



SCHOOL BUS DRIVER DISCIPLINARY GUIDELINES: POST-EMPLOYMENT

Provided by Harleysville's Loss Control Department
800-523-6344 ext 8100 www.harleysvillegroup.com/losscontrol

The “group” under which an employee is classified, for the purposes of the Disciplinary Guidelines Program, is as follows.

GROUP 1 EMPLOYEES:

Employees whose job description requires operating a vehicle to perform their job. Those job classifications include:

- School Bus Driver
- Student Vehicle Driver (Van)
- Mechanic

GROUP 2 EMPLOYEES:

Employees who may be authorized to drive on business, but for whom driving is not a required component of their job description.

- Member of the Safety Department
- Parts Runners – other garage employees

Requirements for counseling and progressive discipline for on-the-job vehicle accidents are based on points and the group under which the employee’s classification falls. Points are assigned by driving offenses as follows:

POINTS ASSIGNED BY CITED DRIVING OFFENSES		
CLASS I VIOLATIONS		POINTS
A.	Driving under the influence	6
B.	Any felony, such as homicide or manslaughter, involving the use of a motor vehicle	6
C.	Hit and Run	6
D.	Attempting to elude a police officer	6
E.	Possession of illegal drugs	6
F.	Reckless driving	5
G.	Opened container of alcoholic beverage	5
H.	Driving while license is suspended or revoked	4
I.	Racing or excess speeds (20 mph over limits)	3

This information may not address all hazardous conditions at your location and does not warrant workplace safety or compliance with federal, state or local laws.

(Appendix A: Disciplinary Guidelines cont.)

POINTS ASSIGNED BY CITED DRIVING OFFENSES		
CLASS II VIOLATIONS		POINTS
A.	Speeding (less than 20 mph over limits)	2
B.	Running a stop sign or red light	2
C.	Passing illegally	2
D.	Failure to yield right-of-way	2
E.	Negligent or careless driving	1
F.	Following too close	1
G.	Illegal turns	1
H.	Excessive speed for existing conditions	1
I.	Any other moving violations that are not Class I violations	1

PREVENTABLE ACCIDENTS		POINTS
A.	Involving bodily injury and property damage	3
B.	Involving property damage only, greater than \$100.00	2
C.	Involving property damage only, less than \$100.00	1

Note: Points assigned will be the greater of the points for preventable accidents or the violation cited as the cause of the accident.

GROUP I EMPLOYEES: Disciplinary requirements for total points accumulated within the last three years:

- 1 Point Verbal counseling with department.
- 2 Points Counseling Notice, may include remedial driving training.
- 3 Points Letter of Warning and may include remedial driving training.
- 4 Points Letter of Reprimand and remedial driving instruction.
- 5 Points Suspension from work for 1-5 days.
- 6 Points Termination or demotion to a non-driving position (if available) and review prior to reassignment.

GROUP II EMPLOYEES: Disciplinary requirements for total points accumulated within the last three years:

- 2 Points Counseling Notice and may include remedial driving training.
- 3 Points Letter of Warning and may include remedial driving training.
- 4 Points Letter of Reprimand and remedial driving instruction.
- 5 Points Temporary suspension of authorization to drive on business. Remedial driving instruction may be required prior to reinstatement of driving privileges.
- 6 Points Suspension of authorization to drive on business until points drop below 6, and may include remedial driving instruction prior to reinstatement of driving privileges.

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