busing privileges are permanently revoked.

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### **(P) T.1.2.2. Student Responsibilities**

Students who are receiving transportation services from the Pendleton County Board of Education shall:

- ❖ Walk on the left side of the road facing traffic;
- ❖ Wait on the bus at the designed stop in an orderly manner;
- ❖ Board the bus in an orderly manner;
- ❖ Follow the school bus operator=s/aide=s instructions at all times;
- ❖ Comply with Policy 4373 Student Code of Conduct;
- ❖ Be responsible for vandalism that occurs on a seat in which they ride;
- ❖ Not eat, drink, or place objects in their mouth that may cause a choking hazard while on the bus except for medically necessary foods or medications according to SBP 2422.8 – Medication Administration;
- ❖ Change seats only with permission of the school bus operator when the bus is not in motion;
- ❖ Avoid unnecessary conversation with the school bus operator;
- ❖ Keep heads and arms inside bus windows at all times;
- ❖ Report any open exit or released hatch to the school bus operator immediately; and
- ❖ Provide enrollment information to the school bus operator.

Students shall not:

- ❖ Ride in stepwell or forward of front row seats;
- ❖ Stand while bus is in motion, at any time a seat is available;
- ❖ Throw, or pass, any object of any nature into or from the bus through a door or window;
- ❖ Use profane or obscene language; or
- ❖ Open emergency exits, except during emergencies, unless directed by the school bus operator.

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### **(P) T.1.3. Student Commutes – Home to School**

Students generally arrive at school via one of these means: walking, riding in a private vehicle, or riding a County-operated school bus. The following principles are provided for the child's safety and the efficiency of the total school operation.

- ❖ Those students who walk should always walk on the left side of the road facing traffic and cross the highway only after carefully checking both ways for on-coming traffic.
- ❖ Following the dismissal bell, those students who walk, will assemble at a safe place away from school bus loading and wait for directions from teachers who will help them safely exit the area. All students present during the dismissal procedures are expected to comply with the authority and directions of the teachers in charge.
- ❖ Parents who deliver their children to school are asked to let them out of the car along a sidewalk, where applicable. Automobile drivers are to be careful not to block the route of arriving, departing or unloading school buses. Drivers who overtake buses with loading lights activated will be reported to the school administration by any employee who witnesses such action and a letter of warning will be

sent to the offending driver.

- ❖ Students who ride the school bus shall obey the posted rules and regulations governing school bus passengers. They should become familiar with those rules as soon as possible. In addition to those posted guidelines, the following shall be observed:
  - A bus driver has the same authority as a teacher or parent while students are on the bus and all passengers should be respectful to the bus drivers and obey their instructions;
  - Students are expected to remain in assigned seats unless the bus driver gives permission to do otherwise; and
  - Upon arrival at school, students are expected to directly enter the school and report to their homerooms.
- ❖ Any student who plans to ride another bus or go home in any manner other than usual shall present a written excuse to the principal prior to leaving the school grounds. The student shall not be permitted to ride another bus that is already loaded to rated capacity.
- ❖ All students should make it a point to be consistently safe whatever manner of transportation they use.

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#### **(P) T.1.4. School Bus Scheduling and Routing**

The generation of school bus schedules and routes along with periodic review and at least annual modification is the responsibility of the Director of Transportation. The Director of Transportation shall have the responsibility of scheduling bus routes in such a fashion that riding time and duplication of service shall be minimal. Route assignments to drivers are for a specific area of the County and may be extended or shortened within the assigned area as the student residents in that area change. The Director of Transportation should include principals in the planning of bus schedules where their schools are involved or where specific problems occur. Any driver who knowingly fails to pick up children assigned to his/her route at the beginning or during the school term, shall be considered in neglect of duty and shall be subject to disciplinary action. Drivers are also required to follow the route and schedule as established and to be at each stop at the appointed time as nearly as can be safely accomplished. In the generation of schedules and routes the following guidelines shall be followed:

- ❖ A school bus route shall generally not be established for children who live less than two miles from school.
- ❖ Regular established school bus stops shall be at least two-tenths of a mile apart. The Director of Transportation shall have the authority to make necessary adjustment in unusual circumstances.
- ❖ In case of emergency road conditions, the driver may have the authority to change bus stops for safety reasons.

#### **Standards for the duration of school bus transportation times for students to and from school:**

The high quality standards for transportation adopted by the state board pursuant to §18-2E-5D shall include standards for the recommended duration of the one-way school bus transportation time for students to and from school under normal weather and operating conditions as follows:

- ❖ For elementary school students, 30 minutes;
- ❖ For middle school, intermediate school and junior high school students, 45minutes; and
- ❖ For high school students, 60 minutes.

The Board may not create a new bus route for the transportation of students in any of the grade levels prekindergarten through grade five to and from any school included in a school closure, consolidation or new construction project approved after the first day of July, 2008, which exceeds by more than 15 minutes the recommended duration of the one-way school bus transportation time for elementary students adopted by the state board in accordance with subsection (a) of §18-2E-5D unless:

- ❖ The county board adopts a separate motion to approve creation of the route and request written permission of the state board to create the route; and
- ❖ Receives the written permission of the state board to create the route.

The Board may not create, nor may the state board permit, the creation of a new bus route for the transportation of students in any of the grade levels prekindergarten through grade five to and from any school included in a school closure, consolidation or new construction project approved after the first day of July, 2008, which exceeds by more than 30 minutes the recommended duration of the one-way school bus transportation time for elementary students adopted by the state board in accordance with subsection (a) of §18-2E-5D.

The state board shall provide technical assistance to county boards with the objective of achieving school bus transportation routes for students which are within the recommended time durations established by the state board.

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#### **(P) T.1.5. Guidelines for Curricular and Extra-Curricular Trips**

County owned or leased vehicles used to transport students to school-sponsored activities must meet state school bus or public transit ratings.

A teacher shall accompany any group of school students on curricular or extracurricular trips. Each additional bus shall be supervised by a professional employee or person approved by the Board. The school shall provide a list of persons to be transported on the bus to the bus driver.

It shall be the responsibility of the school principal and the sponsor/coach to plan, organize and supervise these activities in a manner that provides a safe and rewarding experience for the student participants.

Only authorized personnel, students and chaperones shall be permitted to ride buses (chartered or school buses) on trips financed by school and/or Board funds. Persons acting as chaperones other than regularly employed personnel must have approval by the Board of Education prior to the trip.

The use of public school buses for extra-curricular trips is limited to Board approved activities. Buses may be used by approved school organizations provided a teacher (sponsor) has submitted written application through the principal to the Transportation Supervisor. The request should be filed with the Transportation Supervisor at the beginning of each semester.

For those situations in which county owned or leased vehicles are being provided, those students participating in athletics and/or other school-sponsored activities must travel to and from the event in the provided transportation. The following exceptions may be permitted:

- ❖ Parents or guardians may submit a Private Transportation Request on the form approved by the Pendleton County Board of Education, to the principal of the school the student is attending prior to the event to secure permission for the student to be transported home by private vehicle. The school

principal must verify the authenticity of the request and at his /her discretion, may grant the request. This form must be kept on file in the school office.

- ❖ Only the student's parent with legal custody, the student's guardian, or those persons receiving approval through the school principal may pick up a student. The student must be picked up in the presence of the responsible principal, coach, or band director. Provided, however, they shall retain authority to require the student to return on the school bus.
- ❖ The Board will not assume liability for any transportation provided by vehicles other than those made available by Pendleton County Schools.

Schools, and/or sponsoring groups will be responsible for covering costs associated with extracurricular trips including the current rate per mile and driver costs. These costs will be billed to the appropriate group following the completion of the trip.

No banners, streamers or other advertising shall be placed on the bus. The consumption of food or drink at any time on a school bus is prohibited

The general policy of the Board of Education shall be to discourage any and all pleasure trips and/or picnics on school time. The Board of Education shall not sponsor senior trips.

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#### **(P) T.1.5.1. Field Trips and Excursions**

The use of public school buses for curricular trips is limited to those activities directly related to classroom work that are authorized upon written applications submitted by the teacher through the principal and approved by the Superintendent. Whenever possible, field trip requests should be submitted at the beginning of each semester. Principals shall submit their field trip transportation requests at least two weeks before needed. (See Trip Request/Roster Form for procedures)

Field trips, properly planned and executed, are a vital part of the school curriculum, and the Board encourages these and other cross county grade-level trips connected to content standards.

It shall be the responsibility of the school principal and the faculty members in charge to plan, organize and supervise these activities in a manner that provides a safe and rewarding experience for the student participants.

Educational plans for curricular field trip plans should be made early in the school year. Such plans must be aligned with Content Standards and shall include pre and post trip instructional activities. Schools are expected to schedule trips to maximize bus seating capacity. On such trips, county transportation vehicles are expected to be used.

In the event a class or organization has raised funds to finance additional trips, the Superintendent may entertain those requests under the same terms and conditions as county funded trips.

Arrangements for other transportation and overnight trips must be presented to the Superintendent's designee who shall review them and forward a recommendation to the Superintendent for final approval.

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**(P) T.1.5.2. Curricular and Extra-Curricular Trips Where County and/or Leased Vehicles are not Utilized**

From time to time students may travel individually to an event. This usually occurs when the distance is short or when the number of participants to be transported is so small the cost of using a bus is prohibitive. In such instances, the school employee in charge shall inform the principal of his/her intent to utilize this mode of transportation one week in advance of the event.

The student must present to the school employee in charge, **IN WRITING PRIOR TO THE TRIP**, a completed (P) *T. 1.5.2.1. Parental Waiver of Liability Form*. Only one form per school year will be required for students who participate in more than one activity or who participate in an activity that is comprised of multiple trips such as athletics, band, etc.

In these instances, the school employee in charge of the activity and the Pendleton County Board of Education's liability is limited to the period of time extending from the student participant's arrival at the event site until he/she is dismissed from the event by the person in charge. All other liability for the participant's safety lies with the parents or their designated driver/chaperone. Parents are **STRONGLY** advised against allowing students to drive to events unaccompanied by his/her parents or other responsible adult. (See (P) *T. 1.5.2.1. Parental Waiver of Liability Form*)

These regulations shall be observed for trips that include, but are not limited to:

- ❖ Athletic trips;
- ❖ County sponsored events such as math/science field days, programs involving all schools; and
- ❖ Band and vocational trips approved by the Superintendent;

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(P) T.1.5.2.1

**PARENTAL WAIVER of LIABILITY FORM**

\_\_\_\_\_ **School Term**

I understand and agree that my child/children may from time to time be transported in personal vehicles not owned or operated by the Pendleton County Board of Education and that the Board is not legally responsible for my child's wellbeing. I also agree that in the event. I provide transportation in my personal vehicle that. I accept full responsibility and hereby release the Board.

The Pendleton County Board of Education's and its agents' liability is limited to the period from the student participant's arrival at the event site until he/she is dismissed from the event by the person in charge. All other liability for the participant's safety lies with the parent or his/her designated driver/chaperone.

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

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

**(THIS FORM IS TO BE RETURNED TO THE SPONSOR OF THE ACTIVITY)**

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**(P) T.1.5.3. Regulations for Bus Operators**

A regular bus driver cannot be paid for his/her afternoon run and also be paid for the extracurricular trip. In other words, the school shall pay the bus driver making the extracurricular trip and the Board of Education shall pay the substitute driver making the regular bus run (See (P) P.6.4. *Service Personnel Extra Duty Assignments*). Extracurricular trips shall not interfere with the regular transportation of school children. Only school bus operators employed by the county board of education shall operate type A1, A2, B, C, and D buses on such trips.

Extra-curricular assignments shall mean, but are not limited to, any activities that occur at times other than regularly scheduled working hours and occur on a regularly scheduled basis. Such activities include coaching, chaperoning, escorting, providing support services or caring for the needs of students. All service personnel assignments except those regular position assignments defined in §18A-4-8 and extra-duty assignments defined in §18A-4-8b shall be considered extracurricular assignments.

Service personnel extra-duty assignments are defined as irregular jobs that occur periodically or occasionally such as, but not limited to, field trips, athletic events, proms, banquets and band festivals.

Time accounting for bus drivers and other similarly situated service personnel accepting extracurricular trips shall be in compliance with the Fair Labors Standard Act as follows:  
(SBP 4336)

**Off Duty Time:**

A bus operator who accepts an extra duty or an extra-curricular driving assignment and is told in advance that upon arrival at his/her destination, he/she will be completely relieved from all duties until a specific time when he/she again goes on duty for the return trip, the idle time is not work time. The employee is “waiting to be engaged.”

On the other hand, if the bus operator who transports students on a school sponsored activity is not told in advance of a specific time when the activity will end, and therefore must wait until the activity ends to transport the students on the return trip, is working during the entire activity. In this case, the employee cannot use the time effectively for his or her own purposes and is therefore “engaged to wait.”  
(Fair Labor Standards Act)

**Overnight Trips:**

Where an employee is required to be on duty 24 hours or more, such as a bus operator or an aide who may be accompanying students on an overnight trip, the Board and the employee may agree (in writing) to exclude bona fide meal periods and a bona fide regularly scheduled sleeping period of not more than eight hours from hours worked, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. If the sleeping period is of more than eight hours, only eight hours will be credited. Where no written agreement to the contrary is present, the eight hours of sleeping time and meal periods constitute hours worked.

If the sleeping period is interrupted by a call to duty, the interruption must be counted as hours worked. If the period is interrupted to such an extent that the employee cannot get a reasonable night's sleep, the entire period must be counted. For enforcement purposes, the Department of Labor has adopted the rule that if the employee cannot get at least five hours' sleep during the scheduled period, the entire time is working time.

On single day trips of less than 24 hours duration, the entire day is counted as work time. Even if an employee is permitted to sleep during a portion of the trip, the entire trip is compensable working time. Allowing employees to sleep when they are not busy does not render the time “sleep time”; nor does the furnishing of facilities to sleep, as long as the employee is still on duty.

As discussed in the preceding section, however, if the employee is notified in advance that he/she will be relieved from all duties during a portion of the overnight trip, regardless of the length of the trip, those hours are not hours worked.  
(Fair Labor Standards Act)

### **FMCSA Regulations (Federal Motor Carrier Safety Administration):**

No Pendleton County bus driver shall be permitted to drive a passenger-carrying vehicle:

- ❖ More than 10 hours following 8 consecutive hours off duty; or
- ❖ For any period after having been on duty 15 hours following 8 consecutive hours off duty;
- ❖ If s/he has been on duty 60 hours in any period of 7 consecutive days; or
- ❖ If s/he has been on duty 70 hours in any period of 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

*Special note: The “off-duty” time between a bus driver’s morning run and post-trip inspection and his/her pre-trip inspection for the afternoon run is not included in the 15 hours of on duty time said time is no way connected with driving duties. However, if a bus driver’s second job or his personal activities involves driving a vehicle that requires a CDL to drive, that time must be counted in the 10 hour provision of driving time and that time along with the other on-duty hours would count toward the 15 hour total hours of on duty time. Likewise, the “off-duty” time between the conclusion of a bus driver’s evening run and an extra-curricular trip would not be counted against the 15 hour requirement if that time met the afore mentioned guidelines.*

A driver who encounters adverse driving conditions, such as snow, sleet, fog, etc., and cannot, because of those conditions, safely complete the run within the maximum driving time permitted by FMCSA Regulations may be permitted or required to drive his/her vehicle for not more than two additional hours in order to complete that run or to reach a place offering safety for the occupants of the vehicle.

### **SBP 4336 Regulations Regarding Driving Time:**

Any person who performs responsibilities as a school bus operator shall not be eligible to operate a school bus without a minimum of six (6) consecutive hours of off duty time, for proper rest between the conclusion of the previous day’s regularly scheduled afternoon run and immediately prior to the beginning of the next day’s regularly scheduled morning run. Also:

- ❖ More than 10 hours following 8 consecutive hours off duty; or
- ❖ For any period after having been on duty 15 hours following 8 consecutive hours off duty.
- ❖ No school bus operator shall drive a passenger-carrying commercial motor vehicle, regardless of the number of motor carriers using the driver's services, for any period after:
  - Having been on duty 60 hours in any 7 consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or
  - Having been on duty 70 hours in any period of 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

### **(P) T.1.6. Payment In Lieu of Bus Transportation**

Circumstances and conditions may sometimes exist that justify the payment of an in lieu of transportation fee to the parents/guardians of certain students. In such cases the parent/guardian shall receive the same county reimbursement rate per loaded mile that other persons receive for performing services for the school system (**loaded mile means transporting students to and from school**). However; the Board recognizes that on rare occasions extreme travel conditions may exist and in such cases it authorizes the Superintendent to further review the circumstances to determine if there is justification to deviate from the standard plan.

The Superintendent shall make a recommendation to the Board after he/she, in collaboration with the Director of Transportation, has investigated the existing conditions. The appropriate school officials shall fully explain the circumstances to the parents/guardians of the student and secure their approval of the plan. The plan must be in writing, signed by the Superintendent and the parents/guardians and shall be executed annually if the need for such an arrangement extends beyond the current school term.

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### **(P) T.1.7. Charter Buses**

Students may be transported to a school-sponsored activity in a privately owned vehicle (i.e. chartered bus) that has a seating capacity of 16 or more passengers only when the owner verifies in writing the following:

- ❖ Appropriate insurance coverage – A Certificate of Insurance must be issued as follows:
  - The Certificate Holder will be the Pendleton County School System.
  - The Certificate of Insurance must evidence a minimum of \$5,000,000 per occurrence of Auto Liability.
  - The certificate should provide for thirty day (30) notice of cancellation. Any Certificate of Insurance limited to a specific event or date is *not* acceptable.
  - Acceptance will be for all locations and operations of the school system.
  - In order for the charter bus company to remain eligible to provide service a *new* Certificate of Insurance *must* be supplied to the county school system whenever the insurance is *renewed*, which normally occurs on an annual basis. The school system will *not* contact the bus company before suspending the company from providing charter service due to an expired certificate.
  - Any notice from the insurance company that a bus company's insurance has been cancelled for any reason will result in the bus company's suspension from providing charter service to the school system.
- ❖ Vehicle safety specifications;
- ❖ Public transit rating of vehicle;
- ❖ Appropriate driver training; and
- ❖ Driver certification and criminal history record check.

Principals and sponsors of school activities may work with the Director of Transportation to contact independent bus companies to explore charter services for extended trips outside Pendleton County. Schools anticipating the use of this type of service should investigate potential carriers carefully

focusing on factors such as liability insurance coverage for passengers, regulations regarding driver rest time, safety features of the bus including safety inspections, references, and knowledge of the area to be visited.

### **Contracting Authority**

It must be noted that the state of West Virginia does not recognize individual schools as legal entities; therefore, principals do not have the legal authority to enter into long-term contracts or contracts which involve county personnel and or funding (i.e., long-term contracts with vending companies, charter buses, and other long-term contracts). Such contracts must be entered into with the Board of Education serving as the legal entity. Principals do have the authority to expend “quasi public” funds and may enter into short-term contracts involving those types of expenditures (i.e. yearbooks, class pictures, athletic contests, rings, gowns, programs, etc.)

Following the selection of a suitable charter service and after obtaining a proposed agreement from the company, the principal shall present the proposal to the Superintendent. The Superintendent will then make a recommendation to the Board. In the event the time frame for meeting the travel needs of the school are such that the Board may not have time to review the proposal before the event (i.e. state athletic tournaments and playoffs), the Superintendent may approve the proposal and confirm his/her actions at the next board meeting.

**(WVC §18-5-13; SBP 4336; Recommendations from State Transportation Office))**

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### **(P) T.1.8. Transporting Special Needs Students**

To assist with the efficient and safe transportation of special needs students in the Pendleton County school system the following guidelines shall be implemented:

- ❖ Students with disabilities' Individualized Education Program (hereinafter IEP) shall specify the bus modifications and support required for transporting the student when appropriate.
- ❖ When transportation of a student with disabilities necessitates a transfer while en route, appropriate supervision at the point of transfer remains the responsibility of the county school system.
- ❖ Vehicle requirements for use in transporting students with disabilities shall be guided by West Virginia Board of Education Policy 4334, "Minimum Requirements for Design and Equipment of School Buses for West Virginia."
- ❖ The county school system may terminate bus transportation service if the parent persistently fails to meet the bus at a designated stop. For these situations, due process procedures shall be made available to the parents and students.
- ❖ The school bus operator and/or the bus aide, when appropriate, shall:
  - Assist and supervise students with disabilities.
  - Complete first aid training. School bus operators and school bus aides transporting students with disabilities shall be trained on Section 1 of the "West Virginia School Bus Operators Training Manual."
- ❖ The special education director or designee shall provide the following information to the transportation director or designee:
  - Student's name and address.
  - Parent's name, address, home and work telephone numbers.

- Emergency health care information and/or health care plan.
- ❖ When the IEP requires that medicine is to be provided to a student with disabilities while being transported, the procedures shall be in accordance with the Administration of Medication Policy
  - Aides shall receive training by the school nurse in medication administration or in the delivery of other basic or specialized health care procedures as specified in West Virginia Board of Education SBP 2422.7, "Standards for Basic and Specialized Health Care Procedures."
- ❖ Parents/guardians of students with disabilities shall assist in the transportation of their child by:
  - Providing documentation on the special care needed.
  - Bringing the student to the bus stop and providing the necessary supervision.
  - Picking up the student at the designated time at the designated bus stop.
  - Contacting the school bus operator if the child is to be absent.
- ❖ The transportation system shall implement SBP 4373 in conjunction with West Virginia Board of Education Policy 2419, "Regulations for the Education of Exceptional Students."

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**(P) T.1.9. Providing Student Transportation to State Academic Competitions**

Throughout the school term, students may be involved in individual state academic competitions. Effective July 1, 2010, travel arrangements for students participating in the State Academic Competitions shall be handled by the Central Office Staff member designated by the Superintendent.

The Board shall annually establish a budget to support competitions and awards ceremonies which are related to the educational program. This annual budget shall be managed and disseminated by the Superintendent's designee. Programs which will be supported are the following:

- ❖ Social Studies Fair;
- ❖ Science Fair;
- ❖ Math Field Day;
- ❖ Golden Horseshoe; and
- ❖ Young Writers.

This funding does not apply to departments which have specified funding sources for such trips, such as vocational.

If a school chooses to send students to a state awards ceremony, the cost for the trip will be borne by the individual student or school.

**Groups of Ten or More Students:**

Travel will be by county owned or leased transportation. Parents may decline to send their children with the county group; however, in doing so they must understand that they are not eligible for reimbursement from the Board of Education for expenses incurred for travel.

**Groups Fewer Than Ten Students:**

Small groups of students may be transported to out-of-county school sponsored activities in designated county-owned vehicles other than buses. For additional information concerning this mode of transportation, please see (P) T.1.10. Limitations on the use of County Autos and Vans to Transport Students.

**Overnight vs. Day Trips:**

Competitions which take place within a 150 mile radius of Franklin shall be approved as day trips. Competitions which take place in locations such as Charleston shall be approved as overnight trips.

Students and sponsors who are participating in events that have a starting time prior to 10:00 a.m. may be approved for an overnight stay the night before the competition and an overnight stay the day of the event if said event extends beyond 5:00 p.m.

**Teacher/Chaperone-Student Ratio:**

The approved ratios shall be as follows K-12:

- ❖ 1- 10 students one teacher/chaperone
- ❖ 11-15 students two teachers/chaperones
- ❖ 16-20 students three teachers/chaperones

At least one chaperone shall be a professional employee familiar to the students. At the discretion of the Superintendent, additional chaperones may be Board approved parent chaperones.

**Teacher Compensation and Substitutes:**

Teachers who agree to chaperone students to out-of-the county events shall be considered to be working their normal day. They will not receive any additional compensation for travel time or time that extends beyond their normal school day.

