

## Driver Disciplinary Program

**Line of Business:** Auto

**Risk Control Strategy/Key Issues:** Establish, document and maintain a program for the discipline of drivers

### Suggested Program Elements:

1. **Program Statement:** Assign program responsibilities to one designated accountable person. This individual should have the legal and management resources needed to accomplish the goals as established by your organization. A human resource employee is a likely candidate because of the need to maintain confidential records separate from all other personnel records.

Reason for implementation of the program, your organization's position on non-compliance, and the duties and responsibilities of the designated individual should be communicated to all staff members within the organization.

2. **Traffic Safety Committee:** Establish a traffic safety committee (or other similar process) to:

- Review property damage/injury accidents
- Review all incidents/near misses
- Develop suggest actions to prevent recurrence
- Recommend discipline procedures

3. **Driver Rules:** Establish and document your organization's official stance on the following items:

- Driver rules / regulations handbook published
  - ✓ Distributed to each driver
  - ✓ Signed receipt from driver put in personnel file
- Policy outlining consequences for traffic violations/accidents
  - ✓ Warning letter
  - ✓ Time off without pay
  - ✓ Termination of employment
- Requirement that all damage to or caused by a student transport vehicle must be reported to Transportation Supervisor.

### Program Activities Calendar:

- Semiannual review of your organization's driving performance records
- Annual review of safety record/losses and causes
- Biannual review of driving records (MVRs)
- As required, meeting of Traffic Safety Committee

**Web Site Links:**

- National Highway Traffic Safety Administration  
<http://www.nhtsa.gov/>
- National Safety Council  
<http://www.nsc.org/Pages/Home.aspx>
- AA Foundation for Traffic Safety  
<http://www.aaafoundation.org/home/>
- National Association for Pupil Transportation  
<http://naptonline.org/>
- National School Transportation Association  
<http://www.schooltran.com/>

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