



JACKSON
PUBLIC SCHOOLS

Transforming lives through
excellent education

**RISK
MANAGEMENT
PROCEDURES
HANDBOOK**

2020-2021

Safety Endorsement

The District encourages all of its employees to be safety leaders. Safety leaders practice safe behavior in the workplace, help identify hazards that may cause harm or injury, and report all safety hazards to the appropriate authority for corrective action. Although primary and secondary education is our focus, *safety* is an integral part of the educational process, and each employee is empowered with safety knowledge to be a great safety leader at Jackson Public Schools. We challenge each employee to do their part by being great safety leaders and by accepting the safety pledge.

Safety Pledge

As an employee of Jackson Public Schools (JPS), I pledge to help the District...

- provide learning environments that offer every scholar an opportunity to be excellent in their schoolwork
- provide every employee an opportunity to be excellent in their work performance
- and to encourage every visitor to be excellent community partners.

It is also my pledge to work as a team to help create safe environments for *All* to enjoy. Again, my pledge is to be a great safety leader by practicing workplace safety, because *SAFETY* is the rule at Jackson Public Schools.

_____	<u>2020-2021</u>
JPS Employee	Date

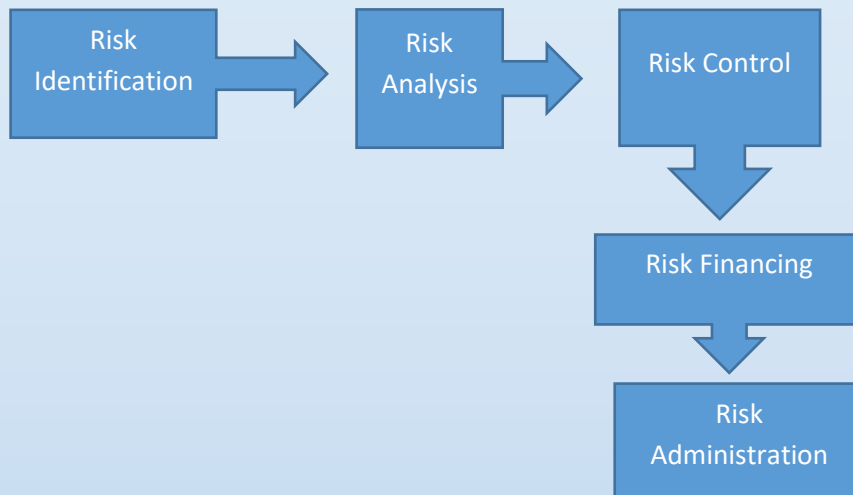
<u>Dr. Charlotte N. Crisler</u>	<u>2020-2021</u>
Risk Manager	Date

JACKSON PUBLIC SCHOOLS RISK MANAGEMENT

- Vision:** To have cultures of safety throughout the District that support all learning environments
- Mission:** To empower every employee with workplace safety knowledge to improve safety awareness and to create great safety leaders throughout the District

RISK MANAGEMENT

The process of managing uncertainty of exposures that affect an organization's assets and financial statements using five steps: identification of risk, analysis of risk, controlling risk, financing the risk, and the administration of the risk.



When a loss or injury occurs, the organization considers the direct and indirect costs associated with a loss or injury, such as:

- Employees that allege they are injured, time spent talking about an injury, time watching an injury or its aftermath
- Loss or destruction of property or equipment
- Additional staffing needs
- Decreased productivity
- Uninsured medical costs (not covered by workers' compensation insurance)
- Time spent correcting a situation
- Litigation costs associated with a loss or injuries in the workplace

Therefore, it is imperative that we be great safety leaders and stewards of all education dollars by helping prevent accidents and injuries. The most important role a safety leader has is risk identification. If hazards or risk are identified, an accident or injury can be prevented, and the District can avoid the direct and indirect costs associated with an accident or injury.

