

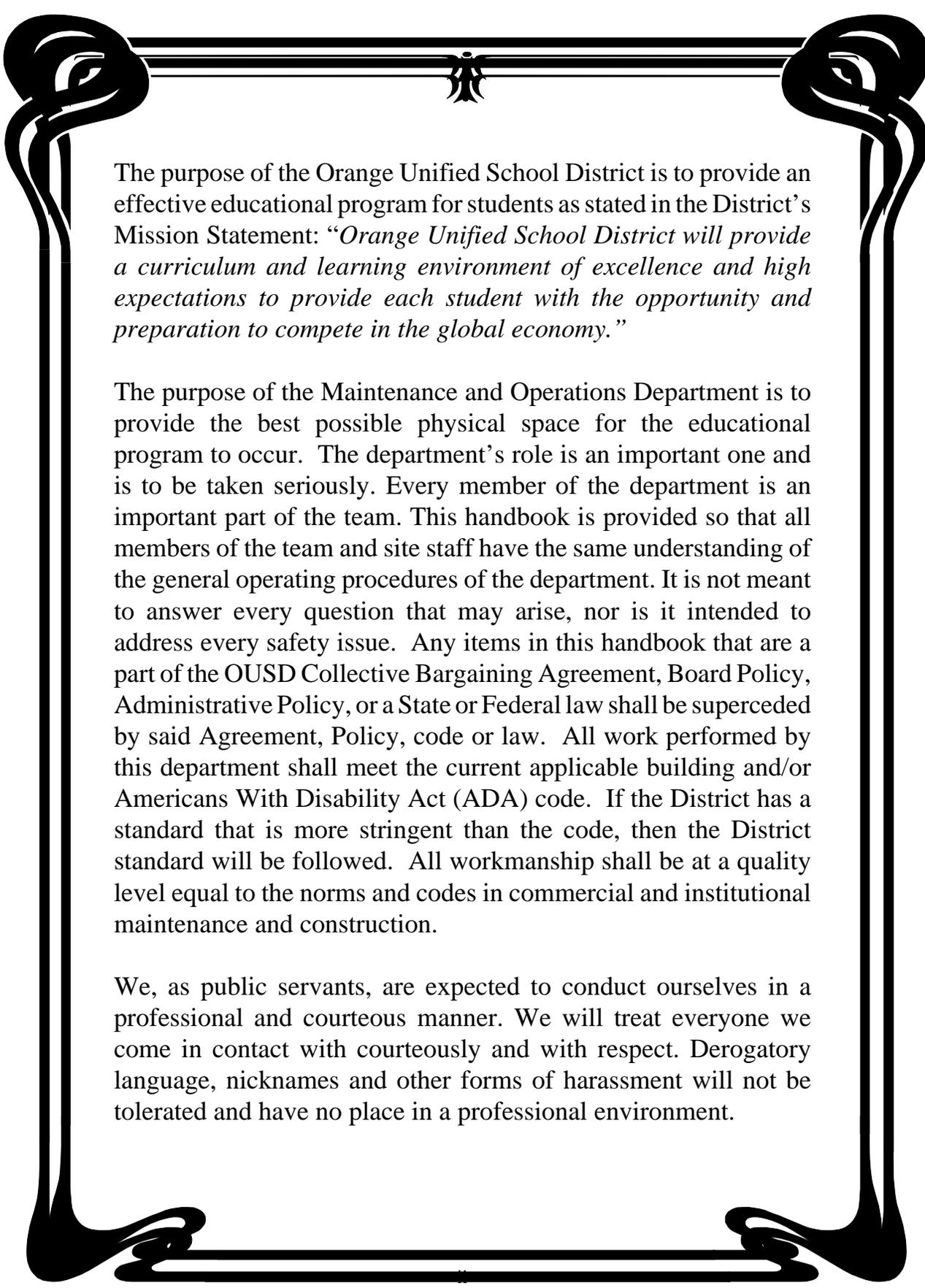
Orange Unified School District

Maintenance & Operations Handbook



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The purpose of the Orange Unified School District is to provide an effective educational program for students as stated in the District's Mission Statement: *"Orange Unified School District will provide a curriculum and learning environment of excellence and high expectations to provide each student with the opportunity and preparation to compete in the global economy."*

The purpose of the Maintenance and Operations Department is to provide the best possible physical space for the educational program to occur. The department's role is an important one and is to be taken seriously. Every member of the department is an important part of the team. This handbook is provided so that all members of the team and site staff have the same understanding of the general operating procedures of the department. It is not meant to answer every question that may arise, nor is it intended to address every safety issue. Any items in this handbook that are a part of the OUSD Collective Bargaining Agreement, Board Policy, Administrative Policy, or a State or Federal law shall be superceded by said Agreement, Policy, code or law. All work performed by this department shall meet the current applicable building and/or Americans With Disability Act (ADA) code. If the District has a standard that is more stringent than the code, then the District standard will be followed. All workmanship shall be at a quality level equal to the norms and codes in commercial and institutional maintenance and construction.

