



SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

San Diego Community College OSHA Standards

Transportation and Vehicle Safety Program REVISION 7 - 11/10/2015

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PURPOSE

The purpose of the vehicle safety program is to establish operations for ensuring safe driving by SDCCD employees of on-campus and off-campus vehicles. The Risk Management and Facilities Management departments work jointly toward maintaining the elements within the vehicle safety program at San Diego Community College District.

AUTHORITY CITATIONS

[CCR, Title 13, Division 1](#)

DIVISION OF RESPONSIBILITIES

Employees/Authorized Drivers of District Vehicles

- Follow Safe Driver Procedures ([Appendix E](#)) and Driver Training ([Appendix D](#))
- Immediately report safety concerns to supervisors, Facilities Management Office and Risk Management Office ([Appendix J](#))
- Attend safety meetings and training sessions as scheduled
- Immediately [report injuries](#) to supervisors/faculty, College Police, and Risk Management Office
- Perform required checklists prior to utilizing any District vehicle

Risk Management

- Develop and maintain Vehicle Safety program
- Support supervisors in their responsibility to provide safety training
- Review Supervisor Injury Reports and follow-up as necessary

Facilities Management

- Implement and maintain Vehicle Safety program
- Post safety bulletins (when applicable)
- Conduct safety inspections of selected areas
- Provide and document employee safety training
- Enforce adherence to California Code of Regulations, Motor Vehicles section
- Perform and document safety inspections as appropriate
- Servicing/maintaining vehicles in accordance with all vehicle laws and requirements

Supervisors

- Develop, communicate, and enforce safe work practices
- Maintain a copy of the appropriate workplace safety manual for review by employees
- Communicate information regarding safety issues to employees
- Enforce safe work practices through disciplinary actions and performance evaluations
- Address and document employee safety concerns

Submit a Supervisor Injury and Illness Incident and Investigation Report ([Appendix I](#)) to Risk Management for injuries immediately.

DRIVER AUTHORIZATION

Driver Authorization Forms ([Appendix A](#)) are maintained for all employees who drive District vehicles off San Diego Community College District property to conduct related business. All registered drivers: (1) must be current District employee, (2) must possess a valid California Driver's License, and (3) must have completed a Driver Authorization Form and Driver Training. By operating vehicles without completing the Driver Authorization Form, driving privileges are immediately lost. The authorization forms are stored and maintained in the Risk Management office.

Personal Vehicles

Employees possessing a valid driver's license and automobile liability insurance shall drive a personal vehicle on District business.

Off-Site District Vans/Trucks

Current employees with a valid California Driver's license, Driver Authorization Form, and have been approved by District policies/procedures shall be authorized to drive a District vehicle.

DRIVER TRAINING

Supervisors/faculty are responsible for ensuring employees are appropriately trained. The Risk Management office will assist supervisors/faculty in fulfilling their training responsibilities by sponsoring periodic training sessions and providing the necessary resources for individual training.

On-Site Vehicles (carts, maintenance vehicles, etc.)

In addition to completing the Driver Authorization Form, all District utility cart or maintenance vehicle drivers must complete the Transportation and Vehicle Safety Training Program ([Appendix D](#)) training prior to operating District vehicles on-site. [Appendix B](#) contains safe work practices for cart safety. The required safety courses can be accessed via the [Keenan SafeColleges Training website](#) with your District email address as your username.

- Environmental Training
 - Course 1: Utility Cart Safety
- Transportation Training
 - Course 2: Defensive Driving, California Full Course
 - Course 3: Distracted Driving, Full Course
 - Course 4: Road Rage, California Full Course
 - Course 5: Winter Driving, Full Course
 - Course 6: City Driving, California Full Course (Required for City College only)

Off-Site District Vans/Trucks

In addition to completing the Driver Authorization Form, all District van/truck drivers must complete the Transportation and Vehicle Safety Training Program ([Appendix D](#)) training prior to operating District vehicles off-site. The training is approximately 90 minutes including video and examinations. Drivers that have not completed the training will not be permitted to operate an off-site District vehicle. All personnel that issue vehicle keys will be responsible for ensuring that an authorized and trained driver is specified for each vehicle that is issued. The Risk Management will conduct periodic 1-hour training sessions at various campus locations. Contact the Risk Management Office at 619-388-6953 for a schedule of upcoming training sessions. The required safety courses can be accessed via the [Keenan SafeColleges Training website](#) with your District email address as your username.

- Driving Training
 - Course 1: City Driving, California Full Course
 - Course 2: Defensive Driving, California Full Course

- Course 3: Distracted Driving, Full Course
- Course 4: Road Rage, California Full Course
- Course 5: Van Safety, Full Course
- Course 6: Winter Driving, Full Course

OPERATING CONDITIONS

On-Site Vehicles (carts, maintenance vehicles, etc.)

All vehicle operators are expected to comply with SDCCD Safe Driver Procedures ([Appendix E](#)). Accident reporting and safe driving enforcement will apply according to procedures set forth in this program.

Off-Site District Vans/Trucks

All vehicle drivers are expected to comply with the California state traffic laws and SDCCD Safe Driver Procedures (Appendix D). Accident reporting, safe driving monitoring and enforcement procedures are described later on in the Vehicle Safety program.

Because of significant liability associated off-site vehicle operations in addition to the safety hazards accompanied with oversized passenger vehicles, the following requirements have been established for off-site vehicle operation.

