



539 North 870 West | Hurricane Utah 84737 | 435.635.7815 | Fax: 435.705.7576 | [www.valleyacademycharter.com](http://www.valleyacademycharter.com)

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Safety Meeting (Administrative Rule R37-1-7(3))

## Agenda for October 20, 2021

Meeting to be held at Valley Academy; 539 N 870 W. Hurricane, Utah, 84737

Members invited: Tracy Stevens, Executive Director; JJ Tanner, Assistant Exec Director; Leon Gubler Facilities Director & Transportation Director; Kelly Fausett, Employee Rep; Dale Varga, Security Director;

For more information contact the Executive Director, Tracy Stevens 435-635-7815 or [tracy@valleyacademycharter.com](mailto:tracy@valleyacademycharter.com)

- Welcome new members and train on what the committee's requirements are
- Go over concerns from parent Safety Committee
- Go over list of employee training from Vector Solutions:
  - Custodians
  - Teachers
  - Admins
  - Classified employees
- Review the last risk management visit and make sure all issues were resolved
  - Follow up as needed with specific tasks and assignments
- Review "Self-Risk Survey"
- Have a walk about to identify and evaluate potential risk
- Discuss upcoming activities and determine liability risk exposure and loss control
- Review policies for School risk
  - Disciplinary/corrective action policy for safety violation standards
    - OSHA, health, hazardous materials, fire, and others
  - Risk reduction and accident prevention
    - Related to training requirements
      - Unlawful discrimination, civil rights, ect
      - Refresher course every other year
  - Policy and procedure to deal with problem drivers and other hazardous driving situations. This policy should include the following as per Administrative Rule R37-1-7(3)
    - Employees or volunteers who are involved in an at-fault accident, shall not be allowed to operate entity vehicles, or their own vehicles on entity business, beyond a reasonable time, not to exceed thirty days. During this time the employee or volunteer must complete the Fund approved driver

safety program in order to maintain driving privilege. This training shall not take the place of any agency imposed discipline or corrective action.

- Employees and volunteers who are required to operate entity vehicles or their own vehicles while on entity business shall operate the vehicles within the limits or restrictions of their individual licenses.
  - Employees and volunteers who are convicted of Driving under the Influence of Alcohol or Drugs, or Reckless Driving, shall not be allowed to operate entity vehicles or their own vehicles on entity business, until their driving privileges are legally restored
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- Determine date for annual evaluation of Valley's risk reduction efforts
  - Review driver's license compliance and driver's training with Security Director
    - Valley determined ALL employees to be trained with Risk Management's Driver's Safety Course found at <https://risk.utah.gov/risk-training/>
      - Valley does not have district vehicles so employees will have to use their own personal vehicles for errands and because of such all employees need to be trained.
  - Review Driver's License Record Security and confidentiality measures
  - Set date for next quarterly planned meeting