We, as public servants, are expected to conduct ourselves in a professional and courteous manner. We will treat everyone we come in contact with courteously and with respect. Derogatory language, nicknames and other forms of harassment will not be tolerated and have no place in a professional environment.

Vehicle Operation

All federal and state traffic laws will be followed. When you operate a District vehicle you are a rolling advertisement for the Orange Unified School District. Your actions communicate the values of this department and the entire organization. Drive courteously. It is the vehicle operator's responsibility to check and top off all fluids, check and fill tires as necessary and to clean the windows and mirrors on a weekly basis. The vehicle operator is also responsible for filling out any forms required by the garage and submitting work requests for any problems with the vehicle and to do so in a timely manner.

Any accident, no matter how small, must be reported to your supervisor immediately. *(Note: There is a copy of the form in the back of this book. Replacement copies may be obtained in the work order clerk's office.)*

No vehicle is to be operated on any part of a school campus except the parking lot when students are at recess, lunch or a break. The only time a vehicle should be operated on a campus outside of the parking lot is when you have a large or heavy item to bring to the job site. If you are doing a large project that requires you to have your truck, tools and supplies with you, you will consult with the principal or their designee about this prior to the start of work.

If you are on a campus out of the parking lot, you shall not exceed five (5) miles per hour. If you are driving on campus out of the parking lot and any children are present, your passenger, if you have one, will walk in front of and to the side of the vehicle to warn people until you are off the campus or in the parking lot.

Any time a district vehicle is parked anywhere but a marked stall, you will place cones at all four (4) corners of the vehicle or as many corners as practical (See Figures 1 & 2). The cones should all be approximately three (3) feet from the vehicle.

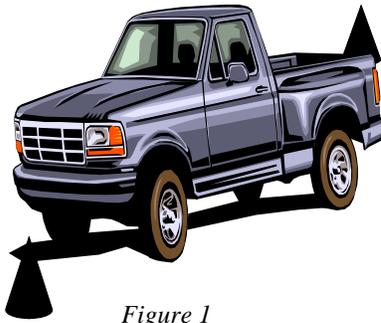


Figure 1
Vehicle has cones at all four (4) corners spaced 3 feet from each corner of vehicle.

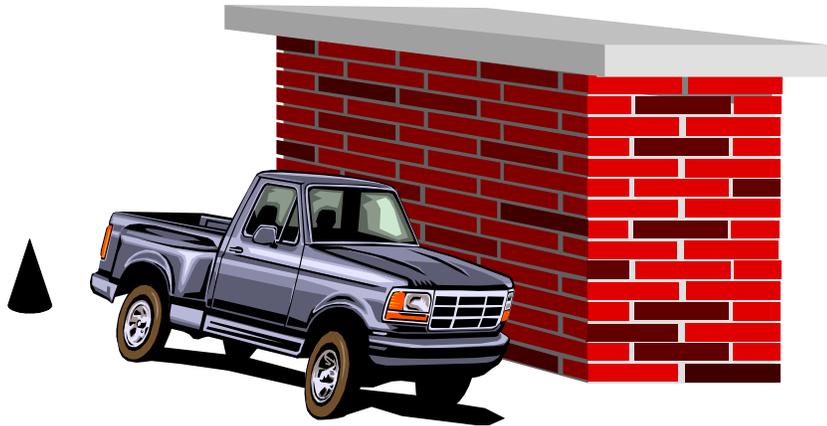


Figure 2
Vehicle with cones at two corners and a wall on opposite side.

If you are parked in a designated stall and any portion of the vehicle's contents project beyond the bumpers or sides of the vehicle, cones will be placed beyond that point (See Figure 3).



Figure 3
A vehicle with the load projecting beyond the vehicle must have cones at that point.

Do not leave a vehicle parked in a fire lane at any time. A vehicle or piece of equipment may be in a fire lane for a short period of time, if it does not impede traffic and the operator is present.

Do not drive or park on any landscaped area. If your work requires that equipment or vehicles be operated or parked on landscaped areas, you will coordinate with the grounds supervisor prior to arriving on the site. This includes any contractor doing work on district property.