- No individual will be allowed to operate an off-site District van/truck prior to meeting the required authorization and training requirements
- An authorized driver must be assigned for every vehicle that is checked out
- An authorized driver of a District van with seating for over 10 occupants (including the driver) to adhere to policies contained in [Appendix F](#) for 15 passenger vans
- Vehicles are only to be used for District functions
- No unauthorized passengers are permitted to ride in a District vehicle

ACCIDENT REPORTING

Off-Site District Vans/Trucks

Any accident that occurs on-site should be reported immediately to College Police (619-388-6405) and Risk Management (619-388-6953). College Police will handle the situation in accordance with their established procedures and submit an accident report to Risk Management for further investigation. All off-site District vehicles are insured under the Statewide Association of Community Colleges (SWACC). Insurance certification information is located in the glovebox of all vehicles. In the event that the college police are unable to take a report, a vehicle accident report ([Appendix H](#)) is included with instructions on properly handling and reporting an accident. All individuals involved in an accident with a District vehicle should have the necessary information and procedures ([Appendix E](#)) available in the vehicle glove box.

On-Site Vehicles (carts, maintenance vehicles, etc.)

Any accident that occurs on-site should be reported immediately to College Police (619-388-6405) and Risk Management (619-388-6953). College Police will handle the situation in accordance with their established procedures and submit an accident report to Risk Management for further investigation.

MONITORING AND ENFORCING SAFE DRIVING

Completion of the authorization form initiates the employee into the Department of Motor Vehicles (DMV) Pull Notice Program, which enables the District to review and monitor the status of the driver's license and driving record. It is the responsibility of the Risk Management Office to review all driving records and device whether the person is authorized to drive a District vehicle.

[DMV Pull Notice Program](#)

All District van/truck drivers are enrolled in a DMV Pull Notice Program. Annually, the DMV will send a driving record for all persons enrolled in the program. The District can then review the records and determine if the drivers are eligible to continue driving District vehicles. Records are evaluated based on the "points" guidelines established by the DMV. However, driving eligibility may be suspended as determined appropriate by the Risk Management Office. Supervisors will be notified immediately if it is discovered that a driver no longer meets the qualifications for District driving privileges.



APPENDIX A: DRIVER AUTHORIZATION FORM

Campus (please check one): DSC Mesa City Miramar Continuing Ed.

Work Status (check one): Faculty Staff Student 160-Day Volunteer 1-Time Driver

Last Name of Driver First Name Middle Name Date of Birth

Address City State/Zip

Department Instructor/Supervisor Campus Ext.

Driver's License Number	State	Exp. Date	Cited for Moving Violation or in Accident Within Last Year?	No	_____
				Yes	_____

Instructions:

Driver authorization is required for staff, faculty and employees whose job requires them to drive on San Diego Community College District business. This includes using: a District owned vehicle, any rented/leased vehicle or a personally owned vehicle while on District business. Completed forms are to be returned to the driver's immediate supervisor for their signature and promptly forwarded to the Risk Management Office.

Driver Agreement:

I acknowledge that I have read the [Transportation and Vehicle Safety Program](#). I understand the contents and agree to comply with the policies. I understand that my driving record will be checked periodically and authorization ends when my driving record fails to meet the minimum driving standards or when employment is terminated.

I agree to:

- 1) Inform my supervisor of any negative change in the status of my driving record, such as license revocation, restriction or suspension. I understand that any negative change in the status of my driving record or the failure to report such change may result in the revocation of the privilege of driving on District business.
- 2) Follow the safest, most direct route to driving destinations
- 3) Avoid unnecessary stops
- 4) Transport only authorized passengers, no guests
- 5) Transport no more passengers than the number of seat belts if driving a passenger vehicle
- 6) Require all occupants to wear seat belts

I HAVE READ AND UNDERSTAND THE CONDITIONS STATED ABOVE AND I CERTIFY ALL INFORMATION TO BE CORRECT:

Driver Signature

Date

APPENDIX B: UTILITY CART SAFETY POLICY

Operating Safety Rules and Practices

All Supervisors, crew-leaders, and all personnel acting out-of-class in a lead position are responsible for enforcing the following rules governing the operation of utility vehicles, *electric* and gas powered. You must adequately instruct employees in these procedures before authorizing use of the District utility vehicles. Vehicle use is limited to the following individuals: Plant Operations supervisors and employees (regular and hourly) who have a valid need. Other classes of “employees” such as work-study and volunteers shall not operate this equipment, except as authorized.

Drivers shall possess a current valid California Driver License.

Personnel Cart Operator Qualifications

Only persons who are trained in the proper operation of the cart shall be authorized to operate. Operators shall be qualified as to visual, auditory, physical, and mental ability to safely operate the equipment.

Personnel Cart Operations Training

1. The user shall complete the Transportation and Vehicle Safety Training Program ([Appendix D](#)), to be coordinated by the supervisor or lead personnel.
2. Successful completion of the Transportation and Vehicle Safety Training Program shall be required by the user before the operation of the cart. The program shall be presented in its entirety to all new operators and not condensed for those claiming previous experience.
3. The user should include the following in the operators training program:
 - a. Instructional material
 - b. Emphasis on safety of passengers, material loads, cart operator, and other employees
 - c. General safety rules and additional specific rules
 - d. Introduction of equipment, control locations and functions. Explanation of how they operate when used properly and improperly, and surface conditions, grade, and other conditions of the environment in which the cart is operated.
 - e. Operational performance tests and evaluations *during* and at completion of program.

