

VEHICLE SAFETY & FLEET MANAGEMENT

Guidebook

EXIT 755
Wilcrest Dr





VISION

The vision of East Austin College Prep is to serve as a model school that successfully prepares all students, regardless of economic background, for a rigorous high school curriculum, graduation, and ultimately success in college and career.

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OUR SAFETY PHILOSOPHY



Safety is a mutual responsibility, and all employees are expected to be active members in ensuring safety at East Austin College Prep.



At East Austin College Prep, we believe that our people are our most important asset and that a safe and healthy workplace is a fundamental employee right. To achieve a safe work environment, East Austin College Prep has implemented policies and procedures to minimize the risk of accidents, injuries, and exposure to health hazards for all employees, clients, and others in our community.

East Austin College Prep holds all managers accountable for providing a safe workplace and requires managers to address safety concerns as well as take appropriate corrective action; however, our safety culture and program require every employee to take responsibility for minimizing the risk of accidents. To help make sure that employees understand safety expectations, East Austin College Prep provides all employees with relevant safety trainings and has designated safety professionals at each of its campuses.

Safety is a mutual responsibility, and all employees are expected to be active members in ensuring safety at East Austin College Prep. ***Accordingly, employees should not perform any tasks that they believe might cause any harm or damage and are required to immediately report any unsafe acts they see or perceive to their principal.*** Also, employees are expected to request any additional safety training they feel is needed. To ensure everyone's safety, employees must follow East Austin College Prep's safety policies and procedures as a condition of employment.

Safety is a vital part of every facet of our organization, and I urge all employees to include East Austin College Prep's safety program throughout their daily operations. Together we can ensure that East Austin College Prep remains a safe and healthy workplace for everyone.

Thank you for all you do to promote a safe workplace for East Austin College Prep.

A handwritten signature in black ink, appearing to read 'Dr. Salvador Cavazos'.

Dr. Salvador Cavazos
Superintendent of Schools

INTRODUCTION



East Austin College Prep will not retaliate against any employee who, in good faith, reports a violation of any of the policies in this guidebook.

East Austin College Prep (“EAPrep”) has instituted this Vehicle Safety and Fleet Management Guidebook because safety and accident prevention is one of EAPrep’s highest priorities. Whether you are new to the school, or are a continuing employee, this Vehicle Safety and Fleet Management Guidebook is written to help you understand the guidelines and expectations of anyone driving or being driven on behalf of the organization as well as anyone responsible for maintaining any vehicles owned or leased by EAPrep. Working together, we will reduce the likelihood of vehicle accidents by increasing safety awareness and responsible behavior.

It is important for you to be familiar with the information in this guidebook. Please review it carefully, and contact your principal or the risk department if you have any questions. Please also be sure to complete the Acknowledgment and Agreement form for this guidebook and give it to your principal for inclusion in your personnel file.

In order to remain current, the guidebook treats certain topics briefly and refers you to EAPrep’s various policies and procedures manuals and other sources of more detailed information located on Eduphoria. When you refer to a printed copy of this guidebook in the future, remember that the most recent version is available on Eduphoria.

Please note that whenever a specific position is mentioned, the employee in that position may be permitted to designate another employee to complete the task, duty, or responsibility. For example, the superintendent might designate the principal to complete certain tasks.

This guidebook is informational and does not create a contract between any person and EAPrep. Rather, it is a brief explanation of policies and procedures related to vehicle safety and fleet management. EAPrep reserves and retains the right to amend, alter, change, delete or modify any of the provisions at any time, with or without notice, in any manner that management or the board of trustees deems to be in the best interest of EAPrep. Also, EAPrep shall adhere to any legal requirements to the extent any of the provisions in this guidebook conflict with any law.

A violation of East Austin College Prep’s driver safety policies and procedures is as serious as a violation of the school’s safety policies and procedures on EAPrep’s premises, and violation of any of the policies or procedures in this guidebook may result in disciplinary action up to and including termination of employment.

This guidebook is not intended to cover every possible situation an employee may encounter while driving on behalf of EAPrep or managing the school’s fleet. Therefore, EAPrep reserves the right to address and discipline an employee for any situation deemed inappropriate by the superintendent or principal. Additionally, your campus may have policies and procedures that are more stringent than those in this guidebook with the approval of the risk department and superintendent or principal. East Austin College Prep will not retaliate against any employee who, in good faith, reports a violation of any of the policies in this guidebook.

VEHICLE SAFETY POLICIES AND PROCEDURES



Motor vehicle accidents are the leading cause of occupational fatalities in the United States. The most dangerous part of the day for any employee is the time he or she spends in a vehicle, with a crash occurring every five seconds, property damage occurring every seven seconds, an injury occurring every 10 seconds, and a motor vehicle fatality occurring every 12 minutes.

More than 90% of motor vehicle accidents are caused by human error, which is not surprising considering that on average, a driver makes more than 200 decisions per mile. Because the most important aspect of vehicle safety is the driver, EAPrep has developed the procedures in this guidebook to help its drivers recognize, assess, and respond appropriately to common driving situations. Following the procedures outlined in this guidebook will help you drive focused and stay safe.

How do I become authorized to drive on behalf of the organization?

In order to be authorized to drive on behalf of the organization, you must:

1. Be at least 19 years old;
2. Possess a current, valid driver's license to operate the vehicle(s) driven that has been issued within the United States;
3. Provide a copy of your driver's license and a signed Vehicle Safety and Fleet Management Guidebook Acknowledgment Form; and
4. Have a qualified driving history, which means that you:
 - a. Have had fewer than four motor observation complaint reports¹ issued against you in the past year;
 - b. Have had no Major Violation convictions (defined below), in the past five years; and
 - c. Have had fewer than four Moving Violation convictions (defined below) and/or at-fault accidents in the past three years. Please note that your driver status will be classified as borderline if you are within one at-fault accident or one Moving Violation conviction of having a disqualifying driver's record.

