

**SECTION 12:  
MOTOR VEHICLE OPERATION**

All employees who are required to drive during the course of their work must have a valid driver's license appropriate to the type of vehicle(s) operated. Any employee who does not hold a valid driver's license will not be allowed to operate a school district vehicle until such time he/she obtains a valid license. All employees who are required to drive during the course of their work must have an acceptable driving record.

Employees will not engage in any activity which could interfere with their ability to operate a vehicle in a safe manner while on school district business. Employees should follow all motor vehicle laws, posted signs and speed limits and take sufficient breaks when driving for extended periods of time.

The use of seat belts is required whenever a district employee operates or is a passenger in a district-owned, privately-owned, or rented vehicle while on official district business. This requirement is based on the Washington Seat Belt Law as found in RCW 46.61.688. The shoulder harness shall be worn over the shoulder and not placed under the arm.

Employees who operate district vehicles should perform a pre-operational inspection to check the readiness of the vehicle before the trip begins. Employees should visually inspect the inside and outside of the vehicle and immediately report any defects, deficiencies, or damage. If problems arise during operation, they should be reported when the vehicle is returned to the motor pool supervisor.

A master record is maintained on each district vehicle to record all expenses, mileage, maintenance and repairs. Regular maintenance is scheduled based on the manufacturer's recommendations.

Any accident and/or damage to a Motor Pool vehicle or any accident and/or damage caused by a Motor Pool vehicle to another vehicle or property, however minor, must be reported to the Motor Pool administration as soon as possible after the occurrence. For further information on vehicle accidents see Section 6.

**Use of Cellular Phones While Driving**

The school district recognizes that cellular phones provide benefits to public safety and productivity and recognize that there is often a business need to use cellular phones. However, cell phones are not to be utilized while driving a vehicle.

### **School Bus Operations**

It shall be the responsibility of employees whose assignment includes operation of a school bus to meet and continue to meet the requirements set forth in 392-144 School Bus Driver Qualifications.

Employees who are required to have a commercial driver's license to perform their job responsibilities are subject to drug and alcohol testing in compliance with the Federal Highway Administration, Department of Transportation, Federal Testing regulations (49 CFR Part 382).

### **Riding Power Lawnmowers**

The district will comply with the following requirements:

- Make sure the operator understands all instructions for operating the mower that are in the manufacturer's instructions and on the machine.
- Make sure the operator is thoroughly familiar with the controls and proper use of the mower before starting it.
- Make sure the proper guards, plates, grass catcher or other safety devices are in place before starting the mower.

Reference: WAC 296-807-16015

## **SECTION 13: EMERGENCY PLANNING**

Detailed emergency response information specific for the school district is found in the district's *Crisis Response Guide*. The purpose of the plan is to identify emergency responsibilities for the school district and its employees. The plan is intended to empower employees in an emergency, and clarify emergency roles and response. The plan provides:

- a basic emergency response plan
- recommended emergency response teams
- site-specific hazard vulnerabilities
- employee emergency procedures
- evacuation procedures
- lockdown procedures
- emergency signaling system
- notification procedures
- procedures for the release of students
- training/drill requirements
- sample scenarios
- crisis debriefing procedures

Employees will be provided training on emergency actions during the initial new employee orientation and/or during department staff meetings.

Upon recognition of an emergency situation, personnel will respond in accordance with the guidelines found in the *Crisis Response Guide*. If assistance by emergency response agencies is required, the employee should dial 8 - 911, and then notify the school district administration.

### **Building Evacuation**

In school buildings:

- The evacuation plans utilizes the fire alarm system.
- The evacuation plan includes maps with evacuation routes posted in each classroom and assigns the teacher in each classroom as the monitor to ensure that all occupants, students and visitors properly evacuate the building.
- Each teacher must account for students in their care when the group has cleared the building and assembled at a pre-arranged location outside of and away from the building.
- The teacher then reports to a supervisor the status of the group (i.e., all accounted for, or, one or more not accounted for).
- The supervisor then attempts to account for any persons not accounted for. The teacher remains with the class.