If any portion of your vehicle's contents projects one foot or more from the edge of the vehicle, the items projecting out **must** have a red flag attached to it.

Vehicles are the property of the Orange Unified School District. They cannot be taken home, used for any personal reason, or embellished. All trucks will be kept clean, orderly and professional in appearance.

You must obey all posted signs when driving in the MOT yard and enter and exit through the Batavia gate or the small eastern gate on Collins. If those gates are closed, use the main gate on Collins.

Any inventory used from the truck stock **must** be charged to the appropriate work order. Items used from inventory must be restocked in a timely fashion (one to two days). Work materials are not to be carried in the truck cab. This is for your personal safety. If you are in an accident, loose items in the cab may do more harm to you than the impact of the accident.

Safety Procedures

You will follow all safe work practices that you are aware of and any safety training that has been provided to you. You will follow the safety guidelines included with any equipment and follow all the normal safety practices of your trade. Please read and understand the District's "Illness & Injury Prevention Program."

If you feel that something is unsafe and you are unable to make it safe, contact your supervisor immediately.

Do not operate equipment (i.e. tractors, bobcats, etc.) during the students' lunch or recess time or immediately before or after school. If you are using a lift of any type outdoors, cones or barricades shall be placed in such a way as to prohibit anyone from entering the area directly around the lift or under the lift. Do not operate a lift over parked cars or any other moveable object. If you are using a lift indoors and can secure the space, no cones or barricades are required. If you cannot secure the area, then follow all the procedures as if you were using a lift outdoors. Anytime you are using a lift there shall be two people present, one in the lift and one on the ground, to support the person in the lift and to watch for people attempting to enter the work area.

If you are operating any cutting tools or spinning equipment and others can enter the work area, you will use cones or other devices to limit their access to the immediate area.

All employees will wear safety glasses whenever using spinning or rotating equipment. Safety glasses and gloves shall also be worn at any other appropriate time.

If you are operating a sewer machine you will utilize gloves and safety glasses and barricade or cone the area to provide reasonable protection to others from thrown debris. If you are in a secured space, no barricades or cones are required.

Any outdoor project that will last longer than your next break and requires large holes or equipment shall be fenced or barricaded off.

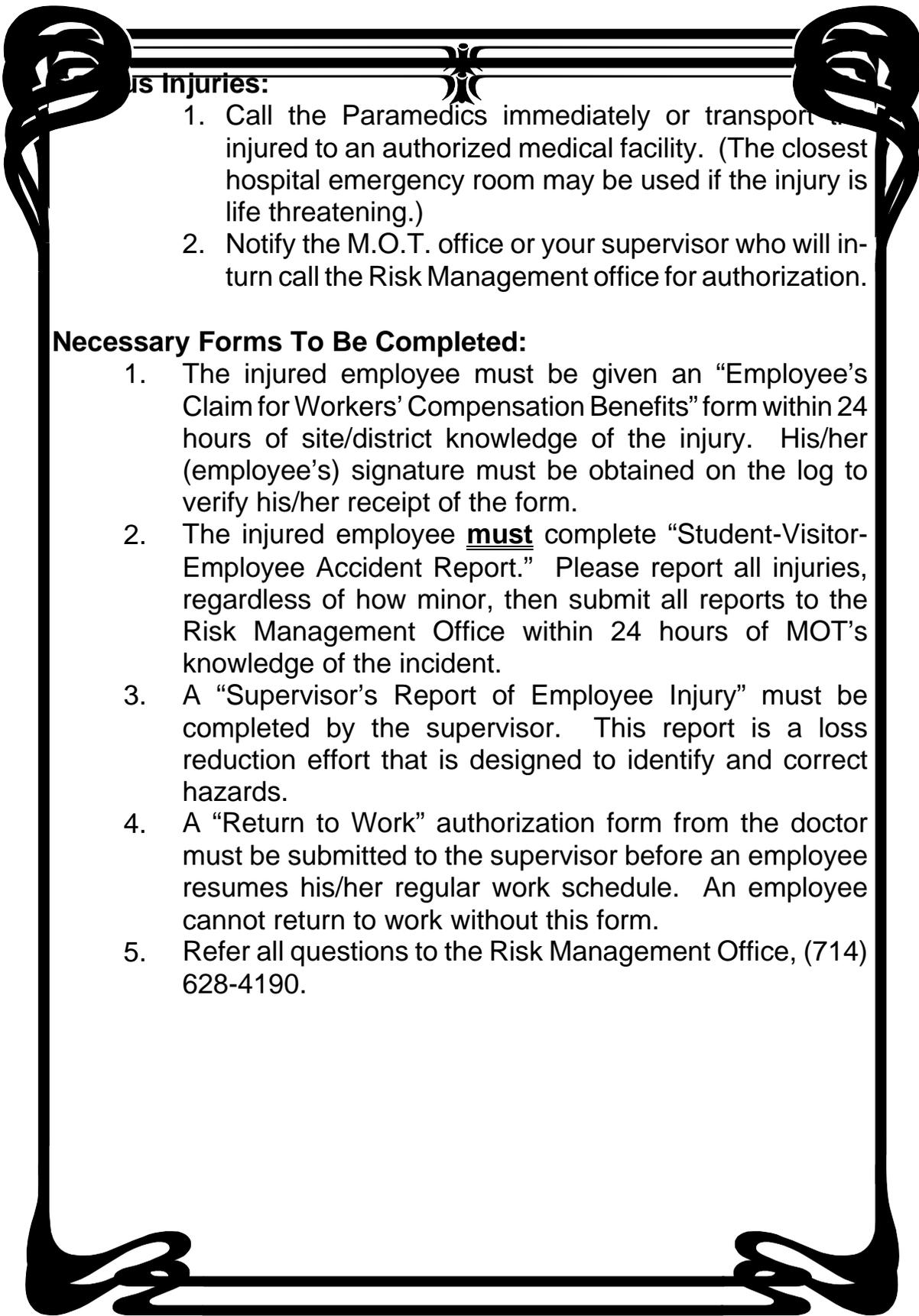
All Maintenance employees shall wear the issued uniforms which also include jackets. The outer layer of clothing must be District issue. District issued identification badges **must** also be worn and **be visible at all times**.