Operators shall abide by the following safety rules and practices:

1. ***Drivers are personally liable for damages caused by their own negligence and/or disregard of these rules.*** Supervisors who fail to properly instruct their employee may be similarly liable.
2. Safe performance/behavior is a condition of employment and shall be closely monitored and rated in the safety section of performance evaluations.
3. When it's necessary to drive sidewalk/corridors next to buildings, **stay away from doors. Never pass by or park within a door's "swing radius" such that it may come into contact with the vehicle.** Maintain a safe distance from the edge of ramps and platforms.
4. Riding on the cart by persons other than the operator is authorized only on passenger seat(s) provided by the manufacturer. All parts of the body shall remain within the plain view outline of the cart. **Never** “drag” or hang your feet from utility carts while the cart is in motion. Keep all body parts inside utility cart.
5. **Never carry passengers on the cargo bed. Only authorized individuals, usually other department employees, shall ride in the passenger's seat. NEVER GIVE A RIDE TO STUDENTS!**
6. When a cart must be left unattended, stop the cart, apply the parking brake, stop the engine or turn power off, turn control or ignition circuit off, and remove the key if provided. Block the wheels if machine is on an incline.

7. A cart is considered unattended when the operator is 25ft. or more from the cart which remains in his/her view. He/she still must have controls neutralized, and parking brake(s) set to prevent movements.
8. Operators shall not add to, or modify the cart. Carts shall not be parked or left unattended in manner that blocks or obstructs fire aisles, access to stairways, fire equipment, or access for students.
9. Safeguard pedestrians at all times. Do not drive cart in a manner that would endanger anyone.
10. Obey all traffic rules. Don't drive unlicensed utility vehicles on public streets; their use is confined to the campus. If you need to cross public streets use the intersection crosswalk and stoplight to do so.
11. Report all accidents involving personnel, building structures and equipment.
12. Supervisors shall ensure that weekly inspections are performed on all utility vehicles under their jurisdiction and that written records are maintained. Battery maintenance shall be performed at this time.
13. Each shift supervisor or crew leader shall see vehicles are cleaned and the batteries charged in preparation for the next work shift. The next work shift supervisor/crew-leader shall be briefed as to any problems affecting any vehicle.
14. Vehicles were purchased for specific department use. Do not lend them to other departments without approval of the department supervisor.

Traveling

1. Observe all traffic regulations, including authorized site speed limits. Under normal traffic conditions keep to the right. Maintain a safe distance, based on speed travel, from vehicle ahead.
2. Yield the right away to pedestrians, ambulances, fire trucks, or other vehicles in emergency situations.
3. Do not pass another vehicle traveling in the same direction at intersections, blind spots, or at other dangerous locations.
4. Keep a clear view of the path of travel, observe traffic and personnel, and maintain a safe clearance.
5. Ascend or descend grades slowly.
6. Use extreme caution on grades, ramps, or inclines. Avoid making tight turns.
7. Under all travel conditions the cart shall be operated at a speed that will allow it to be brought to a safe stop.
8. Make starts, stops, turns, or direction reversals in a smooth manner so as not to shift the load, endanger passengers, or overturn the cart.
9. Do not indulge in dangerous activities, such as stunt driving or horseplay.
10. Slow down when driving on or approaching wet or slippery surfaces.
11. Avoid running over loose objects, potholes and bumps.
12. To negotiate turns, reduce speed to improve stability, then turn the steering wheel in a smooth sweeping motion.

Loading

1. Handle only stable and safely arranged loads. When handling off-center loads that cannot be centered, operate extra caution.
2. Handle loads within capacity of the cart as specified on the nameplate. Stability and maneuverability may be adversely affected by exceeding the load capacity.

Operator Care of Personnel Utility Carts

1. At the beginning of each shift during which cart will be used the operator shall check the cart condition and inspect the tires, warning devices, lights, battery, controller, brakes, and steering mechanism. If the cart is found to be in need of repair, is in any way unsafe or contributes to an unsafe condition, the matter shall be reported immediately to the supervisor, and the cart shall not be operated until it has been restored to be in a safe operating condition.
2. If, during operating, the cart becomes unsafe in any way, the matter shall be reported immediately to the

- supervisor, and the cart shall not be operated until it has been restored to safe operating condition.
3. Do not make repairs adjustments unless specifically authorized to do so.
 4. The engine shall be stopped and the operator shall leave the cart while refueling.
 5. Spillage of oil or fuel shall be carefully and completely absorbed or evaporated and fuel tank cap replaced before starting engine.
 6. Do not operate a cart with a leak in the fuel system or battery(s).
 7. Do not use open flames for checking electrolyte level in storage of batteries or liquid level in fuel tanks.

Caution

1. The forward/reverse switch serves the same purpose as the transmission in your automobile. Treat it with the same respect and care. DO NOT SHIFT from forward to reverse or vice versa while the vehicle is in motion. Shifting while in motion, especially near to speed, causes great strain to your vehicle and may cause severe damage or complete loss of power and could cause an accident.
2. DO NOT "HOLD" vehicle at a standstill on a hill or incline using accelerator only. Continued "stalled" condition as described will damage motor and electrical controls. Use either your foot brake or hand brake to hold the vehicle on a hill safely.
3. When you leave your vehicle, it is best to always place forward/reverse switch in neutral position. Set parking brake to prevent vehicle from rolling free. Lock and remove key.
4. Make sure there are no objects extending from vehicles or utility carts that could cause damage to property or injury to pedestrians.

FOR FURTHER GUIDANCE, CONTACT THE RISK MANAGEMENT OFFICE (619-388-6953)

APPENDIX C: UTILITY CART CHECKLIST

Inspect each cart daily, prior to use. If the cart is in need of repairs or maintenance, the Cart should be taken out of service. Report any damage or maintenance needs to your supervisor immediately. If you have any other questions, please contact Risk Management at 619-388-6953.