A Moving Violation is any violation committed by a driver while a vehicle is in motion not otherwise considered a Major Violation, as defined below. Examples of a Moving Violation include, but are not limited to:

- | | |
|--|---|
| 1. Speeding | 10. Driving on the shoulder |
| 2. Failing to wear a seatbelt | 11. Failing to stop for a pedestrian in a crosswalk |
| 3. Failing to maintain a safe distance | 12. Failing to stop for a school bus when required |
| 4. Running a stop sign or red light | 13. Failing to secure a load |
| 5. Failing to yield the right-of-way to another vehicle | 14. Improperly driving in a carpool lane |
| 6. Failing to signal for turns or lane changes | 15. Driving a vehicle outside of the conditions of your license |
| 7. Failing to drive within a single lane | 16. Driving while your license is suspended or revoked |
| 8. Crossing over a center divider, median, or gore | |
| 9. Operating a telecommunication device in violation of a local or state ordinance | |

Moving Violations do not include paperwork violations (e.g. insurance, registration, or inspection violations), parking violations, or equipment violations.

¹ Motorist observation reports are processed through a third-party "how's my driving?" bumper sticker program, which allows other motorists to report compliments and complaints. Only complaints made through this program will be considered in determining driving eligibility. Please contact the risk department for additional information.

A Major Violation includes Driving While Intoxicated (“DWI”), Driving Under the Influence (“DUI”), driving while impaired, failure to stop and render aid (hit and run), reckless/careless driving, street racing, attempting to elude a police officer, making a false accident report, and homicide, manslaughter, or assault arising out of the use of a vehicle.

Each Moving Violation shall be considered independently even if multiple Moving Violations arise out of the same incident. However, one Moving Violation issued as a result of an at-fault accident will only count as one incident.



For example, if you are convicted of one Moving Violation in connection with an at-fault accident, the incident will only count as an at-fault accident for purposes of this policy; if you are convicted of two Moving Violations in connection with an at-fault accident, the incident will count as an at-fault accident and one Moving Violation for purposes of this policy.

What should I do if my driver history changes or my driver’s license is suspended or revoked?

If you are authorized to drive on behalf of EAPrep, you must notify your principal **and** the Director of Risk Management, in writing, within three calendar days or before the start of your next shift (whichever is sooner) if any of the following occur (whether or not you are working at the time of the occurrence):

1. You are convicted of a Moving Violation or are involved in an at-fault accident that results in you having a borderline or disqualified driver classification;
2. You are cited for a Moving Violation that, if convicted, would result in you having a disqualified driver classification;
3. You receive a citation or conviction for a Major Violation; and/or
4. Your driver’s license, permit, or privilege to operate a motor vehicle is denied, suspended, or otherwise limited.

As a consequence of a conviction or accident, an employee may be required to take additional training, as outlined in this guidebook, and any employee who is disqualified from driving on behalf of EAPrep will lose his or her driving privileges. If driving is an essential function of the employee’s job, the employee may also lose his or her job. Please note that EAPrep monitors the driving records of its employees by obtaining a Motor Vehicle Record (“MVR”) for all of EAPrep’s authorized drivers upon hire as well as periodically/annually.

For example, if you are convicted of a Major Violation on a Wednesday, and your next scheduled workday is Friday, you must notify your principal and the Director of Risk Management of the conviction before you start working on Friday.



What driver training does East Austin College Prep provide to its staff?

All authorized drivers are required to take driver training upon hire or designation as an authorized driver, periodically, and as follows:

- An employee is required to take and pass EAPrep's online, interactive defensive driving training program, when:
 - The employee is convicted of a Moving Violation or is involved in an at-fault accident that results in him/her having a borderline classification; or
 - The employee receives two motorist observation complaint reports within a six-month period.
- An employee is required to complete and pass a 30-minute on-road driver performance test and take and pass an online, interactive defensive driving training program, when:
 - The employee is involved in an at-fault accident or convicted of a Moving Violation that results in him or her having a borderline driver classification; or
 - The employee receives three motorist observation complaint reports within a 12-month period.

Driver training includes topics such as defensive driving, explanation of the organization's policies and procedures, as well as behavior modification techniques. Additionally, specialized training is provided, as required, with regard to the operation of non-standard vehicles (anything larger than a seven-passenger vehicle) and use of child car seats (in accordance with car and child car seat manufacturer recommendations).

Who can drive a vehicle owned, leased, rented by East Austin College Prep or any affiliated company? Can I use East Austin College Prep Vehicles for personal enjoyment or errands?

Vehicles owned, leased, or rented by EAPrep ("EAPrep Vehicles") or any affiliated company may only be operated by authorized personnel and may only be used for East Austin College Prep business; personal or unauthorized use of EAPrep Vehicles is strictly prohibited. Any errand or travel that is not directly related to work is considered personal use.

Please note that each vehicle that is owned or leased by East Austin College Prep has a "how's my driving?" bumper sticker, which allows other motorists to report compliments and concerns. Concerns linked to an employee may result in additional training requirements and/or revocation of driving privileges, as explained in this guidebook.

Who can ride as a passenger in a vehicle driven on behalf of East Austin College Prep?

Only clients, staff, contractors, consultants, board members, volunteers, and interns are authorized as passengers while using vehicles for EAPrep purposes. This policy applies even if a personal vehicle is being used to conduct EAPrep business. While driving on behalf of EAPrep, it is the responsibility of the driver to ensure that only authorized passengers are allowed in the vehicle.

Who pays for any traffic citations or parking tickets received while driving on behalf of East Austin College Prep?

East Austin College Prep requires everyone driving on its behalf to adhere to all traffic laws and regulations. East Austin College Prep will not be responsible for or reimburse anyone for any traffic or parking citations received while driving on behalf of EAPrep, unless the citation is for failing to properly maintain an EAPrep Vehicle.

What should I do if my vehicle breaks down?

Drivers who experience car trouble should take whatever steps are necessary to ensure their safety. For example, if a driver feels unsafe after his or her car breaks down, the driver should contact the police for assistance. If available, drivers should also consider contacting roadside assistance if help is needed for the car to become operational. If you are driving a vehicle owned or leased by EAPrep that breaks down, contact your principal for additional assistance.

What rules apply if I drive my own vehicle on behalf of East Austin College Prep?

An employee who drives a personally-owned vehicle on behalf of EAPrep is responsible for complying with all laws regarding maintenance as well as liability insurance for that vehicle and must also keep the vehicle in good repair to ensure maximum safety of the vehicle. It is the responsibility of the employee to notify his or her insurance company if he or she regularly drives his or her personal vehicle on behalf of EAPrep. Employees must obtain adequate automobile liability coverage, with a suggested minimum of \$100,000 for property damage and \$300,000 for bodily injury.