SAFETY INSPECTIONS

Authority to Inspect

The Risk Manager and/or Safety Coordinator is authorized to enter, inspect and investigate, at any time, any work site or establishment to ensure compliance with safety rules and regulations.

Inspection Procedures

Safety inspections may vary in type and frequency. They may be conducted on a specific school basis or any other facility within the District. They may be conducted with or without advance notice.

Corrective Action

Employees that fail to comply with any safety rules will be issued a safety citation. The citation will be entered into their personnel file. A verbal warning will be issued first and written warnings will follow if there are any further violations. Also, the citation will be a part of the employee's annual evaluation.

SAFETY COMMITTEE MEMBERS

Risk Manager Responsibilities

The Risk Manager is responsible for the overall administration of the Jackson Public School District's Risk Management Program and any other insurance matters, such as:

- Directs and oversees planning, development and administration of all insurance claims activities of the district
- Directs and oversees the planning and management of the district's workers' compensation program
- Maintains and manages the district's various liability and property policies
- Manages the coordination of providing information to claimants, district personnel, adjusters, insurance companies and attorneys
- Directs and manages the coordination of information related to claims data and records, provides regular reports on the analysis of loss data and make recommendations regarding loss control and prevention initiatives
- Coordinates the acquisition and payment of various insurance policies
- Coordinates and conducts district-wide workplace safety training sessions each month and as needed

Principals, Directors, and Supervisors Responsibilities

- Maintain safe and healthy working conditions
- Provide leadership and positive direction essential to maintaining effective accident prevention and loss control by setting proper examples, such as how to prevent injuries, collisions, liabilities and waste of materials
- Ensure that all personnel under their direction are in compliance with all safety rules and regulations
- Fully cooperate with the risk manager in ensuring that their schools are in compliance with all federal, state, and local laws governing the Jackson Public School District which relates to safety
- Fully cooperate with the risk manager in conducting school safety inspections and audits
- Ensure that employees (safety violators) are disciplined according to the safety disciplinary procedures
- Ensure safe actions of the employees under their supervision and that machinery and equipment are safe to operate
- Ensure that employees under their supervision are fully trained for the job they are assigned, familiar with safety work rules and understand compliance is mandatory
- Recommend correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affect JPS' accident prevention and loss control efforts
- Ensure that employees are equipped with appropriate equipment, protective gear and clothing before starting to work
- Fully cooperate with the risk manager in suspending operations considered to be an imminent danger to our scholars, parents, and other visitors

Head Custodians Responsibilities

- Opens building prior to workday
- Secures building after working hours
- Reports any building problems to office manager
- Inventories all cleaning supplies
- Reports any personnel problems in writing
- Assists in cleaning building
- Assists in personnel evaluations
- Inspects premises and facilities for safety hazards
- Reports hazards to office manager
- Performs other related duties as requested or assigned

Employee Responsibilities

- Practice workplace safety to prevent injuries to oneself, fellow co-workers and to prevent property damage
- Maintain an alert and safety attitude at all times
- Report all accidents/losses, including those considered minor to the immediate

- supervisor as outlined in the accident reporting procedures
- Avoid horseplay or practical jokes
- Keep work areas clean and orderly
- Report all unsafe conditions immediately to your supervisor
- Obey all safety rules and regulations
- Wear prescribed protective equipment
- Only operate equipment in which you are authorized to operate
- Use proper tools and equipment for the job to be performed
- Lift and handle materials properly

GENERAL SAFETY RULES (MS Department of Education)

The following are basic safety rules that all employees shall follow:

- Correct unsafe conditions and report them promptly
- Follow instructions. If you do not understand, ask for additional explanation
- Keep your work area clean
- Use the proper tools or equipment for each job
- Operate only the equipment you are authorized and qualified to use
- Immediately report all incidents
- If injured even slightly, get prompt first aid
- If personal protective equipment is required by your job, wear it
- Avoid fighting, horseplay, or other situations that could cause unnecessary injuries and distractions
- Obey all safety rules and practices
- Always walk when on school property
- Always be safety conscious when on school grounds
- Do not use defective tools
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely
- Do not block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc.