Utility Cart Inspection Checklist	
1. Authorization	
<input type="checkbox"/>	Completed specific cart safety instruction
<input type="checkbox"/>	Possess a valid driver's license
<input type="checkbox"/>	Do not operate carts/utility vehicles on outside roadways except on marked crosswalks
2. Inspection: Visible Items	
<input type="checkbox"/>	Tire inflated to the proper pressure; no cuts or punctures
<input type="checkbox"/>	No rust damage
<input type="checkbox"/>	Fluids maintained at the proper levels
<input type="checkbox"/>	No evidence of fluid leaks; no wet spots under cart
<input type="checkbox"/>	No loose parts
<input type="checkbox"/>	Slow moving vehicle reflective triangles clearly displayed on all carts and trailers in tow by carts
<input type="checkbox"/>	No other visibly defective items noted
3. Inspections: Functional Aspects	
<input type="checkbox"/>	Vehicle steering is normal
<input type="checkbox"/>	Audible reverse alarm operational
<input type="checkbox"/>	Side and rear view mirrors in good condition, e.g., not cracked, fogged, loose, dirty
<input type="checkbox"/>	Operational flashing hazard lights on top of the cart operational
<input type="checkbox"/>	Seat belts accessible for use and in good condition
<input type="checkbox"/>	Horn operational
<input type="checkbox"/>	All signals fully functional
<input type="checkbox"/>	The battery correctly charged
<input type="checkbox"/>	All original equipment safety features maintained in good working order as recommended by the manufacturer's service schedule

APPENDIX D: VEHICLE SAFETY TRAINING PROGRAM

On-Site Utility Cart and Vehicle Training

The required safety courses can be accessed via the [Keenan SafeColleges Training website](#) with your District email address as your username.

Environmental Training

Course 1: Utility Cart Safety

The goal of the Utility Cart Safety course is to provide staff members with a general overview of utility cart operational rules and safety policies. Before you operate a utility cart, you are also required to know your organization's policies regarding utility cart usage and safety.

Transportation Training

Course 2: Defensive Driving, California Full Course

The Defensive Driving course is a comprehensive tutorial designed to promote strategic driving and includes real-world driving scenarios to help improve your decision-making when you're behind the wheel.

Course 3: Distracted Driving, Full Course

The Distracted Driving course provides facts on the dangers of distracted driving, especially while driving on the job. The course then details the types of distractions while driving, along with smart practices to help increase safety on the road.

Course 4: Road Rage, California Full Course

The Road Rage course is a comprehensive tutorial designed for employees in both professional and nonprofessional driving situations.

Course 5: Winter Driving, Full Course

The Winter Driving course is designed for any employee who drives a vehicle including both professional and nonprofessional drivers. The course content outlines special considerations for driving in inclement winter weather.

Course 6: City Driving, California Full Course

The City Driving course is designed for any employee who drives any vehicle, including both professional and nonprofessional drivers.

Off-Site District Vehicle Training

Transportation Training

Course 1: City Driving, California Full Course

The City Driving course is designed for any employee who drives any vehicle, including both professional and nonprofessional drivers.

Course 2: Defensive Driving, California Full Course

The Defensive Driving course is a comprehensive tutorial designed to promote strategic driving and includes real-

world driving scenarios to help improve your decision-making when you're behind the wheel.

Course 3: Distracted Driving, Full Course

The Distracted Driving course provides facts on the dangers of distracted driving, especially while driving on the job. The course then details the types of distractions while driving, along with smart practices to help increase safety on the road.

Course 4: Road Rage, California Full Course

The Road Rage course is a comprehensive tutorial designed for employees in both professional and nonprofessional driving situations.

Course 5: Van Safety, Full Course

The Van Safety course is designed to refine awareness, knowledge, and understanding on how to safely operate a passenger van. It is important for van drivers to become familiar with the safety and handling concerns that affect their performance in the driver's seat. After taking this course, van drivers will be better able to protect themselves and their passengers from common hazards associated with this task.

Course 6: Winter Driving, Full Course

The Winter Driving course is designed for any employee who drives a vehicle including both professional and nonprofessional drivers. The course content outlines special considerations for driving in inclement winter weather.

Ongoing Training Schedule

TBD

APPENDIX E: SAFE DRIVER PROCEDURES

In order to meet the standards set forth in the San Diego Community College District Vehicle Safety Program, the Risk Management and Facilities Management offices have developed the following authorization procedures for operating off-site vehicles.

Driver Authorization

Conditions

- Driver must be a current San Diego Community College District employee
- Driver must have a valid California Driver's License
- Driver must have completed a [Driver Authorization Form](#) and [Driver Training](#)

Complete a Driver Authorization Form

- Driver authorization forms are maintained in the Risk Management office. Drivers must have a current Driver Authorization Form on file with the District prior to driving a District vehicle.

Complete a Driver Training Session

- Currently, there are two driver training options. Both options will include taking a quiz to ensure that the required information is effectively communicated.
 - Driver(s) will take part in a 90 minute training session which includes a video segment. Contact the District Transportation office to coordinate the training times and/or lending out the training video.
 - The Risk Management will conduct periodic 1-hour training sessions at various campus locations. The sessions will include handouts and a discussion of driving hazards and habits. Contact the Risk Management office at (X6953) for a schedule of upcoming training sessions.

Accident Reporting

Any accident that occurs on-site should be reported immediately to College Police (619-388-6405) and Risk Management (619-388-6953). College Police will handle the situation in accordance with their established procedures and submit an accident report to Risk Management for further investigation. All District vehicles are insured under the Statewide Association of Community Colleges (SWACC). Insurance certification information is located in the glovebox of all District vehicles. Additionally, a vehicle accident report is included with instructions on proper handling and reporting of an accident. All individuals involved in an accident with a District vehicle should have the necessary information and procedures available in the vehicle. An example of the Accident Reporting Form is included in this program.