A substitute teacher shall be provided for all professional employees approved to participate in these activities.

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**(P) T.1.10. Limitations on the use of County Autos and Vans to Transport Students**

Designated county owned automobiles and vans may be used to transport a small number of students on those occasions when it is not practical to utilize a full-sized bus. SBP 4336 permits the use of county-owned vehicles which have a valid inspection sticker, which are properly insured and are operated by a professional employee when the following conditions are met:

- ❖ The driver of these vehicles must have gone through a driver training program.
- ❖ Only a van with seating for 10 persons (including the driver) or less may be utilized.
- ❖ No more than one van may be used for an activity.
- ❖ Seats may not be removed from a larger capacity van to make it a 10 passenger vehicle. (SBP 4336)

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Amended/Revised: October 4, 2004; December 21, 2005; October 9, 2007; March 25, 2008; August 26, 2008; February 9, 2010; September 6, 2011

<b>PENDLETON COUNTY BOARD OF EDUCATION</b>	<b>Adopted: August 20, 2003</b>
<b>T. TRANSPORTATION, SAFETY, FOOD SERVICES &amp; INSURANCE</b>	<b>Last Review:</b>
<b>File: T.2. Student Conduct on School Buses</b>	<b>September, 2011</b>

The safety of all passengers on county school buses is dependent upon each individual behaving in a courteous manner and in compliance with county and state rules and regulations. To that end, the

Pendleton County Board of Education promulgates the ensuing regulations and procedures to assure the comfort and safety of all passengers and the drivers who provide transportation services to those passengers.

The bus operator shall stand in the place of the parent while students are being transported on his/her bus and shall maintain proper order and control. S/he shall follow the SBP 4373 - Student Code of Conduct to provide discipline on school buses. Per SBP 4336, the school bus operator shall display the following major concepts of SBP 4373 in his/her school bus:

- ❖ All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development;
- ❖ Students shall help create an atmosphere free from bullying, intimidation, harassment or any other inappropriate behavior;
- ❖ Students shall demonstrate honesty and trustworthiness;
- ❖ Students shall treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others;
- ❖ Students shall demonstrate responsibility, use self-control and be self-disciplined;
- ❖ Students shall demonstrate fairness, play by the rules, and will not take advantage of others;
- ❖ Students shall demonstrate compassion and caring;
- ❖ Students shall demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others; and
- ❖ Students shall have proper approval to exit the school bus other than their regularly assigned bus stop.

Appropriate Central Office Personnel will provide training on Policy 4373 to bus operators (regular and substitute operators) as they begin their employment with the school system and periodically thereafter as necessary.

**(WVC §18-5-13; 18A-5-1; 18A-5-1a; SBP 2320; SBP 4336 and SBP 4373)**

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**(P) T.2.1. General Rules of Conduct**

- ❖ All students shall be ready in the morning at the scheduled time for the conveyance to arrive at the designated school bus stop or place of meeting. The bus cannot wait for those who are tardy.
- ❖ The student in a less desirable seat may move to another seat which is more comfortable, but only with permission of the bus operator and when the bus is not in motion.
- ❖ The bus operator is in full charge of the bus and students or any other passenger. Passengers must obey the operator promptly and respectfully.
- ❖ Students will observe the following:
  - Cooperate with and respect any monitor on duty;

- Walk on left side of road facing traffic;
  - Never stand or play on roadway while waiting for a school bus;
  - Have shoes clean before entering bus. This should be done before the bus arrives and not delay the bus;
  - Avoid unnecessary conversation with bus operator;
  - Except for ordinary conversation, observe classroom conduct in the bus in order not to distract the bus operator's attention;
  - The use of profane or immoral language will not be tolerated. The use of tobacco is prohibited;
  - Arms and head must be kept inside bus windows at all times;
  - Report any damages to the bus at once to the bus operator;
  - Get on or off the bus or change seats in the bus only when it is not in motion and with permission of the bus operator.
  - Proceed safely, but alertly when getting on or off the bus;
  - If emergency door or emergency window exits are found open or partially open, they must be reported to the operator immediately;
  - No object of any nature shall be thrown or passed into or from the bus door or window by a passenger, nor shall the same be permitted of others who are not passengers; and
  - Passengers seated in the bus shall willingly admit other passengers boarding the bus to vacant spaces in the seat or seats they occupy.
- ❖ Students shall cooperate with the bus operator in keeping the bus clean. Eating and drinking on the bus are prohibited except when medically necessary.
  - ❖ Students will be held responsible for vandalism that occurs to the seats in which they ride. (Damaged seats should be reported promptly to the bus operator)
  - ❖ Emergency exits shall not be opened except during emergencies unless a student is directed to do so by the bus operator.
  - ❖ Students shall not stand in the step well or forward of the front row of seats.
  - ❖ Students shall not stand while the bus is in motion if a seat is available.
  - ❖ Two of the most careful and mature pupils being transported may be appointed by the operator and principal to serve as bus monitors. Some of the duties of these monitors may be as follows:
    - Have all pupils aboard the bus seated, if possible before the bus is moved from the loading point at school;
    - Assist the bus operator through encouraging pupils to remain in an orderly and safe position when the bus arrives at the bus stop;
    - Assist the bus operator in his/her duties for the safety of all pupils transported; and
    - Assist at the emergency door exit during emergency exits, practice drills or demonstrations for such exits. More mature passengers should be assigned such responsibility.
  - ❖ The right of students to ride in the conveyance is conditional on their good behavior and observance of these rules. Bus operators shall enforce the rules.
  - ❖ Should any passenger persist in violating any of these rules or regulations after due warning has been given by the operator and principals; such disobedient passenger may be suspended temporarily. The principal and driver working together may determine the number of days a student is to be suspended, until permission has been restored to ride the bus.
  - ❖ Any complaints from operators, pupils, or parents, not specified in the above rules, shall be reported

promptly to the principal, and/or the Director of Transportation.

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**(P) T.2.1.1. Procedures for Disciplining Students**

The school bus operator shall immediately notify the school principal when any transported student has violated state or county board of education policies. Written notification shall be completed by the school bus operator as soon as possible.

Students who are to be excluded from the bus shall be notified by the school bus operator. The parents or guardians of the student shall be notified by the school principal or his/her designee or the Director of Transportation. All students shall be transported until the parent/guardian has been properly notified about the exclusion.

An excluded student shall be readmitted to the bus only after the principal or his/her designee or the Director of Transportation notifies the school bus operator that the student may be readmitted. The parents or guardians will also be notified by the school principal or his/her designee or the Director of Transportation when their son/daughter may resume riding the bus.

A conference shall be held to discuss the disruptive behavior patterns of students who have been disciplined three times in one year by the school bus operator. During the conference, the parent or guardian shall be present with the school bus operator and the principal or his/her designee. If the inappropriate behavior persists, the student may have his/her rights to transportation services suspended for the remainder of the year, to the extent feasible.

**(SBP 4336)**

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**(P) T.2.2. Supervision of Students during Curricular and Extracurricular Trips**

Sponsors of any activity involving trips away from the school shall be responsible for the conduct and safety of the members of their group. Teachers sponsoring such groups shall accompany the groups and remain with the students engaged in the activity until they are dismissed. A list of all participants of such group must be presented to the bus driver prior to the beginning of the trip.

During a curricular or extracurricular activity, attendance may be checked to determine the location of all participants for added security. Prior to departure, attendance must be checked to assure all scheduled to be transported are present. Those who are present upon commencement of the trip should be noted for future reference. Those who are not present when the group is scheduled to depart on the return trip should be dealt with as follows:

- ❖ An immediate search should be conducted by responsible chaperons and/or the sponsor;
- ❖ If the student is not located, the proper authorities should be notified;
- ❖ If the search involving the police or proper authority is unsuccessful, the parent or legal guardian must be notified . . . emergency numbers should be available to ensure contact;
- ❖ The administrator of the school should be informed;

- ❖ A chaperon or responsible adult should be left at the point of departure to provide assistance and direction once the child appears;
- ❖ Arrangements must be made to transport the chaperon or responsible adult and child home;
- ❖ Under no circumstances will the student be left without any possible assistance and without informing the proper authorities and parents;
- ❖ Students are required to return with the transported group unless the parent/guardian has requested in writing and received in writing permission to bring his/her child home. Only parental requests will be honored.

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**(P) T.2.3. Monitoring Student Bus Conduct Electronically**

School buses may be equipped with special monitoring devices such as video cameras to assist with student discipline and driver control. Such devices are not intended to violate anyone's personal freedoms and school authorities will discreetly use such equipment and film.

The monitoring device shall be mounted securely in such a manner that it does not interfere with the safe operation of the bus or the safety of the driver and students. A notice should be placed near the unit stating that the individuals on this bus are subject to being monitored by video cameras.

The actual camera will be placed in the unit and activated by the driver and/or Director of Transportation when they feel a need exists. The Director, the bus driver, the school principal, students directly involved and other individuals directly involved may view film developed from the camera usage. At no time should this film be made available to the general public.

[WVC §17C-12-7(g)]

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Amended/Revised:      October 4, 2004; January 12, 2010

<p><b>PENDLETON COUNTY BOARD OF EDUCATION</b></p> <p><b>T. TRANSPORTATION, SAFETY, FOOD SERVICES &amp; INSURANCE</b></p> <p><b>File: T.3. School Bus Maintenance and Safety</b></p>	<p><b>Adopted: August 20, 2003</b></p> <p><b>Last Review: September, 2011</b></p>
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The Pendleton County Board of Education believes that the primary purpose of the transportation system is to safely transport students to and from school. The safety and welfare of the rider is of paramount importance. Consequently, safety rules and regulations shall be enforced even if it means dismissing drivers who do not follow regulations.

The regular maintenance and repair of the Pendleton County School's bus fleet shall be the joint responsibility of the individual bus drivers and school personnel assigned the specific responsibility for the routine maintenance and repair of all county vehicles.  
(WVC §17C-14-12; §18-5-13; SBP 4336)

**(P) T.3.1. Driver Responsibility for School Bus Maintenance and Safety**

The driver shall perform the following preventative maintenance operations and care of the school bus to which he/she is assigned in accordance with instructions received from the Director of Transportation.

- ❖ Bring his/her own bus to the Board's garage for oil changes as directed by the Director of Transportation.
- ❖ Bring his/her own bus to the garage for any needed repairs or attention. He/she will make out a repair request and go over the problem with the shop foreman.
- ❖ Check the interior and exterior of the bus after each run to determine any damage.
- ❖ Warm up motor before starting on each run. (This must be done in all instances. Follow procedure to conserve gas.)
- ❖ The following items are assigned to each school bus, however, their condition and availability become the drivers responsibility and should be inspected periodically:
  - First Aid Kit;
  - Fire Extinguisher;
  - Flares and Reflectors; and
  - Chains.
- ❖ Check oil level, radiator, tires, emergency door, lug nuts, gasoline, mirror, foot brake, and parking brake before each run.
- ❖ Check all accessible screws and bolts, exterior and interior.
- ❖ Sweep and dust the inside of the bus after each morning run.
- ❖ Wash and clean the exterior of the bus whenever necessary; the lettering and lights must be plainly visible at all times.
- ❖ Wax the bus once each year.

### **(P) T.3.2. School Bus Safety Inspections**

The West Virginia State Board of Education requires that all school buses be inspected a minimum of three times each year. These inspections will be made by qualified persons employed by the State Board, by State Police Officers or other qualified personnel approved by the State Board. Such inspections are not to take the place of the daily inspection of school buses by the school bus operators, the periodic inspection by the County school bus maintenance personnel or the annual inspection of all motor vehicles required by the Commissioner of Motor Vehicles. These inspections (minimum of two) shall be scheduled at such times and places that shall best protect the safety and welfare of transported students.

#### **Pre-trip Inspection:**

In addition to the regular inspections, noted above, bus drivers shall conduct regular mandatory pre-trip, daily inspections of the bus. Prior to the morning and afternoon trips the bus operators shall inspect their buses utilizing the Pre-Trip Inspection Checklist that may be found in Appendix 12 of the Bus/Fleet Management Program section of the Safety Manual.

#### **Weekly Inspection:**

- ❖ Check the windshield washer fluid;
- ❖ Check the condition of, and be sure that a clean and well organized glove compartment is being maintained; and
- ❖ Check level of liquid in battery and condition of battery terminals; and

#### **End of Trip Inspections:**

- ❖ Check for damage to seats, children sleeping;
- ❖ Check outside of bus for visual damage; Refuel buses when needed at end of morning run; and
- ❖ Close all windows and doors.

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### **(P) T.3.3. School Bus Emergency Evacuation Drills**

The bus operator shall direct and supervise emergency exit drills at appropriate times during the school year. Every driver shall have a minimum of at least two drills per year for each bus in his/her regular assignment with the first drill being completed by October 31 and the second by April 30. He/she shall direct and supervise the bus passengers in emergency exits from the bus by way of the rear emergency door and also by the front service door. He/she shall also explain the purpose of, and to a reasonable extent, show the passengers how they may quickly and safely exit by way of the emergency putout windows and roof hatches if so equipped. Such windows must not be opened by the students unless in an emergency or as directed by the bus driver. Emergency exit drills shall be held in a school loading or parking area or on street areas where oncoming traffic will not jeopardize the safety of the predicating students. All such drills shall be reported monthly on the bus driver's monthly report. It is mandatory that two drills be conducted annually.

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**(P) T.3.4. School Bus Accidents**

Every driver of a school bus is required to report promptly to the Department of Motor Vehicles and the County Superintendent of Schools, any school bus accident involving death, injury, or property damage in excess of \$250. Failure to comply with the regulation may result in the revocation of the person's special school bus operator's license.

If any part of a bus bumps, scrapes, or touches any other object causing damage to the bus or the other object, this constitutes an accident. All accidents, regardless of scope must be reported to the County Superintendent and/or Transportation Director as soon as possible and no later than one hour after completion of run. (See accident reporting procedures in Appendix 9 of the Bus/Fleet Management Program section of the Safety Manual)

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**(P) T.3.5. School Bus Radios**

A communication system is installed that permits school bus operators, maintenance and transportation personnel, and central office personnel to maintain contact while performing duty assignments. The system, which is regulated by the FCC, is for school use only and under guidelines developed by the Director of Transportation. Those individuals receiving units to use are expected to maintain the units in a safe manner.

**(P) T.3.6. Limits on the Idling of School Buses**

- ❖ In normal weather a school bus driver may not idle the bus while waiting for or loading students. Windows on the bus are to be closed until the bus leaves the school zone.
- ❖ Buses will be allowed to idle when the temperature is 40 degrees Fahrenheit or colder, when the driving windows need to be defrosted, when the safety comfort of the students is in question, or when emergency dictates.
- ❖ School bus operators are prohibited from idling the buses for more than 10 minutes unless defrosting of windows is needed. In this case idling shall be limited to thirty minutes.

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Amended/Revised: October 4, 2004

<b>PENDLETON COUNTY BOARD OF EDUCATION</b>	<b>Adopted: August 20, 2003</b>
<b>T. TRANSPORTATION, SAFETY, FOOD SERVICES &amp; INSURANCE</b>	<b>Last Review:</b>
<b>File: T.4. Safety – People and Property</b>	<b>September, 2011</b>

The procedures contained in File T.4. are directly related to those outlined in File: T.8. Board of Risk and Insurance Safety and Loss Control Policy. From time to time, school personnel may find it

necessary to refer to the Safety Manual for additional guidance concerning safety issues and the necessary forms and checklist in order to comply with state and county safety regulations and requirements.

While the principal is the person who is charged with the responsibility for all that happens in his/her building, the teachers, who are in the classrooms constantly, and the custodian, who is in every section of the building on a daily basis, should report to the principal any dangerous or potentially dangerous conditions that they have noted. The principal, in turn, shall contact the Safety Coordinator who will determine the steps necessary to remedy the situation.

(WVC §18-2-8; §18-3-9a; §18-4-10; §18-4-11; §29-3-5; §29-3-14; § 29-3-16; § 29-3-17)

#### **(P) T.4.1. General Safety Guidelines**

All emergency equipment, fire extinguishers, fire escapes, fire alarms, emergency exit lights, panic door handles, etc., shall be inspected on a regular basis to make certain that they are in correct working order. In addition, inspectors from the company that is insuring the buildings, contents, and boilers, shall be welcomed and assisted in their regular safety inspection tour. Their purpose is to help make the buildings a safer place in which to work. Nothing is to be hidden from them out of fear that their recommendations may be expensive to facilitate or impossible to implement. The same cooperation and assistance is to be accorded to other safety inspectors who may report from time to time from the State Fire Marshal's office.

As provided, all students, teachers, or other persons who enter a laboratory or shop where hazardous materials or processes may be encountered shall wear appropriate eye, face, and body shields. Such school laboratories or shops shall have appropriate warning signs and accident instruction sheets displayed. Such laboratories, shops, and equipment contained therein shall be equipped with the appropriate protective devices. (See S.15. Student Safety)

All safety devices must meet or exceed the minimum requirements of the Occupational Safety and Health Act and the appropriate standards set by the American National Institute and the National Fire Prevention Association.

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#### **(P) T.4.2. Crisis Situations**

- ❖ **Definition:** A "crisis" exists when an intolerable situation, unstable condition, or sudden unexpected change occurs which has the potential to drastically disrupt the normal operation of the school district or one or more of its component parts. It is an unstable and crucial time that demands immediate attention in order to begin working toward a resolution that is both stabilizing and satisfying to the

affected population.

- ❖ **Common Characteristics:** Although all crises have unique circumstances, there are some common characteristics that have been identified. These should be useful in creating appropriate generalized coping procedures for most crisis situations.

For example, in all crises immediate needs can be identified and must be addressed to resolve the situation. These needs encompass the concerns of individuals and the school population, and revolve around issues that include physical welfare, emotional stability, security, and protection of personal and institutional integrity.

Crisis situations usually consist of abnormal, uncommon, and extraordinary conditions that elicit strong reactions from affected populations. Such reactions include high levels of anxiety, stress, and fear, a preoccupation with the situation, and a state of disequilibrium that exists for most victims. In addition, confrontations are unavoidable in most crisis situations because of the high stress levels.

- ❖ **Types of crises:**

- Suicide;
- Attempted suicide;
- Suicide Threat;
- The death of a student, school employee, or a community or national leader;
- Medical crisis, e.g. AIDS, Herpes, infectious hepatitis;
- Social/Economic Crisis -- e.g., crimes, drug/alcohol abuse, widespread unemployment, foreclosures on homes;
- Natural disasters, e.g. tornados, fires, floods, earthquakes, hurricanes; and
- Environmental crisis, e.g., chemical leaks, nuclear related incidents.

Recognizing that unexpectedness is an intrinsic component of crises, the Pendleton County School System is hereby adopting a plan of action that will facilitate efficient and appropriate interventions and outcomes in the event a crisis occurs. By creating and adopting this action plan in the pre-crisis period, the school system will be prepared to respond to a crisis in ways that will greatly minimize its adverse consequences.

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### **(P) T.4.3 Goals and Objectives of the Crisis Plan**

In the event of a crisis, the Crisis Plan (CP) will:

- ❖ Help school community members gain understanding of the crisis and its precipitating events;
- ❖ Return the school to normal operations as soon as possible;
- ❖ Help provide sources for support for those in need of mental health services; and
- ❖ Restore school community members to psychological and emotional equilibrium.

The Crisis Plan will insure that the above goals and objectives are met by:

- ❖ Providing action plans and intervention strategies to be followed for all school community groups affected by the crisis;
- ❖ Addressing a number of different types of crises that may have a negative impact on school community members; and

- ❖ Specifying how the school system will communicate information to the press and general community concerning its handling of either the existing crisis or post-crisis.

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#### **(P) T.4.4. Pre-Crisis Procedures**

School and central office administrative staff shall be prepared for a crisis before it occurs. The establishment of crisis teams and communication centers, and the appointment of a spokesperson to talk to the press are actions that shall take place at the beginning of each school year. Such action will facilitate an immediate response to a crisis.

The following procedures address crisis teams, communication centers, and spokespersons at both the school level and the county level.

##### **❖ School Level**

- Crisis Team
  - Members of the school crisis team shall be appointed by the principal on an annual basis;
  - The crisis team shall have at least four members including the principal. If available, a CPR trained individual should be one of the crisis team members; and
  - The most recent list of crisis team members shall be on file in the Central Office.
- Communication Center
  - Each school shall designate the principal's office as the communication center;
  - One member of the crisis team shall be put in charge of the communication center; and
  - The location of the communication center for each school shall be on file in the Central Office.
- Spokesperson
  - The principal (or the principal's designee when he/she is absent from school) will serve as the spokesperson for his/her school in the event of a crisis;
  - The responsibilities of the spokesperson include reporting a crisis to the central office, collecting factual, verifiable information about the crisis, and conducting interviews with the news media;
  - The school spokesperson and the Central Office spokesperson will decide jointly which one will be responsible for conducting interviews with the news media; and
  - The name of the spokesperson for each school shall be on file in the Central Office.

##### **❖ County Level**

- Crisis Team
  - The Central Office shall have on file a list of crisis team members from all schools in the county. All files pertaining to crisis teams will be located in the Office of the Superintendent.
- Communication Center
  - A Central Office Communication Center will be established for any crisis that impacts on two or more schools.

- The Superintendent will be responsible for staffing the Central Office Communication Center Spokesperson.
- The Superintendent of Pendleton County Schools or his/her designee will serve as the spokesperson in the event of a crisis;
- The Central Office spokesperson will be in direct contact with the spokesperson(s) from each and every school involved in the crisis.
  
- The Central Office spokesperson will be responsible for collecting factual, verifiable information about the crisis.
- The Central Office spokesperson and the school spokesperson will decide jointly which one will be responsible for conducting interviews with the news media.

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**(P) T.4.5. Post-Crisis Procedures**

❖ General guidelines

- Define the type and extent of the crisis as soon as possible.
- Contact the persons affected by the crisis and those needed to take corrective action.
- Inform the staff about the situation and about the appropriate action to be taken.
- Instruct all employees to refer information to the communication center.
- Release information when facts are verified and the school's position about crisis is clear.
- Read all releases from prepared statements.
- Maintain a record of all incoming and outgoing calls and personal contacts.
- Relieve key people from normal duties so they may focus on the crisis.
- Express appreciation to all persons who helped handle the crisis.

❖ Specific procedures

- Any individual who observes or has knowledge of a crisis situation shall alert the Principal immediately.
- The Principal informs all Crisis Plan (CP) team members via the code signals of the type of the crisis.
- The CP team meets at a designated location and collects information concerning the crisis.
- Immediately after obtaining the facts of the crisis, the Principal informs the Superintendent and the family involved, if any;
- The Principal completes the Unusual Incident or Accident Report Form and submits it to the Superintendent as soon as possible.
- The CP team will decide how best to inform teachers and students of the situation and will follow through with their decision.
- If the Principal is notified of a crisis during non-school hours, the Principal shall immediately contact the Central Office spokesperson and CP team members to inform them of the situation. If time permits, faculty members shall be called in for a special meeting prior to the students arriving to school.
- If available, a professional with expertise in the specific type of crisis shall be asked to meet with

all school community members affected by the crisis.

- As soon as possible, a mental health worker (i.e. school counselor, school psychologist, licensed psychologist) shall be asked to assist the CP team in assessing the psychological impact of the crisis on school community members.
  
- If the crisis is judged by the CP team to adversely affect the psychological well being of one or more individuals, then a plan for providing crisis interventions will be developed and carried out as soon as possible. The Crisis Intervention Plan Form will be completed and filed at the school with one additional copy sent to the Superintendent.