HELP PREVENT INCIDENTS

- Use designated passages when moving from one place to another
- Never take hazardous shortcuts
- Lift properly-use your legs, not your back. For heavier loads, ask for assistance
- Keep machine guards in their intended place

OFFICE AND CLASSROOM SAFETY

- Desk and cabinet drawers should be kept closed
- Tipping back on chairs can result in overbalancing
- Office workers or instructional personnel should not move heavy furniture or cabinets nor carry heavy items from place to place
- Trimming boards and paper cutters should be locked down when not in use
- Sharp pointed objects such as shears, knives, and pencils can cause injury if used incorrectly
- Cleanliness and orderliness contribute to safety
- Broken furniture and equipment should be removed and repaired promptly
- Stairwells should be maintained with secure handrails and leveled with non-slip tread surfaces on the steps
- Restrooms should be clean and well maintained
- Wet floors should be posted with “**WET FLOOR**” signs
- Horseplay, running, and practical jokes are not permitted
- The site administrator will assure that all containers of hazardous products are appropriately marked and labeled.
- The label should identify the product and provide appropriate information and warnings
- The site administrator will ensure that all containers of hazardous products are appropriately stored out of the reach of students
- Keep walkways and exits clear

FIRE DOORS AND AISLES MUST BE KEPT CLEAR

- Use compressed air only for the job for which it is intended
- Shut down machinery before cleaning, repairing, or leaving
- Do not exceed a speed that is safe for existing conditions
- Do not tamper with electric controls or switches
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules
- Report any **UNSAFE** condition or acts to your supervisor

CAFETERIA SAFETY

- Wear cut resistant gloves when using or cleaning machines and knives
- Keep floors clean and free of grease residue. Food or liquid spills should be cleaned up promptly
- Report any item of equipment that appears defective or unsafe, any unsafe act observed
- Wet floors must be posted with “**WET FLOOR**” signs
- High traffic areas must be cleaned in such a fashion that provides a dry walk surface at all times

- Report any incident, no matter how slight
- Safety guards should never be removed or modified
- Use proper lifting techniques
- Horseplay, running and practical jokes are not permitted
- Machinery and tools must be used only for their intended purposes
- Fire extinguishers are not to be removed from their location or used for any purpose other than control of a threatening fire
- Wear only approved non-slip safety shoes

KITCHEN PERSONNEL SAFETY

- Clean clothes and good hygienic practices
- Hair covered
- No infections
- Smoking, eating and drinking restricted
- Short clean nails. NO Acrylics and Nail polish
- No dangling earrings, bracelets or necklace allowed

FOOD PROTECTION

- Original containers properly labeled
- Thermometer, provided and conspicuous, accurate
- Potentially hazardous food properly thawed
- Food protection, during serving, storage, transportation, display, and preparation
- Handling of food minimized; proper utensils provided and used
- Food dispensing utensils properly stored when not in use
- Food handling gloves required during food preparation. Gloves are to be changed often
- Chemicals of any kind shall be kept in a separate area from the food storage area
- Temperatures shall be recorded daily for the cooler, freezers and serving lines
- Temperatures shall be recorded every 48 hours when cafeteria is not in operation
- All management to be **Serve Safe** certified

FOOD TEMPERATURE REQUIREMENTS

Cooling procedures

- Rapidly reheat to 165 degrees

Cooking temperature

- Hot holding temp. 140 degrees
- Cold holding temp. 45 degrees

FOOD EQUIPMENT AND UTENSILS

- Wash; rinse water clean and proper temperature (170 degrees)
- Wipe cloths, clean and stored properly
- Food contact surface clean and free of detergents
- No re-use of single service articles
- Cut resistant gloves shall be used when slicing with a knife, or sliver burn guards shall be worn when cooking and removing hot items from the oven
- When moving hot food, use carts as much as possible to prevent burns
- Knives shall be sharp and in good condition, properly stored in a knife holder
- Accurate, thermometer, chemical test kits available for Chlorine and Quaternary Ammonia
- Plumbing: proper and well-maintained, no cross-connections, backflow or back siphonage