The employee's personal insurance is the primary coverage, and EAPrep's insurance for an employee's use of a personal vehicle for East Austin College Prep business takes effect only after the employee's personal insurance coverage has paid out its maximum benefit amount. East Austin College Prep will not reimburse any deductible amounts that an employee has to pay under his or her own insurance policy. Please note that EAPrep's insurance only protects East Austin College Prep from liability to a third party who suffers property damage or personal injury. Damage to the employee's personal vehicle, as well as injury to any persons not authorized by East Austin College Prep to be in the employee's vehicle, are the sole responsibility of the employee and will not be covered by EAPrep's insurance.

What are East Austin College Prep's safety expectations of its driver?

Whenever you are driving on behalf of EAPrep, you are expected to drive defensively and adhere to the following practices:

- 1. Conduct a pre-trip inspection.** Conduct a pre-trip inspection to verify the safe operating condition of the vehicle, as further detailed in the preventative maintenance section of this guidebook. Using an unsafe or defective vehicle may create a hazard to you and your fellow motorists, therefore, only operate a vehicle if it is in safe working order.
- 2. Know the law and always obey all traffic laws, signs and signals.** Always be mindful of adhering to all traffic laws, signs, and signals to ensure your safety as well as the safety of your passengers and those around you.
- 3. Plan ahead.** Reduce your stress by planning your route ahead of time and avoiding crowded roadways, bad weather, and busy travel times as much as possible. Bring maps and directions, and allow plenty of travel time.
- 4. Make any needed adjustments to the vehicle; secure materials for transport; familiarize yourself with a new vehicle.** Make any needed adjustments to mirrors, seats or other equipment prior to the start of your trip. During a crash or when making sudden maneuvers, loose objects can slide around or become airborne, injuring the occupants of the vehicle. To prevent this from happening, secure any supplies to be transported; objects that could become a hazard should be secured or stored outside of the passenger compartment. Before driving a rental car or other unfamiliar vehicle, familiarize yourself with the vehicle's controls.

5. **Make sure everyone in the vehicle is wearing a seatbelt.** Wearing a seatbelt can reduce your risk of dying in a car crash by 45% in a car and as much as 60% in a truck or SUV. In fact, seatbelts are the single most effective means of reducing deaths and serious injuries in traffic crashes, saving nearly 12,000 lives and preventing 325,000 serious injuries in America each year. Because seatbelts are effective in preventing injuries and loss of life, EAPrep requires that all drivers and occupants transported in an EAPrep vehicle or on behalf of East Austin College Prep wear a seatbelt or utilize child car seats or booster seats, where appropriate. It is the responsibility of the driver to ensure that everyone in the vehicle is wearing a seatbelt or is in an appropriate child car seat or booster seat that is installed to the manufacturer's specifications.
6. **Always maintain control of your vehicle and respond to driving conditions appropriately.** Be sure to slow down on congested roadways or when your vision is limited. You should always be able to stop within the distance that you can see ahead of your car.
7. **Be aware of railroad crossings.** Driver error is the principal cause of most railroad crossing accidents. When approaching a railroad crossing, you should: (1) look, listen, and always expect a train; (2) always stop for flashing lights, bells, and gates as well as ensure that all tracks are clear before proceeding; (3) watch for other vehicles, such as school buses, which must stop before crossing train tracks; (4) never stop on train tracks, and allow yourself adequate space if you must stop near the tracks, to ensure that you will not be boxed in on a track; (5) look low to the ground for moving trains at night—nearly 1/3 of all train-car accidents occur when cars run into moving trains at night; and (6) watch out for a second oncoming train after a train has passed.



8. **Never drive while under the influence of alcohol or drugs.** You are prohibited from driving on behalf of EAPrep while under the influence of alcohol or drugs. Alcohol use is involved in 40% of all fatal motor vehicle crashes, representing an average of one alcohol-related fatality every 30 minutes. It is estimated that three in every 10 Americans will be involved in an impaired driving-related crash sometime in their life.

Alcohol and drugs (prescription, over-the-counter or illegal) affect your ability to think clearly and react quickly. Notify your principal if any medication you are taking will affect your ability to drive or if your health circumstances change in such a way that you need to suspend your driving duties.

9. **Never drive while fatigued or drowsy.** Fatigued or drowsy driving may be involved in more than 100,000 crashes each year, resulting in 40,000 injuries and 1,550 deaths. Make sure you get adequate rest before driving. Take short breaks frequently, especially if you are driving or seated for extended periods of time. Stand up, stretch, walk around, or do another safe activity to help you feel refreshed. Getting enough sleep will help you feel better, and it may even save your life.



10. **Maintain a safe distance between your car and any car in front of you.** The faster you are driving, the greater the distance you should keep from the car ahead of you. A good rule is to stay at least two seconds behind the vehicle ahead of you; in inclement weather, you should be at least four to ten seconds behind the vehicle in front of you. Do not tailgate. When coming to a complete stop, you should be able to completely see the rear tires of the vehicle in front of you.

11. **Maintain a safe speed, taking into consideration traffic, weather and other relevant concerns; never risk safety to save time.** Speeding causes many motor vehicle accidents. Speed limits indicate the highest speed at which it is safe to drive; however, you may need to drive slower than the posted speed limit in congested traffic, poor weather conditions, or other dangerous road conditions. Depart with enough time to ensure that you will arrive to your destination on time and safely.

12. **Focus your full attention on your driving and minimize any distractions.** Stay focused. Distracted driving killed more than 3,000 people and injured 431,000 in 2014. Distractions can be mental or physical and slow your ability to respond to changing conditions.

13. **Always use your turn signal to indicate your intended action; check your mirrors and any blind spots before changing lanes.** Do not cut into another driver's lane of traffic and avoid sudden braking. Only change lanes when it is safe to do so, and ensure that your turn signal is off after you have completed your lane change.

14. **Maintain control of your emotions and avoid aggressive driving.** When caught in traffic, try to relax and take into consideration that traffic congestion is temporary and you will soon be on your way; do not take the actions of other drivers personally. Do not drive aggressively. Aggressive driving includes confronting other drivers, making rude gestures, intentionally slowing down, slamming on your brakes, tailgating, and speeding up to keep someone from passing or entering your lane of traffic. Make every attempt to safely move out of the way of an aggressive driver; if an aggressive motorist attempts to engage you in a fight, do not respond.