If a shirt or jacket becomes unusable you will turn it in to the office and request a replacement. Do not wait until you have more than one to turn in.

*The following is **District** procedure for an employee who is injured at work. . .*

Minor Injuries:

1. Determine if Paramedics are needed, call 911 if necessary.
2. ***If the Paramedics are not needed***, determine if the employee should continue working. If the employee needs to obtain first-aid treatment, notify the M.O.T. office or your supervisor who will in-turn call the Risk Management office for authorization. The employee will then be directed to an authorized medical facility (see facilities listed on page 8).



Work Injuries:

1. Call the Paramedics immediately or transport the injured to an authorized medical facility. (The closest hospital emergency room may be used if the injury is life threatening.)
2. Notify the M.O.T. office or your supervisor who will in turn call the Risk Management office for authorization.

Necessary Forms To Be Completed:

1. The injured employee must be given an "Employee's Claim for Workers' Compensation Benefits" form within 24 hours of site/district knowledge of the injury. His/her (employee's) signature must be obtained on the log to verify his/her receipt of the form.
2. The injured employee **must** complete "Student-Visitor-Employee Accident Report." Please report all injuries, regardless of how minor, then submit all reports to the Risk Management Office within 24 hours of MOT's knowledge of the incident.
3. A "Supervisor's Report of Employee Injury" must be completed by the supervisor. This report is a loss reduction effort that is designed to identify and correct hazards.
4. A "Return to Work" authorization form from the doctor must be submitted to the supervisor before an employee resumes his/her regular work schedule. An employee cannot return to work without this form.
5. Refer all questions to the Risk Management Office, (714) 628-4190.

Authorized Medical Facilities:

U.S. HealthWorks
1045 N. Tustin Avenue
Orange, CA 92867
(714) 921-0911

St. Joseph's Hospital Emergency Room
Occupational Medical Center
1100 W. Stewart Drive
Orange, CA 92868
(714) 633-9111

Paperwork

All completed work orders and other paper work as required are to be turned in on a daily basis. Other staff members are impacted if paperwork is not processed in a timely fashion.

Each employee with an assigned vehicle will keep a copy of this handbook, any District handbook and MSDS sheets for all products stocked on that vehicle and any other reports as required, on that vehicle, in good condition and accessible. If you do not have an assigned vehicle, this handbook and other reports shall be kept accessible in your shop area in good condition. The Night Maintenance Crews will keep *one* copy on each trailer. The Deep Cleaning Crew will keep *one* copy on each vehicle.

All employees are expected to report any deficiencies at any District facilities and have a work order submitted for it. If the deficiency is safety related, it must be reported to the immediate supervisor.

