

SUPPORT SERVICES ACCOUNTABILITY CITATION

Date: _____ Time: _____

Name: _____

SAP Number: _____ Bus Number: _____

Location: _____

Did commit the following violation(s):

Smoking, on school property, in non-designated smoking area	2
Loose objects in drivers area/on dash	2
No proper paperwork at accident scene	2
Moving bus before students are seated	3
Failure to perform proper procedure for railroad crossing	5
Seat belt - worn incorrectly	5
Eating/drinking on bus when bus is in motion or students on bus	5
Cell phone - using within 50 feet of gas dispensing device	6
Passing in loading zone without assistance	7
Changing route without permission	8
Radio not on	8
Improper dress/attire	8
Items blocking emergency exit	8
Dirty bus/mold, mildew, large amount of dirt present	8
Return spare bus without fueling, sweeping and securing	8
Improper shoes	9
Improper pupil stop	10
Improper use of two way radio	10
Performing improper pre-trip inspection	10
Leaving students unattended on bus (as in loading zone)	13
Failure to stop for a railroad crossing - without students	15
Speeding - 5 to 14 miles over posted limits	15
If equipped, failure to use video taping equipment	17
Transporting passengers in driver area/stairwell	17
Failure to stop for red traffic light	18
Failure to stop for stop sign	18
Using bus for personal reasons	20
Smoking while on bus	21
Speeding - 15 miles or more over posted limits	21
Failure to perform proper pre-trip procedure	22
Fueling with passenger(s) on bus	22
Seat belt - not worn at all	22
Unauthorized passengers	22
Cell phone - using while driving	24
Using brakes as a disciplinary action	25
Failure to stop for railroad crossing - with students	28
Passing a school bus whose red lights are flashing and whose stop arm is out	30
Leaving students on the bus after route is completed	30
Intentionally disengaging or modifying any safety item without expressed written permission	33
OTHER:	
TOTAL NUMBER OF DEMERITS	

I understand the violation as it has been explained to me and acknowledge receipt of the notification. My signature does not denote an admission of guilt.

Signature of Employee

Date

Signature of Supervisor

Date

White - Employee
Pink - Area Manager

Yellow - Personnel File
Gold - Issuing Person

Demerits assessed under this plan will be deleted one (1) year following the date the demerits were assessed.

DEMERIT SYSTEM

VIOLATIONS

DEMERITS

Smoking, on school property, in non-designated smoking area	2
Loose objects in drivers area/on dash	2
No proper paperwork at accident scene	2
Moving bus before students are seated	3
Failure to perform proper procedure for railroad crossing	5
Seat belt—worn incorrectly	5
Eating/drinking on bus when bus is in motion or students are on bus	5
Cell phone—using within 50 feet of gas dispensing device	6
Passing in loading zone without assistance	7
Changing route without permission	8
Radio not on	8
Improper dress/attire	8
Items blocking emergency exit	8
Dirty bus/mold ,mildew, large amount of dirt present	8
Return spare bus without fueling, sweeping and securing	8
Improper shoes	9
Improper pupil stop	10
Improper use of two way radio	10
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Seat belt—not worn at all	22
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Cell phone—using while driving	24
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Failure to observe any other established policy or regulation—*demerits to be established* using the above schedule as a guide to determine the number of demerits according to similar severity

An employee may choose to attend remedial training, which may include a driver improvement class, within thirty days of a violation that has a demerit value of five demerits or less, and shall not have the demerits charged against him/her under the Employee Accountability Plan. This option may be selected not more than once in a three-year period.

All preventable and non-preventable accidents are covered under the Safe Driver policy and are not included as a part of the Employee Accountability Plan.

EMPLOYEE ACCOUNTABILITY PLAN

DEFINITIONS

"Employee" shall mean any person who is hired for the purpose of either driving a school bus or monitoring students on a school bus as a part of their job description.

TRAINING PROGRAM

Once approved for employment, all school bus drivers shall be instructed in safe driving techniques during training as required by law. Other employees will be provided training as deemed necessary by the appropriate departmental supervisor.

REMEDATION

An employee may be required to attend remedial training without pay if he/she accrues at least nine (9) demerits under the Employee Accountability Plan in any calendar year. Training must be completed no more than 45 days from date of notification. Failure to complete required training will result in progressive disciplinary action.

The cost of the remedial training will be at the expense of the employee and will be achieved during non-work hours. Cost may include, but is not limited to, fees for a driver improvement class and personal transportation to and from the program.

ADMINISTRATION AND DISCIPLINARY ACTIONS

Infractions will be documented upon direct observation by one of the following people: Assistant Superintendent of Support Services, Director of Operations, Supervisor of Operations, Assistant Director of Operations, Director of Vehicle & Safety Services, Supervisor of Vehicle & Safety Services, Vehicle Services Coordinator, Safety Specialists, Training Specialist, Area Managers, and Service Managers.

Employees will be notified of infractions in a manner that will not embarrass the employee before other employees, students, or the public. The Assistant Superintendent of Support Services or his/her designee will then assign demerits for each infraction.

For infractions of a severe nature, employees may be required to appear before a committee prior to demerits being assessed.

Records shall be maintained in each employee's database file in order to keep a record of any demerits the employee may receive.

When an employee is assigned demerits, he/she shall receive written notification of the number of demerits, the infraction, the date of the infraction, and date the demerits are assigned. The employee will be required to sign the form as acknowledgement of receipt of the notification. Failure to sign the notification form will not prevent the assessment to your record and forfeits any appeal process available to the employee.

An accumulation of demerits will result in recommendations for disciplinary action as indicated below:

NUMBER OF POINTS	TIME	ACTION
0 to 4 demerits within	1 year	Written notification only
5 to 8 demerits within	1 year	Documented verbal reprimand
9 to 16 demerits within	1 year	Documented written reprimand and Remedial training
17 to 20 demerits within	1 year	Suspension without pay-1 day
21 to 24 demerits within	1 year	Suspension without pay-3 days
25 to 28 demerits within	1 year	Suspension without pay-5 days
29 to 32 demerits within	1 year	Suspension without pay-10 days
33 or more demerits within	1 year	Recommendation for termination

An employee that disputes the violation may use the grievance process as outlined in the A.F.S.C.M.E. contract. The matter must be discussed with their immediate supervisor within five (5) working days of notification of the reported violation. The grievance process shall nullify the appeal process.

APPEAL PROCESS

Appeal: When appropriate a hearing panel appointed by the Assistant Superintendent shall determine the facts and make a recommendation to the Assistant Superintendent.

1. **Assistant Superintendent's Recommendation:** The Assistant Superintendent, upon review of the hearing panel's recommendation, shall decide whether or not to accept the recommendation or take alternative action.
2. **Suspension/Termination:** The action by the Assistant Superintendent could be a recommendation to the Superintendent for suspension, reassignment or termination.

INITIAL IMPLEMENTATION

Implementation will begin immediately upon receipt of the plan.

Direct observations made prior to implementation of the plan will not be included in the Employee Accountability Plan.

Each employee will be provided proper notification and receive a copy of this program prior to implementation.