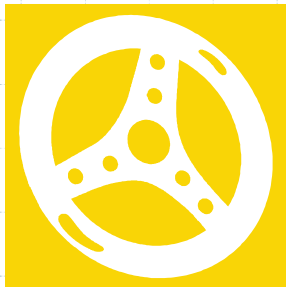


Risk Management Department



APS Driver Safety



Revised March, 2014

APS Driver Safety



Introduction

You might not consider driving an APS vehicle an exciting part of your job. Although maybe not exciting, it is extremely important. Face it, our schools could not function without the support provided by professional drivers like you everyday.



APS Driver Safety



Introduction

In addition to being important, driving can also be dangerous!

According to the National Safety Council, one in every eight drivers will be involved in a motor vehicle crash this year.

In 2004 – (from NHTSA)

- 6,181,000 motor vehicle accidents
- 42,636 killed
- 2,788,000 injured



10% of APS Workers Compensation costs due to traffic accidents!

APS Driver Safety



Introduction

You can't do your part to help the District meet its goals if you are home recovering from being injured in a traffic accident

So to help you stay safe while driving, APS has developed this driver safety training

2005-2010



Vision:

APS Partners with Families and Communities to Support Great Schools and Great Employees so that All Students Can Learn

Mission:

APS is committed to increase student achievement through a standards based learning environment supported by a system of continuous improvement.

Strategic Direction:



Excellence in Academic Achievement in a Standards-Based Approach



Quality, Safe Learning and Working Environments



Effective and Efficient Systems

Goals:

1. All APS schools will meet or exceed Adequate Yearly Progress.
2. All students will meet or exceed proficiency standards in reading and math.
3. All students entering 9th grade will graduate within 4 years.
4. All teachers, staff, students, and parents consider all schools and facilities to be safe and high quality.
5. All employees, students and families report 100% satisfaction with instructional and administrative processes.
6. All levels of the APS organization will meet or exceed accreditation standards and proficiency measures.

Key Strategies:

1. Implement a systems approach to continuous improvement throughout the district.
2. Set expectations for a defined set of research based strategies to meet Adequate Yearly Progress and/or proficiency standards in reading and math.
3. Implement a tri-annual progress monitoring report system for all sites and departments.

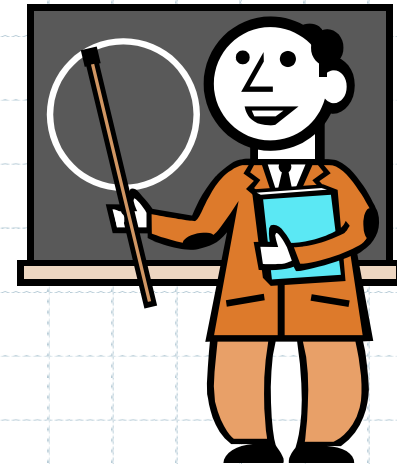
APS Driver Safety



Introduction

In this training we will cover:

- APS driving rules
- Leading causes of accidents
- Safe driving strategies
- Driving on and around school grounds
- What to do if you are in an accident
- Our community's expectation



APS Driver Safety



APS Driving Rules

Procedural Directive *District-Owned Vehicles* provides rules governing APS cars, trucks and equipment. It includes:

- Drivers' Eligibility – who can drive
- Driver Requirements – what drivers must do



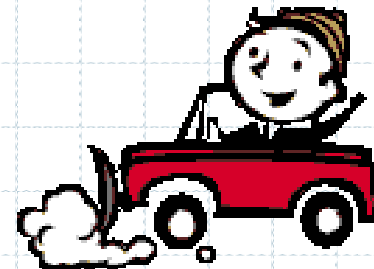
APS Driver Safety



APS Driving Rules

Drivers' Eligibility:

- Supervisors permission is required to operate all APS vehicles.
- A valid New Mexico driver's license, necessary endorsements and successful completion of driver safety training



APS Driver Safety



APS Driving Rules

Drivers' Eligibility:

You cannot operate an APS Vehicle if:

- A. Your driving license is currently suspended, revoked, or otherwise disqualified
- B. You have pled or been found guilty (including pleas of nolo contendere) of any of the following:
 - ◆ Any DUI/DWI conviction within the past 5 years;
 - ◆ Any conviction for reckless or careless driving within the past 5 years;
 - ◆ Any conviction for homicide resulting from the operation of a motor vehicle; or
 - ◆ Causing a fatal accident as the result of operating a motor vehicle



APS Driver Safety



APS Driving Rules

Drivers' Eligibility:

You cannot operate an APS Vehicle if:

- C. You have more than 3 tickets for moving violations in the last 2 years

- D. If this happens, you must be removed from your driving job!