INSECT AND RODENT CONTROL

- There shall be no evidence of insects
- Regular Pest Control Maintenance Plan
- Outer openings protected

TOILET AND HANDWASHING

- Paper Towels
- Clean
- Soap and drying devices
- Room enclosed
- Proper waste receptacles

OTHER OPERATIONS

- Lighting provided as required: fixtures shielded, end caps
- Proper, ventilation of rooms and equipment
- Clean and soiled linen properly stored
- Complete separation from living/sleeping quarters, laundry
- Overall well-organized, clean, litter free environment

FACE AND EYE PROTECTION SAFETY

Face and eye protection will be used for any task where there is reasonable probability of injury. The consequences of failure to use eye protection at appropriate times are so serious that no exception to this policy is permitted.

Face and eye protection must be used when performing the following:

- Grinding, cutting, milling, or drilling
- Using punches, chisels
- Cutting rivets
- Using impact wrenches and compressed air tools
- Chipping, scraping, sanding
- Cutting or breaking glass
- Cutting or breaking concrete
- Using power tools
- Cleaning dust or dirt from vehicles or equipment
- Using metal cutting lathe, drill presses, power hacksaws and other metal working tools
- Using corrosive or reactive liquid and/or solid chemicals
- Using power woodworking machinery
- Operating in the vicinity of machinery where there is a danger of falling objects or dust
- When working on any overhead object which requires the face of the worker to be turned upward
- Operating or while in the immediate vicinity of line trimmers while riding on or operating a vehicle without the benefit of a windshield
- Portable welding screens should be used to protect the eyes of others in the vicinity
- Helpers and observers should also wear safety glasses or goggles with proper filter lenses

CUSTODIAL SAFETY

- Avoid standing on slippery areas
- Do not compact the trash using your hands or feet; use the “trash mashing” tool for this purpose
- When stripping the floor, move slowly
- “Strip” small amounts of the area at a time
- When handling trash, do not sling the bag over the shoulder or hand it by your side
- Read and follow the Material Safety Data Sheet of the chemicals you will be using and before mixing any chemicals
- Wear your safety gloves when emptying trash containers
- Wear your protective gloves when you are using cleaning chemicals and while working in the school labs, do not handle any lab chemicals

EQUIPMENT USAGE

- Do not use makeshift equipment
- Check to be sure equipment you are using is in safe condition
- Dollies or hand-trucks should be used to move heavy loads
- Ladders should be properly secured (i.e. use on level surface, tie of extension ladders)

LIFTING & MATERIAL MOVEMENT

- Lift, push or pull only reasonable amounts of weight
- Do not lift over 50 pounds without help
- Lift correctly to prevent injury. Use back belts to prevent injury

HOT SURFACES AND ENERGIZED EQUIPMENT

- Exercise caution when working around hot surfaces or items. Use insulating protective equipment (gloves, aprons, etc.) to prevent burns.
- *Do not touch or work on any equipment that you suspect is energized (electrical shock hazard). De-energize first.*
- Qualified maintenance personnel should perform any electrical repairs beyond resetting or replacing fuses only.

CONSTRUCTION/RENOVATION

- All construction and renovation in the Jackson Public School District will be under the direction of the director of construction in Facilities. The director will supervise all construction and ensure that all safety standards are followed.

WORKERS' COMPENSATION FACTS

Jackson Public School's (JPS) employees and volunteers are covered under the MS Workers' Compensation Act. The following is provided as a matter of information regarding workers' compensation. Should you have any questions, please feel free to contact Dr. Charlotte Crisler, Risk Manager at (601) 973 8594 or 601 973 8578.

