



Managerial Guidelines for Discipline & Safe Driver Plan

Updated May 2025

Managerial Guidelines for Discipline & Safe Driver Plan



The following are managerial guidelines for discipline of transportation employees.

1. Representatives of the School District of Lee County and the Support Personnel Association of Lee County (SPALC) worked collaboratively to develop these guidelines for the purpose of providing a common understanding of managerial expectations and recommended discipline for specific offenses.
2. The guidelines provide a common basis for the application of an equitable progressive discipline system for use with all Transportation employees. It is beyond the scope of these Managerial Guidelines to identify all potentially relevant State Statutes, rules, regulations, or School Board of Lee County policies the violation of which the District believes would provide just cause to discipline an employee.
3. The guidelines set forth in this document are not intended to be, nor are they, an exhaustive list of all forms of misconduct. The employee is cautioned that there may be other situations and/or circumstances where the District believes there is cause for discipline.
4. These guidelines are supported by the SPALC collective bargaining agreement. In accordance with the contract, employees are provided due process prior to any disciplinary action.
5. Five or more offenses of a less serious nature may result in a recommendation for termination.
6. The recommended penalties are guidelines. The actual penalty imposed is dependent upon the severity of the offense. The Superintendent is allowed the



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discretion to consider all circumstances in formulating any recommendations for discipline to the School Board.

	Alleged Conduct with Proper Documentation Subject to Due Process	Recommended Discipline (These offenses remain on file)
1	Inappropriate Passenger Management Techniques Example: Slamming on brakes, etc.	1st offense: Warning 2nd offense: Written reprimand 3rd offense: 3-day suspension without pay 4th offense: Termination
2	Improper utilization of bus keys Example: Leaving key in ignition when bus is unattended, etc.	1st offense: Warning 2nd offense: 3-day suspension without pay 3rd offense: Termination
3	Violation of approved dress code.	1st offense: Warning 2nd offense: Written reprimand 3rd offense: 3-day suspension without pay 4th offense: Termination
4	Failure to complete required written reports on time. Examples: FTE reports, accident reports, student incident reports, student courts, citations, etc.	1st offense: Warning 2nd offense: Written reprimand 3rd offense: 3-day suspension without pay 4th offense: Termination
5	Failure to submit accurate documentation for time reporting purposes, or submission of unauthorized hours.	1st offense: 3-day suspension without pay 2nd offense: Termination* *May also result in a referral to law enforcement
6	Failure to attend a scheduled district of state-required training (without prior written approval from immediate	1st offense: 3-day suspension without pay* 2nd offense: Termination

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supervisor).	*Or suspension until training is complete.
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	Alleged Conduct with Proper Documentation Subject to Due Process	Recommended Discipline (These offenses remain on file)
7	Radio Communication a. Failure to Answer b. Improper Use c. Misuse of Emergency Channel	Failure to Answer 1st offense: Warning 2nd offense: Written reprimand 3rd offense: 3-day suspension without pay 4th offense: Termination Improper Use 1st offense: Written reprimand 2nd offense: 3-day suspension without pay 3rd offense: Termination Misuse of Emergency Channel 1st offense: 3-day suspension without pay* 2nd offense: Termination* *Injury to a student may result in moving to a higher level of discipline.
8	Use of personal electronic devices, including a cell phone, in the presence of a student(s), or while operating a school bus.	1st offense: 3-day suspension without pay 2nd offense: Termination** ** Except for reporting an emergency, criminal activity, or suspicious activity to law enforcement.
9a	Work Place Civility Violation a. Verbal Abuse Examples: Use of profanity,	Verbal Abuse 1st offense: Written reprimand* 2nd offense: 3-day suspension without



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	Alleged Conduct with Proper Documentation Subject to Due Process	Recommended Discipline (These offenses remain on file)
	vulgar language or gestures, or intentionally berating: a student, supervisor, parent, District employee, or member of the public.)	pay* 3rd offense: Termination* *Severity of the offense may result in moving to a higher level of discipline.