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#### **(P) T.4.6. Crisis Prevention Recommendations**

Some crises cannot be prevented regardless of the procedures and policies implemented by school systems. Nevertheless, school systems can prevent some crises and can minimize the effects of others by establishing programs and services that have a preventive and developmental focus. This section presents brief descriptions of several types of programs and activities that can help prevent crises from occurring, can minimize the impact of a crisis, or can serve to maintain order and stability during critical situations.

**Educational Programs:** The following programs and services can be established in schools and school systems to focus on the developmental needs of school populations and provide coping skills that can be called upon during crisis situations. Addressing developmental needs and enhancing coping skills of school populations are two preventive measures that can have a positive effect on how school systems deal with crises.

**Classroom Guidance:** Guidance activities are used by teachers, counselors, and other student service personnel to help students learn about themselves, their relationships with others, and the career, educational, social, and personal decisions to be made in their lives;

**Developmental Guidance:** School counselors and other student service workers, such as psychologists and nurses provide counseling services to help students with developmental concerns. Often, these counseling services can be provided in-group settings;

**Parent Education:** Another way that schools can maintain a preventive focus is by offering parent education programs. Student service personnel can facilitate these informational/instructional services with assistance, if needed, by outside consultants. The topics of such programs could include: child behavior and development, parenting skills, parent-child communications, home-school relationships, health-nutrition information, and others; and

**Community Awareness:** An additional preventive focus for school systems is community awareness programs. A crisis that affects the entire school is often closely related to the community as a whole. For that reason, the school system should work with community leaders to assess community needs, establish services, and develop community resources.

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**(P) T.4.7. Disaster Plans**

Each school shall have a plan of procedure to be followed in case of emergency. The principals in cooperation with Civil Defense officials and the Superintendent's Office shall develop these plans which shall fit the population and nature of each school. A copy of each school's disaster plan shall be placed on file with the Superintendent's Office and shall be periodically reviewed and updated at each school.

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**(P) T.4.8. Playground Inspection**

The principal to insure the safety of all pupils should inspect all recreation and play facilities periodically. All defective equipment shall be reported immediately to the Superintendent's Office to begin procedures for the correction of the hazard.

**(P) T.4.9. Fire Drills**

State Fire Regulations require ten fire drills to be conducted during the school year. The fire alarm signal is a continuous ringing of the alarm system that consists of bells located throughout the school.

Since all drills represent actual fire conditions, pupils shall not be allowed to obtain books or clothing or loiter for any reason after the alarm has sounded. The purpose of each drill shall be to attain complete control of the class or occupants, so that ranks may be formed quickly and quietly, may be halted, turned or directed as desired. Stress should be laid on the execution of each drill in a brisk, quiet and orderly manner.

Upon moving out of the building, each class or group shall proceed to a predetermined point, at least one hundred feet from the building, and upon reaching this point shall face away from the building, remaining in line for roll call and other drill directions from the teacher.

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**(P) T.4.10. Closure, Delay or Emergency School Dismissal**

The following procedure will be used by the Superintendent to determine closure or delayed opening of schools because of inclement weather:

- ❖ When possible, the decision will be made and announced the evening before. In all cases, the decision will be made prior to 6:00 a.m. on the morning that school is being closed or delayed;
- ❖ The Superintendent and his/her designees will have the responsibility of gathering road information

from the West Virginia Department of Highways and other pertinent sources;

- ❖ As soon as the Superintendent has made the decision to operate schools on a delay schedule or to close schools for the day he shall call area broadcasting stations and building principals and post a notice on the county web site;
- ❖ Annually, the Superintendent shall arrange for letters to be sent to area radio and television stations explaining the process for closing schools and asking their cooperation in announcing school closures;
- ❖ Principals and custodians will be expected to check their schools on days when schools are closed due to inclement weather;
- ❖ In the event of school cancellation or dismissal all extra and co-curricular activities involving students shall also be cancelled. An exemption may be granted by the Superintendent or his/her designee; and
- ❖ In the event of a two-hour delay for school opening, students enrolled at South Branch Career and Technical Center will remain at their respective high school under the supervision of the principal; Breakfast programs will not operate on days with two-hour delay.

### **Emergency dismissal of school already in session:**

Sudden storms, natural disasters, national emergencies, power and water failures, or any other conditions that make it necessary to send children home early must be approached with great care to insure the safety of all children.

At least one and half-hours lead-time is required for an orderly Countywide dismissal. This will allow students in other locations to be returned to the home school. Principals shall develop and have available, information including the names of students at other locations and which buses they ride home. Principals will be responsible to see that those students are accounted for before buses leave the school. In instances where only part of the county or part of a school is dismissed, the principal and Transportation Director will arrange to meet the above conditions.

In all cases of early dismissal, the principal and staff he/she deems necessary must remain at the school until the principal is assured that all students are home and none will be returned to the school.

### **Cancellation of individual bus routes:**

The bus driver will retain the responsibility to determine the safety of operation of all or part of his/her route and will be responsible to see that parents are notified of any cancellation.

Parents who transport children to school from a route cancelled on the morning run are responsible for the return trip home. All afternoon runs will be made if conditions permit.

The Transportation Department shall develop an efficient and speedy method of contact with bus operators when emergencies arise. When threatening conditions exist, bus operators must be on alert and have arrangements made for contact by the Transportation Office.

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Amended/Revised:

<b>PENDLETON COUNTY BOARD OF EDUCATION</b>	<b>Adopted: August 20, 2003</b>
<b>T. TRANSPORTATION, SAFETY, FOOD SERVICES &amp; INSURANCE</b>	<b>Last Review: September, 2011</b>
<b>File: T.5. Building and Grounds Maintenance</b>	

Before the closing of the school term each year the principal shall report the condition of the building and grounds to the Superintendent or his/her designee. This report will list the things that need to be done as a part of the summer maintenance and repair program. The more urgent needs should be listed first so that they can be given first priority.

Other requests throughout the year for maintenance and repair jobs should be made in writing to the Superintendent or his/her designee for their approval, and appropriate action. Emergency needs shall be promptly reported.

The custodian shall be responsible for minor repair jobs, and for general maintenance of building, grounds, and equipment.  
(WVC §18-5-13; SBP 2320)

**(P) T.5.1. Vandalism**

West Virginia Coed §55-7A-2 decrees that the custodial parent or parents of any minor child shall be personally liable in an amount not to exceed \$5,000 damages which are the proximate result of any one or a combination of the following acts of the minor child:

- ❖ The malicious and willful injury to the person of another; or
- ❖ The malicious and willful injury or damage to the property of another, whether the property be real, personal or mixed; or
- ❖ The malicious and willful setting fire to a forest or wooded area belonging to another; or

- ❖ The willful taking, stealing and carrying away of the property of another, with the intent to permanently deprive the owner of possession.

For purposes of this section, "custodial parent or parents" shall mean the parent or parents with whom the minor child is living, or a divorced or separated parent who does not have legal custody but who is exercising supervisory control over the minor child at the time of the minor child's act.

Persons entitled to recover damages under this article shall include, but not be limited to, the state of West Virginia, any municipal corporation, county commission and board of education, or other political subdivision of this state, or any person or organization of any kind or character. The action may be brought in magistrate or another court of competent jurisdiction. Recovery hereunder shall be limited to the actual damages based upon direct out-of-pocket loss, taxable court costs, and interest from date of judgment. The right of action and remedy granted herein shall be in addition to and not exclusive of any rights of action and remedies therefor against a parent or parents for the tortious acts of his or their children heretofore existing under the provisions of any law, statutory or otherwise, or now so existing independently of the provisions of this article.

(WVC §55-7A-2)

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#### **(P) T.5.2. Custodial Services**

The building principal is responsible for seeing that his/her building is maintained and operated in a clean, efficient manner. He/she is responsible for establishing, in conjunction with the custodian, a custodial work schedule that will result in clean well-kept building and grounds. The principal shall monitor the custodians schedule and a major segment of the custodian's regular evaluation shall be based on the affective, efficient manner in which he/she carries out his/her responsibilities.

The custodian is responsible for the building at all times. It is the duty of the custodian to open the building in the morning and close it in the evening.

The custodian shall make minor repairs and improvements, such as replacing broken glass, applying paint and varnish where needed, moving and repairing seats, keeping commodes open, repairing window sashes, replacing light bulbs and tubes, etc.

All rooms occupied for school purposes shall be maintained at a proper and prudent temperature throughout the school day. Adjustments are to be made only by the custodians or the maintenance staff. The custodian shall be responsible for the replacement and/or cleaning of filtration pertaining to the H.V.A.A.C. or heat plant systems when they are readily accessible to them. The heat plants and H.V.A.C. systems must be started as early as necessary, either manually or automatically to ensure proper environmental conditions. Failure of any part of the heating plants or the H.V.A.C. systems must be reported immediately to the principal if available, otherwise the maintenance supervisor.

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#### **(P) T.5.3. Energy Conservation**

The Pendleton County Board of Education recognizes the fact that energy conservation is an important issue for all schools systems as they contend with rising costs of all types of energy in the 21<sup>st</sup> century. These rising energy costs and the reality that rural schools systems are likely to be faced with shrinking school budgets for the foreseeable future make it essential that the Board and its employees at

all levels strive to be as efficient as possible in the utilization of energy throughout the schools system. Therefore, the Pendleton County Board of Education and its employees shall take the following steps to assure the efficient use of energy resources:

- ❖ The Board, for its part, shall strive to install HVAC automation management systems in all of its schools as funding permits.
- ❖ As funds permit, lighting ballasts and bulbs will be upgraded to be more energy efficient.
- ❖ Principals and schools staffs are encouraged to discuss ways in which each local school can contribute to energy efficiency. Some examples of energy conservation measures may include, but are not limited to:
  - Turn off lights when an area is to be out of use for a period of time;
  - Where appropriate, keep thermostats set at temperatures that will provide a comfortable learning environment for teachers and students while achieving maximum energy efficiency; and
  - Open windows for ventilation only as appropriate rather than as a means of lowering the room temperature during the heating season.
- ❖ Minimize late evening activities which require lighting and heating.
- ❖ Utilize other utilities (water, etc.) as efficiently as possible.

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Amended/Revised: September 25, 2007



**PENDLETON COUNTY BOARD OF EDUCATION**

**T. TRANSPORTATION, SAFETY, FOOD SERVICES &  
INSURANCE**

**File: T.6. Child Nutrition and Food Services Management**

**Adopted: August 20, 2003**

**Last Review:**

**September, 2011**

Good nutrition enhances learning and the quality of life. The Board expects the Child Nutrition Program to be operated on an integrated approach to ensure a school environment that promotes optimal nutrition for students who participate in the county food service programs. Child Nutrition Programs shall meet the meal pattern and minimum daily nutritional requirements by category as regulated by the United States Department of Agriculture and State Board of Education. All food service programs shall be operated in accordance with the West Virginia Standards for School Nutrition.

(SBP 4321.1.)

**(P) T.6.1. Director of Child Nutrition**

Child Nutrition Programs in Pendleton County Schools will be organized and operated by the Director of Child Nutrition who will manage the county Child Nutrition Program in accordance with all federal, state and local regulations and supervise the Child Nutrition staff in conjunction with the building administrators.

**Director's Performance Responsibilities:**

- ❖ Serve on the Local Wellness Committee that will develop and implement a Local Wellness Policy with the purpose of providing schools with an opportunity for schools to create an environment that promotes wellness.
- ❖ Establish a focus on wellness and nutrition by planning professional development activities to be implemented as part of the total county staff development plan.
- ❖ Supervise the child nutrition staff in conjunction with the building administrator.
- ❖ Plan county wide menus with standardized recipes in accordance with dietary guidelines and nutritional analysis, while also keeping in min student acceptance.
- ❖ Communicate with parents and staff about child nutrition concerns including point of service.
- ❖ Implement and monitor sanitation and safety, including HACCP, for the child nutrition program
- ❖ Assume responsibility for all aspects of food ordering and delivery to the schools including the CLOC Program.
- ❖ Coordinate purchasing with RESA VIII Cooperative in developing bids to assure good quality and highly nutritional food at a competitive price; develop and request bids for bread and milk products locally.
- ❖ Assume responsibility for processing applications for free and reduced meals and complete all requirements and reports for the verification of applications.
- ❖ Complete monthly and annual financial reports through reconciliation of child nutrition records with business office records.
- ❖ Prepare requisitions for purchase of food and supplies, compare invoices received to purchase orders and reconcile differences; prepare invoice to be paid by the finance office.
- ❖ Prepare all necessary reports to the State Department of Education.
- ❖ Plan and provide specific job related training for child nutrition staff and provide necessary orientation for substitute staff members.
- ❖ Work with the county curriculum team in the development and implementation of improved nutrition education for students. Plan, along with the child nutrition staff, activities to promote a focus on good nutrition with the student body.
- ❖ Monitor snack and beverage sales in the schools to assure compliance with state and federal regulations.
- ❖ Perform other assignments related to the job as assigned by the Superintendent.

(SBP 4321.1)

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**(P) T.6.2. School Principal's Responsibility**

It is the responsibility of the principal to administer the daily operation of the food service program in his/her respective school to:

- ❖ Ensure that breakfast and lunch is available each day to all students;
- ❖ Monitor the kitchen and cafeteria facilities to ensure that sanitation requirements are being met;
- ❖ Check that all records are being completed by food service staff and report any concerns to the Director of Child Nutrition;
- ❖ Ensure that all records are accurately maintained, that reports are completed and submitted to the Director of Child Nutrition;
- ❖ Maintain accurate records to show the accurate collection of monies for student and staff meals. Food service employees who are considered program adults will be given free meals. All other staff will be required to pay for meals except those who are designated by the principal and meet both of the following criteria:
  - Give up a duty free meal period; and
  - Assist with the Child Nutrition Program beyond their regularly assigned duties.
- ❖ Implement the “pre-pay” procedures for payment of meals. In order to help maintain financial stability, the Pendleton County Board of Education adopted the “pre-pay” method for the payment of meals; therefore, students are expected to pay before the meal is served. If a student presents at point of service without payment, he/she will be reminded to bring payment or a packed lunch. However, students will not be punished for parents’ lack of responsibility in paying for meals. Even if parents do not pack meals or pay daily, children will be fed regular meals and these meal charges will be added. Monthly invoices for meals will be sent home for all students. If a parent fails to pay, the following steps will be taken:
  - Step 1 – When the outstanding balance is \$25 per student or \$50 per family, parents will be contacted by letter informing them of the balance due and the “pre-pay” method of payment.
  - Step 2 – If no payment is received within a week, a second letter will be sent and the principal or designee will contact the parents by phone.
  - Step 3 – The principal or designee will continue to contact the parents until a \$100 balance due is accumulated. At that time the principal will contact the child nutrition director.
  - Step 4 – The child nutrition director will contact the parents stating that unless payment is made, a civil complaint will be filed with magistrate court.
- ❖ Reports of payments that are not collected to by the end of school will be sent to the Central Office. The finance office will contact families regarding overdue bills during the summer. When school resumes, uncollected balances will be returned to the school for collection. If, at the end of that school year, balances remain unpaid, the school will send this information back to the Central Office and the Central Office will be responsible for collection.
- ❖ Maintain accurate records to ensure compliance with the Standards for School Nutrition (SBP 4321.1) with regard to the sale and service of non-nutritional foods and beverages during the school day.  
**(SBP 4320; SBP4321.1)**

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**(P) T.6.3. Free and Reduced Price Food Services**

The Pendleton County Board of Education hereby assures the West Virginia Department of Education that it accepts responsibility for and will implement uniformly the following policy with respect to determining the eligibility of children for free and reduced price school meals in all schools, in compliance with the Provision of Free and Reduced Price School Meals or Free Milk as provided under the National School Lunch Act and Child Nutrition Act. In fulfilling these responsibilities, Pendleton County Schools will do the following:

- ❖ The official designated by the Board of Education to determine eligibility of children to receive free and reduced price school meals is the Director of Child Nutrition.
- ❖ Serve meals free or at a reduced price to children who have a completed, approved application on file in the office of the Child Nutrition Director, or children who are approved for free meals through the Direct Certification Program.
- ❖ The County Board of Education will use the Eligibility Standards for Free and Reduced Meals from the US Department of Agriculture and WV Department of Education in determining the eligibility of children for free or reduced price school meals. Application for free or reduced price lunches may be made any time during the school year as family circumstances may change.
- ❖ Under the provision of the free and reduced price meal and free milk policy the Director of Child Nutrition will review applications and determine eligibility. If a parent or guardian is dissatisfied with the decision, he/she may wish to discuss the decision with the Director of Child Nutrition on an informal basis. If the parent or guardian wishes to make a formal complaint, he/she may make a request either orally or in writing to: Pendleton County Public Schools, Designated Hearing Officer, Board of Education Offices, P.O. Box 888, Franklin, West Virginia, 26807.
- ❖ In accordance with Federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color national origin, sex, age, disability and retaliation. If you require information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact the USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.  
**(SBP 4320; SBP 4321.1)**

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**(P) T.6.4. Sale of “Other Foods and Beverages” in Schools**

“Other foods and beverages” is defined in Standards for School Nutrition (SBP 4321.1) as any food or beverage, sold, served or distributed to students including snacks from vending machines, school stores, parties, and school day fund raising activities, except those served as part of the child nutrition program meals and snacks. Other foods do not include those brought to school by individual students for their own consumption.

The use of “other foods and beverages” in schools shall be in compliance with the rules of the National School Lunch Program and the School Breakfast Program of the WV State Board of Education and United States Department of Agriculture. See also (P) F.8.10 Vending Machine Sales

The Pendleton County Board of Education will allow the sale of soft drinks in the high school in grades 9-12 with the stipulation that they will not be available to students during the breakfast and lunch periods designated on the master schedule.

Following are the nutrition standards for and the marketing of “other foods and beverages” as contained in SBP 4321.1.

**{WVC §18-2-6a; SBP 4320; SBP 4321.1}**

### **Nutrition Standards for Other Foods and Beverages:**

All other foods and beverages made available on school premises during the school day must meet the requirements set forth in this policy. In order to promote healthy eating habits, the consumption of fruits, vegetables, whole grains and non-fat and/or 1% low-fat dairy products should be encouraged.

Other foods and beverages available to students on school premises shall contribute to students’ nutrient requirements and should not add unnecessary calories, fat, sugar or sodium. While West Virginia law allows county boards to permit the sale of soft drinks to students in high schools, the West Virginia Board of Education strongly recommends that only water, 100% fruit and/or vegetable juice and non-fat and/or 1% low-fat milk, flavored or unflavored be sold, served or distributed during the school day. It is required that all other foods and beverages available during the school day reflect the following requirements:

- ❖ Limit total calories to no more than 200 per product/package;
- ❖ Limit total fat to no more than 35% of calories per product/package excluding nuts, seeds or cheese;
- ❖ Limit saturated fat to less than 10% of the total calories;
- ❖ Limit trans fat to less than or equal to 0.5 grams per product/package;
- ❖ Reduce sugar content of food items to no more than 35% of calories per product excluding fruits;
- ❖ Limit sodium to no more than 200 milligrams per product/package;
- ❖ At all grade levels, it is recommended that only water, 100% fruit and/or vegetable juice and non-fat and/or 1% low-fat milk, flavored or unflavored be sold, served or distributed during the school day. However, W. Va. Code §18-2-6a permits the sale of other juice beverages with a minimum of 20% real juice;
- ❖ No candy, soft drinks, chewing gum or flavored ice bars will be sold, served or distributed during the school day, except that, W. Va. State Code §18-2-6a permits the sale of soft drinks to students in county high schools except during breakfast and lunch periods;
- ❖ The WVBE strongly recommends that other juice beverages not contain added sugar;
- ❖ Limit fruit/vegetable juice portion sizes to no more than 4 oz. for elementary students and no more than 8 oz. for middle/high school students per product/package;
- ❖ Prohibit the sale, service or distribution of coffee and coffee-based products during the school day;
- ❖ Prohibit caffeine containing beverages with the exception of those containing trace amounts of naturally occurring caffeine substances; and
- ❖ Prohibit the sale, service or distribution of any foods containing non-nutritive/artificial sweeteners.  
**(SBP 4321.1)**

Additional requirements of SBP 4321.1—Standards for School Nutrition include the following:

- ❖ Except for foods served in the school nutrition programs, no food or beverage shall be sold, served or distributed to students in elementary schools from the time the first child arrives at school until 20 minutes after all students are served lunch.
- ❖ Foods and beverages shall not be offered as a reward or used as a means of punishment or disciplinary action for any student during the school day.
- ❖ Foods and beverages may not be sold, served or distributed in competition with the federal child nutrition programs in the food service areas during the meal service periods.
- ❖ Other foods and beverages may not be sold, served or distributed in such a way as to encourage the distribution or purchase of these items as a ready substitute for, or in addition to, reimbursable meals.
- ❖ Wherever and whenever foods are sold, served or distributed on school premises, outside the school day, such foods shall include nutritious choices.

### **Food and Beverage Contracts:**

Food and beverage contracts must comply with WV 126 CSR 202, WVBE Policy 8200, Purchasing Policies and Procedures Manual for Local Educational Agencies. All contracts shall be approved and signed by the Board or the Superintendent, if approval authority has been delegated by the Board to the Superintendent. County boards of education are statutorily created and given authority to contract. Individual schools do not have such authority. All food and beverage contracts or agreements regarding public schools and vendors shall meet all purchasing standards as set forth in policy and code and shall be competitively negotiated. Contracts that extend beyond a fiscal year shall contain a clause allowing the board to terminate the contract at the end of each year. Contracts shall facilitate the WVBE efforts to offer and promote nutritious food and beverage choices.

Owing to special dietary needs and food safety concerns, foods and beverages brought or delivered from outside sources may be consumed only by individual students for which they were brought or delivered, and not by the general student population. Organized food events and celebrations held during the school day shall be regulated and monitored by school personnel to meet the requirements of this policy.

### **Marketing Other Foods and Beverages during the School Day:**

On school premises, from the arrival of the first child at school until the departure of the last regularly scheduled school bus, all fund raising activities involving foods and beverages shall comply with the standards set forth in this policy.

Pendleton County High School should minimize the marketing other foods and beverages in the high school setting by locating their distribution in low student traffic areas and by ensuring that the exterior of vending machines does not depict commercial logos of products or suggest that the consumption of vended items conveys a health or social benefit.

Amended/Revised: October 19, 2005; August 26, 2008

<b>PENDLETON COUNTY BOARD OF EDUCATION</b> <b>T. TRANSPORTATION, SAFETY, FOOD SERVICES &amp; INSURANCE</b> <b>File: T.7. Insurance Management</b>	<b>Adopted: August 20, 2003</b> <b>Last Review:</b> <b>September, 2011</b>
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The Board of Education believes that the School District provides insurance primarily for three reasons:

- ❖ To protect the School District, i.e., County tax payers, from financial loss;
- ❖ To protect Board members and employees from financial loss because of liability incurred in carrying out their official duties or functioning on Board business; and
- ❖ To protect the lives and property of innocent parties who come in contact with Board employees, facilities, equipment, and decisions.