PURPOSE OF WORKERS' COMPENSATION

Workers' compensation is a benefit provided to each employee of JPS. This benefit provides coverage for medical treatment as well as any loss of wages due to an on-the-job injury.

INJURY

Injury, as defined by the MS Workers' Compensation Act, means accidental injury or accidental death arising out of and in the course and scope of employment.

MEDICAL BENEFITS

Once it is established that an employee has sustained a compensable injury and need medical treatment, medical treatment will be covered under JPS' workers' compensation policy. It is recommended that employees refrain from using local area hospital emergency rooms unless it is an emergency. Use of an emergency room for nonemergency type injuries could result in treatment not being covered by the workers' compensation carrier. This means the employee would be liable for any incurred charges for using an emergency room for nonemergency type injuries. It is, therefore, recommended that employees seek treatment at the nearest medical clinic of the injured employee. The employee can choose to seek treatment from his/her own personal physician or from JPS' recommended choice of clinic, which is Baptist Occupational Clinic.

Employees are not required to pay any fees for services rendered by a treating physician or for a prescription obtained from a pharmacist. Also, employees should not file any charges on their personal insurance. The Medical Authorization form is verification of workers' compensation insurance coverage for the first office visit only. Any other treatment needs must be authorized by the insurance carrier referenced on the Medical Authorization form.

DISABILITY

Wage benefits are payable at 66 and two-thirds (2/3) of the average weekly wage subject to the statutory maximum rate in effect at the time the employee suffers a compensable injury. Benefits are paid until the employee returns to work, or after the treating physician releases the employee to return to work. Workers' compensation benefits will not exceed a maximum of 450 weeks pursuant to statute.

Workers' compensation benefits are paid every 14 working days. However, there is a 5-day waiting period if an employee is excused to be off work for less than 14 work days. Once an employee is excused and misses 14 work days or more, the waiting period is waived. Employees will be entitled to workers' comp. benefits starting with day one of the excused absence from work.

MILEAGE

The employer/carrier shall pay mileage at the authorized rate for any travel related to the on-the-job injury, such as doctor visits, physical therapy, pharmacy, diagnostic exams, second opinions, or any other travel related to the work-related injury.

SICK LEAVE

Pursuant to JPS' Workers' Compensation Policy GADEAA, employees are required to use sick days when they sustain an on-the-job injury. Please consult with your payroll specialist regarding your benefits and obligations while absent from work due to an on-the job injury.

FAMILY MEDICAL LEAVE ACT (FMLA)

Please refer to JPS' Policy GADEA regarding Family Medical Leave. As an employee, it is your responsibility to notify Human Resources when you have a need for medical leave that was not foreseeable. Employees must provide notice to the Office of Human Resources within two working days of learning of the need for medical leave except in extraordinary circumstances.

DOES AN INJURED WORKER NEED AN ATTORNEY?

Injured employees are not required to hire an attorney. However, if you choose to hire an attorney, please be aware that most attorneys are paid by retaining a percentage of the compensation you are entitled to receive. Attorneys are allowed to retain up to 25% of the total compensation due to be paid to you. However, in some instances, attorneys can retain up to 33 1/3% of the total compensation you are entitled to receive.

REPORTING AN INJURY

Employees should report **ALL** injuries to their immediate supervisor or office manager (OM). Once an employee reports the injury, the supervisor or OM should **CALL** the Office of Risk Management to report the injury. A First Report of Injury form and Employer's Instruction form should be completed, signed and forwarded to the Office of Risk Management within **THREE** working days even if the employee does not need medical treatment. Employees should fill out the forms unless injury prohibits the employee from writing. If medical treatment is necessary, the employee should also be given a Medical Authorization form signed by the principal or supervisor to give to the treating doctor, given a signed Notice of Physician Choice form to sign, an Authorization for Release of Protected Health Information form to sign, and all forms should be forwarded to the Office of Risk Management.