	Alleged Conduct with Proper Documentation Subject to Due Process	Recommended Discipline (These offenses remain on file)
9b	Work Place Civility Violation b. Physical Abuse Examples: Striking, pushing, or grabbing a student, unless the employee's or student's safety is directly threatened, and the employee is acting in self-defense or in defense of a student.	Physical Abuse 1st Offense: Termination
10	Unauthorized bus stop.	1st offense: 3-day suspension without pay* 2nd offense: Termination* *Injury to a student may result in moving to a higher level of discipline.
11	Failure to attend a scheduled department meeting when 48 hours advance notice is given.	1st offense: Warning 2nd offense: Written reprimand 3rd offense: 3-day suspension without pay 4th offense: Termination
12	Tampering, modifying, or destroying District property.	1st offense: Written reprimand* 2nd offense: 3-day suspension without pay.*

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	Examples: Radio, brakes, stop lights, warning lights, GPS, security cameras, or other District property.	3rd offense: Termination* *Severity of offense may result in moving to a higher level of discipline.
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	Alleged Conduct with Proper Documentation Subject to Due Process	Recommended Discipline (These offenses remain on file)
13	Failure to follow a directive.	1st offense: Warning 2nd offense: Written reprimand 3rd offense: 3-day suspension without pay 4th offense: Termination
14	Failure to perform pre-trip and/or post-trip safety inspections.	1st offense: Written reprimand 2nd offense: 3-day suspension without pay 3rd offense: Termination
15	Absenteeism a. Failure to report to work: no call, no show b. Failure to notify immediate supervisor of absence (1) one hour before route time.	Non-consecutive Days 1st offense: Written reprimand 2nd offense: 3-day suspension without pay 3rd offense: Termination Consecutive Days An unauthorized absence of three consecutive workdays without notice shall be evidence of abandonment of position and subject to termination (see SPALC Contract).
16	Unauthorized/unapproved use of a	1st offense: Written reprimand*



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	School District of Lee County bus including parking at an unassigned compound.	2nd offense: 3-day suspension without pay.* 3rd offense: Termination* *Severity of offense may result in moving to a higher level of discipline.
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	Alleged Conduct with Proper Documentation Subject to Due Process	Recommended Discipline (These offenses remain on file)
17	Failure to report an emergency, criminal activity, or suspicious activity to an immediate supervisor, especially when it involves a possible injury to a student, parent, or District employee. If a transportation employee observes a possible injury, or if a student or parent reports a possible injury, the employee must: - notify the dispatcher immediately by radio. - file a written report immediately upon return to the compound.	1st offense: 3-day suspension without pay* 2nd offense: Termination* *Severity of offense may result in moving to a higher level of discipline.
18	Failure to report or allowing unauthorized person(s) to board or ride the bus.	1st offense: 3-day suspension without pay* 2nd offense: Termination* *Contingent on the severity of the offense.

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19	Failure to check the school bus after each A.M and P.M. route, which results in a student being left on the bus.	Unsupervised and Unattended 1st offense: Termination Unsupervised 1st offense: 3-day suspension without pay* 2nd offense: Termination* *Severity of offense may result in moving to a higher level of discipline.
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	Alleged Conduct with Proper Documentation Subject to Due Process	Recommended Discipline (These offenses remain on file)
20	Operating a vehicle under the influence of or in the possession of alcohol or drugs, using intoxicants during work hours.	1st offense: Termination* *Other drug, alcohol, or tobacco violations will be addressed in accordance with NEOLA Policy 8600.4 and the SPALC Contract.
24	Failure to stop at a stop sign or avoiding a traffic control device.	1st offense: Written reprimand 2nd offense: 3-day suspension without pay. 3rd offense: Termination
25	Not wearing a seat belt.	1st offense: Written reprimand 2nd offense: 3-day suspension without pay. 3rd offense: Termination
26	Following too close.	1st offense: Written reprimand 2nd offense: 3-day suspension without pay. 3rd offense: Termination
27	Improper lane change.	1st offense: Written reprimand 2nd offense: 3-day suspension without pay. 3rd offense: Termination

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	Alleged Conduct with Proper Documentation Subject to Due Process	Recommended Discipline (These offenses remain on file)
28	Improper backing.	1st offense: Written reprimand 2nd offense: 3-day suspension without pay. 3rd offense: Termination
29	Failure to yield to right of way	1st offense: 1-day suspension without pay. 2nd offense: 3-day suspension without pay. 3rd offense: Termination
30	Improper turn	1st offense: Written reprimand 2nd offense: 3-day suspension without pay. 3rd offense: Termination
31	Driving Under the Influence (DUI)	1st offense: Termination
34	Railroad crossing violation while driving a school bus.	1st offense: 5-day suspension without pay. 2nd offense: Termination
35	Operating a District vehicle with a Disqualified, Suspended, or Revoked license.	1st offense: 5-day suspension without pay. 2nd offense: Termination
36	Reckless/Careless driving	1st offense: 3-day suspension without pay. 2nd offense: Termination