REMEMBER: REPORT ACCIDENTS TO COLLEGE POLICE OR THE RISK MANAGEMENT OFFICE IMMEDIATELY

Monitoring and Enforcing Safe Driving

DMV Pull Notice Program

All District van/truck drivers are enrolled in a DMV Pull Notice Program. Annually, the DMV will send a driving record for all persons enrolled in the program. The District can then review the records and determine if the drivers are eligible to continue driving District vehicles. Records are evaluated based on the "points" guidelines established by the DMV. However, driving eligibility may be suspended as determine appropriate by the Transportation and/or Risk Services Director. Supervisors will be noted immediately if it is discovered that a driver no longer meets the qualifications for District driving privileges. The DMV "points" guidelines are listed in the following.

APPENDIX F: 15 PASSENGER VAN POLICY

Passenger vans with seating for over 10 occupants (including the driver) used by any public or private school district (including any California Community or state college), as governed by [Section 39800.5](#) of the DMV Education Code or [Section 10326.1](#) of the DMV Public Contracts Code, requires all authorized drivers of the van to possess a valid Class B license with a passenger transport endorsement.

District owned and leased vans with seating for over 10 occupants (including the driver) do not meet Federal Bus Safety Standards and cannot be used to transport children in the twelfth (12th) grade or younger, other than family members, for school/college related functions.

The National Highway Traffic Safety Administration (NHTSA) has identified 15- passenger vans as having a greatly increased risk of “roll-over”, especially when 10 or more people ride in the van or when a load is placed on the roof of the van.

Tips for Safe Driving

- All drivers and passengers shall wear seat belts
- Passengers are to sit in front of the rear axle whenever the van is not full
- Drivers shall not allow more than 15 passengers, including the driver, in the van
- Drivers shall avoid abrupt maneuvers
- Drivers shall allow additional following distance since the vans require additional stopping distance.
- Drivers shall not exceed the posted speed limits or 55 miles per hour under any circumstances.
- Remember that you represent SDCCD when driving a District vehicle
- Observe all traffic rules and regulations
- Drive safely and courteously

Tips for Preventing Roll-Over

- Drivers must be well rested and maintain a safe speed for weather and road conditions.
- Drivers must be especially cautious on curved, rural roads and maintain a safe speed to avoid running off the road.
- If the van’s wheels drop off the roadway, gradually reduce speed and steer back onto the roadway when it is safe to do so.
- Make sure the van’s tires are properly inflated, and the tread is not worn down.
- Ensure tire rating is “extra heavy duty”, check tire pressure and tread wear once a month.
- If a van’s rear seat is removable, keep the seat out of the van until needed.

Loading and Towing

- Do NOT strap or load cargo on the roof
- Do NOT use rear receiver hitch cargo tables/baskets
- Place items under seats to distribute load
- Keep interior cargo to the front of the van’s rear axle
- Load passengers front to back
- Do NOT tow trailers behind a fully loaded van
- Facilities Management and Risk Management approve towing

APPENDIX G: 12 OR 15 PASSENGER VAN CHECKLIST

Vehicle (Year/Make/Model): _____ License: _____

Exterior Inspection	Interior Inspection
1. Visually inspect around van	6. Inspect interior
<input type="checkbox"/> Fluid leaks	<input type="checkbox"/> Is the interior lighting operational
<input type="checkbox"/> Loose parts	<input type="checkbox"/> Are the seats secure and in good condition
<input type="checkbox"/> Is the van leaning to one side	<input type="checkbox"/> Are seats and floor clean
	<input type="checkbox"/> Are safety restraints present and operable
2. Check for damage	<input type="checkbox"/> Floor clear of loose items and debris
<input type="checkbox"/> Windshield and windows	
<input type="checkbox"/> Exterior body and light lens	7. Check equipment and safety items
<input type="checkbox"/> Side mirrors	<input type="checkbox"/> Dashboard indicator lights and gauges
<input type="checkbox"/> Wiper blades	<input type="checkbox"/> A/C – Heater
	<input type="checkbox"/> Horn
3. Check the tires	<input type="checkbox"/> Windshield wipers and washer fluid
<input type="checkbox"/> Use a gauge and owner’s manual/doorsill specs	<input type="checkbox"/> Backup alarm (if installed)
<input type="checkbox"/> Tread depth	<input type="checkbox"/> Parking brake
<input type="checkbox"/> Uneven wear, cracks or damage	<input type="checkbox"/> Jack and lug wrench
<input type="checkbox"/> Check spare tire	<input type="checkbox"/> Fire extinguisher
	<input type="checkbox"/> First aid kit (if installed)
4. Inspect engine compartment	<input type="checkbox"/> Road service kit (if installed)
<input type="checkbox"/> Oil	<input type="checkbox"/> Insurance liability card and accident forms
<input type="checkbox"/> Radiator (when engine is cool)	
<input type="checkbox"/> Windshield wiper fluid	8. Make driver adjustments
<input type="checkbox"/> Inspect all hoses and cable connections	<input type="checkbox"/> Adjust seat to reach pedals, steering wheel, etc.
<input type="checkbox"/> Are belts or hoses frayed/cracked	<input type="checkbox"/> Adjust steering wheel height/distance
	<input type="checkbox"/> Adjust mirrors to reduce blind spots
5. Check all exterior lights	
<input type="checkbox"/> Headlights	9. Before operating the van
<input type="checkbox"/> Tail lights	<input type="checkbox"/> Put on your safety restraint
<input type="checkbox"/> Brake lights	<input type="checkbox"/> Ensure all passengers are buckled up
<input type="checkbox"/> Reverse lights	<input type="checkbox"/> Secure and lock doors
<input type="checkbox"/> Turn signals	
<input type="checkbox"/> Emergency flashers	