WORKERS' COMPENSATION FACTS

NOTICE

Once an employee sustains an on-the-job injury, a First Report of Injury form and the Employer's Instruction form **MUST** be signed, completed and forwarded to the Office of Risk Management even if there is no medical attention required or the employee does not miss any time from work.

Please note that the First Report of Injury or Illness form is the only injury form that is acceptable in reporting injuries. Also, remember to report the injury within **THREE** working days. The District can and will be fined up to \$100 per claim for late reporting, so it is very important to report **ALL** injuries timely.

MODIFIED DUTY (RETURN TO WORK) PROGRAM

The Jackson Public School District (JPS) encourages all employees who are injured on-the-job to take advantage of the opportunity to work modified duty. When an authorized physician assigns an injured employee physical restrictions or limited work capabilities, the injured employee will be allowed to return to work in his or her existing position. Injured employees who need reduced work duties due to physical restrictions or other medical concerns related to an on-the-job injury will be considered for modified duty work.

Employees who are injured at work and are allowed to work modified duty are required to be evaluated at least every 30 work days by an authorized physician. After each doctor's visit, the injured employee shall provide Risk Management and the supervisor with a written work release indicating the need for continued modified duty work. Otherwise, the injured employee's regular work duties will resume. If modified duty is not available in an employee's existing school or department, the injured employee will be allowed to remain off work until an authorized physician releases the employee for regular work duties.

NOTE: This Program requires the full cooperation of all injured employees who are released to perform modified duty work by their authorized physician. If an injured employee refuses to cooperate, his or her workers' compensation benefits may be adversely affected, including the suspension of temporary total disability (TTD) benefits. Each employee authorized to work modified duty and all supervisors shall honor the following expectations:

- The injured employee shall provide the supervisor and Risk Management a work release or a fitness-for-duty form, which shall be completed by an authorized physician. The work release shall indicate that the injured employee may return to work with identified limitations or restrictions for whatever specified period of time.
- Risk Management may communicate with the authorized physician as necessary in order to clarify and obtain the specifics of the identified physical restrictions or limitations relative to the job duties to be performed by the injured employee. The injured employee's school or department shall consider the nature of the restrictions or limitations relative to the job content, work availability, work demands, and etc. when determining the practicality of placing an injured employee on modified duty.
- Only the school or department that is approved to submit time on behalf of the injured employee shall report the time record to Payroll for the hours worked.

- When the authorized physician releases the employee for regular work, the employee shall immediately notify the supervisor and Risk Management of the release. A copy of the work release indicating that the injured employee may resume normal duties shall be given to the supervisor and Risk Management.
- If modified duty employment is not available for an injured employee, the injured employee shall be allowed to remain off work. The injured employee will be considered temporarily totally disabled (TTD), and workers' compensation benefits will be activated. However, if modified duty becomes available, the injured employee will be advised of the date, and time to report to work.
- When an injured employee is accommodated with modified duty, his or her temporary total disability or workers' compensation benefits will be suspended.
- Each supervisor shall cooperate fully with Risk Management to ensure that each injured employee's placement for modified duty work is made with ease.

WORKERS' COMPENSATION FORMS

GENERAL LIABILITY

All personal injuries or personal property damages should be documented. Student injuries shall be documented on a Student Accident Form, and Campus Enforcement should be contacted to document all other injuries, accidents or losses when a visitor, such as the general public, reports a claim.

If the injured party desires to file a claim, he or she should be given a Notice of Claim form to document his or her claim. The Notice of Claim form can be found on the Intranet under Forms/Documents. The form can be typed online or completed by the injured party.

The Notice of Claim form is for **ALL** persons that are **NOT** employed by the District. The form shall be completed and submitted to Risk Management for processing. Again, this form documents any injuries, accidents or losses involving personal injuries and damages to any personal property.

DO NOT ADMIT LIABILITY OR ADVISE THE INJURED PARTY THAT JACKSON PUBLIC SCHOOLS IS RESPONSIBLE FOR ANY DAMAGES OR INJURIES. ONLY ALLOW THE INJURED PARTY TO COMPLETE THE NOTICE OF CLAIM FORM TO INITIATE AN INVESTIGATION. LIABILITY WILL BE DETERMINED BY AN OUTSIDE AGENCY.