	Alleged Conduct with Proper Documentation Subject to Due Process	Recommended Discipline (These offenses remain on file)
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37	Using a cell phone while operating a school bus.	1st offense: 3-day suspension without pay. 2nd offense: Termination
38	Fleeing or attempting to elude a police officer.	1st offense: Termination
39	Passing a school bus while loading or unloading students.	1st offense: 3-day suspension without pay. 2nd offense: 5-day suspension without pay. 3rd offense: Termination
40	Preventable accident with serious injuries.	1st offense: Termination

*The above list is not all-inclusive.

SAFE DRIVER PLAN

Violations	Assessed Points
While operating a SDLC vehicle, speeding 6 - 15 mph over speed limit	3 points
While operating a SDLC vehicle, speeding over 15 mph of speed limit	8 points
While operating a SDLC vehicle, speeding in a school zone, more than 6 mph over the posted speed limit	8 points
DUI (either drugs or alcohol)	10 points and/or Recommendation for Termination
Careless driving with or without an accident	4 points & BDI at the driver's expense
Leaving the scene of an accident where there was not an injury and property damage less than \$500	6 points & BDI at the driver's expense



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Leaving the scene of an accident where there was an injury and property damage exceeding \$500	10 points and/or Recommendation for Termination of employment
Preventable accident as determined by the Accident Review Committee - ARC	2 points
Preventable Accident with (serious) injuries	10 points, 8-hr BDI and/or Recommendation for Termination

*The above list is not all-inclusive.

- Discipline is required if points are not assessed. Managerial Guidelines 5.29 refers to the Safe Driver Plan for disciplinary action.
- Discipline under the Managerial Guidelines resulting in more than two (2) Written Reprimands and/or Suspension shall disqualify an individual from earning his/her Safe Driver Award.
- Operators who have points assessed on their record may have one (1) point removed annually by qualifying for the Lee County Safe Driver Plan.

Actions Resulting from Assessment of Safe Driver Plan Points

Points	Actions
1-5 points in one-year	Documented warning up to and/or including written reprimand

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6-9 Points within one year	Up to and/or 1-day suspension without pay and BDI at the driver's expense
Up to 10 Points within two years	Minimum 3-days suspension without pay and BDI at driver's expense
Eleven (11) or more points	Recommendation for Termination of employment

Print Full Name: _____

I hereby acknowledge receipt of a copy of the Safe Driver Plan established by the school board of Lee County in regard to accidents, driving violations, and district regulations. I have read the Managerial Guidelines and Safe Driver Plan, it has been explained to me, and I do understand the contents of the text of the plan.

Signature: _____ **Date:** _____

INTRODUCTION:

Statistics indicate that the School District of Lee County (SDLC) can significantly reduce the potential for accidents, traffic violations and injuries by adhering to the SAFE DRIVER PLAN. The purpose of this plan is to assure the well-being of all persons (students, employees and the general public), to preserve public and private property and to maintain the standards of safe driving. This plan is intended to prevent the hiring of unqualified applicants and prevent an individual with a poor driving record from driving a SDLC vehicle. The Safe Driver Plan provides safe driving guidance and counseling for employees in borderline situations. It is the responsibility of the Transportation Safety and Training Department to monitor and assure adherence to the provisions of this plan.

DEFINITION: "School Bus Operator" shall mean any employee of the SDLC who during his/her job assignment operates a school bus for the purpose of transportation of students in a safe and cost-effective manner that supports the goals of the School District of Lee County.



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EFFECTIVE DATE: This plan was updated in June 2025, and will be revised periodically.

Applicants may not be eligible for employment as a SDLC School Bus Operator if:

- Their Department of Motor Vehicles (DMV) report contains four (4) or more points for moving violations and/or convicted of two serious traffic violations within the past three years.
 - Example: unlawful speed (15 MPH or more over the posted speed), careless or reckless driving, fleeing or attempting to elude a police officer or other traffic offenses resulting in the death or personal injury of any person.
- Convicted of the following offenses while operating a motor vehicle. Driving under the influence of alcohol or a controlled substance Leaving the scene of an accident
 - Using a motor vehicle in the commission of a felony
 - Refusing to take a blood alcohol test (Consent to alcohol testing is automatic when you drive a motor vehicle in Florida)
- Convicted of making, selling, or distribution of drugs.
- Conviction of a serious nature, as determined by the SDLC, that relates to the duties of the position.
- A driving or employment history unacceptable to the SDLC Transportation Department.