- One or more persons are assigned to search the building after the building is evacuated. The person in charge if the search also reports to the supervisor at the conclusion of the search.
- When the event or drill is concluded, an “all-clear” signal is sounded on the schools bell system and the teachers may re-enter the building with their class.
- A written record of each drill is kept in the school office, noting the time taken to evacuate the building.

In other district buildings:

- Employees should locate at least two escape routes from their work area. Use one as a secondary escape route in case smoke or fire blocks the primary route.

Upon assignment to an office or work area, if you have a disability which may limit or impede your ability to evacuate the building in a timely manner, notify your immediate supervisor.

### **Emergency Medical Response**

Whenever an occupational injury or illness occurs the first obligation is to provide the injured or ill employee with first aid and/or other appropriate medical treatment. The severity of the injury or illness determines whether or not the employee is cared for at the worksite or transported to a medical facility for treatment.

In the event of a medical emergency of a serious nature (requiring professional medical assistance) at the school district:

- Assess the situation through the examination of the victim. Check for medical tags.
- **DO NOT LEAVE THE VICTIM UNATTENDED.**
- Call out for assistance.
- Assign someone to call 8 – 911.
- Assign someone to contact the administrator in charge. Provide responder's with the victim's location.
- Send someone for a qualified first aid provider, first aid kit and/or the AED.
- Only trained personnel should administer first aid.
- Do not move the victim unless a life-threatening situation exists.
- Assign someone to go outside and meet the emergency medical service providers.

### **Medical Emergency Procedures**

Major Injury or Illness:

An emergency response, including an ambulance, will be initiated by calling 911 in the case of serious injury/illness and when an employee needs immediate medical attention. A supervisor or other staff member will accompany the employee to the

hospital or doctor's office. Persons with serious injuries/illnesses should NOT be transported in private vehicles nor allowed to drive themselves to the doctor's office or hospital.

**Minor Injury or Illness:**

If the severity of the injury/illness does not warrant the emergency response of an ambulance but still requires immediate medical attention, the injured employee may be transported in a district vehicle or private vehicle. However, the injured or ill employee should not be allowed to transport themselves. A supervisor or other staff member will accompany the employee to the hospital or doctor's office.

**Minor Injury or Illness: (not requiring immediate medical attention)**

For injuries or illnesses that do not require immediate medical attention, the employee may be allowed to transport themselves to the doctor (at a later time) or home.

**First Aid Training**

The district maintains first aid trained staff at each of its facilities. Supervisors will ensure there is adequately trained staff at the beginning of each school year. A sufficient number of employees will be trained to ensure that a first aid certified individual is available to employees at all times. The school district will maintain a list of employees who are current in their first aid/CPR and AED training. It is the employee's responsibility to attend first aid certification training if it is required on his/her job description.

Employees who provide first aid should only do so to their level of training that they have received. Employees who provide first aid are protected under RCW 4.24.300 (Good Samaritan Law):

The Asotin-Anatone School District has developed and implemented a written exposure control plan (Appendix E) designed to eliminate or minimize employee exposure to blood or other potentially infectious materials. The school district also provides bloodborne pathogens training to all employees that meet the requirements found in WAC 296-823-12005.

**First Aid Trained Staff**

Below are the requirements and recommendations for school staff first aid and/or CPR certification and training:

Staff Position	Required or Recommended
School Bus Drivers	Required
Coaches	Required

## Accident Prevention Program

---

An Employee to Offer First Aid	Required (at least one employee at each work location available at all times)
Career & Technical Education Teachers	Required
Licensed Child Care Staff	Required (for one staff with each group of children)
Physical Education Teachers	Required for endorsement
Health & Fitness Teachers	Required for endorsement
Laboratory Science Teachers	Recommended (in non-mandatory appendix)
Playground Supervisors	Recommended (at least one supervisor on each playground during each recess)

### EMERGENCY EQUIPMENT

#### First Aid Kits

Supervisors and facility managers are responsible to have first aid supplies readily available at each worksite to provide immediate aid to injured or ill employees. Each employee should know the location of the nearest kit to their work area.