The business manager shall determine that the school district has adequate coverage in property insurance, faithful performance bonds, public officials' bonds, and liability insurance. To implement and administer the school districts' insurance coverages, the business manager shall:

- ❖ Identify facilities, conditions and situations conducive to potential exposure to loss;
  - ❖ Estimate the maximum potential loss from each exposure;
  - ❖ Prepare recommendations and provide assistance in eliminating or minimizing losses;
  - ❖ Prepare recommendations regarding the method of funding potential risks (purchase insurance or self-insure);
  - ❖ Negotiate insurance coverage;
  - ❖ Establish and maintain a safety and loss prevention program;
  - ❖ Review and analyze changes in state and federal legislation and regulations as they apply to areas of insurance and liability and make sure that appropriate changes are made in coverage;
  - ❖ Write specifications for insurance coverage;
  - ❖ Prepare and place bid request for needed insurances and compares bids with coverages and premiums offered by the state Board of Risk and Insurance Management;
  - ❖ Audit all coverages annually to ascertain if current coverages meet current needs of the school district, and
  - ❖ Work with the insurance company or state Board of Risk and Insurance Management, agent, attorney, etc., in the defense and settlement of claims against the school board.
- (WVC §29-12-5a)

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**(P) T.7.1. Liability Insurance**

**Fleet/Automobile Liability insurance**

The state Board of Risk and Insurance Management provides fleet liability insurance as well as general liability insurance for all school districts. This insurance must be purchased from the state Board of Risk and Insurance Management. An annual premium is paid by the Pendleton County Board of Education to that board. The details of coverages shall be included on a Certification of Insurance, which is sent to the Pendleton County Board of Education. All county vehicles, including buses, shall be furnished with copies of the Certificate of Insurance in some form for presentation as proof of insurance in the event of an accident.

Because of the rural nature of Pendleton County, certain bus operators (who volunteer to do so) may be granted permission to take their buses home with them at the end of their assigned routes. In such instances, it is understood by both the Pendleton County Board of Education and the employee that the Board of Risk and Insurance Management liability coverage on the bus shall remain intact during the time it is parked at the employee's residence in the same manner it would be on Board property.

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**(P) T.7.2. Property Insurance**

Coverage may be of the blanket multiple location type, including automatic inclusion for additional property. Property can be insured against damage or loss from:

- ❖ Fire and lightning;
- ❖ Windstorm and hail;
- ❖ Explosion (other than boiler);
- ❖ Sonic boom;
- ❖ Vandalism and malicious mischief;
- ❖ Riot and civil commotion;
- ❖ Aircraft and vehicles;
- ❖ Smoke;
- ❖ Removal;
- ❖ Flood; and
- ❖ Boiler: explosion, bulging, bursting, and cracking.

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**(P) T.7.3. Faithful Performance and Public Officials' Bonds**

Faithful performance and public officials' bonds are required for the president of the county board, the superintendent of schools, and the treasurer or county sheriff. A blanket bond should be purchased covering board members and all board employees. Additional indemnity may be needed for other employees such as cashier, internal auditor, director of data processing, computer programmer, computer operator, payroll clerk, accounts payable clerk, director of purchasing, and buyer.

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**(P) T.7.4. Flood Insurance Requirements**

Pursuant to WVC §18-5-47, the Pendleton County Board of Education shall maintain flood insurance on each insurable building that it owns and that meets one or both of the following requirements:

- ❖ The building is within the identified special flood hazard area which is the area on a flood hazard boundary map or a flood insurance rate map that is identified as an "A zone", a numbered "A zone" or an "AE zone" or regulatory one hundred year floodplain and the building has a replacement value that is greater than three hundred thousand dollars; or

- ❖ The building has been damaged in a previous flood and flood insurance is required by the Federal Emergency Management Agency.

The Board shall also maintain flood insurance on the contents of each insurable building that it owns and that meets one or both of the requirements set forth above.

The buildings and the contents of those buildings required to be insured by WVC §18-5-47 shall be insured at the maximum amounts available through the National Flood Insurance Program or the estimated replacement value of the structure and contents, whichever is less.

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Amended/Revised: September 20, 2006

<b>PENDLETON COUNTY BOARD OF EDUCATION</b> <b>T. TRANSPORTATION, SAFETY, FOOD SERVICES &amp; INSURANCE</b> <b>File: T.8. Board of Risk and Insurance – Safety and Loss Control Policy</b>	<b>Adopted: August 20, 2003</b> <b>Last Review:</b> <b>September, 2011</b>
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The Pendleton County Board of Education recognizes its responsibility for the safety and well being of all students, employees, visitors, and others present on district property or at school-sponsored events. Therefore, the personal safety of all persons will be emphasized in all operations, planning and training in the Pendleton County School System. Providing a safe workplace and learning environment shall be one of the Board's chief priorities.

It is the Board's belief that an investment in time and financial resources in the area of safety will provide benefits in lower worker's compensation rates, insurance rates, and indirect expenses that are associated with losses owing to injuries and property damages that occur within the school system.

A county Safety/Loss Control Committee shall be appointed for the purpose of establishing, implementing, and maintaining a safety management program for the district meeting the standards of this policy as approved by the Board of Education.

The Central Office and supervisory staff shall keep all employees of the district aware of the management program for safety and health and of the organizational arrangements intended to achieve the goals set forth in this policy and the safety manual that is to be developed for distribution to employees at all work locations. It is the goal of this Board to provide safe facilities and equipment and to provide effective management of all activities through the leadership of the Superintendent and all school employees who serve the district.

The goals set forth in this policy and the procedures to be set forth in the Safety Manual can only be attained through the cooperation of the employees of the school system; therefore, each employee (and students as appropriate) shall receive annual job specific training on the implementation of the adopted safety regulations and guidelines. The Safety Coordinator shall maintain documentation of personnel training regarding this policy and its implementation. Principals shall maintain documentation of student training.

In so far as it is reasonable, the Superintendent and his/her administration shall ensure that staff members who are designated to carry out safety and health responsibilities in a supervisory role are competent to complete those assignments. It is equally the duty of all county school staff to cooperate with the supervisors and the Board of Education to ensure the safety of themselves, co-employees, students, and other persons who may be affected by their activities at work, and to adhere to the operational procedures set forth by this Board of Education.

The Superintendent, along with the Safety Coordinator shall approve all new and existing procedures and policies prior to their implementation.

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#### **(P) T.8.1. Safety/Loss Control Committee**

The Safety Committee is an important part of the Pendleton County School System's safety and loss control efforts. Principals and supervisors can gain valuable assistance in their assignment areas by a joint effort with the committee members. Committee membership is a voluntary service to the school system. All principals, supervisors, employees, and students are to fully support the efforts of the Safety/Loss Control Committee.

#### **Goals of the Safety/Loss Control Committee**

- ❖ Involve employees in safety and loss control management;

- ❖ Lower the frequency and severity of accidents and injuries;
- ❖ Maintain a safe environment for employees, students, and visitors; and
- ❖ Involve all employee participation in safety programs.

### **Committee Formation**

Membership on the committee is to be voluntary. The committee will represent all departments, but have the most efficient number of members to assist in accomplishment of committee goals. The Safety Coordinator shall serve as chairperson and be the main contact for loss control and safety activities. The committee's other members represent a cross-section of employees from various departments with membership rotated on an annual basis with staggering terms to ensure continuity.

The membership of the committee shall consist of the following:

- ❖ The principal of each school;
- ❖ Food service supervisor;
- ❖ Personnel Director;
- ❖ One teacher appointed by the Superintendent;
- ❖ Safety Coordinator (who also represents Maintenance & Transportation);
- ❖ One member appointed by the Superintendent from the ranks of service personnel;
- ❖ One member representing extracurricular and athletic activities appointed by the Superintendent; and
- ❖ Business Manager.

The Safety Coordinator, Personnel Director, Business Manager and the Food Service Supervisor shall act as a Standing Committee. All other members of the committee shall be considered at large members who shall serve for a one-year term. At large members may be appointed to consecutive terms. The Safety Coordinator, appointed by the Superintendent, will lead the Safety Committee in designing appropriate guidelines, disseminating information, producing a safety performance evaluation tool for applicable employees, and monitoring the effectiveness of the safety management program.

Each Safety Committee member will be provided the necessary training in the functions of the committee and the Safety and Loss Control Program and all policies related to the program.

### **Committee Functions**

The Safety Committee duties shall include, but are not limited to the following:

- ❖ Sounding board for safety activities;
- ❖ Recommend new rules;
- ❖ Identify training needs;
- ❖ Review accidents and provide direction to prevent recurrence;
- ❖ Establish procedures for reporting hazardous conditions or activities and taking corrective action;
- ❖ Prepare checklists to guide and document inspections;

- ❖ Ensure that first aid kits and personal protective equipment needs are met;
- ❖ Develop and conduct loss control and safety orientation program for new employees;
- ❖ Establish a procedure to recognize employees for safe and healthful work practices; and
- ❖ Document meetings with written agendas and minutes.

## Meetings

The Safety Committee will meet at least quarterly. A regular time and date should be established for meetings. Each meeting will have a fixed agenda that is sent to the members about two weeks before the meeting. Special meetings may be held or an additional committee may be formed to address an emergency situation or a complicated issue.

The agenda for the meeting can be simple:

- ❖ Call to order;
- ❖ Roll call by the secretary;
- ❖ Introduction of any visitors, if allowed;
- ❖ Reading and approval of minutes of the previous meeting;
- ❖ Review of any policies issued since the last meeting;
- ❖ Taking care of unfinished business;
- ❖ Review of any general liability, property, and auto claims or losses occurring and preventive measures taken since the previous meeting;
- ❖ Discussion of loss control inspections and recommendations;
- ❖ Addressing new business; and
- ❖ Adjournment.

Records of all Safety/Loss Control Committee Meetings and actions shall be maintained by the Safety Coordinator. A copy of the formal meeting minutes will be submitted to the Superintendent.

*Special Note: BRIM regulations require that the minutes of all meetings must be attached to the annual Loss Control Questionnaire which must be completed in October to qualify for the insurance discount.*

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### **(P) T.8.2. Safety Coordinator**

The Safety Coordinator is responsible for the staff direction and administration of the loss control program to prevent injury, liability, and damage to property. He/she will:

- ❖ Maintain the Pendleton County Safety/Loss Control Manual;
- ❖ Acquire and make available to department directors, supervisors and employees all applicable standards and requirements;
- ❖ Coordinate and/or conduct safety training programs that are beyond the scope of individual supervisors;
- ❖ Perform ongoing evaluations of the county's Safety /Loss Control program and make recommendations to the Superintendent for improvements;

- ❖ Review and analyze accident reports and investigations for causes and corrective actions;
- ❖ Establish a review of procedures to ensure the proper investigation of accidents;
- ❖ Consult directly with management and employees on loss prevention matters and provide guidance to assure effective program administration;
- ❖ Chair the Safety/Loss Control Committee;
- ❖ Establish and evaluate emergency procedures for facilities and personnel;
- ❖ Review of all driver reports including training and safety policies;
- ❖ Maintain all documentation related to the safety and loss control program; and
- ❖ The Safety Coordinator, along with the Superintendent, shall approve all new and existing procedures and policies prior to their implementation.

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Amended/Revised



(P) T.8.3. Pendleton County Safety Manual

# *Pendleton County Board of Education*

## *Safety Manual*

*Adopted*  
*December 21, 2005*

## **PURPOSE**

It is the declared intention of the Pendleton County Board of Education to provide for the safety and well-being of all persons who engage in activities in and around its school facilities and the purpose of this manual is to assist our school employees and students in their efforts to provide a safe workplace and learning environment. A second function of this manual is to provide guidance to our school employees in ways that they can assist the school system in its efforts to protect its assets through an efficient and effective risk management and loss control program.

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## **SECTION ONE**

### **Roles and Responsibilities**

#### **Central Office Personnel:**

The Superintendent and Central Office staff members shall perform the following functions:

- ❖ Receive and review all documents from state level agencies;
- ❖ Develop policies and procedures as appropriate;
- ❖ Disseminate policies and procedures to appropriate entities within the school system;
- ❖ Disseminate safety information as appropriate;
- ❖ Assist in the development and presentation of training activities;
- ❖ Take an active role in the Safety Committee; and
- ❖ Monitor the effectiveness of the safety management program.

#### **Building Principals:**

The principal shall be the lead person in charge of the safety program in his or her school. The duties of the principal shall include, but are not limited to:

- ❖ Receive all policies, procedures, and other communications from the Central Office;
- ❖ Disseminate all such documents to the appropriate personnel and students;
- ❖ Discuss the contents of the Safety Manual with the staff at a special faculty meeting called for that purpose (service personnel should be included in this discussion);
- ❖ Ensure that the policies and procedures set forth herein are complied with by all personnel under his/her direction and maintain the Safety/Loss Control Manual.
- ❖ Disseminate safety information as appropriate;
- ❖ Provide safety bulletin boards which display state required posters in work areas as appropriate;
- ❖ Supervise all training activities at the school level;
- ❖ Conduct walk through inspections of the facilities and recreational areas on a regular basis (at least weekly);
- ❖ Submit work orders to request needed repairs (prioritize);
- ❖ Complete evaluation questionnaires and check list as requested;
- ❖ Conduct fire and emergency drills as required by state law and policies;
- ❖ Post safety rules for each work area as appropriate;
- ❖ Maintain documentation of all safety and health incidents that occur on site;
- ❖ Investigate all accidents thoroughly, record and promptly report the findings in accordance with existing directives;
- ❖ Ensure prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed; and
- ❖ Complete all reports that are required to successfully implement the safety management program.

## **Supervisors:**

The various department supervisors shall be the lead persons in charge of the safety program within their department. The duties of the supervisor shall include, but are not limited to:

- ❖ Receive all policies, procedures, and other communications from the Central Office;
- ❖ Disseminate all such documents to the appropriate personnel;
- ❖ Discuss the contents of the Safety Manual with the staff at a special meeting called for that purpose;
- ❖ Ensure that the policies and procedures set forth herein are complied with by all personnel under his/her direction and maintain the Safety/Loss Control Manual;
- ❖ Assume full responsibility for safe and healthful working areas for all employees while they are under the supervisor's jurisdiction;
- ❖ Be accountable for preventable injuries, accidents, and liabilities occurring in his/her area of the facility;
- ❖ Ensure that all management policies pertaining to safety and loss control are fully implemented for maximum efficiency of each job and maintain the corresponding manuals and directives;
- ❖ Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect the loss control efforts;
- ❖ Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform, and by being prompt to give recognition to those who perform well;
- ❖ Ensure that each employee is fully trained for the job the employee is assigned to do, and familiar with the published work rules, by certifying in writing that he/she understands that compliance is mandatory;
- ❖ Disseminate safety information as appropriate;
- ❖ Provide safety bulletin boards which display state required posters in work areas as appropriate;
- ❖ Supervise all training activities at the department level;
- ❖ Conduct walk through inspections of the facilities on a regular basis (at least weekly);  
Note: Cafeteria Managers may act as the Director of Nutrition's designee in conducting walk through inspections;
- ❖ Post safety rules for each work area as appropriate;
- ❖ Submit work orders to request needed repairs (prioritize);
- ❖ In some cases, respond to work order requests on a prioritized basis (i.e., Director of Maintenance);
- ❖ Complete evaluation questionnaires and check list as requested;
- ❖ Conduct fire and emergency drills as required by state law and policies;
- ❖ Maintain documentation of all safety and health incidents that occur on site;
- ❖ Investigate all accidents thoroughly, record and promptly report the findings in accordance with existing directives;
- ❖ Ensure prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed; and
- ❖ Complete all reports that are required to successfully implement the safety management program.

## **Professional Employees and Service Employees:**

It is the duty of all county school staff to cooperate with the supervisors and the Board of

Education to ensure the safety of themselves, co-employees, students, and other persons who may be affected by their activities at work, and to adhere to the operational procedures set forth by this Board of Education. Duties may include, but are not limited to:

- ❖ Participate in faculty discussions of the contents of the Safety Manual;
- ❖ Participate in training sessions as appropriate;
- ❖ Comply with the rules, regulations and policies set forth in this manual applicable to personal actions and conduct;
- ❖ Operate all equipment and vehicles in a safe manner and refrain from removing, displacing, *or* damaging any safety device-installed on equipment or property;
- ❖ Call unsafe conditions *or* possible violations *of* the policy procedures to the attention of the supervisor;
- ❖ Report all accidents according to the proper procedures set forth in this manual;
- ❖ Operate only those machines and equipment for which the employee has been trained and authorized to operate;
- ❖ When applicable, employees must participate in an annual safety performance evaluation as a part of their annual review process;
- ❖ Display safety bulletins and other documents within their work areas as appropriate;
- ❖ Develop safety units for students as appropriate (i.e. science labs, shop areas, etc.);
- ❖ Conduct regular safety checks of their work areas as appropriate (at least monthly); and
- ❖ Complete safety reports as necessary.

## **SECTION TWO**

### **Accident Reporting Procedures**

#### **Reporting Accidents That Occur to Individuals:**

To ensure the proper coordination and response to accidents on school property, the person submitting the accident and/or injury report shall consult the following county policies: (P) P.7.1. *Workmen's Compensation*; (P) R.7.4. *Injury to Visitors on School Property* and (P) P. 9.3. *Injury to Volunteers on School Property*.

- ❖ Employees must notify their principal or supervisor of an accident or injury as soon as possible, **but no later than the next workday**;
- ❖ Accidents and or injuries involving students on school property or any other location under the jurisdiction of the Board of Education must be reported to the principal immediately. The report shall be made by the person in charge of the students at the time of the incident and/or the student. Accidents/injuries involving students shall be reported using the Student Accident Report Form which may be found in (P) S.15.3.1;
- ❖ The principal or supervisor must notify the Safety Coordinator soon as possible, **but no later than the next workday**;
- ❖ The principal or supervisor must complete an accident report **the same day as notified of the accident**. A copy of the report shall be sent to the Safety Coordinator;
- ❖ The Business Manager shall assist the Safety Coordinator with the paperwork and accident investigations as appropriate;
- ❖ Accidents/injuries involving employees shall be reported using the Employee Accident Report (State Department Form) which are available at the Central Office and the local school office;
- ❖ The Safety Coordinator and other appropriate personnel will review accidents for corrective action within a reasonable time;
- ❖ The principal or supervisor shall investigate accidents the same day he or she was notified of the accidents;
- ❖ The principal or supervisor shall file a copy of witness statements with the accident report;
- ❖ The Safety Committee will review accident reports at each safety meeting; and
- ❖ The Superintendent and the Board of Education shall be presented a summary of accidents on a regular basis.

#### **Reporting Bus Accidents:**

Every driver of a school bus is required to report promptly to the Department of Motor Vehicles and the County Superintendent of Schools, any school bus accident involving death, injury, or property damage in excess of \$250. Failure to comply with the regulation may result in the revocation of the person's special school bus operator's license.

If any part of a bus bumps, scrapes, or touches any other object causing damage to the bus or the other object, this constitutes an accident. All accidents, regardless of scope must be reported to the County Superintendent and/or the Safety Coordinator as soon as possible and no later than one hour after completion of run. The procedure for reporting accidents is as follows:

- ❖ The bus operator will call the Transportation Department as soon as possible when an accident occurs, but no later than one hour after completion of run;

- ❖ A representative at the Transportation Department will notify the Superintendent;
- ❖ The appropriate police agency shall be notified of the accident (Superintendent's office or Transportation Department);
- ❖ The Transportation Department will send a representative to the accident scene to take pictures and gather information;
- ❖ Appropriate accident forms must be completed;
- ❖ All accident information shall be forwarded to the Safety Coordinator who will forward the information to the insurance carrier;
- ❖ Appropriate reports will be forwarded to the Department of Motor Vehicles in a timely fashion; and
- ❖ The transportation office shall also keep copies of all bus accidents on file per operator.

## **SECTION THREE**

### **Accident Investigation Guidelines**

All abnormal events and circumstances such as injury to an employee, student, or visitor; illness to an employee; property damage; close call; or a fatality shall be investigated thoroughly and a written report shall be filed. Aside from the documenting of the events leading up to an accident, much can be learned about accident prevention through a thorough investigation of accidents that occur within the school system.

#### **Central Office Responsibilities:**

- ❖ Conduct accident prevention and investigation training for supervisors;
- ❖ Ensure all accidents and injuries are investigated;
- ❖ Ensure immediate and long term corrective actions are taken to prevent recurrence of the accident;
- ❖ Provide all necessary medical care for injured workers or other constituents; and
- ❖ The Safety Coordinator shall forward incident reports to the school system's insurance carrier as appropriate.

#### **Principal or Supervisor Responsibilities:**

Direct supervisors are familiar with employees' work environment and assigned tasks; therefore, in most cases they are the logical person to conduct the investigation. These are the people who must take immediate control and eliminate or minimize the hazards to others. Their responsibilities shall include, but are not limited to:

- ❖ Ensure conditions are safe before entering the accident scene;
- ❖ Provide First Aid for injured parties as appropriate;
- ❖ Eliminate or control hazards;
- ❖ Document accident scene information to determine the cause;
  - Complete Accident Report; and
  - Take photos as appropriate to document events at the scene.
- ❖ Interview witnesses as soon as practicable;
- ❖ Send the original of the accident report of the findings to the Safety Coordinator; and
- ❖ Maintain a copy of the accident report in his or her files.

#### **Investigation Procedures:**

The actual procedures used in a particular investigation depend on the nature and results of the accident. This is a brief outline of what to look for when conducting an accident investigation.

- ❖ Points of interest may include:
  - Description of the accident including damage estimates;
  - Normal operating procedures;
  - Maps (local and general);
  - Location of the accident site;

- List of witnesses; and
- Events that preceded the accident.
- ❖ Inspect the accident site:
  - Secure the area. Do not disturb the scene unless a hazard exists; and
  - Prepare the necessary sketches, photographs and videos. Label each carefully and keep accurate records.
- ❖ Interview each victim and witness. Also interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired and if approved.
- ❖ Determine the most likely sequence of events and the most probable causes.
- ❖ Prepare a summary report, including the recommended actions to prevent a recurrence. Forward the report to the Safety Coordinator.

### **Suggestions for Conducting Interviews:**

Personnel who are designated to conduct accident investigations shall receive training on the procedures to be followed. Depending upon the nature of the accident the investigation may be carried out by one individual or a team of individuals. The following are some suggestions of actions to be taken, but the investigator(s) have the latitude to include other actions deemed appropriate:

- ❖ Get preliminary statements as soon as possible from all witnesses;
- ❖ Locate the position of each witness on a master chart (including the direction of view);
- ❖ Arrange for a convenient time and place to talk to each witness;
- ❖ Explain the purpose of the investigation (accident prevention) and put each witness at ease;
- ❖ Listen, let each witness speak freely, and be courteous and considerate;
- ❖ Take notes without distracting the witness. Use a tape recorder only with the consent of the witness;
- ❖ Be sincere and do not argue with the witness;
- ❖ Record the exact words used by the witness to describe each observation. Do not "put words into a witness' mouth";
- ❖ Word each question carefully and be sure the witness understands;
- ❖ Identify the qualifications of each witness (name, address, occupation, years of experience, etc.); and
- ❖ Supply each witness with a copy of his or her statements. Signed statements are desirable.

After interviewing all witnesses, the investigator(s) should analyze each witness' statement. It may be necessary to re-interview one or more witnesses to confirm or clarify key points. While there may be inconsistencies in witnesses' statements, the available testimony should be assembled into a logical order. Analyze this information along with the data from the accident site.

Investigators should be mindful that witness accounts of an accident may be affected by the distance they were from the accident, eyesight, hearing, some are affected by the trauma of seeing the accident, some may have a vested interest and offer biased testimony, and some witnesses do not have good recall skills.

## **Writing the Report:**

An accident investigation is not complete until a report is prepared and submitted to the proper authorities. The report should be straight forward, clear, and concise. Beyond establishing the cause and effect of the accident, the report will provide valuable guidance in establishing procedures to avoid such accidents in the future. Information to be included in the report may include, but is not limited to the following:

- ❖ Background Information:
  - Where and when the accident occurred;
  - Who and what were involved; and
  - Operating personnel and other witnesses.
- ❖ Account of the Accident (What happened?):
  - Sequence of events;
  - Extent of damage;
  - Accident type; and
  - Hazardous materials (if any).
- ❖ Analysis of the Accident (How; Why?):
  - Direct causes (i.e., hazardous materials);
  - Indirect causes (i.e., unsafe acts and conditions); and
  - Basic causes (i.e., management policies, personnel or environmental factors).
- ❖ Recommendations for immediate and long-range action to remedy the situation.