APPENDIX H: VEHICLE ACCIDENT FORM



AUTO ACCIDENT INFORMATION FORM

KEEP THIS DOCUMENT IN YOUR GLOVE COMPARTMENT							
IF YOU HAVE AN ACCIDENT, use this form to record the facts about the accident, including names and address of all parties involved, and any witnesses to the accident. Give the completed form to your insurance agent or company, or provide the information by phone.							
DATE OF ACCIDENT AND TIME				LOCATION OF ACCIDENT (INCLUDE CITY & STATE)			
<input type="text"/> / <input type="text"/> / <input type="text"/> AM <input type="text"/> / <input type="text"/> / <input type="text"/> PM							
DESCRIPTION OF ACCIDENT (USE REVERSE SIDE IF NECESSARY)							
AUTHORITY CONTACTED AND REPORT #				ANY VIOLATIONS/CITATIONS AS A RESULT OF THE ACCIDENT (DESCRIBE)			
PROPERTY DAMAGED (NOT YOUR VEHICLE)							
DESCRIBE PROPERTY (If auto, year, make, model, plate #)				INSURANCE COMPANY			
OWNER'S NAME & ADDRESS				RESIDENCE PHONE (A/C, No):			
				BUSINESS PHONE (A/C, No, Ext):			
OTHER DRIVER'S NAME & ADDRESS (Check if <input type="checkbox"/> same as owner)				RESIDENCE PHONE (A/C, No):			
				BUSINESS PHONE (A/C, No, Ext):			
DRIVER'S LICENSE NUMBER		DESCRIBE DAMAGE		WHERE CAN DAMAGE BE SEEN?			
INJURED PARTIES							
NAME & ADDRESS		PHONE (A/C, No)		AGE	DESCRIBE INJURY		
INJURED WAS: <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> IN YOUR CAR <input type="checkbox"/> IN OTHER CAR							
INJURED WAS: <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> IN YOUR CAR <input type="checkbox"/> IN OTHER CAR							
WITNESSES OR PASSENGERS							
NAME & ADDRESS		PHONE (A/C, No)		INS VEH	OTH VEH	OTHER (Specify)	
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
YOUR INSURED VEHICLE							
YEAR	MAKE		MODEL			PLATE NUMBER	STATE
OWNER'S NAME & ADDRESS				RESIDENCE PHONE (A/C, No):			
				BUSINESS PHONE (A/C, No, Ext):			
DRIVER'S NAME & ADDRESS (Check if <input type="checkbox"/> same as owner)				RESIDENCE PHONE (A/C, No):			
				BUSINESS PHONE (A/C, No, Ext):			
RELATION TO INSURED (Employee, family, etc.)		DATE OF BIRTH	DRIVER'S LICENSE NUMBER		STATE	PURPOSE OF USE	USED WITH PERMISSION? <input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIBE DAMAGE			WHERE CAN VEHICLE BE SEEN?		WHEN CAN VEH BE SEEN?	OTHER INSURANCE ON VEHICLE	
YOUR INSURANCE COMPANY NAME			YOUR POLICY NUMBER		YOUR AGENT'S NAME		
POLICYHOLDER INFORMATION							
POLICYHOLDER'S NAME & ADDRESS				RESIDENCE PHONE (A/C, No):			
				BUSINESS PHONE (A/C, No, Ext):			
REMARKS							
ACORD 11 (2/95)						© ACORD CORPORATION 1994	

APPENDIX I: INJURY AND ILLNESS INCIDENT AND INVESTIGATION REPORT

San Diego Community College District Injury and Illness Incident and Investigation Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.
See CCR Title 8 14300.29(b)(6)-(10)

THIS FORM IS NOT TO BE FILLED OUT BY THE INJURED EMPLOYEE!

CALL RISK MANAGEMENT IMMEDIATELY.
WITHIN 24 HOURS OF THE INJURY, SEND A COMPLETED COPY OF BOTH PAGES OF THIS FORM TO RISK MANAGEMENT, ROOM 385, DISTRICT OFFICE.
PLEASE EMAIL TO SDCCDRISKMANAGEMENT@SDCCD.EDU
OR FAX A COPY TO (619) 388-6898. THEN SEND THE ORIGINAL.

INFORMATION ABOUT THE EMPLOYEE:

Full Name: _____ Date of Birth: _____
Street Address: _____ Date of Hire: _____
City: _____ State: _____ Zip: _____ Male Female
Home Telephone #: _____ Cell phone #: _____
Prefer to be reached at: Home Telephone # Cell Phone # Email: _____
Campus and Department: _____
Occupation/Position Title: _____
Employment Status: Regular, Full-time Part-time Open Enrollee
Regular work hours: Start _____ AM PM End _____ AM PM
Work Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

INFORMATION ABOUT THE PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL:

Name of the physician or other health care professional: _____
Name of facility: _____ Street address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Was the employee treated in an emergency room? Yes No
If Yes, where: _____
Was the employee taken by ambulance? Yes No
Was the employee hospitalized overnight as an in-patient? Yes No
If Yes, where: _____
If hospitalized, was Risk Management immediately notified? Yes No
Date notified: _____ Time notified: _____ AM PM

INFORMATION ABOUT THE ACCIDENT OR ILLNESS:

Injury / Illness Date: _____ Injury / Illness Time: _____ AM PM Time Unknown
Date Injury / Illness Reported by the employee: _____ Time employee began work: _____
Specific Dept/Location of where incident happened. (i.e. Biology Room G): _____
If incident happened off site, provide name of location/facility: _____
Address: _____ City: _____ State: _____ Zip: _____
Did employee leave work? Yes No Date returned to work? _____
If employee died, what date did death occur: _____ Not Applicable
Date DWC-1 Claim Form was given to employee: _____

What was the employee doing just before the incident occurred? (Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. *Examples:* "Climbing a ladder while carrying roofing materials"; "Spraying chlorine from a hand sprayer"; "Daily computer key-entry".)