15. Drive safely while using a portable device. Reaction time is delayed for a driver talking on a cell phone as much as it is for a driver who is legally drunk, and with each additional million texts, fatalities from distracted driving rose more than 75%. Strict guidelines must be met when using a cell phone or other portable device while driving a motor vehicle on behalf of EAPrep, as follows:

- Regardless of circumstance, all drivers must use a hands-free device at all times (notwithstanding local or state law).
- Persons should refrain from cell phone use as much as possible regardless of whether the cell phone is personal or company-issued. This is especially true in inclement weather, unfamiliar areas, or heavy traffic.
- Allow a passenger, not the driver, to handle phone calls if possible. Alternatively, allow incoming calls to go to voicemail, and place phone calls from a stopped vehicle.
- Be aware of and follow local regulations governing cell phone use.
- Texting, instant messaging, or e-mailing of any kind is prohibited.
- Drivers may not use any other portable device that would be distracting, such as listening to personal music devices while utilizing earphones or programming a GPS system.



16. Be safe while refueling and exiting a vehicle. Turn off the vehicle's engine while refueling. Never smoke, light matches, or use lighters when refueling. Do not overfill or top off the vehicle's fuel tank. Always lock the vehicle and apply the parking brake when getting out, even if the vehicle remains in your sight. Never leave a vehicle unattended with the engine running or the keys in the ignition.

VEHICLE PREVENTATIVE MAINTENANCE PROGRAM



East Austin College Prep strives to ensure that its leased and owned vehicles offer high levels of occupant protection in the event of a crash and are kept in a safe operating condition through its Maintenance Program (“PMP”), as outlined in this guidebook. Every driver must be mindful of his or her responsibility for both the condition and cleanliness of EAPrep Vehicles to ensure success of the PMP. Through a standardized program and routine inspection of our vehicles’ safety, maintenance, and cleanliness, it is EAPrep’s goal to provide vehicles that make the roads safer for our employees, clients, and fellow motorists. East Austin College Prep also recommends that any personally-owned vehicle operated on EAPrep’s behalf adhere to East Austin College Prep’s PMP to ensure that the vehicle is in good working order.



How does East Austin College Prep monitor compliance with the PMP for each vehicle?

As part of the PMP, each vehicle leased or owned by EAPrep is assigned a Vehicle Binder, which has the following: (1) Sign-Out Log; (2) Vehicle Issue Form; (3) Vehicle Diagram; and (4) Vehicle Accident Kit.

1. **Sign-Out Log.** The vehicle must be properly signed out on the Sign-Out Log for each use. Any issues noticed during the pre-trip inspection must be documented on the Sign-Out Log and the Vehicle Issue Form, described below. Please note that EAPrep uses the Sign-Out Log to determine who was driving a vehicle whenever a motorist observation report is filed, so accuracy of this information is critical.
2. **Vehicle Issue Form.** Drivers must conduct a walk-around inspection of the vehicle prior to use and notate any issues on the Vehicle Issue Form. Any driver notating a new issue must submit a Vehicle Issue Form to his or her principal before the vehicle may be driven. The principal will assess the vehicle to determine whether it should be removed from service for repair as well as whether any new damage should be included on the Vehicle Diagram.
3. **Vehicle Diagram.** A Vehicle Diagram is maintained for each EAPrep Vehicle, detailing any exterior or interior damage.
4. **Vehicle Accident Kit.** The Vehicle Accident Kit contains the following documents: (1) Motor Vehicle Accident Report; (2) Motor Vehicle Accident Statement; and (3) Motor Vehicle Accident Diagram; the Vehicle Accident Kit is discussed in more detail in the “Motor Vehicle Accidents” section of this guidebook.

What other documentation does East Austin College Prep maintain for each vehicle?

EAPrep maintains a Vehicle File for each vehicle it leases or owns. All Sign-Out Logs, Vehicle Issue Forms, as well as a copy of the Vehicle Diagram are transferred to the Vehicle File on a regular basis. In addition to the Vehicle Binder documents, the Vehicle File contains:

1. A **Monthly Inspection Sheet**, which must be completed for every EAPrep Vehicle at your campus, in order to ensure that any necessary repairs are made in a timely manner; and
2. Any **receipts** and **paperwork** concerning all vehicle **inspections**, **maintenance**, and **repairs**.

The Vehicle File is maintained by EAPrep for six months after a vehicle is sold or returned, unless an open claim or litigation requires the Vehicle File to be maintained for a longer period of time.

What inspections, maintenance, and/or repairs are required for each vehicle?

Any vehicle owned or leased by EAPrep must receive inspections and maintenance in accordance with state laws, manufacturer recommendations, and as required for safety. Additionally, a vehicle must be removed from service and may not be used if it is experiencing mechanical issues or has other problems that result in it being unfit, unsafe, or unreliable, until such time as it is repaired. Critical components that must always be maintained and promptly repaired include brakes, tires, suspension, steering, lights, mirrors, windows, and windshield wipers. Please verify with your principal if there are any additional procedures concerning maintenance or repair work for EAPrep Vehicles at your campus.

VEHICLE MAINTENANCE AND REPAIR FORMS

EAST AUSTIN COLLEGE PREP

Month: _____ Year: _____

Monthly Vehicle Inspection Sheet

Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____

| Acceptable | Unacceptable | Item |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Mirrors |
| <input type="checkbox"/> | <input type="checkbox"/> | Seat Belts |
| <input type="checkbox"/> | <input type="checkbox"/> | Windshield Wipers |
| <input type="checkbox"/> | <input type="checkbox"/> | Accident Kit |
| <input type="checkbox"/> | <input type="checkbox"/> | Warning Indicator Lights |
| <input type="checkbox"/> | <input type="checkbox"/> | Horn |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires—Wear |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires—Pressure |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Damage |
| <input type="checkbox"/> | <input type="checkbox"/> | Interior Damage |

| Acceptable | Unacceptable | Item |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Locks and Windows |
| <input type="checkbox"/> | <input type="checkbox"/> | Oil Level |
| <input type="checkbox"/> | <input type="checkbox"/> | Washer Fluid Level |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Lights (signal, tail, brake, backup) |
| <input type="checkbox"/> | <input type="checkbox"/> | Interior Lights |
| <input type="checkbox"/> | <input type="checkbox"/> | Defroster/Air Conditioner/Heater |
| <input type="checkbox"/> | <input type="checkbox"/> | Spare Tire |
| <input type="checkbox"/> | <input type="checkbox"/> | Safety Kit |
| <input type="checkbox"/> | <input type="checkbox"/> | Sign-Out Log |
| <input type="checkbox"/> | <input type="checkbox"/> | "How's My Driving?" Bumper Sticker |

Mileage: _____

Pre-Trip Inspection Issues Noted and/or Vehicle Issue Form(s) received this week: Yes No

Notes (including any steps taken to address any noted discrepancies): _____


EAST AUSTIN COLLEGE PREP

Provide a copy of this report to your principal before driving the vehicle and the Risk Department (risk@oak.org) within 24 hours of completion.