#### Automated External Defibrillator (AED)

Some districts may have an AED in one or more of their buildings. These units are for the treatment of sudden cardiac arrest and only trained personnel should use them.

#### Fire Extinguishers

Fire extinguishers are located by exit doors and in fire exit pathways to exit doors. Selection, maintenance and placement of fire extinguishers are the responsibility of the Facilities/Maintenance Manager.

**Employee should only attempt to extinguish small fires that can be safely contained. Employees should not attempt to extinguish a fire that may place them in physical danger.**

## **Emergency Washing Facilities**

The Asotin-Anatone School District has emergency eyewash and/or shower equipment in work areas and classrooms (science labs) where there is the potential for major portions of the body and/or eyes to be exposed to corrosives, strong irritants or toxic chemicals. Training in the location and use of the emergency washing facilities is required under the hazard communication program rule and the accident prevention program rule. All plumbed emergency washing facilities are inspected once a year to make sure they function properly.

## **Other Equipment**

Fire alarm pull boxes activate the building's fire alarm system. These red and white wall-mounted pull boxes, marked "FIRE - PULL DOWN," are located by all exterior (that open directly to the outside) doors.

Reference: 296-800-150 (First Aid and Emergency Washing Facilities)  
296-800-300 (Fire Extinguishers)

## **SECTION 14: SECURITY**

Security of employees, students, visitors and the workplace is a top priority. To maintain a safe and secure working environment and to prevent thefts from the building, each employee is responsible for the security of the building, his or her individual office area and general work area.

- All employees should be familiar with emergency procedures found in the school Crisis Response Guide.
- All employees should be familiar with the location and activation procedures for emergency, fire and building alarm systems.
- Employees should know the proper evacuation procedures.
- Employees should be alert to strangers loitering in or around the premises and to suspicious cars parked near the building.
- Whenever possible, secure office equipment/valuables such as laptop computers and purses.
- Do not give out unnecessary information about the school district or its employees. Report anything you are uncomfortable with, including:
  - Threats or harassment;
  - Persons who ask unusual questions or show unnatural interest in the school district or an employee;
  - Persons asking questions about building layout or design, security measures, staffing, or procedures and anyone tampering with building equipment or fixtures;
  - Any deviation in delivery procedures;
  - Unattended packages.

### **Workplace Violence**

It is Asotin-Anatone School District policy to conduct business, provide services, and protect its employees and the public from harm by providing a safe and secure work environment that has zero tolerance for violence, threats, harassment and intimidation.

All employees are responsible for:

- Being considerate and respectful of co-workers, visitors and the public; and,
- Not engaging in any disruptive behavior which may include profanity, obscenities, obscene gestures, or exhibiting abusive conduct that demonstrates recognizable signs of violent behavior.

Employees should report to their supervisor immediately any:

- Inconsiderate and/or disrespectful behavior, including assaultive acts, assaultive talking, belligerent, intimidating and threatening behavior by another employee;

- Suspicious behavior and suspicious actions, including theft, assaultive acts, assaultive talking, belligerent, intimidating and threatening behavior by visitors or the public that may impact an employee, equipment or facility; and
- Any other threatened, attempted, or consummated act of violence against an employee, property, visitor or facility.

All incidents of workplace violence will be investigated and documented by district administration. Administration will initiate appropriate corrective action, including discipline, termination or professional counseling for employees who contribute to, or perpetuate workplace violence or violate workplace security requirements.

### **Weapons**

Washington State law and federal law have both addressed eliminating weapons from school grounds. Under RCW 9A.41.280, it is a gross misdemeanor for any person to carry or possess a dangerous weapon or firearm on public school premises. This includes school buses and non-school facilities that are being used for school activities. This does not apply to persons engaged in law enforcement or security activities. The law requires that all school facilities must be posted with signs stating "Gun Free Zone."