Were the tools, equipment or materials used by the employee at the time of the incident in good condition?

Yes No **If No, describe the specific deficiencies:** _____

What happened? (Explain how the injury occurred. *Examples:* "When the ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time".)

What was the injury or illness? (Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain" or "sore". *Examples:* "strained back", "chemical burn, hand"; "carpal tunnel syndrome".)

What object or substance directly harmed the employee? (*Examples:* "concrete floor"; chlorine gas"; "computer".)

Were there any workplace conditions, practices or lack of protective equipment that contributed to the accident? Yes No **If yes, describe the deficiencies:** _____

Will a new workplace Safety Rule be required? Yes No **If yes, please explain:** _____

Was the unsafe condition, practice or equipment problem corrected immediately? Yes No N/A
What corrective actions have been taken to prevent another occurrence? _____

Witnesses if available:

Name: _____ Phone Number: _____

Supervisor / Manager (Primary Investigator):

Print Name: _____ Date: _____

Signature: _____

Safety Officer

Print Name: _____ Date: _____

Signature: _____

APPENDIX J: SAFETY REPORT FORM



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

Safety Report Form San Diego Community College District

*Please use this form to make a safety suggestion or report an unsafe workplace condition or practice.
Reports may be made anonymously.*

Hazard Location:

Campus/Center _____
Building Name _____ Room Number and Description _____
Department _____ Other _____

Today's Date _____

Describe unsafe condition or practice (Include as many details as possible.

If outside on the grounds, you can draw a diagram on the back.) _____

Causes or contributing factors _____

Other Comments _____

Your suggestion for improving the situation described above _____

Has this matter been reported to the supervisor in the hazard area? Yes No

Has this matter been reported to the Facilities Services Call Center? Yes No

Has a Facilities Work Order been initiated? Provide WO # _____ Yes No

Optional Information: If you include your name, we will update you on action taken, but it is not required.

Your Name and Extension (Optional) _____

Your Department (Optional) _____

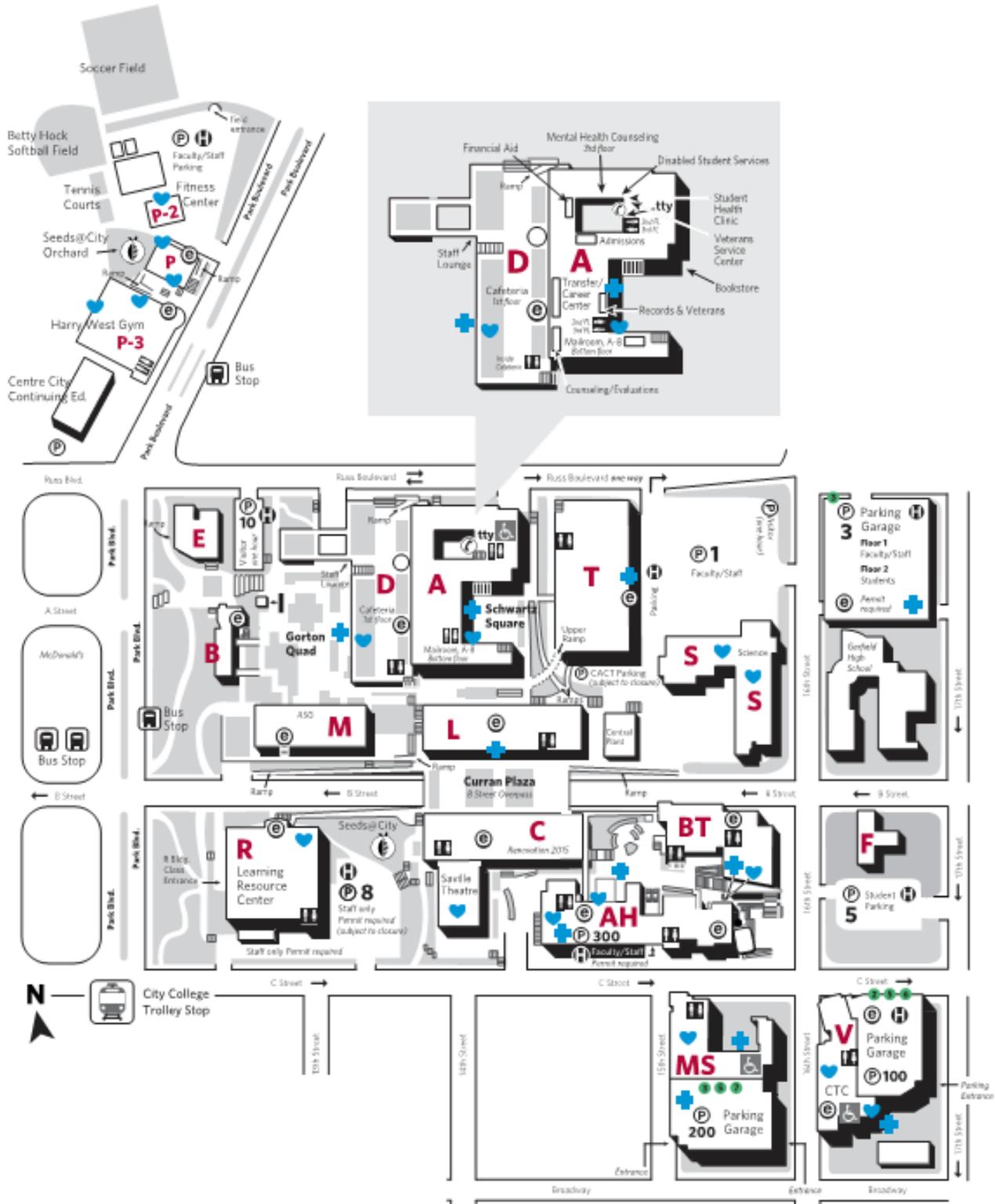
Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take action against an employee in reprisal for exercising rights to participate in communications involving safety.