Vehicle Diagram (24-Passenger Bus)

Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____

Indicate scratches, dents, rust, etc. on the corresponding areas of the diagrams below.



Description of any Exterior Damage:

EAST AUSTIN COLLEGE PREP

Provide a copy of this report to your principal before driving the vehicle and the Risk Department (risk@oak.org) within 24 hours of completion.

Vehicle Issue Form

Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____

To be completed by driver noting issue

Driver's Name/Title: _____

Description of the Issue: _____


EAST AUSTIN COLLEGE PREP

Provide a copy of this report to your principal before driving the vehicle and the Risk Department (risk@oak.org) within 24 hours of completion.


Vehicle Diagram (Standard Van)

Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____


Indicate scratches, dents, rust, etc. on the corresponding areas of the diagram



Description of any Exterior Damage:



Description of any Exterior Damage:



Description of any Interior Damage:


EAST AUSTIN COLLEGE PREP

Please keep a copy of this diagram in the vehicle at all times. At the start of each calendar year, please make a copy of this diagram and place it in the vehicle file.

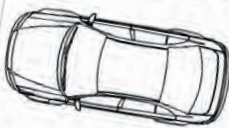
Vehicle Diagram (Sedan)

Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____


Indicate scratches, dents, rust, etc. on the corresponding areas of the diagrams below.



Description of any Exterior Damage:



Description of any Exterior Damage:



Description of any Interior Damage:





Provide a copy of this report to your principal before driving the vehicle and to the risk department (risk@SWKey.org) within 24 hours of completion.

Vehicle Issue Form

Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____

To be completed by driver noting issue

Driver's Name/Title: _____

Description of the Issue: _____

Signature: _____ Date: _____

To be completed by principal

Principal's Name: _____

Does the issue affect the safe operation of the vehicle? Yes No

Has the issue been notated on the Vehicle Diagram? Yes No

Description of service performed on vehicle to address the issue: N/A _____

Date Removed from Service: _____ N/A Date Returned to Service: _____ N/A

Date Risk Dept. Notified: _____ N/A

Signature: _____ Date: _____

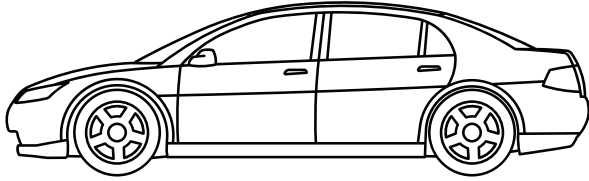


Provide a copy of this report to your principal before driving the vehicle and to the risk department (risk@SWKey.org) within 24 hours of completion.

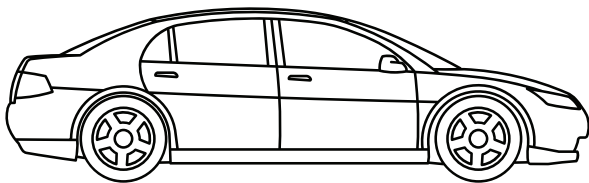
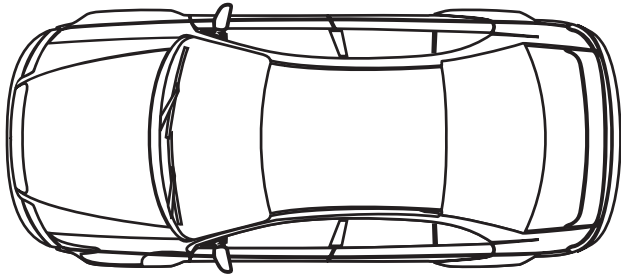
Vehicle Diagram (Sedan)

Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____

Indicate scratches, dents, rust, etc. on the corresponding areas of the diagrams below.



Description of any Exterior Damage: _____



Description of any Interior Damage: _____

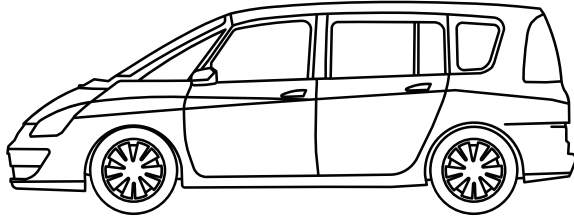


Provide a copy of this report to your principal before driving the vehicle and to the risk department (risk@SWKey.org) within 24 hours of completion.

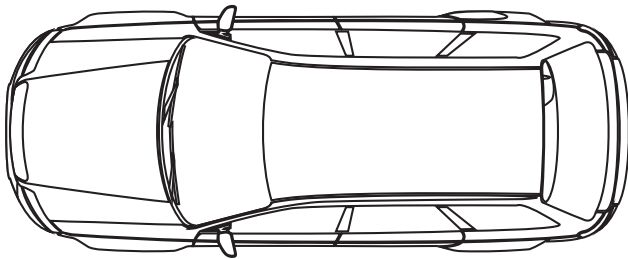
Vehicle Diagram (Mini Van)

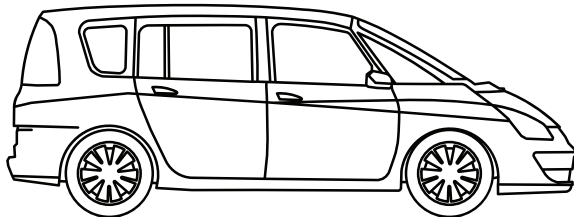
Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____

Indicate scratches, dents, rust, etc. on the corresponding areas of the diagrams below.



Description of any Exterior Damage: _____





Description of any Interior Damage: _____

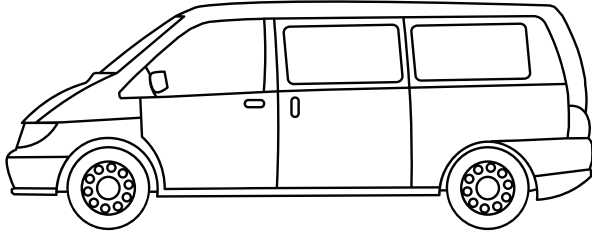


Provide a copy of this report to your principal before driving the vehicle and to the risk department (risk@SWKey.org) within 24 hours of completion.