APS Driver Safety



APS Driving Rules

Driver Requirements:

- You must complete Driver Safety training
- You and all passengers shall use their seat belts any time the vehicle is moving
- You must obey all applicable traffic laws
- You cannot use a cell phone while driving unless you have a hands-free device
- Smoking is not permitted in APS vehicles



APS Driver Safety



APS Driving Rules

Driver Requirements:

- Drivers and passengers shall neither be under the influence of, nor carry in their possession, alcohol or any controlled substance while in APS vehicles
- You must report all accidents to your supervisor, Risk Management, and to Fleet Management



APS Driver Safety



APS Driving Rules

Driver Requirements:

- ◆ Drivers of district-owned vehicles will be tested for drugs and alcohol following motor vehicle accidents or any damage to an APS vehicle.

APS Driver Safety



APS Driving Rules

Driver Requirements:

- You must report any citations or tickets received while in an APS vehicle
- Drivers are responsible to pay any fines associated with citations or tickets received while in an APS vehicle – district funds cannot be used to pay fines

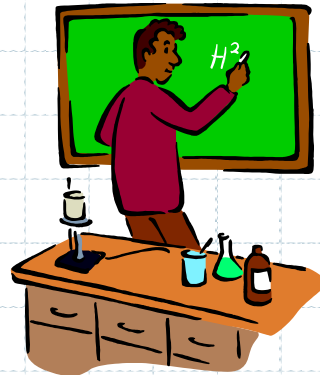


APS Driver Safety



Leading Causes of Accidents

Now that you have an understanding of the rules governing driving an APS vehicles, let's look at several of the leading causes of accidents and recommendations for avoiding them.



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Leading Causes of Accidents

1

Speeding

2

Driver Inattention

3

Following too Closely

4

Backing

5

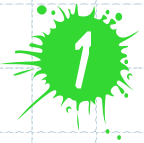
Turning



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Leading Causes of Accidents



Speeding

Speed in excess of the posted limit or too fast for road conditions is the leading cause of accidents

Slow down

Anticipate heavy traffic/delays

Don't try to "make up" lost time



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Leading Causes of Accidents



Driver Inattention

Carelessness and distraction is also a leading cause of traffic accidents

Avoid: talking on the phone and radio

Eating and drinking

Writing

Talking to passengers

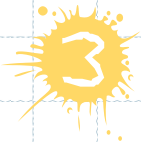
Sightseeing



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Leading Causes of Accidents



Following too Closely

Failure to maintain a safe following distance is another leading cause of traffic accidents often related to speed and distraction

*Follow 2 second rule,
or 1 car length for every 10 mph*



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Leading Causes of Accidents



Backing

Improper backing, related to inattention, is another preventable cause accidents

- Park where you don't have to back-up*
- Check around vehicle when you get in*
- Have a spotter*
- Use back-up alarm*



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Leading Causes of Accidents

5 Turning

Unsafe turns into oncoming vehicles are also a major cause of accidents

Speed of oncoming cars difficult to judge

Use turn signals

Keep wheels pointed straight while waiting

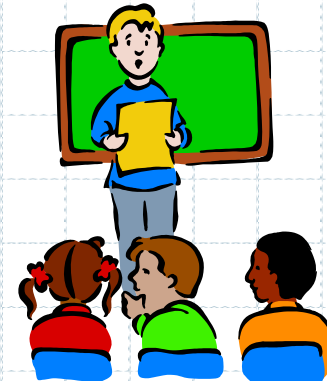


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Safe Driving Strategies

Now that you are aware of some of the leading causes of accidents involving APS vehicles, let's talk about some other tips and strategies that will help keep you safe.



APS Driver Safety



Safe Driving Strategies



Be alert



Blind spot



Red lights



Intersections



Braking



Pick a lane



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Safe Driving Strategies



Be alert

Be on the lookout for:

Impaired drivers

Aggressive drivers/ Road Rage

Traffic slowdowns

Construction

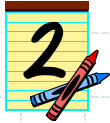
Road debris



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Safe Driving Strategies



Check your blind spot

Areas you can't see

Don't rely on regular mirrors

Use convex mirrors

***Avoid driving in another driver's
blind spot(s)***



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Safe Driving Strategies



Red lights

*Don't try to "beat" a red light
Avoid entering the intersection
on a yellow light
Stop and wait for next green light*