CONTINUED EMPLOYMENT: In addition to other employment qualifications set forth by the SDLC, continued employment within the SDLC Transportation Department is contingent upon a driving record that exemplifies careful driving habits, due regard for the safety of the general public and the property of others. Driving records of School Bus Operators and other drivers of SDLC Transportation Department vehicles shall meet criteria established by this plan and shall be reviewed as needed, to assure continuing compliance.

A driver who accrues points as a result of preventable accident(s) and/or citation(s) in a SDLC Transportation Department owned vehicle, reaches a level as outlined on PAGE 11 of this plan, may be subject to a reprimand, suspension and/or dismissal.

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Observations of traffic violations not verified by law enforcement officers will not result in points assessed under this plan. However, other discipline may apply. If a driver exceeds points established by the Safe Driver plan, he or she may not be afforded the opportunity to become an attendant.

All School Bus Operators will be required to satisfactorily complete the annual pre-school Basic Driver Improvement Course, as scheduled. This course will be of no less than four (4) hours in length and presented by the Southwest Florida Safety Council. Other drivers of SDLC Transportation Department vehicles may be required to complete this course as indicated by his/her Department Director.

REPORTING RESPONSIBILITY:

It is the responsibility of the operator of a SDLC Transportation owned vehicle to immediately report to the Department, via radio, any incident or accident. All accidents/incidents regardless of how minor must be detailed in a written "Post Accident Report" submitted to the Transportation Safety and Training Department within 48 hours.

Drivers of SDLC Transportation Department vehicles must report any traffic or criminal citation, expiration, suspension or revocation of his/her driver's license to the Transportation Safety and Training Department Management within 48 hours.

Drivers who fail to self-report may be subject to discipline as per the SPALC Contract Article 2.01(2).

CITATION(S) RECEIVED WHILE OPERATING A SDLC TRANSPORTATION VEHICLE (not related to an accident)

- Citations alone are not subject to the Accident Review Committee (ARC) process; however, all citations will be reviewed by the Safety & Training Department based on the severity of infraction.
- Point(s) will be aligned in accordance with the Department of Highway Safety Motor Vehicle point system.



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- Failure to report within 48 hours, the above or making a false report could result in discipline or grounds for dismissal from employment with the School District of Lee County.
- An operator must submit a copy of a court document reflecting a hearing date to the Transportation Safety and Training Department office. If no documentation of a court date is provided, the Transportation Safety and Training Department Supervisor will assign point(s) in accordance with the Safe Driver Plan point system, ninety (90) days from the date the citation was issued. Employees will be responsible to provide a copy of court disposition to the Transportation Safety and Training Department.
- SDLC Transportation Department employees will receive written notification of points assessed to their District record within ten (10) to fifteen (15) days of assessment.

SAFE DRIVER AWARD PROGRAM

- Will be conducted in accordance with the SPALC Collective Bargaining Agreement.
- An employee shall be eligible for a safe driving award provided that employee:
 - Works in a position in which one-half (1 /2) the employee's work duties in a given day, is devoted to the operation of a motor vehicle.
 - Continuously holds such a position for a period of 91 days for 180-day employees and/or one-half plus one day of the fiscal year.
 - Has not had a preventable accident while operating a SDLC Transportation vehicle (as determined by the Accident Review Committee (ARC) or by the Director of Transportation on appeal).
 - Has not received a citation from a law enforcement officer for a traffic violation that resulted in an accident while driving a SDLC Transportation Department Vehicle.
- The monetary award will be delivered to the employee no later than August 30 following the fiscal year in which the award is earned.

PROCEDURES FOLLOWING AN ACCIDENT:

POST-ACCIDENT/CITATION PROVISIONS:

Accident (Defined): Any accident involving a SDLC vehicle, which results in property damage and/or personal injury.