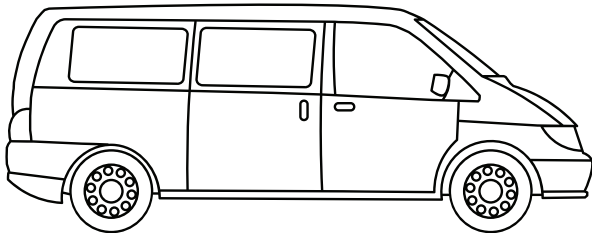
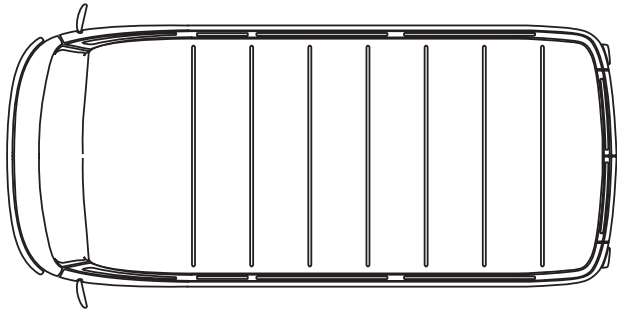
Vehicle Diagram (Standard Van)

Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____

Indicate scratches, dents, rust, etc. on the corresponding areas of the diagrams below.



Description of any Exterior Damage: _____



Description of any Interior Damage: _____

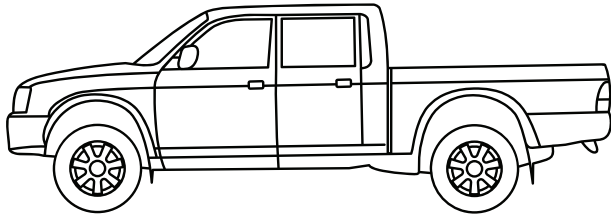


Provide a copy of this report to your principal before driving the vehicle and to the risk department (risk@SWKey.org) within 24 hours of completion.

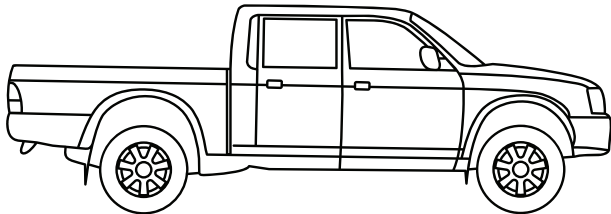
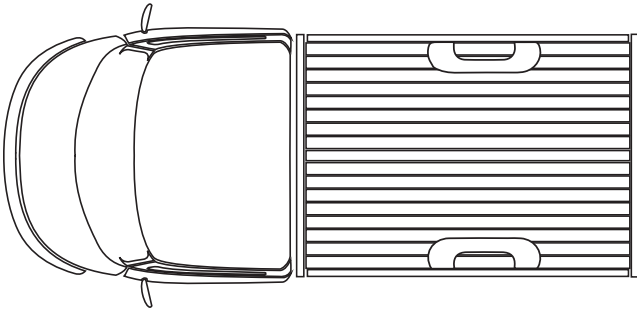
Vehicle Diagram (Truck)

Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____

Indicate scratches, dents, rust, etc. on the corresponding areas of the diagrams below.



Description of any Exterior Damage: _____



Description of any Interior Damage: _____

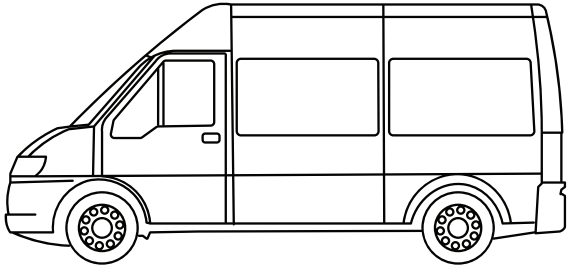


Provide a copy of this report to your principal before driving the vehicle and to the risk department (risk@SWKey.org) within 24 hours of completion.

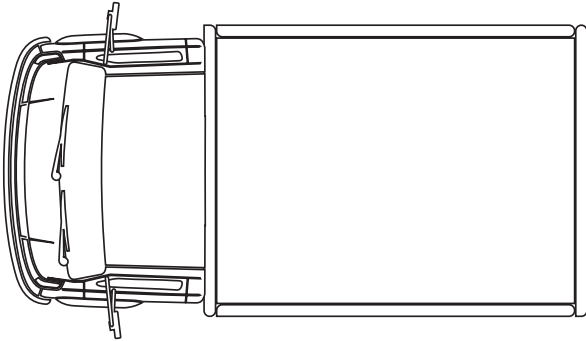
Vehicle Diagram (24-Passenger Bus)

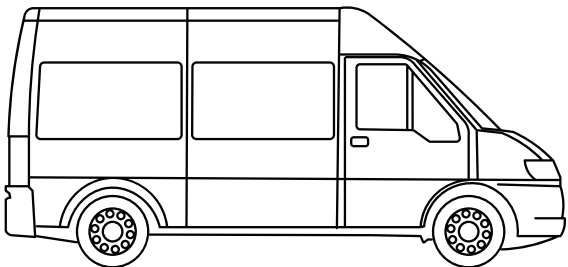
Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____

Indicate scratches, dents, rust, etc. on the corresponding areas of the diagrams below.