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Safe Driving Strategies



Intersections

Slow down

Watch for cross traffic

Watch for pedestrians

Cover brake pedal with foot

Look left, right and left again



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Safe Driving Strategies



Braking

Understand your braking system

“Old” style, non-ABS brakes

Pump brakes, don’t lock

Locking brakes will cause skid



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Safe Driving Strategies



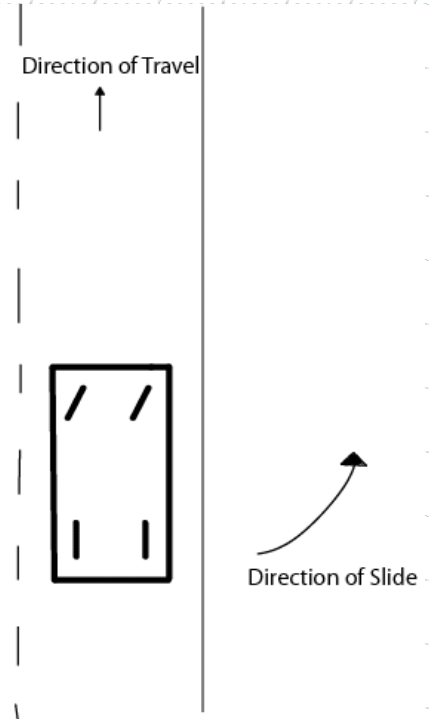
Braking

If you skid:

Take foot off brake and gas

Turn steering wheel in the direction of the slide.

Example: If the rear of the vehicle is sliding to the right, then turn the steering wheel to the right.



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Safe Driving Strategies



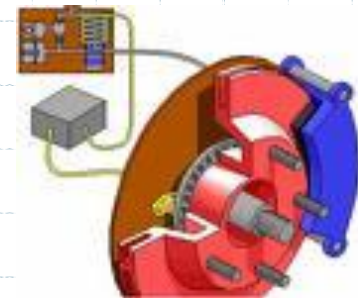
Braking

Newer vehicles equipped with anti-lock braking systems

Step on brake pedal firmly

Don't pump brake pedal

***Fluttering sensation from brake pedal
is normal***



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Safe Driving Strategies



Pick a Lane

- Avoid unnecessary lane changes*
- Always signal lane change*
- Check blind spot*
- Watch for “chronic” lane changers*



APS Driver Safety



Driving on and Around School Grounds

Since we spend a considerable amount of time driving on or near school grounds, it is a good idea to look at some tips for safe driving as they apply to school campuses and school zones.



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Driving on and Around School Grounds

- Watch out for students!
- Be alert for school zones
- Drive slowly on campus – no more than 5mph!
- Follow traffic signs – one-way, do not enter, etc.
- Check around vehicle when backing – use a spotter if available



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Driving on and Around School Grounds

- Avoid driving on schools during am drop-off and pm pick-up times
- Park in designated parking spaces
- Avoid sidewalks not meant for vehicle traffic
- Watch for school buses – stop for flashing signals



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What to do if you are in an Accident

Hopefully, knowing the rules for driving an APS vehicles, leading causes of accidents, safe driving tips and strategies and recommendations for driving on and around schools will keep you safe.

However, if you are in accident there specific things you must do:



APS Driver Safety



What to do if you are in an Accident

- Call the Police!
- Request emergency medical services if needed
 - ✓ Render first aid if appropriate
 - ✓ Do not move an injured person unless they are in imminent danger
- Avoid moving vehicles unless there is a compelling safety reason, or you are instructed to do so by the police



APS Driver Safety



- ◆ Call your supervisor to report the accident or vehicle damage
- ◆ Call APS School Police
- ◆ Call the local Police department
- ◆ Have your supervisor take you for a post-accident drug and alcohol test at a Concentra Medical Center
- ◆ If post-accident medical treatment is needed and it's not an emergency get treatment at a Concentra Medical Center
- ◆ Report the injury to the Risk Management Department by calling 830-8466
- ◆ Complete an Accident Report and submit to the Fleet Maintenance Department

Concentra Medical Center after hours phone is 842-5151

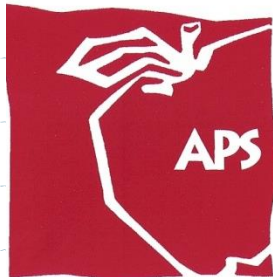
APS Driver Safety



Our Community's Expectation

Because we are in the public eye every time we drive an APS vehicle, we want the public to know we use the resources we have been entrusted with in a safe and responsible manner.

For this reason the district requires this bumper sticker be placed on every APS vehicle:



How's my driving?

To report unsafe driving, please call:

765-5950 ext. 224

APS Driver Safety



You are finished!

You have finished the APS Driver Safety training

Download the quiz from the Risk Management website's training page

Print the form and be sure to write your name, location and employee number in the spaces provided

Complete the ten questions and have your supervisor send it to M&O Fleet Maintenance office