## **Possible Causes of Accidents:**

More often than not, accidents are the outgrowth of a “root cause” problem. The following are some examples of unsafe acts and unsafe conditions which may lead to accidents:

- ❖ Unsafe Act:
  - Unauthorized operation of equipment;
  - Running – Horse Play;
  - Not following procedures;
  - By-passing safety devices;
  - Not using protective equipment; and
  - Under the influence of drugs or alcohol.
- ❖ Unsafe Conditions:
  - Ergonomic hazards;
  - Environmental hazards;
  - Inadequate housekeeping;
  - Blocked walkways; and
  - Inadequate machine guarding.

**Records:**

All accident records shall be maintained in a permanent file in the office of the Safety Coordinator. Copies of accident records may also be maintained in the direct supervisor's permanent files as appropriate.

**Safety Policy Enforcement/Disciplinary Action:**

The immediate supervisor may choose to take the following action to discipline an employee who willfully committed an unsafe act:

- ❖ Verbal warning (Document this action by stating the nature of the unsafe act, employee's title, and the date of the act. The supervisor and employee must sign the document);
- ❖ Written warning;
- ❖ Recommend a suspension without pay to the Superintendent; and
- ❖ Recommend termination of the employee to the Superintendent.

The action taken must be justified by the severity of the unsafe act.

Forms for recording and reporting accident investigations may be downloaded for the BRIM Loss Control Manual.

## **SECTION FOUR**

### **Safety Procedures and Guidelines**

The following pages contain a series of safety procedures and guidelines that have been established to assist employees and students in their efforts to ensure a safe working and learning environment in the Pendleton County School System. These documents should not be looked upon as information sheets; rather, they should be looked up as directives to be followed in carrying out your duties as employees and students within the system.

**BLOOD BORNE PATHOGENS**

**BUS AND FLEET MANAGEMENT PROGRAM**

**CAFETERIA AND FOOD PREPARATION AREA**

**FIRE SAFETY**

**HAND AND PORTABLE POWER TOOLS**

**HAZARDOUS CHEMICALS COMMUNICATION PROGRAM**

**HEAD PROTECTION POLICY**

**HEARING PROTECTION**

**LADDER AND SCAFFOLD SAFETY**

**LIFTING AND BACK INJURIES**

**MACHINE AND EQUIPMENT SAFETY**

**PERSONAL PROTECTIVE EQUIPMENT**

**PLAYGROUND SAFETY**

**WALKING AND WORKING SURFACES**

## **BLOOD BORNE PATHOGENS**

Infectious body fluids and blood may carry diseases. The most common are Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

HBV is an inflammation of the liver. Symptoms are flu-like and may require hospitalization. HBV can survive on surfaces at room temperature for a least one week.

HIV attacks the immune system causing AIDS for which there is no vaccine. Flu-like symptoms, fatigue, neurological problems, and other secondary infections may occur.

Blood borne pathogens can cause infection by entering the body through open cuts, mucous membranes of the mouth, eye, and nose. Sharp objects such as glass, metal, needles, or knives may infect if contaminated. Treat all blood and body fluids as if they were known to be infected.

The following tactics reduce the risk of contamination:

- ❖ Use latex or vinyl disposable gloves. Remove glove from top to bottom, inside out, disposing immediately;
- ❖ Wash hands vigorously and immediately after removing gloves and dry properly. Hand washing is one of the most effective work practices;
- ❖ Use a mixture of one part bleach to eight parts of water or disinfectant to clean up spills;
- ❖ Use physical or mechanical systems such as containers for waste disposal. Biohazard labels must be used on bags;
- ❖ Good housekeeping is a must;
- ❖ Get Hepatitis B vaccine;
- ❖ Personal protective equipment includes:
  - Gloves;
  - Aprons;
  - Face shields;
  - Eye wear;
  - Masks;
  - Mouthpiece; and
  - Resuscitation devices.

If exposed, contact your supervisor. Blood tests may be needed. Training has been provided to employees and will be updated and reviewed in future training sessions.

## **BUS AND FLEET MANAGEMENT PROGRAM**

The Pendleton County Board of Education is committed to instituting and maintaining a Fleet Safety Program. The goal of the Fleet Safety Program is to take the proper steps to prevent loss of life, injury, or property damage to all employees and members of the general public. The Board recognizes that the responsibilities for safety and loss prevention must be shared by everyone.

Careful selection of drivers, proper training, vehicle maintenance, and inspections are all effective tools that may reduce accidents. Accidents shall be reviewed, investigated, and corrective action taken. Accident reports will be completed immediately and they will be sent to BRIM and the State Transportation Authority as appropriate.

All personnel who drive county-owned vehicles shall receive training. Bus drivers, mechanics, and aides receive 12-18 hours of training related to their assignments each year. Preventive maintenance programs have been developed for buses, driver education vehicles, and maintenance vehicles.

Drivers are to drive defensively at all times. Do not drive unsafe vehicles. Problems or unsatisfactory conditions should be immediately reported to the Transportation Supervisor or Superintendent. Drivers are represented on the safety committee where their concerns may receive attention.

The Fleet Management Program shall be under the direction of the Transportation Supervisor, Superintendent, or Safety Coordinator who shall have a shared responsibility for the following:

- ❖ Determining driver qualifications for all county owned and operated vehicles;
- ❖ Driver training for all county owned and operated vehicles;
- ❖ Accident investigation;
- ❖ Vehicle maintenance; and
- ❖ Driver incentive programs.

### **Driver Qualification Guidelines:**

#### **Bus Drivers and Other CDL Drivers:**

The selection process for drivers shall take into consideration previous employers' assessment, accident record, and the ability to get along with others. The employee's physical fitness is considered and monitored on a yearly basis. Road tests, written tests, and a CDL are required for operation of certain vehicles. Evaluations and driver performance are recorded and filed.

The Transportation Supervisor or the Superintendent or the Safety Coordinator shall:

- ❖ Check Motor Vehicle Records on all applicants at the time of application *and* on all current drivers periodically throughout their employment as appropriate;
- ❖ All new bus driver applicants must undergo a criminal background check;
- ❖ If possible, check on number of accidents during the past three years;
- ❖ Make certain all drivers are properly licensed for the type of equipment they will be operating (CDL, if necessary, with the appropriate endorsements);

- ❖ Make and keep a copy of each driver's operator's license in his or her Personnel file;
- ❖ Evaluate MVR's according to the model MVR Evaluation Policy (Appendix 1) or other appropriate evaluation policy;
- ❖ Exclude all unqualified drivers from driving county vehicles or their private vehicles on county business; and
- ❖ Ensure all drivers using their own private vehicles on county business have at least \$100,000 - \$300,000 liability coverage.

### **Drivers of Non-Bus Vehicles:**

This group includes professional and service personnel who may be called upon to drive county-owned vehicles (automobiles or vans) in the course of carrying out their administrative and instructional duties. BRIM requires a check of Motor Vehicle Records at the time of employment and periodically thereafter as appropriate.

### **Driver Training:**

The Transportation Supervisor and/or the Safety Coordinator shall:

- ❖ Provide driving training to all drivers of county vehicles (buses, cars, trucks, vans) before allowing them to drive;
- ❖ Provide driving training to all current drivers at least annually;
- ❖ Emphasize that any accident can be judged preventable if it could have been avoided had the driver taken appropriate Defensive Driving action. (See Appendixes 2, 3,4);
- ❖ Provide all drivers with special training on any special equipment they are expected to operate (school buses, ATV's, etc.); and
- ❖ Maintain written records of all training provided to drivers.

Annual training sessions for Pendleton County employees who will be operating county owned vehicles covers two distinct levels of responsibility: those who operate commercial vehicles (buses and certain trucks) and those who operate cars and vans.

### **Drivers of Non-Bus/Commercial Vehicles:**

Annual training for school personnel who will have access to non-commercial vehicles may be addressed through training sessions scheduled by the principals at each school, at faculty meetings or as part of the in-service sessions at the beginning of the school term. The presentations may be by videos, outside consultants, driver education instructor or online resources. Principals, central office staff and the driver education teachers will be trained separately. This training will also be conducted by the Safety Coordinator or his/her designee. It will include pertinent information about the operation of the vehicles, and other information deemed appropriate by the trainer. Brim also requires annual driver training for employees who use their private vehicles to conduct their administrative and instructional duties and receive mileage reimbursement.

### **Drivers of Buses/Commercial Vehicles:**

Training for operators of buses and other commercial vehicles will be much more rigorous than for non-commercial vehicles and it will take place in well organized sessions conducted by the Transportation Supervisor and or the Safety Coordinator or his/her designee who has been certified as a trainer or by outside consultants. These sessions may be a part of the opening of school staff development days.

The CDL training includes, but not limited to, safe driving, which involves learning about inspections, vehicle control, seeing, communicating, controlling speed, driving in all types of weather conditions and terrains, railroad crossings, recognizing hazards, emergency and accident procedures, fires, skid control and recovery. It shall also HAZMAT for all commercial drivers. Complete information about the West Virginia CDL Training Manual may be found at the following website: [http://www.wvdot.com/6\\_motorists/dmv/downloads/CDL-Manual.pdf](http://www.wvdot.com/6_motorists/dmv/downloads/CDL-Manual.pdf)

***Special Note: BRIM regulations require that the Driver Training Completion Forms must be attached to the annual Loss Control questionnaire which must be completed in October to qualify for the insurance discount. BRIM also requires the same check of MVR for all employees who drive their personal vehicles and receive mileage reimbursements for trips related to their administrative and instructional duties.***

### **Accident Investigation:**

The Safety Coordinator shall:

- ❖ Thoroughly investigate all accidents, no matter how minor, and determine the Root Cause(s). (See Appendix 5 for a model Root Cause Accident Investigation form and Root Cause Accident investigation information);
- ❖ Review accident reports periodically and ensure all corrective actions noted (ie., changes in policy, training, driver discipline, etc.) are completed;
- ❖ Review all accidents to determine trends. Take appropriate steps to address repeat accident types; and
- ❖ Set annual accident reduction goals (or some other appropriate time frame) and track all accidents to determine progress in meeting the entity's reduction goals.  
(See also Appendixes 6,7,8,9,10)

### **Vehicle Maintenance:**

The Transportation Supervisor and/or Superintendent shall:

- ❖ Develop and implement a preventive fleet maintenance and repair program based on vehicle manufacturer's recommendations and in compliance with all state and federal laws and regulations;
- ❖ Perform vehicle safety checks (lights, wiper blades, tires, other obvious defects) before each use; and
- ❖ Maintain written records of all inspections, maintenance and repairs performed on each vehicle.  
(See Appendixes 11 & 12)

**Driver Incentive Program:**

The Transportation Supervisor and/or the Safety Coordinator shall develop and implement a safe Driver Incentive Program that recognizes and rewards all drivers who have had no accidents in the past year. This can be items such as a "ball cap", a small financial reward, or simply a "Safe Driver" certificate. The purpose of this program is to demonstrate that safe, accident-free driving performance is a high priority of the Pendleton County Board of Education.

**NOTE: All of the following Appendixes are additions to the Fleet Management Section.**

**BRIM - FLEET MANAGEMENT PROGRAM  
Appendix 1**

**MVR CHECK and EVALUATION**

The Pendleton County Board of Education will request a Motor Vehicle Report for driver applicants being considered for employment in which driving county vehicles or operating their own vehicle for county business will be required. An MVR will be requested from every state the applicant has lived in during the past three years. The Transportation Director will review all MVR information to determine if driver applicant meets the qualification standards regarding driving records.

A formal review of the driver's MVR will be conducted on a/an annual basis (or more frequently where warranted) to ensure that existing drivers are meeting the established qualification standards.

**MVR CHECK and POINT STRUCTURE SYSTEM**

**MVR Check**

If a potential employee will be required to operate a county vehicle as part of his/her job requirements, an MVR check must be completed by the Transportation Supervisor or the Superintendent or the Safety Coordinator before he/she may be offered employment.

A point system structure has been established to evaluate new hire and current employee motor vehicle records. If a potential new employee meets or exceeds seven (7) points total within the previous three (3) years or exceeds four (4) points within the previous 12 months, they are not eligible for a position that requires driving an entity vehicle.

The same point policy applies to existing employees as in the hiring process in terms of points assigned to traffic violations or motor vehicle offenses. Driver must not meet or exceed seven (7) points accumulated in a three (3) year period; Motor Vehicle Records will be obtained on all county vehicle drivers every twelve months. Each MVR received will be reviewed in a timely manner and evaluated for compliance. A copy of all records will be maintained in the employee's file along with any corrective action documentation.

**Point Structure**

**Automatic Disqualification to operate a county vehicle**

No potential new or current employee will be allowed to drive an entity vehicle (including personal vehicle) for county business if his/her MVR reveals:

- ❖ Murder or assault with a motor vehicle;
- ❖ Theft of a vehicle;
- ❖ Hit and run;

- ❖ Negligent homicide;
- ❖ An alcohol related offense in the last 3 years; and
- ❖ Illegal drug offense in the last 3 years.

**7 point offenses:**

- ❖ DWI, DUI, OWI (alcohol or drugs);
- ❖ Reckless driving resulting in bodily injury or property damage. Fleeing a police official;
- ❖ Leaving the scene of an accident;
- ❖ Driving with a suspended/cancelled/revoked license; and
- ❖ Racing on public road.

**4 point offenses:**

- ❖ Speed in excess of 15 mph over posted speed limit. Failing to stop for a school bus;
- ❖ Failing to stop at a railroad crossing; and
- ❖ Second preventable accident.

**3 point offenses:**

- ❖ Failure to obey a traffic control device. Failure to yield right of way;
- ❖ Speed too fast for conditions;
- ❖ Following too close;
- ❖ Careless/Reckless driving; and
- ❖ One preventable accident.

**1 point offenses:**

- ❖ Seat belt violations; or
- ❖ Failure to use turn signal. Improper stop/parking.

**BRIM - FLEET MANAGEMENT PROGRAM**  
**Appendix 2**

**SUGGESTED DEFENSIVE DRIVING POLICY**

The Pendleton County Board of Education is strongly committed to a sound and thorough defensive driving policy. While operating county vehicles, drivers should always drive in the safest manner possible. Specifically, our drivers must operate county vehicles in accordance with all provisions of The Commercial Vehicle Safety Program.

Full-time and designated part-time employees driving Pendleton County vehicles shall be required to attend a driver training session. Completion of the training may be accomplished by attending a local training session arranged by the Safety Coordinator..

- ❖ Assignments for classes shall be made by the Transportation Supervisor or the Safety Coordinator to insure class quotas are met and to maintain satisfactory work schedules.
- ❖ Frequency of employee attendance of Driving Courses shall be once per year.
- ❖ New employees required to drive Entity vehicles shall be required to complete the Driving Course satisfactorily before starting their driving assignment.

The core concepts of defensive driving are:

- ❖ Recognize the hazard;
- ❖ Understand the defense; and
- ❖ Act in time.

A detailed list of topics that may be covered in a driver training session may be found in the BRIM Loss/Control Manual which may be found at:

***<http://www.state.wv.us/Brim/Loss/Loss%20Control%20Manual.pdf>***

**BRIM - FLEET MANAGEMENT PROGRAM**  
**Appendix 3**

**DEFENSIVE DRIVING COURSE COMPLETION FORM**

\_\_\_\_\_ has successfully completed the Defensive Driving Course Training. Completion of this course is required before any employee is authorized to drive a county vehicle. The Board requires that this course be repeated on an annual basis for employees to remain eligible to drive county vehicles.

\_\_\_\_\_  
Driver Name (Print)

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**BRIM - FLEET MANAGEMENT PROGRAM**  
**Appendix 4**

**POLICY AND PROCEDURE ACKNOWLEDGEMENT FORM**

I have received the proper training in the fleet safety policies and procedures. I understand that it is my responsibility to adhere to these policies. I also understand that it is my responsibility to observe all policies and procedures concerning the proper and safe operation of a county vehicle.

---

**Driver Name (Print)**

---

**Driver Signature**

---

**Date**

---

**Supervisor Signature**

---

**Date**

## BRIM - FLEET MANAGEMENT PROGRAM

### Appendix 5

## "ROOT CAUSE" ACCIDENT INVESTIGATION

### **Background:**

Typically, the focus of an accident investigation has been to determine the *cause* of the accident, find out who is to blame, and discipline or punish those responsible. It is essentially a negative process. An "after-the-fact", reactive process.

### **Root Cause Accident Investigation is, by contrast: A Proactive Process**

Its goal is to prevent this kind of accident from happening in the future. It is a positive process. One might say its purpose is to find the "cause of the cause" of the accident.

**A Root Cause Accident Investigation** goes beyond *WHAT* happened, and focuses on *WHY* the accident happened. And it focuses on prevention.

### **How It Works:**

In general, accidents are caused by either:

- ❖ Unsafe acts (a failure to select the proper. course of action, an error in following a plan, or a violation of a known rule or code); or
- ❖ Unsafe conditions,; or
- ❖ A combination of the two.

For example, an unsafe act and unsafe condition combination could be a company attitude that encourages workers to work as quickly as possible. This may force workers to "take shortcuts" and commit unsafe acts.

### **General Principles in Performing a Root Cause Accident Investigation:**

- ❖ Generally, an immediate supervisor should perform the investigation.
- ❖ Investigate the accident as soon as possible. Thus, events will be as close to the original circumstances as possible; memories will be fresh; the scene will be less likely to have been tampered with; witnesses will have less time to compare their versions of what happened.
- ❖ Go to the scene and document the information obtained. WHO - WHAT WHEN-WHERE-HOW.
  - Who was involved? Try to speak to everyone who saw the accident.
  - What happened? Take photos; make measurements, etc. "A picture is worth a thousand words".
  - What was the time-line of events?
  - Where exactly did the accident take place? What were the geographical/physical factors?
  - Establish a chain-of-events. How did it happen?

- ❖ Approach the investigation with an open mind. Make certain to get rid of any preconceptions you might have about the circumstances or people involved - get someone else to do the investigation if you feel you cannot.
  - The purpose of the investigation is to gather information; not to assign blame.
  - Ask as many questions as necessary.
  - Ask open-ended questions (i. e., avoid questions that allow a "yes" or "no" answer). Do not ask *leading* questions ("This happened because. . ., right?").
  - Put people at ease when interviewing.
- ❖ Do not make assumptions or speculate - let the facts speak for themselves. Avoid the tendency to stop the investigation when the "careless person" has been identified.

### **Once All the Necessary Information Has Been Gathered:**

Complete a **ROOT CAUSE ACCIDENT INVESTIGATION FORM**. If this is completed *before* the facts are in, you will be "putting the cart before the horse".

Use all the facts gathered in the course of the investigation as your resource: Interviews, photos, company policies, etc.

### **So Now What?**

Once the root cause(s) have been determined, and the Accident Investigation Form completed, you must suggest and take **CORRECTIVE ACTION**.

- ❖ Write up your conclusions: ("cause" and "root cause"), and formulate a REPORT. This should be a Corrective Action Plan.
- ❖ Look for similar circumstances in the workplace, and make any necessary change: to prevent a recurrence. Refer to the Corrective Action Plan.
- ❖ Make certain all employees and supervisors are aware of the change by:
  - Holding tool box talks; and
  - Developing a departmental training on the new policy/procedure.

**BRIM - FLEET MANAGEMENT PROGRAM**  
**Appendix 6**

**GUIDELINES for DETERMINING NON-PREVENTABLE/PREVENTABLE  
ACCIDENT**

The following guidelines will be used by The Safety/Loss Control Committee for the purpose of determining accident preventability.

**General guidelines** - barring extenuating circumstances and maintaining the reasonable action standards, accidents are generally preventable if:

- ❖ Driver was inattentive or failed to accurately observe and assess existing conditions that contributed to an accident;
- ❖ Driver's speed was not consistent with posted (prescribed) limits or existing road, weather, or traffic conditions;
- ❖ Driver's speed precluded stopping within available clearances or assured clear distance;
- ❖ Driver misjudged or did not confirm available clearances (above, below, or on the sides) resulting in the striking of a fixed object;
- ❖ Driver failed to control the vehicle;
- ❖ Driver failed to yield the right of way resulting in an accident (or to avoid an accident);
- ❖ Driver failed to communicate the vehicle's presence or intended actions through the use of directional lights (signal flashers), horn, or other means; or
- ❖ Driver was in violation of company operating rules or special instructions, the regulations of a federal or state regulatory agency, or any applicable traffic law or ordinance.

**Struck in rear by other vehicle** - Non-preventable if:

- ❖ Driver's vehicle was legally and properly parked unless there were extenuating circumstances recognizable to the alert driver whose judgment should suggest "park elsewhere";
- ❖ Driver was proceeding in his/her own lane of traffic at a safe and lawful speed;
- ❖ Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal, or the directions of a police officer or other person legitimately controlling traffic;
- ❖ Driver was in proper lane, waiting to make turn, and was flashing a signal indicating his/her intention to turn; or
- ❖ Driver's vehicle was disabled and was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting out or retrieving signals except, see "Mechanical Defects Accidents" - except, if opportunity was available for driver to remove vehicle off road.

Preventable if:

- ❖ Driver was passing slower traffic near an intersection and had to make a sudden stop;
- ❖ Driver made a sudden stop to park, load or unload;
- ❖ Driver was improperly or illegally parked;
- ❖ Driver made any other type of unnecessary sudden stop; or
- ❖ Driver's vehicle rolled back into vehicle immediately behind while starting on a grade.

**Struck while parked** - Non-preventable if:

- ❖ The driver was properly parked in an area where permitted. - Unless there was extenuating circumstances recognizable to the alert driver, whose judgment should suggest "park elsewhere";
- ❖ Unless there was off-the-road parking available; or
- ❖ The vehicle was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting or retrieving signals. The use of 4-way flashers as emergency warning lights under DOT regulations meets this provision for only the first 10 minutes.

**Mechanical defect or breakdown accidents** - Preventable if:

- ❖ Defect was of a type which driver should have detected during a proper pre-trip inspection of Vehicle;
- ❖ Defect was of a type that the driver should have detected during the normal operation of the Vehicle;
- ❖ Defect was caused by the driver's abusive operation of the vehicle; or
- ❖ Defect was known to the driver but was operated regardless of his knowledge.

**Side-swiped or head-on collisions** - Preventable if:

- ❖ Driver was not entirely in the proper lane of travel;
- ❖ Driver did not pull to the right or left, slow down and/or stop for the encroaching vehicle lane when such action could have been taken without additional danger and to prevent a collision;
- ❖ Driver changed lanes without ascertaining that sufficient space was available or failed to signal intent, or give sufficient warning of intent, to change lane; or
- ❖ Driver was weaving to the right or left, thus crowding the passing vehicle.

**Striking other vehicle in rear collisions** - Non-preventable if:

- ❖ Other vehicle rolled backward while starting on grade; or
- ❖ Driver's vehicle was stopped but was hit from behind and pushed into another vehicle.

Preventable if:

- ❖ Driver failed to maintain safe following distance and have the vehicle under control;
- ❖ Driver failed to stay alert and ascertain that traffic was slowing down or that vehicle ahead was moving slowly, stopped or slowing down;
- ❖ Driver misjudged rate of overtaking vehicle;
- ❖ Driver came too close before pulling out to pass;
- ❖ Driver started up too soon or too fast for vehicle ahead;

- ❖ Driver failed to leave sufficient room for passing vehicle to get safely back in line; or
- ❖ Driver was passing and misjudged approaching traffic, and returned to right lane too fast.