Description of any Exterior Damage: _____





Description of any Interior Damage: _____



Monthly Vehicle Inspection Sheet

Month: _____ Year: _____

Vehicle Make/Model: _____ Vehicle Year/Color: _____ VIN: _____

| Acceptable | Unacceptable | | Acceptable | Unacceptable | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Mirrors | <input type="checkbox"/> | <input type="checkbox"/> | Locks and Windows |
| <input type="checkbox"/> | <input type="checkbox"/> | Seat Belts | <input type="checkbox"/> | <input type="checkbox"/> | Oil Level |
| <input type="checkbox"/> | <input type="checkbox"/> | Windshield Wipers | <input type="checkbox"/> | <input type="checkbox"/> | Washer Fluid Level |
| <input type="checkbox"/> | <input type="checkbox"/> | Accident Kit | <input type="checkbox"/> | <input type="checkbox"/> | Exterior Lights (signal, tail, brake, backup) |
| <input type="checkbox"/> | <input type="checkbox"/> | Warning Indicator Lights | <input type="checkbox"/> | <input type="checkbox"/> | Interior Lights |
| <input type="checkbox"/> | <input type="checkbox"/> | Horn | <input type="checkbox"/> | <input type="checkbox"/> | Defroster/Air Conditioner/Heater |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires—Wear | <input type="checkbox"/> | <input type="checkbox"/> | Spare Tire |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires—Pressure | <input type="checkbox"/> | <input type="checkbox"/> | Safety Kit |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Damage | <input type="checkbox"/> | <input type="checkbox"/> | Sign-Out Log |
| <input type="checkbox"/> | <input type="checkbox"/> | Interior Damage | <input type="checkbox"/> | <input type="checkbox"/> | "How's My Driving?" Bumper Sticker |

Mileage: _____

Pre-Trip Inspection Issues Noted and/or Vehicle Issue Form(s) received this week: Yes No

Notes (including any steps taken to address any noted discrepancies): _____

Name/Title of Person Completing Form (please print) _____ Signature _____ Date _____

Principal's Name (please print) _____ Signature _____ Date _____

MOTOR VEHICLE ACCIDENTS

The odds are nearly one in 15 that you will be involved in a car accident this year. While not exhaustive, the information provided in this section is intended to help you know what to do after a car accident.

What should I do if I am involved in a motor vehicle accident?

If you are involved in a car accident, it is important that you remain calm and composed as you follow the steps outlined below:

- 1. Do not leave the scene of the accident.** Generally, you should never leave the scene of an accident until it is appropriate to do so. If you leave the scene of an accident, particularly where someone has sustained injuries or was killed, you may face serious criminal penalties for being a hit-and-run driver.
- 2. Assess the situation for further danger.** If the accident is minor, move all involved vehicles to a safe place that is out of traffic. If your vehicle cannot be driven, try warning oncoming traffic by turning on your hazard lights, raising your hood, and/or using warning triangles. If the highway is obstructed or dark, illuminate the accident scene if possible.
- 3. Check on all drivers and passengers.** Check to make sure that everyone involved in the accident is okay. Render first aid if you are qualified, and get medical attention for anyone who may need it. If you are injured, be honest and allow a medical professional to assess your condition. When in doubt, seek medical attention. Generally, if a person is unconscious or complains of neck or back pain, it is best not to move the person until qualified medical personnel arrive.
- 4. Call the police for assistance.** Call the police, even if the accident is minor. Police officers are trained accident investigators, and need to be contacted so that a legal accident report can be filed. Additionally, state law may require that automobile accidents involving injury or property damage be reported to the police.
- 5. Gather and document information, as appropriate.** Make immediate notes about the accident including information about any vehicles involved and any property damage. Exchange names, addresses, driver's license numbers, and insurance information with any other drivers involved in the accident. If the name on the auto registration and/or insurance policy is different from the name of the driver, establish the relationship and write it down. Get the names, addresses and phone numbers of any witnesses. If you are unable to get their names, at least get their license plate numbers. Be sure to get the name and badge number of all responding police officers.

Keep in mind that although getting the facts is important, investigating the accident should be left to the police officers and insurance companies.



6. **Inspect the vehicles and surrounding property for damage and take pictures.** Inspect the vehicle for damage; if you have a camera handy (even if it is just your cell phone camera) and it is safe to do so, take pictures of any damage to the vehicles and the accident scene.
7. **Monitor what you say.** With everyone all shook up it can be hard not to talk about what just happened, but that can also lead to you not thinking clearly and accurately about what happened. Certainly, you should cooperate with the police and truthfully answer questions about what occurred. However, it is often best to make no statements to anyone about who caused the accident. Stating that the other driver was at fault may anger him or her. Likewise, you may initially think you caused the accident only to later learn that the other driver was equally or more at fault.
8. **Contact your principal and complete East Austin College Prep's Accident Information Forms.** You must notify your principal if you are involved in an accident while driving on behalf of EAPrep within an hour of the accident, unless you are unable to do so based on the circumstances. You must also complete EAPrep's motor vehicle accident forms as described below.

To the extent allowed by law, you will be required to undergo an alcohol and drug test within two hours of the accident (or as soon as possible if you are unable to be tested within two hours, based on the circumstances). Additionally, you will need to follow EAPrep's workers compensation policies and procedures if you are injured while driving on behalf of EAPrep. Please also be advised that an employee involved in an accident while driving an EAPrep vehicle may be liable to the organization for any damage, up to \$250, if he or she is determined to be at fault for the accident.

How should I document a motor vehicle accident?

Every EAPrep Vehicle has a Vehicle Accident Kit, which contains the following documents: (1) Motor Vehicle Accident Report; (2) Motor Vehicle Accident Statement; and (3) Motor Vehicle Accident Diagram, each of which is discussed below.

An East Austin College Prep driver involved in a motor vehicle accident that results in any injury or property damage must:

1. Complete the Motor Vehicle Accident Report, Motor Vehicle Accident Statement, and Motor Vehicle Accident Diagram;
2. Provide a copy of all three documents to his or her principal as well as the risk department (risk@swkey.org) within four hours of the accident, unless the employee is unable to do so based on the circumstances; and
3. Request that any other person or employee who witnessed the accident complete a Motor Vehicle Accident Statement.

If you were injured in the car accident, you will also be required to complete the injured employee's section of the Work-Related Injury Report in conjunction with your workers compensation claim.

Can I speak with insurance company representatives or another driver about the car accident?

Although you will need to speak with any other drivers while at the scene of the accident, only members of the risk and legal departments are authorized to communicate with other drivers after you have departed the scene of the motor vehicle accident. Additionally, EAPrep personnel may provide witness statements or otherwise communicate to insurance representatives only after discussing the accident with their Safety Coordinator.

You must refer any inquiries regarding liability or payment of claims to EAPrep's risk department and should not offer to settle or pay for any repairs or replacement of property.