The District will investigate any hazard report or safety question from employees as required by the Injury and Illness Prevention Plan (BP 4800). The District's response will be communicated to the affected employee(s), unless the report is made anonymously.

Return to the District Risk Management Office

APPENDIX K: CAMPUS MAPS

San Diego City College Campus Map



APPENDIX L: CURRENT MEDICAL CONTRACTOR

Sharp Rees-Stealy Occupational Health Services Facility

Inform the receptionist if you have had an exposure to blood or other potentially infectious materials and need an appointment immediately.

Work-Related Injury Treatment Authorization

For treatment authorization and worker's compensation referrals, contact the Risk Management office at 619-388-6953.

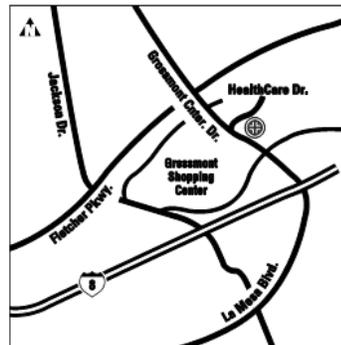
In the event of a

WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Rees-Stealy Occupational Health Services Facility:**



CHULA VISTA
525 Third Ave.
Chula Vista, CA 91910
(619) 585-4050
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



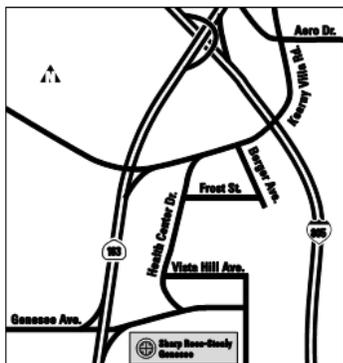
LA MESA
Grossmont Medical Plaza,
Ste. 601
5525 Grossmont Center Dr.
La Mesa, CA 91942
(619) 644-6600
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



DOWNTOWN
300 Fir St.
San Diego, CA 92101
(619) 446-1524
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 10 p.m., daily (except
certain holidays)



RANCHO BERNARDO
16950 Via Tazon
San Diego, CA 92127
(858) 521-2350
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



GENESE
2020 Genesee Ave.
San Diego, CA 92123
(858) 616-8400
Occupational Health Services
7 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
No urgent care at this location



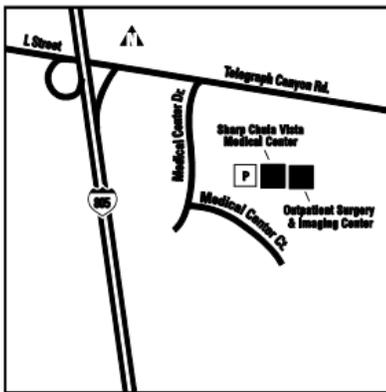
SORRENTO MESA
10243 Genetic Center Dr.
San Diego, CA 92121
(858) 526-6150
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



AFTER-HOURS CARE

For a WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Hospital Emergency Department**



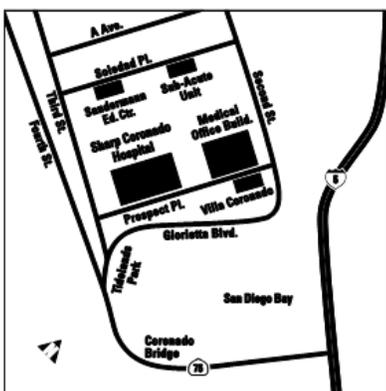
Sharp Chula Vista Medical Center

751 Medical Center Ct.
Chula Vista, CA 91911
(619) 502-5800



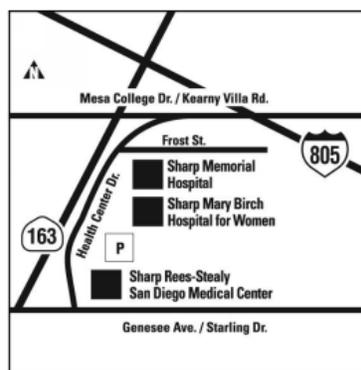
Sharp Grossmont Hospital

5555 Grossmont Center Dr.
La Mesa, CA 91942
(619) 740-6000



Sharp Coronado Hospital

250 Prospect Pl.
Coronado, CA 92118
(619) 522-3600



Sharp Memorial Hospital

7901 Frost St.
San Diego, CA 92123
(858) 939-3400



APPENDIX M: SAFETY PROGRAM APPROVAL

San Diego City College Safety Program

Transportation and Vehicle Safety Program – 11/05/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
City College Vice President, Administrative Services

Date: _____

Approved by: _____
City College President

Date: _____

San Diego Mesa College Safety Program

Transportation and Vehicle Safety Program – 11/05/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Mesa College Vice President, Administrative Services

Date: _____

Approved by: _____
Mesa College President

Date: _____

San Diego Miramar College Safety Program

Transportation and Vehicle Safety Program – 11/05/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Miramar College Vice President, Administrative Services

Date: _____

Approved by: _____
Miramar College President

Date: _____

San Diego Continuing Education Safety Program

Transportation and Vehicle Safety Program – 11/05/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Continuing Education Vice President, Administrative Services

Date: _____

Approved by: _____
Continuing Education President

Date: _____

District Service Center Safety Program

Transportation and Vehicle Safety Program – 11/05/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Director, Facilities Services

Date: _____

Approved by: _____
Vice Chancellor, Facilities Management

Date: _____