It is each employee's responsibility to turn in properly filled out vacation requests. It is also the employee's responsibility to call (714) 997-6378 *before the start of your shift* if you are going to be out ill or late to work. If you are late to work, please make sure a Daily Employee Absence Report is filled out with the exact number of hours missed. It is the employee's responsibility to fill out, sign and turn in an absence slip upon their return from an illness.

**VEHICLE ACCIDENT REPORT
ORANGE UNIFIED SCHOOL DISTRICT**

I.

DATE & TIME OF ACCIDENT	LOCATION OF ACCIDENT	POLICE DEPT.
DESCRIPTION OF ACCIDENT: _____		

II. DISTRICT VEHICLE

VEHICLE #	YEAR	MODEL	MAKE	VEHICLE I.D. #	VEHICLE LICENSE #
NAME OF DRIVER		AGE	ADDRESS		PHONE
RELATION TO INSURED		DATE OF BIRTH	DRIVER'S LICENSE #		PURPOSE OF USE
DESCRIBE DAMAGE: _____					
_____ REPAIR ESTIMATE _____					

III. OTHER VEHICLE

OWNER	ADDRESS	PHONE
DRIVER (if other than owner)	ADDRESS	PHONE
DESCRIBE VEHICLE (License #, Year, Make)	NAME OF INSURANCE CO.: _____	
	ADDRESS: _____ PHONE: _____	
	AGENT: _____	
DESCRIBE DAMAGE: _____		
_____ REPAIR ESTIMATE _____		
WHERE CAN CAR BE SEEN?	WHEN?	

IV. INJURED

NAME	ADDRESS	PHONE
EXTENT OF INJURY	AGE	WAS INSURED IN DISTRICT VEHICLE? _____
		OTHER VEHICLE? _____ OR PEDESTRIAN? _____
NAME	ADDRESS	PHONE
EXTENT OF INJURY	AGE	WAS INSURED IN DISTRICT VEHICLE? _____
		OTHER VEHICLE? _____ OR PEDESTRIAN? _____

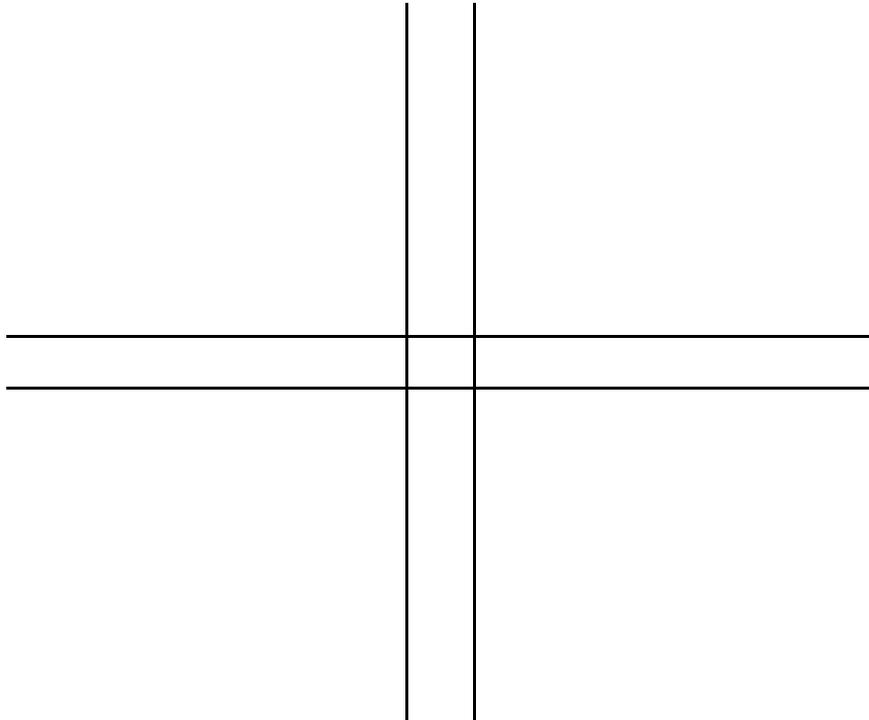
V. WITNESS/PASSENGERS (STUDENTS, USE OTHER SIDE)

NAME	ADDRESS	PHONE

VI. STUDENTS IN VEHICLE AT TIME OF ACCIDENT

NAME	AGE	SCHOOL	HOME ADDRESS (+ City)	HOME PHONE

VII. For intersection accidents, indicate position of cars and names of street(s) involved on the diagram below.



DATE _____

SIGNED _____