Motor Vehicle Accident Reminders and Checklist

If you are involved in a car accident, it is important that you remain calm and composed as you consider the reminders and steps outlined below (which are described in more detail in the East Austin College Prep Vehicle Safety and Fleet Management Guidebook):

REMINDERS

- Do not leave the scene of the accident.
- Assess the situation for further danger.
- Check on all drivers and passengers.
- Call the police for assistance.
- Gather and document information, as appropriate.
- Inspect the vehicles and surrounding property for damage; take pictures.
- Monitor what you say.
- Contact your principal.

CHECKLIST

- If instructed by your principal or a member of the risk department, you must complete an alcohol and drug test within two hours of the accident (or as soon as possible if you are unable to be tested within two hours, based on the circumstances).
- Complete the **Motor Vehicle Accident Report**.
- Complete the **Motor Vehicle Accident Statement**.
- Complete the **Motor Vehicle Accident Diagram**.
- Provide a copy of all three Motor Vehicle Accident forms listed above to your principal as well as the risk department (risk@swkey.org) within four hours of the accident, unless you are unable to do so based on the circumstances.
- Request that any other person or employee who witnessed the accident complete a **Motor Vehicle Accident Statement**.
- If you were injured in the car accident, you will also be required to complete the injured employee's section of the **Employee Injury Report** in conjunction with your workers compensation claim. You can request a copy of this document from your principal or safety coordinator.



Provide a copy of this report to your principal before driving the vehicle and the risk department (risk@SWKey.org) within 24 hours of completion.

Motor Vehicle Accident Report

Driver's Name: _____ Driver's Home Campus: _____

| Loss Information | | | | | | | | | | |
|--|----------------------------|------|--|--|------------------------------|-----------------------------------|--|----------------|---------------------|--|
| Date of Accident | | | Day of the Week | | | Time of Accident | No. of vehicles involved | No. of injured | Photos available? | |
| Month | Day | Year | <input type="checkbox"/> Sun | <input type="checkbox"/> Mon | <input type="checkbox"/> Tue | <input type="checkbox"/> Wed | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Thu | <input type="checkbox"/> Fri | <input type="checkbox"/> Sat | | | | | |
| Location of the Accident | | | | | | | | | | |
| Street and block no. (or closest intersection): | | | | | | | | | | |
| City, State, County: | | | | | | | | | | |
| Description of Accident | | | | | | | | | | |
| | | | | | | | | | | |
| Police Contacted? | Report No. | | Citations issued? | | | Date Reported to Insurance | | | Insurance Claim No. | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | To EAPrep driver: | To other driver(s): | | Month | Day | Year | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| East Austin College Prep Vehicle | | | | | | | | | | |
| Year/Make/Model: | | | | VIN: | | Owner/Lessor: EAPrep Driver Other | | | | |
| License Plate No.: | | | State: | Body Type: | | Owner's name: | | Owned Leased | | |
| East Austin College Prep's Driver Information | | | | | | | | | | |
| Driver's Name: | | | DOB: | Driver's Lic. No.: | | Mobile/Home Phone: | | | | |
| | | | | State: | | | | | | |
| Address: | | | | | City: | | State: | Zip: | | |
| Job Title/Relationship to EAPrep: | | | Reason for Driving at the Time of Accident: | | | | Was EAPrep's Driver Injured? | | | |
| | | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Property Damage/Other Vehicle | | | | | | | | | | |
| NA | Describe Property: | | | | | | | | | |
| | If Auto (Yr, Make, Model): | | | | | License Plate No.: | | State: | | |
| | Owner's Name: | | | | Driver's Lic. No.: | | State: | | | |
| | Address: | | | | | | Phone: | | | |
| | Describe Damage: | | | | | | | | | |
| Injured Persons Information | | | | | | | | | | |
| NA | Name: | | | Address: | | | | Phone: | | |
| | Name: | | | Address: | | | | Phone: | | |
| Witnesses or Passengers | | | | | | | | | | |
| NA | Name: | | | Address: | | | | Phone: | Witness Passenger | |
| | Name: | | | Address: | | | | Phone: | Witness Passenger | |
| Remarks and Comments | | | | | | | | | | |
| | | | | | | | | | | |
| Driver's Signature: | | | | | | Date: | | | | |



Provide a copy of this report to your principal before driving the vehicle and the risk department (risk@SWKey.org) within 24 hours of completion.

Motor Vehicle Accident Statement

Your Name: _____

What was your involvement in the accident? Driver Passenger Witness

Are you an East Austin College Prep employee? Yes No If yes, your home campus: _____

Address: _____ City: _____ State: _____

Home Phone: () Mobile: () Other: ()

Vehicle 1: Yr: _____ Make: _____ Model: _____ LP #: _____ State: _____

Vehicle 2: Yr: _____ Make: _____ Model: _____ LP #: _____ State: _____

Description of the Accident: _____

In your opinion, what caused the Accident? _____

Signature: _____ Date: _____



Provide a copy of this report to your principal before driving the vehicle and the risk department (risk@SWKey.org) within 24 hours of completion.

Motor Vehicle Accident Diagram

Your Name: _____

What was your involvement in the accident? Driver Passenger Witness

Are you an East Austin College Prep employee? Yes No If yes, your home campus: _____

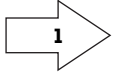
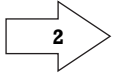
Address: _____ City: _____ State: _____

Home Phone: () _____ Mobile: () _____ Other: () _____

Vehicle 1: Yr: _____ Make: _____ Model: _____ LP #: _____ State: _____

Vehicle 2: Yr: _____ Make: _____ Model: _____ LP #: _____ State: _____

Diagram Scene of Accident:

| | | |
|---------------------------------|--|--|
| Indicate North by arrow in box: | | <p>Please draw a diagram of the roadway or streets where the crash occurred, indicating the vehicles involved and direction of travel using the following symbols:</p> <p><i>(arrow indicates direction of travel)</i></p> <p> = Vehicle 1 (EAPrep Vehicle)</p> <p> = Vehicle 2</p> <p>O = Pedestrian/Nonmotorist</p> <p>Select one of the following if the crash did not occur on a public way:</p> <p><input type="checkbox"/> Off-street parking lot</p> <p><input type="checkbox"/> Garage</p> <p><input type="checkbox"/> Mall/shopping center</p> <p><input type="checkbox"/> Other private way</p> |
| <input type="checkbox"/> | | |
| | | |
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| | | |
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| | | |

Signature: _____ Date: _____



www.eaprep.org



**KEEP
CALM
AND
DRIVE
SAFELY**