**Accidents at intersection** - Non-preventable if:

- ❖ Driver was stopped in compliance with traffic sign or signal or at the direction of a police officer or other person legitimately controlling traffic.

Preventable if:

- ❖ Driver failed to control speed so that the vehicle could stop within available sight distance. Driver failed to check cross traffic and wait for it to clear before entering intersection;
- ❖ Driver pulled out in the face of oncoming traffic;
- ❖ Driver collided with person, vehicle, or object while making a right or left turn; or
- ❖ Driver collided with vehicle making turn in front of him. Driver had collision with vehicle coming from either side, regardless of location of traffic signs or signals or whether light was green.

**Backing accidents** - Preventable if:

- ❖ Driver backed up when backing could have been avoided by better route planning;
- ❖ Driver backed into traffic stream when such backing could have been avoided;
- ❖ Driver failed to get out of cab and check the immediate situation and proposed path of backward travel;
- ❖ Driver depended solely on mirrors when it was practicable for he/she to look back;
- ❖ Driver failed to get out of cab periodically and recheck conditions when backing a long distance;
- ❖ Driver failed to sound horn while backing;
- ❖ Driver failed to check behind vehicle parked at curb before attempting to leave parking space. Driver backed from blind side when a sight-side approach could have been made;
- ❖ Driver failed to use a guide (spotter) to help back, or depended solely on a guide; or
- ❖ Driver relinquished all responsibility to guide.

**Accidents while passing or being passed.** - Preventable if:

- ❖ Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.;
- ❖ Driver attempted to pass in the face of closely approaching traffic;
- ❖ Driver failed to warn driver of vehicle being passed;
- ❖ Driver failed to signal change of lanes;
- ❖ Driver pulled out in front of other traffic overtaking from rear;
- ❖ Driver cut-in short returning to right lane;
- ❖ Driver failed to stay in own lane of traffic; or
- ❖ Driver failed to hold speed or reduce speed to permit other vehicle to pass safely.

**Accidents while entering traffic (merging) - Preventable if:**

- ❖ Driver failed to signal when pulling out from curb;
- ❖ Driver failed to check traffic before pulling out from curb;
- ❖ Driver failed to look back to check traffic if he was in position where mirrors did not show traffic conditions;
- ❖ Driver attempted to pull out in a manner that forced other vehicle(s) to change speed or direction; or
- ❖ Driver failed to make full stop before entering from side street, alley, or driveway. Driver failed to make full stop before crossing sidewalk. Driver failed to yield right-of-way to approaching traffic.

**Accidents involving pedestrians and bicycles - Non-preventable if:**

- ❖ Pedestrian or bicycle driver collided with driver's vehicle while it was legally parked or stopped.

**Preventable if:**

- ❖ Driver did not reduce speed in area of heavy pedestrian traffic. Driver was not prepared to stop;
- ❖ Driver failed to yield right of way to pedestrian; or
- ❖ Driver failed to stop when passing a streetcar or bus on the right.

**Accidents involving rail operated vehicles (railroad crossings) - Preventable if:**

- ❖ Driver attempted to cross tracks directly ahead of train or streetcar. Driver ran into side of train or streetcar;
- ❖ Driver stopped or parked on or too close to tracks;
- ❖ Driver failed to yield right-of-way to trolley; or
- ❖ Driver failed to stop at the railroad crossing.

**Miscellaneous accidents - Preventable if:**

- ❖ Driver was making a "U" turn;
- ❖ Driver was pulling away from the curb or other parking space;
- ❖ Driver was entering traffic from a driveway, or private alley;
- ❖ Driver was giving a push or was being pushed;
- ❖ Vehicle moved due to faulty brakes;
- ❖ Driver left vehicle unattended (with or without motor running) and failed to set parking brake and wheel chock;
- ❖ Collision with fixed objects – poles, gates, light stanchions, etc.; or
- ❖ Non-collision accidents, such as an overturn, or running off road.

## BRIM - FLEET MANAGEMENT PROGRAM

### Appendix 7

## STRATEGIES FOR REDUCING / ELIMINATING BACKING ACCIDENTS

Backing is one of the most common causes of vehicle accidents. A major reason for this is that most vehicles are not designed to be driven backwards; if they were, the steering wheel would be at the rear! Therefore, eliminating backing accidents begins with the recognition that in backing you are performing one of the most dangerous (and accident-prone) maneuvers you can.

### Basic Strategies:

#### ❖ AVOID BACKING WHENEVER POSSIBLE.

- Pull forward into head-on spaces in large parking lots so that you both pull straight in *and* are able to simply pull forward (not back out) when departing.
- Pull around and park at busy parking areas (i. e., convenience stores, etc.) heading out and giving yourself a short walk to the entrance instead of just pulling into the slot nearest the entrance. This has the added benefit of giving you a bit of exercise!
- Back into (instead of pulling into) parking spaces when possible and safe. This way, you can "check out" the place you are going to back into easily (right from the driver's seat) and can be certain there is no one behind you. And you will never back into a car coming down the open aisle when leaving, since you will just be pulling forward and out.
- Plan your route to avoid backing whenever possible. School buses and delivery vehicles that make predictable stops should arrange their routes to eliminate as many places where they back as possible.

#### ❖ IF YOU ABSOLUTELY MUST BACK UP:

- Get out of your vehicle and check out the rear of the vehicle before getting in to back up. This way you can make certain there is adequate space behind you to safely back up, that no one has pulled in behind you, and that there are no objects or obstacles that may present a danger when you back up. You can also plan your backing route.
- Have a spotter positioned behind the vehicle, if possible, to supply input and a real-time progress report. But always remember, you are still responsible for whatever happens, since *only you have the ability to actually stop or steer the vehicle*.
- Always back UP the absolute minimum amount needed to clear the space in front to resume driving forward. For example, if you have to back out of a parking space, only back enough to give you the room to clear the rear of the vehicle parked next to you- don't back way down the aisle until you're headed straight out the lot. Make a 2 or 3-point turn, if necessary, to avoid unnecessary backing.
- Beep your horn (or better yet, have a back up alarm installed on the vehicle) before commencing backing maneuvers.
- Frequent backers (viz., school buses, etc.) should have a back UP
- Camera installed to aid in seeing objects behind your vehicle.

## **BRIM - FLEET MANAGEMENT PROGRAM**

### **Appendix 8**

#### **HUMAN FACTORS IN FAILURES**

##### **Personal Factors:**

###### Deficiencies in knowledge or skills

- ❖ Lack of awareness of failure modes ("what could go wrong"). Lack of job knowledge;
- ❖ Lack of job skills; or
- ❖ Lack of adequate training or instruction.

###### Conflicting motivations

- ❖ Trying to save time or effort;
- ❖ Avoiding discomfort;
- ❖ Showing off - trying to get attention;
- ❖ Asserting independence ("I don't have to do it that way"). Seeking approval from a group; or
- ❖ As a way of expressing your resentment or anger towards someone or something.

###### Physical or mental incapacity

- ❖ The worker has too much information to think about ("information overload");
- ❖ The task is beyond the person's physical capabilities; or
- ❖ The person is too tired to perform the work correctly.

##### **External Factors:**

###### Management Factors

- ❖ Failure of management to properly instruct, inform or train;
- ❖ Failure of management to properly supervise;
- ❖ Inadequate/careless maintenance of equipment;
- ❖ Poor purchasing practices (failure to consider loss prevention requirements into specifications); or
- ❖ Poor work practices or procedures (written or informal policies).

Peer Pressure.

**BRIM - FLEET MANAGEMENT PROGRAM**  
**Appendix 9**

**DRIVER INSTRUCTIONS for REPORTING VEHICLE ACCIDENT**

- Step 1: Stop, stay calm.
- Step 2: Turn on your emergency flashers as an immediate warning signal. Then do a quick evaluation of accident victims, if any, and provide assistance. Next, set out emergency warning devices on the roadway.
- Step 3: Either contact local law enforcement personnel and your supervisor yourself or arrange to have someone do it for you. Be courteous and cooperative when providing information to authorities. Never admit guilt or liability at the scene of an accident. Never leave the scene of an accident.
- Step 4: Write down names, license numbers and other information regarding the accident and those people involved in it. Draw a simple diagram of the accident scene. The more detail you can provide, the better it will be for insurance and/or legal purposes later. If you have a camera for use at the accident scene, document the situation with photographs from various angles.
- Step 5: After the vehicle has been secured, warning devices put in place, assistance rendered to injured person(s) (if any), and law enforcement personnel contacted, you (the driver) should communicate the accident, to your supervisor.
- Step 6: Complete accident reports as required by the Safety Coordinator.

**BRIM - FLEET MANAGEMENT PROGRAM**  
**Appendix 10**

**BRIM - FLEET MANAGEMENT PROGRAM**  
**Appendix 11**

***SAFETY COORDINAOR'S ACCIDENT INVESTIGATION REPORT***

**EMPLOYEE INFORMATION**

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Date of Injury \_\_\_\_\_

Time of Injury \_\_\_\_\_ Employee's normal work hours \_\_\_\_\_

**DESCRIPTION OF ACCIDENT**

1. How did the accident happen? Include the time-line of events. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Where did the accident occur? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. List names & contact information for any witnesses. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**INJURIES**

Was anyone injured? \_\_\_\_\_ Who? \_\_\_\_\_

Was medical treatment sought or administered? \_\_\_\_\_

Nature and extent of injuries \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is this a Worker's Compensation claim? Is there any reason to doubt its validity? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CAUSE**

Identify the root cause(s) of the accident by checking the appropriate box(es) below.  
All causes must be identified.

**ORGANIZATIONAL**

- |   |  |
|---|--|
| <input type="checkbox"/> No/inadequate job training           | <input type="checkbox"/> Inadequate maintenance          |
| <input type="checkbox"/> Failure to enforce safety policies   | <input type="checkbox"/> Inherently unsafe equipment     |
| <input type="checkbox"/> Lack of safe job procedure           | <input type="checkbox"/> Lack of appropriate guards, etc |
| <input type="checkbox"/> Lack of appropriate safety equipment | <input type="checkbox"/> Lack of supervisory oversight   |
| <input type="checkbox"/> Lack of incentive to work safely     | <input type="checkbox"/> Safety staff inadequate         |
| <input type="checkbox"/> Management disinterest in job safety | <input type="checkbox"/> Other (specify)                 |

If any above box is checked, why did this condition exist? \_\_\_\_\_  
\_\_\_\_\_

**UNSAFE CONDITION**

**UNSAFE ACT**

- |   |  |
|---|--|
| <input type="checkbox"/> Inclement weather/conditions | <input type="checkbox"/> Unauthorized use of equipment   |
| <input type="checkbox"/> Use of unsafe equipment      | <input type="checkbox"/> Using equipment unsafely        |
| <input type="checkbox"/> Acts of non-employee         | <input type="checkbox"/> Failure to use safety equipment |
| <input type="checkbox"/> Defective tools or equipment | <input type="checkbox"/> Operating at unsafe speed       |
| <input type="checkbox"/> Poor/inadequate lighting     | <input type="checkbox"/> Driver/operator inattention     |
| <input type="checkbox"/> Other (specify)              | <input type="checkbox"/> Distraction, teasing, horseplay |
|   | <input type="checkbox"/> Other (specify)                 |

If any above box is checked, why did this condition exist? \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL CONDITION**

- |   |  |
|---|--|
| <input type="checkbox"/> Employee's medical condition | <input type="checkbox"/> Employee's off-job activities |
| <input type="checkbox"/> Employee personal problems   | <input type="checkbox"/> Other (specify)               |

**PREVENTIVE ACTIONS TAKEN**

Corrective action proposed \_\_\_\_\_  
\_\_\_\_\_

Person Responsible \_\_\_\_\_ Target Date \_\_\_\_\_

Action Taken \_\_\_\_\_  
\_\_\_\_\_

Date Complete \_\_\_\_\_

\_\_\_\_\_  
*Safety Coordinator*

\_\_\_\_\_  
Date



**Every 6 months inspect the following:** (make required repairs). Alternator/generator

- ✓ Battery
- ✓ Exhaust system, muffler, converter, tail pipe
- ✓ Emission control system
- ✓ ignition system
- ✓ Door locks and window mechanisms
- ✓ Fuel tank and suspension system

**Annually inspect and/or conduct the following:** (make required repairs)

- ✓ Comprehensive engine tune-up and analysis
- ✓ Comprehensive steering/brake system evaluation
- ✓ Comprehensive body/paint check
- ✓ Comprehensive evaluation of emission control system
- ✓ Drain, flush, and clean cooling system refill
- ✓ Electrical wiring
- ✓ Suspension system
- ✓ Mechanical linkages
- ✓ Interior condition

**BRIM - FLEET MANAGEMENT PROGRAM**  
**Appendix 12**

**VEHICLE PRE-TRIP INSPECTION REPORT**

<b>Driver:</b>	<b>Today's Date</b>
<b>Vehicle ID No:</b>	<b>License Plate No:</b>
<b>Expiration Date:</b>	<b>Odometer Reading</b>
<b>X – Satisfactory</b>	<b>O – Requires Attention</b>

	<b>Dates</b>	<b>Comments</b>
<b>Vehicle Inspection</b>		
Check tires for proper condition and inflation		
Check wheels for loose hub bolts and lube leaks		
Check for proper steering functions		
Check lighting systems, wipers, and horn		
Check brakes and warning lights		
Check doors, windows, and operating mechanisms		
Check first aid kit, fire extinguishers, and emergency devices		
Check back up alarm and stop arm		
Check exhaust for leaks and fumes		
Regularly check the oil, coolant, washer fluid, steering fluid and fuel		
<b>Driver's Initials</b>		

## **CAFETERIA and FOOD PREPARATION AREA**

The proper preparation and handling of food is an essential element to prevent illnesses and ensure a safe school environment. The following precautions, procedures, and requirements must be adhered to very closely.

### **Burn Prevention:**

- ❖ Use thick, dry potholders;
- ❖ Use long-handled stirring devices;
- ❖ Wear insulated gloves or mitts when removing hot pans;
- ❖ Wear insulated gloves in rinse water 170° or greater;
- ❖ Lift lids away from yourself to avoid steam contact;
- ❖ Do not fill kettles too full;
- ❖ Avoid spattering and splashing; and
- ❖ Point pan handles away from traffic.

### **Housekeeping:**

- ❖ Storage areas, bathrooms, equipment, and kitchen must be kept clean and sanitary;
- ❖ Damage or spoilage must be reported and disposed of immediately;
- ❖ Personnel must adhere to procedures for pest control. Pests carry diseases and viruses and must be controlled;
- ❖ Clean up spills immediately;
- ❖ Lighting and ventilation are adequate;
- ❖ Exhaust hoods, filters, and ducts must be cleaned regularly;
- ❖ Aisles and passage ways must be clear and unobstructed;
- ❖ Waste receptacles must be emptied before overflowing;
- ❖ Broken glass and china must be discarded in a separate receptacle;
- ❖ Floors must be free of cracks, holes, broken tiles, and other defects;
- ❖ Greasy rags must be collected in closed metal containers; and
- ❖ Mop bucket water must be properly disposed of.

### **Storage and Material Handling:**

- ❖ Ladders used to reach material on shelves must be of proper length;
- ❖ Heavy objects should be stored on bottom shelves;
- ❖ All disinfectants and toxic materials must be stored away from foodstuffs;
- ❖ Hand trucks, dollies and carts should be properly loaded;
- ❖ Materials must be stored in a manner to prevent falling or collapse;
- ❖ Point of operation guards must be provided on cutting, slicing, chopping and grinding equipment;
- ❖ Belts, pulleys, shafts and other moving parts of power driven machinery must be enclosed;
- ❖ Electrical equipment must be grounded and wiring in good condition and free of grease;

- ❖ Dry chemical, halon or carbon dioxide fire extinguishers provided in the kitchen area;
- ❖ Equipment stands must be sturdy and secure; and
- ❖ Food storage and serving racks must be sturdy and secure.

### **Knife Safety:**

The most commonly used tool and the greatest source for an accident is a knife. The following safeguards should be used during cutting activities:

- ❖ Mesh safety gloves are available in the kitchen and are used when cutting activities are prolonged and repetitive;
- ❖ Use a plastic or glass cutting board;
- ❖ Firmly hold food against cutting board with fingers curved;
- ❖ Keep point of knife on cutting board;
- ❖ Do **not** cut toward your body;
- ❖ Wash knives directly after use. Do **not** put knives in soapy water where they cannot be seen;
- ❖ Keep sharp edge of knife away from body while washing;
- ❖ Knife racks must be provided and knives must be returned to racks after use;
- ❖ Keep knife sharp. Dull knives are harder to work with and cause more accidents;
- ❖ Do not try to catch knife that is falling or has been dropped;
- ❖ Choose the right knife for the job, use only for the intended purposes;
- ❖ Do not use damaged knives; and
- ❖ Clean the knife handle if it becomes slippery during use.

### **Dishwasher Safety:**

Proper dishwashing will protect against the spread of bacteria causing food borne illness. Kitchen personnel should adhere to the following procedures:

- ❖ Keep equipment clean;
- ❖ Inspect equipment prior to use;
- ❖ Inspect detergent and chemical dispensing equipment;
- ❖ Water temperature must be the following;
  - Wash water                      150° - 165° Fahrenheit
  - Rinse water                      180° Fahrenheit
- ❖ Rack dishes properly;
- ❖ Dishwasher must run full cycle and allow dishes to dry;
- ❖ Sanitize hands going from dirty to clean end of machine; and
- ❖ Be careful of steam and hot parts to avoid burns.

### **Convection Oven Safety:**

- ❖ Use long oven mittens loading and unloading;
- ❖ Load with oven fan off;
- ❖ Arrange pans for maximum air movement;
- ❖ Do not overload oven. Partial loads should be placed in the middle of the rack;
- ❖ Remember cooking time is reduced and requires lower temperatures;
- ❖ Stand well behind the oven door when opening; and
- ❖ Crack oven door one inch or so when opening oven door. This is to allow the burst of hot air to escape in the hood system.

### **Food Slicer or Chopper Safety:**

- ❖ Make sure that assembly and use is per manufacturer's recommendations and specifications;
- ❖ Do not use without safety guards or safety devices;
- ❖ Do not put hands inside bowl while equipment is on;
- ❖ Pusher sticks should be used to feed chopping, cutting or grinding machinery;
- ❖ Remove food only when equipment is completely stopped;
- ❖ Unplug when cleaning or repairing;
- ❖ Inspect prior to use making sure all parts are in the correct position; and
- ❖ Use sharp blades only.

### **Mixer Safety:**

- ❖ Fasten bowl attachment and safety devices before use;
- ❖ Stop machine before scraping down sides of the bowl;
- ❖ Do not put hands or spoons in bowl while in operation;
- ❖ Use protective screens if available;
- ❖ Turn mixer off when changing speeds to protect the gears; and
- ❖ Turn mixer to lowest speed after use.

### **Food Service Safe Practices:**

- ❖ Proper lifting techniques must be used;
- ❖ Employees should be discouraged from wearing loose clothing or jewelry around machinery;
- ❖ Promptly report all maintenance problems to the Maintenance Department:
  - Gas leaks or odors;
  - Refrigerator or freezer;
    - ✓ Improper temperatures. Document temperatures daily;
    - ✓ Any needed repairs.

- Hood system problems;
- Lighting repairs; and
- Equipment malfunctions.

**Proper Attire:**

Proper attire includes clean clothes/uniform and a hair restraint. Shoes that are comfortable, low-heeled, and non slip soles are recommended. Clogs or slip-on shoes are not acceptable. Also, no jewelry should be worn.

## **FIRE SAFETY**

The protection of employees and students, not the preservation of facilities, is the primary concern of the Pendleton County Board of Education.

### **Maintaining Avenues of Egress:**

An avenue of egress is a continuous and unobstructed way of travel from any point in a building to an outside exit. Inadequate exits have caused massive disasters and loss of life, prompting public attention and new facility fire codes.

All facilities shall have posted emergency action plans that include evacuation routes to be used in the case of an emergency. The plan must be posted in each room in each facility. The fundamental requirements of an emergency exit plan are:

- ❖ Prompt and convenient escape;
- ❖ **No locks or devices to prevent egress;**
- ❖ The means of egress is clearly visible and understandable. Doorways that could be mistaken for an exit must be marked, **“Not an Exit”**;
- ❖ Exits shall be illuminated;
- ❖ Adequate fire alarm equipment to alert occupants; and
- ❖ Maintain and inspect sprinkler systems or equipment where provided.

Protective enclosures of exits three stories or less must be one hour fire resistance with self closing devices. Multiple exits should be available and separated as far apart as possible. Exits must be readily available at all times. Doors must swing with exit travel. Mirrors may not be placed on exit doors. Minimum width of an exit is 28 inches.

Floors must be a smooth surface

Absolutely no smoking in or on school property.

Guardrails are required for open sides above ground level. Exterior routes must be roof covered with no obstructions.

Discharge routes must lead directly to open space, yard, or street. The discharge area must be adequate to accommodate all who leave the facility from such an exit.

The avenue of egress must have a minimum height of 7 feet, 6 inches headroom, and lights must be at least 6 feet 8 inches from the floor.

**NO FURNISHING OR DECORATIONS ARE PERMITTED WHICH OBSCURE OR OBSTRUCT THE AVENUE OF EGRESS. STAIRWELLS MAY NOT BE USED FOR STORAGE.**

### **Training:**

Training is required when an emergency plan is developed or whenever the plan is changed. Each school shall have at least one employee who is trained in First Aid and CPR.

Proper housekeeping and storage precautions shall control the accumulation of flammable or combustible waste materials. Precautions storing such materials near heat producing equipment shall be taken to prevent accidental ignition. Appropriate storage cabinets and containers are to be used.

Approved fire extinguishers will be used in Pendleton County Schools. Extinguishers will be hydrostatically tested every 6 years. Extinguishers shall be inspected and tagged annually by a certified technician.

School labs are equipped with emergency blankets, fire extinguishers, and emergency gas shut off valves.

### **Sprinkler Systems:**

Sprinkler systems must be inspected monthly (initial and date on monthly inspection form). Valves must be visibly tagged in the open position, without obstruction by materials or storage. Sprinkler systems shall be inspected quarterly by a certified technician. A main drain flow test must be performed annually. The inspector's test valve shall be opened every two years.

Vertical clearance must be 18 inches between sprinklers and materials below. Fire pumps should be started and inspected monthly and storage tank inspected for fuel level.

### **Supervised Fire Alarms:**

If a fire system is inoperable, notification of occupants and temporary precautions must be taken to assure safety until the system is restored. A fire alarm system must be maintained in all school buildings and inspection of the system must occur monthly.

### **Fire Drills:**

Ten Fire Drills are to be performed throughout the school year. Hallways must provide a six foot wide clearance to exits. Handrails may not project more than five inches. Speed, proper order, and discipline are essential in safe evacuation. Drills are designed to train children to the action to be taken during an emergency. No notification or fixed time should be set for the drills. Staff must be assigned to search bathrooms or other rooms and take roll and verify students' evacuation. The date and evacuation time shall be recorded on the State Fire Marshall Report Form which is provided for each school.

Elevators may not be used for the purposes of an evacuation during the fire drill.

### **Daily Safety Inspections:**

It is the responsibility of the principal or designee to inspect daily to ensure the following prior to occupancy:

- ❖ Exit doors are unlocked and unobstructed during occupancy;
- ❖ Stairways and exits are clear and unobstructed.

Verify exit lights are in working order. Exits must be unobstructed. Remove accumulation of snow or ice that would interfere with exiting during an emergency.

Emergency lights must be tested monthly.

## **HAND and PORTABLE POWER TOOLS**

The greatest hazard posed by hand tools results from misuse and improper maintenance.