The school district will notify the appropriate law enforcement agency of known or suspected violations of the state law regulating dangerous weapons.

### **Parking Lot Safety**

If possible, especially after dark, walk to your vehicle with someone else. Have your keys in hand as you leave the building and be aware of your surroundings. Check the interior of your vehicle before entering it. If your vehicle is not as you left it (door open, broken window, unlocked, etc.), go back inside the building and get assistance.

**SECTION 15:  
OTHER SAFETY AND HEALTH TOPICS**

**Tobacco Use**

The Asotin-Anatone School District recognizes that smoking is a matter of personal choice. The district will offer encouragement to smokers who would like to quit as need indicates. However, the district also recognizes that tobacco may create a health hazard for nonuser as well as users. In order to protect the health of staff, students and visitors, to provide a healthy work environment, and to comply with the law (RCW 28A.210.310), tobacco use is prohibited in/on all school district property and vehicles.

**Drug Free Workplace**

WAC 296-800-11025 requires employers to prohibit alcohol and narcotics from the workplace and to prohibit employees under the influence of alcohol or narcotics from being in the worksite. Note: Employees who are taking prescription drugs as directed by a physician or dentist are exempt from this requirement if the employees are not a danger to themselves or other employees.

Employees may be required to sign an agreement to abide by the terms of the Drug-Free Workplace Policy.

**Asbestos**

Plan on File in the district office.

**PCBs**

The district through the years has strived to replace all PCB-containing ballasts. If an employee has questions regarding the light fixtures in their building they are encouraged to contact their maintenance manager.

**SECTION 16:  
SAFETY AND HEALTH EDUCATION AND TRAINING**

Education and training are essential parts of our plan to provide a safe work place. Safety and health education programs will be provided for all employees to increase awareness of accident cause factors, to improve morale by demonstrating the district's concern for the individual employee and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

Safety and health education and training will primarily consist of New Employee Basic Safety Orientation and Job Specific Safety Training.

**Safety Orientation**

General safety orientation covering the Accident Prevention Program and Crisis Response Guide will be provided to new employees as part of the new employee orientation program. Topics covered in this orientation include:

- Accident Prevention Program Introduction
- Safety & Health Policy
- Responsibilities - Administration & Employee
- Safety & Health Committee
- Safety Bulletin Board
- Accident (Injury) Reporting & Investigation and First Aid Facilities
- Self-Insurance Workers' Compensation Coverage
- Hazard Reporting - Unsafe Conditions and Practices
- Emergency Actions
- Basic Safety Rules
- Personal Protective Equipment
- Hazard Communication Program, MSDSs
- Safety Training Requirements
- Other WISHA-Required Safety Programs
- Bloodborne Pathogens

Each employee will acknowledge his or her attendance and participation in the basic safety orientation by signing a Safety Orientation Checklist (Appendix B). The instructor will also sign and date the form and will forward it to Human Resources to become part of their personnel file.

Reference: WAC 296-800-14005

## Specific Safety and Health Education and Training

The district will conduct job specific safety training for new employees and those transferred from another department in the agency before the worker is assigned tasks that require that training. Specific Safety and Health Training may include:

- Back Injury Prevention
- Slip and Fall Prevention
- Ladder Safety
- Emergency Procedures
- Hearing Conservation
- Sprain/Strain Prevention
- Confined Space Entry
- Defensive Driving
- Asbestos Awareness
- Fire Extinguisher Use
- Chemical Hygiene Officer
- Workplace Violence/Harassment
- Medically Fragile Children
- Bullying Prevention/Intervention
- Fall Protection
- First Aid/CPR/AED
- Ergonomics Awareness
- Office Safety
- Personal Protective Equipment
- Hazardous Chemical Safety
- Lockout/Tag out
- Forklift Operations
- Respiratory Protection
- Bloodborne Pathogens
- Hand and Portable Power Tool Safety
- Materials Handling
- Safe Student Transfers (lifting)
- SECURE (restraint) Training

Both the employee and the supervisor will document any job specific required training. The Human Resources department will maintain records of such training.