

BOARD PROCEDURE

Descriptive Code: GBR

WORKING CONDITIONS

Date: August 7, 2000

ACCIDENTS

1. When an employee is injured on the job, it is the employee's responsibility to report the accident to the supervisor immediately.
2. The supervisor is required to complete two forms: (1) a Workmen's Compensation form which is supplied by the state, (2) a local system Workmen's Compensation form which requires the employee to select workmen's compensation or sick leave.
3. Both forms must be completed and submitted to the Business Department within five working days after the accident.
4. The Business Department forwards the original form to the third party administrator for filing with the Workmen's Compensation Board.
5. After the claim has been filed, all medical bills or inquiries should be forwarded to the Business Department for transmittal to the third party administrator.

DUI AND OTHER MOVING VIOLATIONS

PROCEDURE (PROFESSIONAL EMPLOYEES)

1. When a professional employee who drives a Columbia County School District vehicle receives a DUI or other moving traffic violation, in connection with assigned job duties or as a private, not school related infraction, the employee is required to notify the immediate supervisor immediately.
2. If a professional employee fails to promptly notify his or her immediate supervisor after receiving a DUI or other moving traffic violation, or it is determined by the Motor Vehicle Report (MVR) that a violation has occurred, said employee will be subject to appropriate disciplinary action by the immediate supervisor, Superintendent or Board of Education.
3. Upon receiving notification of a DUI, the supervisor will immediately notify the Superintendent of Schools. The supervisor will suspend employee from driving any Columbia County School District vehicle until a decision is reached by the Superintendent and/or Board of Education. The supervisor will be required to provide the Superintendent with a complete employment history with respect to driving to include the MVR and any past driving information concerning driver in question.

(see next page)

Page 2 – PROCEDURE GBR – WORKING CONDITIONS

4. Employees who receive citations for other moving violations will be evaluated on an individual basis with a recommendation for appropriate action, if necessary, being made to the Superintendent. Disciplinary action may be taken or the employee may be removed from driving school system vehicles for a certain period of time or on a attendance through appropriate training programs, and any other action considered necessary under the circumstances.
5. It will be the responsibility of the Department of Transportation to perform the following responsibilities with respect to individuals who drive county vehicles:
 - a. Check driver's licenses three times per year, in August, November or December, and March and maintain a photocopy of valid licenses on file in the office.
 - b. Secure a Motor Vehicle Report (MVR) from Atlanta in August and March of each school year. The Department of Transportation will process and report the results to the immediate supervisor.

PROCEDURE: (Auxiliary Employees)

1. When an employee who drives a Columbia County School District vehicle receives a DUI or other moving traffic violation, the employee is to notify their immediate supervisor promptly upon returning to work. The supervisor is required to notify the Department of Transportation of said violation immediately. Employees are not to begin work the next regularly scheduled workday without approval from the immediate supervisor.
2. Failure to properly notify immediate supervisor within the required time could result in immediate termination by the Board of Education.
3. The supervisor, upon receiving notification of DUI, will be required to notify the Superintendent of Schools immediately. The supervisor will be required to provide the Superintendent with a complete employment history to include the MVR and any past driving information concerning the driver in question.
4. An auxiliary employee who has received a DUI will be immediately suspended (with or without pay) by the Superintendent and remain there until a decision or recommendation to the Board of Education is reached by the Superintendent of Schools. Employee will not be permitted to transport any Columbia County students or drive any school vehicle. During the duration of this suspension, the affected employee, as a part of his or her duties, will not be permitted to transport any Columbia County students or drive any school vehicle.

(see next page)

Page 3 – PROCEDURE GBR – WORKING CONDITIONS

5. Auxiliary employees who receive citations for other moving violations will be evaluated on an individual basis with a recommendation for appropriate disciplinary action, if necessary, being made to the Superintendent, who shall take final action or make the appropriate final recommendation to the Board of Education.
6. It will be the responsibility of the Department of Transportation to perform the following requirements for individuals who drive county vehicles:
 - a. Check driver's licenses three time per year, in August, November or December, and March and maintain a photocopy of licenses on file in the office. Employees who do not have licenses in their possession or whose licenses may have expired will be subject to disciplinary action.
 - b. Secure a Motor Vehicle Report (MVR) from Atlanta in August and March of each school year. The MVR is to be maintained in a secure location designated by the Department of Transportation.
7. Prospective employees whose records indicate prior DUI(s) or moving violations will be reviewed by:
 - a. immediate supervisor
 - b. Superintendent of Schools
 - c. Board of Education

The Board of Education, after hearing a recommendation, will make the final decision before employment is to be considered final.

ADOPTED: 01/10/89

REVISED: 04/01/94

Columbia County Board of Education