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- This report must be completed and submitted by the driver to the Transportation Safety and Training Department within two (2) working days of the accident. The main objective of the report is to record all of the specific information related to the accident.
- The Post Accident Report will be submitted to the Accident Review Committee (ARC) for assessment. The operator may appear to explain circumstances and/or provide written explanation or verifiable written statements from witnesses. If the operator chooses to appear before the ARC, he/she shall not be paid for that time. The operator may have a representative at the ARC meeting, in accordance with Article 4.02 (1) of the SPALC contract.
- A citation received in conjunction with an accident that has been dismissed by the courts, shall not be included in the ARC consideration process.
- If the ARC determines that a case is more of a disciplinary issue rather than an assessment of a point issue, the case will be turned over to the Director or Safety & Training Supervisor for consideration.
- An operator of a SDLC Transportation Department owned vehicle involved in an accident resulting in serious injury and/or significant property damage and/or in receipt of a traffic citation and/or arrested for the same will be subject to the Safe Driving Plan and/or the SDLC disciplinary process.

ACCIDENT REVIEW COMMITTEE (ARC):

- Will review any SDLC Transportation Department owned vehicle accident involving property damage or personal injury.
- Will determine the preventability or non-preventability of SDLC Transportation Department owned vehicle accidents and assign point(s) for preventable accident(s).
- Will meet regularly during the school year.
- The results of ARC meetings are confidential.
- The goal of the ARC Committee is to make fair, unbiased and objective decisions.



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The **Accident Review Committee** will consist of three (3) voting members and shall serve at least one year.

- One (1) Transportation Safety and Training Department Supervisor or Designee (Votes only in the event of deadlock)
- Supervisor of Garage Operations (Transportation Department) or designee
- One (1) additional, management representative (Appointed by the Director of Transportation)
- Driver Trainer and alternate - only one will vote. (Appointed by the Director of Transportation)
- One (1) SPALC observer - (non-voting) (Appointed by the SPALC President).

THE ARC PROCESS

1. Establish a schedule for the review of alleged accidents and/or violations.
2. Notify the employee of the date and time of the review. The employee and representative may attend in accordance with the SPALC contract. Meetings can only be rescheduled one time, if an employee misses his/her scheduled meeting.
3. Assign to each case an identification number to avoid the use of names and to ensure objectivity among committee members.
4. This is the employee's opportunity to explain the accident in detail, including any reference to law enforcement citations, to the review committee, identifying the type of accident and using aids such as photographs, miniature vehicles, videos and road signs as needed.
5. If present, the driver may explain the accident details within a 3–5-minute time frame.
6. ARC members can question the vehicle operator or his/her representative in accordance with the SPALC contract. The employee must inform the Transportation Safety and Training Department Supervisor of his/her desire to appear before the ARC or have a representative present, twenty-four (24) hours prior to the review meeting.
7. Members vote by secret ballot (after the employee and/or representative leaves the meeting) and record the determination on the case docket.
8. A report as to the determination of the ARC and submit the report to the Director of Transportation.



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9. Notify employee of determination of the ARC by the Zone Director within ten (10) to fifteen (15) working days.
10. The employee may appeal the decision of ARC within five (5) working days after receipt of determination, if additional information, not previously considered by the ARC, becomes available. The appeal shall be submitted to the Assistant Director of Transportation in writing and will include any/all additional details explaining why the driver believes the determination of the ARC should be reviewed. The Assistant Director will provide a written response to the employee involved within ten (10) working days of receipt of the written appeal.

**The ARC process does not apply to non-preventable accidents.*

SAFE DRIVER PLAN RESOLUTION PROCESS

- Safe driver points (Letter) must be sent via certified mail detailing point total and reason(s)
- Letter will be sent to both the employee and SPALC
 - A standard letter must be created for the initial ARC assessment of points and appeal letter
 - It must have a brief narrative with details of the infraction and the reprimand
- Transportation has to establish a meeting date to issue final points; all parties (driver, AD and Safety) must sign-off on the document
- Final Appeal
 - Driver must submit a letter to Executive Director
 - Executive Director will provide a written response with a final verdict
 - Executive director will notify the employee that his/her case was reviewed and upheld, or points were removed
- Final Step: Termination
 - An end of employment letter will be sent via certified and regular mail
 - Terminations:
 - Non-compliance terminations
 - Will not go to the Board
 - Open to rehire
 - Eligible for rehire after 5 years

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- Standard hiring practices will apply