### **Hand Tools**

Examples of misuse include the following:

- ❖ Do not use a screwdriver for a chisel, the tip may become a projectile;
- ❖ Do not use a hammer or ax with loose handles;
- ❖ Do not use a wrench if jaws are sprung;
- ❖ Do not use an impact tool with mushroomed or dull edges;
- ❖ Do not use dull knives, blades, scissors, etc.;
- ❖ Be aware of others in the proximity of work activities;
- ❖ Be aware and take precautions with flammable substances; and
- ❖ Use proper protective equipment.

### **Power Tools:**

Potential hazards and safety precautions include, but are not limited to, the following:

- ❖ Do not carry a tool by the cord or hose;
- ❖ Do not yank or pull cord to disconnect from receptacle;
- ❖ Do not use damaged tools;
- ❖ Do not remove equipment guards or safety switches;
- ❖ Do not use electric tools in wet locations;
- ❖ Keep cords from heat, oil, and sharp edges;
- ❖ Keep cutting tools sharp and lubricated;
- ❖ Keep good footing and maintain balance;
- ❖ Use tools with three-wire cords, grounded, and insulated;
- ❖ Use hearing protection when needed;
- ❖ Disconnect tools before servicing;
- ❖ Secure work with clamps or vise, freeing both hands when possible;
- ❖ Wear proper apparel, no jewelry;
- ❖ Gloves and safety footwear are recommended;
- ❖ Compressed air guns must never be pointed toward anyone; and
- ❖ Store tools in a dry place.

Jacks must be permanently marked with the manufacturer's load limit. Load limit should never be exceeded. Jacks must have a device to stop them from over extending. A jack must not be used to support a lifted load. Once load is lifted, it must be blocked and secured.

## **HAZARDOUS CHEMICALS COMMUNICATION PROGRAM**

The (OSHA) Hazard Communication and Right to Know Legislation require employees and building occupants are informed of hazards in the work environment. Chemical exposure may cause or contribute to serious health effects. Some chemicals have the potential to cause fires or explosions. Communication of hazards in the workplace will enable employees to contribute to the protective measures needed and minimize exposure.

To convey hazard information, Material Safety Data Sheets (MSDS) will be provided in all facilities. MSDS's are required for each chemical used in all facilities of the Pendleton County Board of Education.

Each MSDS identifies the chemical identities, physical characteristics, acute and chronic health effects exposure limits, precautionary measures, storage requirements, and emergency and first aid procedures.

Labels on containers provide hazard information and directions; therefore, they must not be removed. Materials shall not be stored in unmarked containers.

An inventory of all hazardous chemicals must be on file with the copies of the corresponding MSDS's in the facility. The Director of Maintenance or the Director of Safety and Health will supply a list of hazardous materials ordered by individual schools or other central office staff. To obtain a MSDS, simply contact the vendor supplying the product. If you cannot obtain the MSDS as requested, you may need to contact the area OSHA Office.

When possible, substitute a less hazardous material to reduce exposure and provide safe work practices.

Chemical labs in the high school are required to inventory, properly handle and properly dispose of chemicals. Emergency eye wash stations and emergency showers are provided.

Gasoline and diesel tanks shall meet or exceed state and federal guidelines.

## **HEAD PROTECTION POLICY**

Most workers who suffer from head injuries were not wearing head protection and were injured while performing their normal jobs. When practical for the particular job, hard hats should be worn to resist penetration and absorb the shock of a blow.

Head injuries from falling objects, or bumping head on fixed objects could be avoided by wearing hard hats. Protective hats will also protect against electrical shock. Head protection should meet federal safety guidelines.

Head protection classes are as follows:

- ❖ Class A – Impact hazards;
- ❖ Class B – Electric shock and burn; and
- ❖ Class C – Comfort and impact – not electric shock.

Head protection should be water resistant, fire resistant, ventilated, adjustable in 1/8 inch size increments, and clean. Inspect head protection for dents, cracks and mutilations. Do not store in direct sunlight or extreme heat both of which will adversely affect the protection.

## HEARING PROTECTION

The level of 85 dBA for an eight hour period has been established as permissible exposure level. Levels of sounds beyond the permissible exposure limit or at levels which are uncomfortable must be reduced by wearing hearing protection or engineering controls.

If employee's exposure levels are 85 dBA for an eight-hour time weighted average, a hearing conservation program should be implemented to include the following:

- ❖ Exposure monitoring;
- ❖ Audiometric testing;
- ❖ Hearing Protection;
- ❖ Employee training; and
- ❖ Record keeping.

Note: Contact the Safety Coordinator if there is exposure above the permissible limit. 304-256-4500

Employees should be mindful that hearing loss may occur owing to short or long term exposure to high levels of sound and they should take precautions if situations occur that could expose them to unsafe levels. Earmuffs provide better protection at high levels of sound.

# **LADDER and SCAFFOLD SAFETY**

## **Portable Ladders:**

Poorly designed, maintained, or improperly used ladders may cause an employee to fall.

The three types of ladders include:

- ❖ Stepladders - self supporting;
- ❖ Single-step ladders - non self-supporting; and
- ❖ Extension ladders - non self-supporting, adjustable length.

## **Requirements for Ladders Include:**

- ❖ Stepladders may not be longer than 20 feet;
- ❖ Stepladders must be equipped with a metal locking spreading device;
- ❖ Single-step ladders may not be longer than 30 feet;
- ❖ Extension ladders may not be longer than 60 feet;
- ❖ Ladders must be maintained in good condition and unsafe ladders should be disposed of;
- ❖ Inspect ladders prior to use;
- ❖ Ladders must be placed with a secure footing or must be held in position;
- ❖ Extension ladders must be extended three feet above the point of support, roof, or platform;
- ❖ The pitch of extension ladders should not exceed one fourth the distance from the base of the ladder to where it touches the point of support;
- ❖ Always face the ladder when climbing up or down;
- ❖ Never use the top step of a stepladder;
- ❖ Use fiberglass or wood ladders instead of metal ladders when working near electrical equipment; and
- ❖ Use both hands when climbing or descending a ladder.

Fixed ladders permanently attached to a structure must not exceed 30 feet. Fixed ladders exceeding 20 feet extend 42 inches above landing and 8 feet above the base.

## **Scaffolding General Requirements:**

- ❖ Sound footing that will carry maximum intended load without displacement. Do not use unstable objects such as blocks to support scaffolds;
- ❖ Scaffolds must be maintained in a safe condition;
- ❖ Inspect scaffolds prior to use;
- ❖ Use a ladder to gain access to working platform;
- ❖ Guardrails, middle rails, and toe boards should be used on all open sides and ends of platforms above 10 feet; and
- ❖ Do not use scaffolds during rain, high winds, or when covered with ice or snow.

## **LIFTING and BACK INJURIES**

Back injuries account for one-fifth to one-fourth of all workplace injuries, are a leading cause of injuries under the age of 45. The best way to avoid lifting injuries is by reducing lifting where possible. Mechanical lifts should be utilized as often as possible.

A summary of lifting techniques and generally accepted recommendations to reduce back injuries include the following:

- ❖ Lift with the legs, bending at the knees, not with the back;
- ❖ Keep the load close to the body;
- ❖ Avoid twisting and turning while lifting;
- ❖ Determine what constitutes a safe load for you to lift;
- ❖ Set the load down the same way it was lifted;
- ❖ Pushing a load has less strain than pulling a load;
- ❖ Long hours of sitting or standing can cause back problems;
- ❖ Do not lift alone if assistance is available;
- ❖ Make sure you have secure footing;
- ❖ Get a good grip on the object to be lifted; and
- ❖ Keep your back straight.

## **MACHINE and EQUIPMENT SAFETY**

DO NOT USE EQUIPMENT and machinery that may be deemed unsafe. Wear proper protective equipment during use of machinery.

Where a moving part or machine could come into accidental contact causing injury to the operator, (employees or students) the hazard must be safeguarded, controlled or eliminated. Tragic injuries such as crushed hands, arms, severed fingers, blindness or other serious injury must be avoided.

The point of operation where the work is performed, such as cutting or shaping, must be safeguarded.

All the components that power the apparatus or machine, such as pulleys, belts, gears, chains, flywheels, etc. must be safeguarded.

Rotation motion of moving parts that could grip clothing or force a body into a dangerous condition must be safeguarded. Nip points and reciprocating motions that can crush or entangle must be safeguarded.

Cutting actions at the point of operation must be safeguarded as well as protection from flying parts which may cause eye injuries. Shields providing protection from flying particles must be used when possible.

Safeguards must prevent contact of body parts near hazardous moving parts. The safeguard must be secured, durable, and not easily removed. Safeguards must not have pinch points, jagged edges, sharp edges or points, or surfaces that may create a hazard.

Training must involve instruction and hands on training. Employees (and students) must be familiar with the use of the equipment before use. Only in rare circumstances may a safeguard be removed (only for maintenance). The guard shall be immediately secured to the equipment after the maintenance is performed.

Devices or sensors that may stop the machine if hazards occur must be used and not disconnected.

Restraint or holdout devices that can be attached to the operator to prevent entering a pre-determined unsafe area must be used when necessary. Two handed controls or trips are devices used to deactivate some machines.

Safety trip controls that deactivate machines in emergency situations must be used when necessary. Emergency cutoff switches must be available when necessary. Gates may be used in some instances to protect point of operation or pedestrians.

Safeguarding by "locating distance" must be used when possible to reduce hazardous conditions.

Holding tools to place and remove items should be used in some instances to prevent reaching into danger areas. Push sticks and blocks are also to be used providing additional safety.

Measures to prevent prolonged or extreme noise may need to be taken and protection from exposure to chemical or substances may need to be taken.

Electrical hazards need to be considered. Equipment must be properly grounded, with no loose connections and the power supply shall have proper protection. Cords shall be double insulated (no visible cuts) and the ground prong shall be intact.

Machines and equipment must be free from visible vibration. Employees are reminded that sound judgment, awareness, and the alertness of the operator are also crucial elements in avoiding hazardous situations.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment should be used to create a barrier against workplace hazards. Personal protection equipment should not substitute for engineering controls or safe work practices. Examples of personal protective equipment include the following: respirators, gloves, steel-toed shoes, eye protection, ear protection, hard hat, aprons, clothing, and work accessories.

Equipment must be maintained in a sanitary and reliable condition. Inspect personal protective equipment prior to use. Employees shall be trained to know what equipment is needed and when to use it. The limitations of personal protective equipment will also be emphasized.

### **Eye Protection:**

Suitable eye protection must be worn where there is a potential for injury from flying debris. Equipment should be adjusted for comfort and fit. Equipment should be durable, kept clean, and disinfected. The majority of eye injuries are caused by eye protection not being used. Always wear eye protection during weed-eating, drilling, welding, hammering, soldering, grinding, or in any situation that may cause an injury to the eyes.

Use water to flush away contaminants from the eyes. Do not rub your eyes; rubbing can scratch the eye or embed the object. Eyewashes have been installed in high school chemical labs. Students must be instructed on the proper use of this equipment. Eye protection equipment must meet federal guidelines.

### **Foot Protection:**

Ten percent of all accidents reported are foot injuries. Steel insoles, insulated with ankle protection and steel-toed shoes are recommended. Neoprene soles provide better traction. Safety boots shall be provided for sewer plant operations.

### **Hand Protection:**

The most used tool in industry or any workplace is the human hand. Hands are exposed to many hazards during work activity. One in four of all injuries are related to hands or fingers.

Injuries to hands to avoid are: cuts, punctures, crushing, electrical, extreme heat and cold, and chemicals. Keep hands clean with germicidal soap and use gloves for the specific hazard. Do not use inappropriate equipment or equipment without proper safety guards or devices. For more information see the section of the policy concerning Machine and Equipment Safety.

## PLAYGROUND SAFETY

The majority of serious injuries on playground equipment results from falls to the surface below equipment. Examples of hazards associated with playground are:

- ❖ Impact from moving swings;
- ❖ Inadequate or improper supervision;
- ❖ Contact with protrusions and projections;
- ❖ Pinch points;
- ❖ Sharp edges;
- ❖ Hot surfaces;
- ❖ Playground debris;
- ❖ Structural failure; and
- ❖ Head entrapment.

It is recommended that playgrounds have separate areas for different age groups with appropriately sized equipment. Proper assembly and installation according to the manufacturer's recommendations are crucial for long-term structural integrity and stability.

The principal or designee should inspect equipment frequently for potential hazards and dangerous debris. The preventive maintenance form and check list provided at the end of this section should be used to inspect and report hazards. Maintenance of equipment is critical to avoid injuries.

The purchasers of equipment must ensure that it is durable and appropriate for an outdoor school setting. Materials used must be durable and long lasting. Paints and finishes to equipment must not contain lead. All wood must be treated, but minimize the levels of arsenic.

Hardware used should include fasteners with some locking means so that they will not loosen, experience minimal corrosion, and is easy to lubricate. Rubber matting is expensive, but the best fall protection available. Other materials acceptable are:

- ❖ Wood mulch            5 inches for a height of 6 feet
- ❖ Wood chips            6 inches for a height of 6 feet
- ❖ Sand                    10 inches for a height of 6 feet
- ❖ Gravel                  6 inches for a height of 6 feet

## PLAYGROUND SAFETY REPORT CARD

ITEM	Yes	No
<b>Supervision</b>		
Adults are present when children are on equipment.		
Children can be easily viewed on equipment.		
Children can be viewed in crawl spaces.		
Rules regarding expected behavior are posted.		
Equipment is not overcrowded.		
<b>Age-Appropriate Design</b>		
Playgrounds have separate areas for different age groups (i.e., K-3, 4-6).		
Platforms have appropriate and repaired guardrails and steps.		
Platforms allow change of direction to get on and off structure.		
Signs indicate for which age group the equipment is appropriate.		
Equipment design prevents climbing outside the structure.		
Supporting structure prevents climbing on it.		
Equipment is properly anchored.		
Ample space exists between pieces of equipment.		
<b>Fall Surfacing</b>		
Are jumping pits and sandboxes checked daily and maintained free of foreign objects?		
Is surfacing material even, free of cracks and foreign objects?		
Suitable surfacing materials are provided (rubber, wood chips, sand, gravel, mulch).		
Appropriate depth of surfacing material is provided.		
Does material below all play apparatus provide adequate cushion and checked daily to be free of foreign objects?		
Are apparatus footings and foundations firm, below grade and in safe condition?		
All play surfaces are free of foreign objects (cans, glass, sharp objects, etc.).		
<b>Equipment Maintenance</b>		
Equipment is free of missing or broken parts (i.e., protective caps and devices).		
Equipment is free of head entrapment or clothing catching defects.		
Are racing and assembly joints tight, free from sharp edges and protruding bolts?		
Is all metal equipment free of rust, sharp or protruding surfaces?		
Are metal slides protected from direct sunlight?		
Are all moving parts free of signs of excessive wear and well lubricated?		
Are bearings and fulcrums (teeters) enclosed to prevent hand injuries?		
Is defective and worn equipment removed from use immediately upon discovery?		
Are wood surfaces free of rough, sharp or splintered surfaces?		
Are safety lines around play apparatus clearly marked?		
Is use of apparatus prohibited when wet?		
Equipment is free of cracks and holes.		
Is leather, canvas and rubber material free of rot and excessive wear?		
Is the play area and apparatus inspected daily?		
<b>Total Points</b>		

**Scoring System:** Total of “Yes” answers in the “Total Points” box at the end of the table.

20 – 25 = A (Excellent) Only moderate work required in “No” areas.

14 – 19 = B (Serious work on “No” areas).

10 – 13 = C (Potentially hazardous conditions; take corrective actions).

6 – 9 = D (Children at high risk. Make immediate improvements).

5 or less = F (Do not allow children on the playground. Make immediate changes)

**School and Location** \_\_\_\_\_

**Employee Conducting the Inspection** \_\_\_\_\_ **Date** \_\_\_\_\_

## **WALKING and WORKING SURFACES**

Slips, trips, and falls constitute the majority of general industry accidents and cause 15% of all accidental deaths.

### **Housekeeping:**

Every space in a facility must be kept clean and orderly. Spaces must be kept in a dry condition as much as possible.

Covers and/or guardrails shall be provided to protect personnel from the hazards of open pits, tanks, ditches, landings, floor openings, platforms, etc. Platforms 4 feet or higher from adjacent floor will have proper railings; 42 inches for top rail, mid-rail is 21 inches and the bottom rail at 14 inches high on exposed sides. Toe boards are to be 4 inches high and also on all open sides.

### **Stairways and Railings:**

Stairways with four or more risers or more than 30 inches shall have railings 42 inches high. Stairways less than 44 inches wide with both sides enclosed must have one handrail. With open sides, the stairways must have a handrail on each side. Stairways more than 44 inches wide must have one handrail provided on both sides. If a stairway is 88 inches wide, a third handrail is required in the middle of the stairs.

Stairway railings should be 30-34 inches high. The rail is to be three inches from the wall. Winding and spiral stairways shall be equipped with a handrail offset sufficiently to prevent walking on those portions of the stairways where the tread width is less than six inches.

Stairs shall be constructed to be strong enough to carry a minimum of 1000 lbs. and five times the normal anticipated load. Minimum width shall be 22 inches. No overhead obstructions within seven feet are allowed. Long flights of steps should be avoided. The National Safety Council recommends landings every twelfth tread. The minimum length for a landing is 30 inches.

Potential safety hazards include:

- ❖ Weak handrails;
- ❖ Worn or damaged treads;
- ❖ Wet grasping surfaces;
- ❖ Poor housekeeping; and
- ❖ Poor illumination.

### **Floors:**

Floors are to be maintained and kept free of tripping hazards such as: protruding nails, splinters, holes, or loose parts (tiles, boards or carpet). Aisles and passageways are to be kept clear of hazards.

Non-slip wax is purchased for the tile floors. Floor entrance mats must be placed where needed. Wet floor signs shall be put up in cases of wet floors from spills, tracking from wet outside conditions, and when mopping. Gym floors are refinished on an annual basis.

**SECTION FIVE**  
**Safety Inspection Checklists**

**Food Service Department Safety Inspection Checklist**

**Principals' Semi-Annual Safety Inspection Checklist**

**Maintenance and Transportation Departments Safety Inspection Checklist**

**Pendleton County Schools Monthly School Safety Checklist**

## Food Service Department Safety Inspection Checklist

- ❖ This checklist is to be completed November 1 and March 1 of each year.
- ❖ Please forward the original to the Safety Coordinator.
- ❖ Keep a copy in location files for one year.
- ❖ Follow up on the status of corrective actions and work orders monthly.
- ❖ List each item requiring corrections in the comments section.

Inspector \_\_\_\_\_ Date \_\_\_\_\_

School/Location \_\_\_\_\_

	Circle One	Comments
Is there documentation of required employee safety and health training?	Y / N N/A	
Are emergency telephone numbers posted?	Y / N N/A	
Are employees trained in first aid/CPR?	Y / N N/A	
Is there a first aid assistance chart posted?	Y / N N/A	
Is a telephone available with outside direct dial capability?	Y / N N/A	
Are food service areas kept clean, orderly and sanitary?	Y / N N/A	
Are ovens and fryers cleaned regularly to prevent grease build up?	Y / N N/A	
Are empty cartons and packing materials disposed of promptly?	Y / N N/A	
Is the area around the trash receptacles kept clean?	Y / N N/A	
Are waste receptacles in good condition and lined with plastic bags?	Y / N N/A	
Are spills and slippery substances immediately cleaned up?	Y / N N/A	
Are signs posted to warn of common slippery areas?	Y / N N/A	
Are electrical outlets wired properly?	Y / N N/A	
Are electrical receptacles and cover plates free of cracks and securely mounted?	Y / N N/A	
Are e-stop buttons colored in red and operable?	Y / N N/A	
Are electrical appliances in good condition and checked for ground?	Y / N N/A	
Are cleaning chemicals stored properly?	Y / N N/A	
Are MSDS's current and available?	Y / N N/A	
Does a readily visible sign with letters at least six inches high and three-fourths inches wide mark exits?	Y / N N/A	

	Circle One	Comments
Are exit lights illuminated when room is occupied?	Y / N N/A	
Are exit paths clear?	Y / N N/A	
Is adequate lighting provided in all work areas?	Y / N N/A	
Are the drain covers flush with the floor level so as not to create a tripping hazard?	Y / N N/A	
Do the walk-in freezer and refrigerator doors have an operable handle release to prevent the employee from being trapped inside?	Y / N N/A	
Are hands washed regularly throughout the shift?	Y / N N/A	
Are all nicks and cuts bandaged and covered with a latex glove?	Y / N N/A	
Are knives kept sharp to reduce force needed to use them?	Y / N N/A	
Do employees use proper lifting techniques?	Y / N N/A	
Is a buddy system in place to ensure "help" when performing heavy lifting?	Y / N N/A	
Is kitchen cooking equipment properly stored?	Y / N N/A	
Are all kitchen tools stored properly?	Y / N N/A	
Are heavy items stored on the lower shelves, and lighter items above?	Y / N N/A	
Material stored on elevated surfaces is stored in a manner to prevent it from falling or collapsing.	Y / N N/A	
Aisles and work areas are free of trip/fall hazards and clutter.	Y / N N/A	
Doorways and fire exits are unobstructed.	Y / N N/A	
Are all cleaning solution containers labeled?	Y / N N/A	
Before cleaning or performing maintenance, are machines made inoperable.	Y / N N/A	
Are motor "Start" switches protected against inadvertent operation?	Y / N N/A	
Are adapters used to permit the use of three pronged plugs into two pronged receptacles? <b>It is prohibited!!</b>	Y / N N/A	
Do any cords show signs of fraying, cracking, wear or damage?	Y / N N/A	
Are defective cords immediately removed from service?	Y / N N/A	

Are all plugs equipped with the ground prong?	Y / N N/A	
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**Circle One**

**Comments**

Are extension cords used in lieu of permanent wiring?	Y / N N/A	
Are circuit breakers and fuse boxes legibly marked showing what they control?	Y / N N/A	
Are circuit breakers and fuse boxes legibly marked showing what they control?	Y / N N/A	
Are circuit breakers and fuse boxes unobstructed?	Y / N N/A	
Are there openings in circuit breakers and fuse boxes?	Y / N N/A	
Is each electrical outlet, switch and circuit breaker, and fuse box equipped with a cover plate?	Y / N N/A	
Is eye/face protection used where there is a possibility of injury from caustic cleaning materials, flying particles, splatters or chips?	Y / N N/A	
Are non-skid shoes worn in areas where floors may become wet or greasy?	Y / N N/A	
Are thermal gloves available for handling hot trays?	Y / N N/A	
Is a safety ladder available for reaching high storage items?	Y / N N/A	
Metal ladder has sign; "Caution-Do Not Use Around Electrical Equipment"	Y / N N/A	
Are portable fans guarded?	Y / N N/A	
Are safety guards used when and where needed?	Y / N N/A	
Are mobile carts in good condition?	Y / N N/A	
Are hand trucks/dollies in good condition?	Y / N N/A	
Is there a 36 inch clearance around sprinkler heads?	Y / N N/A	
Are rubber mats or other approved matting in use and in good condition?	Y / N N/A	
Are exhaust hoods/vents working adequately?	Y / N N/A	
Is there an automatic fire suppression system in vent hood?	Y / N N/A	
Is the light over cooking area under the vent hood explosion proof?	Y / N N/A	
Are all filters well maintained?	Y / N N/A	
Are grease traps clean?	Y / N N/A	
Are storage racks in good condition and stable?	Y / N N/A	

Are knives and other cutting attachments stored in safe enclosures?	Y / N N/A	
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	<b>Circle One</b>	<b>Comments</b>
Are ventilation and ducting free of grease accumulation?	Y / N N/A	
Is a first aid kit available and properly stocked?	Y / N N/A	
Portable fire extinguishers are checked monthly, properly mounted, charged, pins secured, accessible and tags are current.	Y / N N/A	
Are employees trained to extinguish fires?	Y / N N/A	
Do all service personnel receive training in proper lifting techniques?	Y / N N/A	
Is the room capacity posted?	Y / N N/A	
Are tables and benches in good repair?	Y / N N/A	
Are bathrooms well maintained?	Y / N N/A	
Are good housekeeping practices maintained?	Y / N N/A	
Is the disaster preparedness plan posted?	Y / N N/A	
Does the disaster plan include duties and assignments for all employees?	Y / N N/A	
Are employees trained in disaster preparedness?	Y / N N/A	
All safety related work orders from the last safety inspection have been corrected.	Y / N N/A	

## Principals' Safety Inspection Checklist

- ❖ This checklist is to be completed November 1 and April 1 of each year.
- ❖ Please forward the original to the Safety Coordinator.
- ❖ Keep a copy in location files for one year.
- ❖ Follow up on the status of corrective actions and work orders monthly.
- ❖ List each item requiring corrections in the comments section.