GENERAL LIABILITY FORM

DISTRICT VEHICLES

Operator-Any authorized operator of Jackson Public School District's (JPS) vehicles that is involved in an accident or discovers damage to a JPS vehicle, regardless of who is at fault or how minor the damage might seem, must follow these reporting procedures:

- Call Campus Enforcement and the supervisor immediately to request an investigation.
- **IF IT IS ALLEGED BY A THIRD PARTY** that a District vehicle caused damaged to another vehicle, the operator of the District vehicle shall call Campus Enforcement and the supervisor to request an investigation.
- In case of an accident between TWO or MORE JPS vehicles, both operators must contact their supervisor and request an investigation from JPS Campus Enforcement.
- In case of an accident involving damage to a District vehicle that have no operators and are not assigned to any particular employee, the respective department head is responsible for ensuring that Campus Enforcement is called to investigate the accident.
- Any JPS employee involved in a motor vehicle accident or loss in a District vehicle or in a personal vehicle on JPS business shall be required to submit to a urinalysis drug screen within two (2) hours of such accident at the direction of their supervisor. While awaiting these results, the supervisor will not allow any work to be performed by such employee that could be hazardous to him, her, or others.

DRIVER LICENSES

The risk manager will make a written request to each department head to review motor vehicle records of all employees authorized to drive District vehicles annually. This review will be conducted to confirm the validity of each driver's State license, which keeps the District in compliance with JPS policy GACK.

If the motor vehicle record (MVR) indicates negative information, the risk manager will provide feedback to the department head on whether permission to drive District vehicles shall be suspended or granted to the employee.

All employees authorized to drive District vehicles shall:

- Adhere to District policy **GACK**
- Have a valid Mississippi driver's license.
- Obey all motor vehicle laws

Any traffic citations will be the financial responsibility of the vehicle operator.

Seat belts must be worn at all times while operating or riding as a passenger in any Jackson Public Schools' vehicles. Vehicles that are deemed unsafe should be reported to an immediate supervisor. Each driver has the privilege to operate a District vehicle as long as the driver operates the vehicle in a safe and efficient manner.

Drivers with minor traffic violations will be counseled and required to attend a driver's training course offered by Campus Enforcement. Minor traffic violations include, but are not limited to:

- Failing to respond to traffic rules and regulations
- Driving with an expired state driver's license
- Operating a vehicle without a valid insurance card

Drivers with major traffic violations will have their driving privileges suspended and may be subject to disciplinary action. Major traffic violations include, but are not limited to:

- Driving under the influence of alcohol or drugs
- Driving while state license is suspended or revoked.
- Leaving the scene of an accident
- Failing to report an accident/loss
- Refusing to consent to alcohol or drug testing pursuant to the Mississippi Implied Consent Law
- Careless or reckless driving

Any employee authorized to drive District vehicles must notify their immediate supervisor within 24 hours of their State driver license expiring, being suspended or revoked. Failure to report such offenses as prescribed may result in disciplinary action up to and including dismissal.

Even though driving may not be the primary responsibility of an employee being hired, supervisors should only assign driving privileges to employees with good driving records.

DRIVER LICENSE FORM

DRIVER ACCIDENT FORM

References

- City of Jackson-Risk Management Handbook (n.d.). Jackson, MS.
- Jackson Public Schools (JPS) (n.d.) *JPS Board policies*. Retrieved from <http://www.jackson.k12.ms.us>
- Jackson Public Schools (JPS) (n.d.) HR Job Descriptions.
- MS Department of Education (MDE) (n.d.). *Safe and Orderly Schools* manual. Retrieved from <http://www.mde.edu>
- The National Alliance for Insurance Education & Research (2016, August 8). Elements of Risk Management. Austin, TX.

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