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

Facilities and Grounds in General	Circle One	Comments
Are all guards in place and in proper working order?	Y / N N/A	
Are electrical boxes properly labeled and there are no open slots?	Y / N N/A	
Is there at least a 36 inch clearance in front of electrical boxes?	Y / N N/A	
Are lights free of loose wires, jagged glass and other defects that could cause an injury?	Y / N N/A	
Are fire alarm switches in good repair and operable?	Y / N N/A	
Are extension cords in good repair without defects such as ground prong missing, cuts, etc.?	Y / N N/A	
Are extension cords being used as permanent wiring?	Y / N N/A	
Are blacktop and sidewalks free of holes or cracks large enough to cause a tripping hazard?	Y / N N/A	
Does dirt and water collect on walkways?	Y / N N/A	
Are shrubs and trees trimmed so no branches are hanging over walkways?	Y / N N/A	
Are all areas free of debris, broken glass and other hazardous material?	Y / N N/A	
Are all downspouts in proper position and not protruding into walkways?	Y / N N/A	
Is mulch maintained around the playground		

as appropriate?	Y / N N/A	
Is playground equipment mechanically sound?	Y / N N/A	
Is fencing free of sharp corners, holes and other defects?	Y / N N/A	
Are faucets and drinking fountains in good repair and clean?	Y / N N/A	

**Circle One**

**Comments**

Is housekeeping on school grounds up to acceptable standards?	Y / N N/A	
Are you performing recommended inspections and documenting them? (i.e., fire exits, daily walkthroughs)	Y / N N/A	
Are windows and doors free of sharp edges, splinters, and broken window panes?	Y / N N/A	
Are all exit routes and stairways unobstructed?	Y / N N/A	
Are floors free of loose or broken tiles or other defective finishes that could cause a tripping hazard?	Y / N N/A	
Are all door locks functioning properly?	Y / N N/A	

**Food Service (Housekeeping)**

Are grease and wet spill on floors cleaned immediately?	Y / N N/A	
Is lighting and ventilation adequate in all areas?	Y / N N/A	
Are exhaust hoods, filters and ducts cleaned regularly?	Y / N N/A	
Are aisles and passageways clear and unobstructed?	Y / N N/A	
Are waste receptacles emptied before overflowing?	Y / N N/A	
Are floors free of cracks, holes, broken tiles and other defects?	Y / N N/A	
Are greasy rags collected in closed metal containers?	Y / N N/A	

**Food Service (Storage and Material Handling)**

Are suitable ladders used to reach material on higher shelves?	Y / N N/A	
Are heavy objects stored on bottom shelves?	Y / N N/A	
Are all disinfectants and toxic materials stored away from food?	Y / N N/A	
Are materials stored in a manner to prevent falling or collapse?	Y / N N/A	
Are belts, pulleys, shafts and other moving		

parts enclosed?	Y / N N/A	
Are ABC fire extinguishers charged, inspected monthly, unblocked, and readily available?	Y / N N/A	
Are food storage and serving racks sturdy and secure?	Y / N N/A	

**Circle One**

**Comments**

<b>Food Service (Safe Practices)</b>		
Are adequate potholders and gloves provided and used to handle hot cookware?	Y / N N/A	
Are adequate potholders and gloves provided and used to handle hot cookware?	Y / N N/A	
Are proper lifting techniques used?	Y / N N/A	
Are employees rotating positions?	Y / N N/A	
Are employees getting assistance for lifting heavier objects?	Y / N N/A	
<b>Playground Equipment</b>		
Is surfacing material of adequate depth, even and free of foreign material?	Y / N N/A	
Are jumping pits and sandboxes checked daily and maintained free of foreign objects?	Y / N N/A	
Are children being properly supervised?	Y / N N/A	
Is defective and worn equipment removed from use immediately upon discovery?	Y / N N/A	
Are bracing assembly joints tight, free from sharp edges and protruding bolts?	Y / N N/A	
Are wood boards free of rough, sharp or splintered surfaces?	Y / N N/A	
Is all metal equipment free of rust, sharp, or protruding surfaces?	Y / N N/A	
Are all moving parts free of signs of excessive wear and well lubricated?	Y / N N/A	
Is the play area and equipment inspected daily?	Y / N N/A	

## Maintenance and Transportation Departments Safety Inspection Checklist

- ❖ This checklist is to be completed November 1 and March 1 of each year.
- ❖ Please forward the original to the Safety Coordinator.
- ❖ Keep a copy in location files for one year.
- ❖ Follow up on the status of corrective actions and work orders monthly.
- ❖ List each item requiring corrections in the comments section.

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

	Circle One	Comments
A first aid kit is available and properly stocked.	Y / N N/A	
Lighting is adequate in all shops and work areas.	Y / N N/A	
All employees are trained annually in how to operate a fire extinguisher.	Y / N N/A	
Flammable liquids are stored in a separate detached building, outside containers, or in approved safety cans or cabinets.	Y / N N/A	
Gasoline is stored in an approved metal safety can with flame arrestors.	Y / N N/A	
All work areas are free of combustible scrap, debris, and waste.	Y / N N/A	
Oil, paint, solvent-soaked rags are stored in self-closing metal waste cans and emptied daily.	Y / N N/A	
All containers are labeled with the name of the contents inside.	Y / N N/A	
Portable fire extinguishers are checked monthly, properly mounted, charged, pins secured, accessible and all tags are current.	Y / N N/A	
Doorways and fire exits are unobstructed.	Y / N N/A	
Aisles and work areas are free of tripping hazards.	Y / N N/A	
Oil and grease spills are covered with oil absorbing compound and cleaned up		

immediately.	Y / N N/A	
Material stored on elevated surfaces is stored in a manner to prevent it from falling or collapsing.	Y / N N/A	
There is a 36 inch clearance in front of all electrical panels.	Y / N N/A	
Circuit breakers and switches are marked to indicate their use.	Y / N N/A	
All electrical cords are in good condition and contain a ground prong.	Y / N N/A	

**Circle One**

**Comments**

Electrical cords are kept out of walkways and work areas where they could present a tripping hazard.	Y / N N/A	
Portable lights are equipped with proper guards.	Y / N N/A	
Location of electrical power lines and cables are determined before digging, drilling or similar work is done.	Y / N N/A	
Only fiberglass reinforced ladders are used.	Y / N N/A	
All portable electrical tools are grounded or of the double insulated type and cords are in good condition.	Y / N N/A	
Rotating or moving parts of saws, grinders, sanders, or other power tools are guarded against personal contact.	Y / N N/A	
Effective guards are in place over belts, pulleys, chains, and sprockets on equipment.	Y / N N/A	
Pneumatic and hydraulic hoses on power operated tools are free of defects and damage.	Y / N N/A	
All hand tools are in good condition and well organized.	Y / N N/A	
Personal protective equipment is available and used (i.e., safety glasses, face shields, dust masks, rubber gloves, hearing protection, rubber boots, welding helmet and leather gloves)	Y / N N/A	
Tool cutting edges are kept sharp so the tools will move smoothly without binding or skipping.	Y / N N/A	
The work rest is adjusted to within 1/8 inch of the grinding wheel.	Y / N N/A	
Guards cover the spindle, nut and flange and 75% of the grinding wheel diameter.	Y / N N/A	
All portable grinders are equipped with		

guards.	Y / N N/A	
Bench and pedestal grinders are permanently mounted.	Y / N N/A	
The maximum RPM rating of each abrasive wheel is compatible with the RPM rating of the grinder motor.	Y / N N/A	
All emergency stop buttons are colored red.	Y / N N/A	
Fan blades are protected with a guard having protected openings no larger than 1/2 inch when operating within seven feet of the floor.	Y / N N/A	

**Circle One**

**Comments**

Saws used for ripping are equipped with anti-kick devices and spreaders.	Y / N N/A	
Radial arm saws are arranged so the cutting head will gently return to the back of the table when released.	Y / N N/A	
All machinery or equipment is disconnected or disengaged and blocked or locked out during cleaning, servicing, adjusting, or setting up operations.	Y / N N/A	
Compressed air pressure for cleaning is regulated at 15 psi.	Y / N N/A	
Under no circumstances is compressed air used to clean dirt and dust from clothing or off a person's skin.	Y / N N/A	
Air compressors and elevators have current inspection certificates that are posted adjacent to the equipment.	Y / N N/A	
Hoisting equipment is in good condition and is marked with the rated load in an area visible to the operator.	Y / N N/A	
Compressed gas cylinders are free of obvious signs of defects, deep rusting, or leakage.	Y / N N/A	
Compressed gas cylinders are properly secured to prevent tip over.	Y / N N/A	
Gas lines are properly colored-red for acetylene and other fuel gas, green for oxygen, and black for inert.	Y / N N/A	
Flash back arrestors are installed on compressed gas cylinders.	Y / N N/A	
Unless stored on special trucks, regulators are removed and valve protection caps are installed before moving cylinders.	Y / N N/A	

Cylinders, valves, couplings, regulators, hoses, and apparatus are free of oily or greasy substances.	Y / N N/A	
Fire extinguisher equipment is available for immediate use when using welding and cutting equipment.	Y / N N/A	
Signs reading: Danger-no smoking, or the equivalent are posted in the entrance to the shop area.	Y / N N/A	
Welding is done outdoors or in areas with adequate ventilation.	Y / N N/A	
Potential fire hazards are removed from the area before welding or cutting starts.	Y / N N/A	

**Circle One**

**Comments**

Slag and spark screens are available and used when the object to be welded or cut cannot be moved and potential fire hazards cannot be removed.	Y / N N/A	
Curtains are available and used to protect other workers from welding activities.	Y / N N/A	
Material Safety Data Sheets are available for each hazardous substance and are arranged in alphabetical order.	Y / N N/A	
Each container of hazardous substance is properly labeled with the product identity and warning.	Y / N N/A	
Bulk drums of flammable liquids are grounded and bonded to containers while dispensing.	Y / N N/A	
Fuel gas cylinders and oxygen cylinders are separated by 25 feet or by a one hour fire restrictive barrier when being stored.	Y / N N/A	
Eye wash facilities are available to employees exposed to injurious hazardous materials.	Y / N N/A	
All safety work orders from the last safety inspection have been corrected.	Y / N N/A	

**Special Note: The Maintenance Department and Transportation Department checklist have been combined because they are under the direction of the same supervisor, they are housed in the same buildings and they use the same equipment.**



**SECTION SIX**  
**Sign off Sheets**

**PRINCIPAL SIGN OFF SHEET VERIFYING RECEIPT of SAFETY MANUAL**

**SUPERVISOR SIGN OFF SHEET VERIFYING RECEIPT of SAFETY MANUAL**

**PRINCIPAL SIGN OFF SHEET VERIFYING RECEIPT of SAFETY MANUAL UPDATES**

**SUPERVISOR SIGN OFF SHEET VERIFYING RECEIPT of SAFETY MANUAL UPDATES**

**PRINCIPAL SIGN OFF SHEET VERIFYING RECEIPT  
Of  
PENDLETON COUNTY SAFETY MANUAL**

This is to certify that I \_\_\_\_\_, principal of \_\_\_\_\_  
School have received the Pendleton County Safety Manual on \_\_\_\_/\_\_\_\_/\_\_\_\_ and I will review the contents with  
my staff. I will ensure that my staff as well as I will adhere to the regulations and guidelines provided in the  
manual and take disciplinary action if they are not followed.

**SUPERVISOR SIGN OFF SHEET VERIFYING RECEIPT  
Of  
PENDLETON COUNTY SAFETY MANUAL**

This is to certify that I \_\_\_\_\_, supervisor of \_\_\_\_\_  
Department have received the Pendleton County Safety Manual on \_\_\_\_/\_\_\_\_/\_\_\_\_ and I will review the contents  
with my staff. I will ensure that my staff as well as I will adhere to the regulations and guidelines provided in the  
manual and take disciplinary action if they are not followed.

**PRINCIPAL SIGN OFF SHEET VERIFYING RECEIPT  
Of  
PENDLETON COUNTY SAFETY MANUAL UPDATES**

This is to certify that I \_\_\_\_\_, principal of \_\_\_\_\_

School have received the updated sections of the Pendleton County Safety Manual on \_\_\_\_/\_\_\_\_/\_\_\_\_ and will review the contents with my staff. I will ensure that my staff as well as I will adhere to the regulations and guidelines provided in the manual and take disciplinary action if they are not followed.

The updated sections are:

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**SUPERVISOR SIGN OFF SHEET VERIFYING RECEIPT  
Of  
PENDLETON COUNTY SAFETY MANUAL UPDATES**

This is to certify that I, \_\_\_\_\_, supervisor of \_\_\_\_\_  
\_\_\_\_\_ Department have received the updated sections of the Pendleton County Safety Manual on  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ and will review the contents with my staff. I will ensure that my staff as well as I will  
adhere to the regulations and guidelines provided in the manual and take disciplinary action if they are not  
followed.

The updated sections are:

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**Pendleton County Schools  
Verbal Warning Form**

I \_\_\_\_\_(Principal/Supervisor) have given  
\_\_\_\_\_ (Employee) a verbal warning for  
not following the \_\_\_\_\_  
safety rules as stated in the Safety Manual and have coached him/her in the correct way to perform the  
task.

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**Pendleton County Schools  
Written Warning Form**

I \_\_\_\_\_(Principal/Supervisor) have given  
\_\_\_\_\_(Employee) a verbal warning for  
not following the \_\_\_\_\_  
safety rules as stated in the Safety Manual and have coached him/her in the correct way to perform the  
task.

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

## SECTION EIGHT

### County Policies/Procedures Related to the Safety and Loss Control Policy

#### File: P.1. General Personnel Policies Related to Employment in Pendleton County

- (P) P.1.2. Equal Employment Opportunity
- (P) P.1.3. Employer-Employee Relations
- (P) P.1.4. Employee Involvement in Decision Making
- (P) P.1.6. Employee Protection

#### File: P.2. Employment of Professional Staff

- (P) P.2.1. Vacancy Posting and Recruitment
- (P) P.2.2. Priority Teacher Placement Following Consolidation or Merger of Two or More Grades or Buildings
- (P) P.2.3. Criteria for the Selection of Professional Personnel
- (P) P.2.6. FBI Background Check

#### File: P.3. Employment of Service Personnel

- (P) P.3.1. Vacancy Posting and Recruitment
- (P) P.3.2. Promotion and Filling Vacancies
- (P) P.3.3. FBI Background Check for Bus Drivers
- (P) P.3.4. Commercial Driver's License for School Personnel and Electrician License
- (P) P.3.7. Service Personnel Employment Policies and Regulations
- (P) P.3.8. Service Personnel Time Schedules
- (P) P.3.9. Custodian Schedules
- (P) P.3.10. Computing Overtime Pay
- (P) P.3.11. Compensatory Time

#### File: P.5. Transportation Employees' Alcohol and Controlled Substance Testing

- (P) P.5.1. Employees Required to Undergo Alcohol and Controlled Substance Testing Procedures
- (P) P.5.2. Purpose
- (P) P.5.3. Definitions
- (P) P.5.4. Prohibitions Relating to Alcohol and Controlled Substances
- (P) P.5.5. Required Alcohol and Controlled Substance Testing
- (P) P.5.6. Testing Procedures
- (P) P.5.7. Handling of Test Results, Record Retention and Confidentiality
- (P) P.5.8. Training of Testers
- (P) P.5.9. Defeating Drug/Alcohol Screening Tests

#### File: P.7. Employee Fringe Benefits

- (P) P.7.1. Workmen's Compensation
- (P) P.7.2. Social Security
- (P) P.7.3. Unemployment Compensation
- (P) P.7.4. Health Insurance Program

- (P) P.7.5. Retirement Plan
- (P) P.7.6. Section 125 Flexible Benefits (Cafeteria) Plan
- (P) P.7.7. Other Employee Benefits
- (P) P.7.8. Employee Job-Sharing

File: P.8. Employment Actions

- (P) P.8.1. Assignment, Transfer and Promotion
- (P) P.8.2. Reduction in Force Professional Personnel
- (P) P.8.2.1. Lateral Positions/Areas for Professional Personnel
- (P) P.8.2.2. Professional Personnel Preferred Recall Lists
- (P) P.8.3. Reduction in Force for Service Personnel
- (P) P.8.3.1. Service Personnel Preferred Recall List
- (P) P.8.4. Reduction in Force – Multi-County Vocational Center
- (P) P.8.5. Nonrenewal of Probationary Employees
- (P) P.8.6. Employee Resignations
- (P) P.8.7. Suspension and Dismissal
- (P) P.8.8. Due Process Rights of School Personnel
- (P) P.8.9. Procedure for the Termination or Dismissal of Employees Holding Continuing Contracts
- (P) P.8.10. Grievance Procedure

File: P.19. Drug-Free Workplace

- (P) P.19.1. Drug Free Workplace Guidelines

File: T.3. School Bus Maintenance and Safety

- (P) T.3.1. Driver Responsibility for School Bus Maintenance and Safety
- (P) T.3.2. School Bus Safety Inspections
- (P) T.3.3. School Bus Emergency Evacuation Drills
- (P) T.3.4. School Bus Accidents
- (P) T.3.5. School Bus Radios
- (P) T.3.6. Limits on the Idling of School buses

File: T.4. Safety – People and Property

- (P) T.4.1. General Safety Guidelines
- (P) T.4.2. Crisis Situations
- (P) T.4.3. Goals and Objectives of the Crisis Plan
- (P) T.4.4. Pre-Crisis Procedures
- (P) T.4.5. Post-Crisis Procedures
- (P) T.4.6. Crisis Prevention Recommendations
- (P) T.4.7. Disaster Plans
- (P) T.4.8. Playground Inspection
- (P) T.4.9. Fire Drills
- (P) T.4.10. Closure, Delay or Emergency School Dismissal

File: T.5. Building and Grounds Maintenance

- (P) T.5.1. Building and Grounds Security
- (P) T.5.2. Vandalism
- (P) T.5.3. Custodial Services

[Home](#)

Adopted: December 21, 2005  
Amended: September 25, 2007

<b>PENDLETON COUNTY BOARD OF EDUCATION</b>	<b>Adopted: August 20, 2003</b>
<b>T. TRANSPORTATION, SAFETY, FOOD SERVICES &amp; INSURANCE</b>	<b>Last Review: September, 2011</b>
<b>File: T.9. Use of County Vehicles Other Than School Buses</b>	

The Board, at its discretion, may provide a fleet of vehicles necessary to meet the transportation needs of personnel as approved and designated by the Superintendent. The fleet may consist of passenger cars or vans which are suitable for transporting employees to out-of-county and in-county activities and events related to their assigned responsibilities. The fleet may be owned or leased by the Board. State law requires that vehicles utilized to transport students to school sponsored events must meet state school bus or public transit ratings; therefore, these vehicles may not be used to transport students to events.

The size of the fleet will be limited; therefore, the Superintendent may establish a priority list for use of the vehicles available. Except in cases of unforeseen circumstances, personnel requests for out-of-county trips should be submitted to the Superintendent at least one week in advance of the date of the trip. A log-book shall be established for each vehicle in which the Superintendent's secretary will record the name of the person requesting the vehicle and the date and time of its use. All personnel utilizing county vehicles must participate in the annual driver training program presented by the Safety Coordinator and they must submit a certificate of participation to the Superintendent.

The Board recognizes that the Superintendent and/or other personnel may be required to attend meetings at which his/her spouse is appropriately invited to attend certain social portions of the meeting and in such instances it is appropriate for the spouse to be a passenger in the county vehicle. Non-employees may not be permitted to drive a county vehicle except in extreme emergency situations (i.e. sudden illness of the driver).

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Amended/Revised:

<b>PENDLETON COUNTY BOARD OF EDUCATION</b> <b>T. TRANSPORTATION, SAFETY, FOOD SERVICES &amp; INSURANCE</b> <b>File: T.10. Endnotes</b>	<b>Adopted: August 20, 2003</b> <b>Last Review:</b> <b>September, 2011</b>
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## ENDNOTES

### T. Transportation, Safety, Food & Insurance

#### U. S. Constitution:

Fourteenth Amendment – Guarantees equal protection of all citizens under the existing laws.

#### West Virginia Codes:

##### **Codes    Topic of the Code**

- § 17C-14-12----- School bus rules.
- § 18-2-5----- Powers and duties of the State Board.
- § 18-2-6a----- Sale of soft drinks.
- § 18-2-8----- Course of study in fire prevention.
- § 18-2E-5d----- Standards for the duration of school bus transportation times for students to and from school.
- § 18-3-9a----- Authority of state superintendent as to fire hazards and safety of buildings.
- § 18-4-10 ----- Duties of the county superintendent.
- § 18-4-11 ----- Other powers and duties of the county superintendent.
- § 18-5-13 ----- Authority of county boards generally.
- § 18-5-16 ----- Transfer of pupils; tuition; transportation and maintenance.
- § 18-5-47 ----- Compulsory flood insurance.
- § 18-9A-7----- Foundation allowance for transportation costs.
- § 18-9f-1 thru 8----- School Access Safety Act.
- § 18-9F-9----- Crisis Response Plan.
- § 18A-5-1----- Authority of teachers and other school personnel.
- § 18A-5-1a ----- Possessing deadly weapons on premises of educational facilities (Safe School Act)
- § 29-3-5----- Promulgation of regulations and state fire code.
- § 29-3-16 ----- Work to be done at expense of owner or occupant upon failure to comply with repair or demolition order.
- § 29-3-17 ----- Additional remedies to abate, etc., fire hazards.

§ 29-12-5a-----Liability insurance for county boards of education, their employees and members, the county superintendent.

**State Board Policies:**

SBP 2320----- Performance Based Accreditation System

SBP 4320----- Child Nutrition Program

SBP 4321.1----- Standards for School Nutrition

SBP 4334----- Requirements for Design of School Buses

SBP 4336----- WV School Transportation Regulations

SBP 4373----- Student Code of Conduct

**Federal References:**

National School Lunch Act

Child Nutrition Act

FMCSA Regulations (Federal Motor Carrier Safety Administration)

(Fair Labor Standards Act)

**Relevant Court Cases:**

**Dillon v BOE, 301 S.E. 2d 588 (1983)** – Authority of the superintendent to close a school where teachers did not cross a parent picket line.

**Porter v. Miller, 287 S.E. 2d 163 (1981)** – The BOE has a duty to seek alternative methods of transporting students if the normal means prove ineffective.

**Shrewsbury v BOE, 265 S.E. 2d 767 (1980)** – The BOE may not refuse to provide transportation services to students because the road they live on is not safe for a large school bus and the board would have to purchase a new vehicle to traverse the road. To do so would deny their equal protection of the law rights under the 14<sup>th</sup> Amendment.

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