

Transportation Handbook

2009-2010



Bronaugh R-VII School District

Board approved July 2009

TRANSPORTATION SERVICES PROGRAM

GOALS

The transportation services program of the Bronaugh R-VII School District will:

1. Safely deliver students to and from school in a timely manner.
2. Safely deliver students to and from extracurricular activities in a timely manner.
3. Maintain proper discipline on the school buses.

OBJECTIVES

1. Maintain school buses in a safe condition.
2. Drive school buses in a safe manner.
3. Keep student travel time on buses reasonable and within state standards.
4. Exercise control of student behavior on the school bus.

Transportation Administration Responsibilities

- **The Bronaugh R-VII School District board of education responsibilities are to:**
 - Determine the pupil transportation needs of the local district.
 - Secure proper authorization in accordance with law for providing pupil transportation.
 - Adopt specific written policies regarding the pupil transportation program.
 - Provide and maintain safe buses which meet approved standards.
 - Plan routes and schedules to render reasonable and economical service.
 - Employ only drivers that have met all licensing requirements and State Board of Education regulations relating to driver qualification.
 - Require liability and property damage insurance for contracted vehicles transporting pupils.
 - Prepare and submit pupil transportation reports required by the State Board of Education.

- **Bronaugh R-VII School District administration shall provide the following:**
 - Leadership in the implementation of a comprehensive pupil transportation program consistent with federal law, state statutes, the code of state regulations, and board of education policy.
 - A local director of pupil transportation with the staff and other resources necessary for optimal transportation performance.
 - A clear, concise pupil transportation discipline policy.
 - A cost accounting system for all expenditures in the area of pupil transportation.
 - A pupil transportation safety program utilizing community resources, law enforcement, and state agencies.
 - A student handbook containing detailed instructions for implementing the school district's transportation policies.
 - A comprehensive school bus driver training program for both pre-service and inservice instruction which includes classroom and behind the wheel instruction.
 - A comprehensive safety and ridership curricula for pupil passengers.
 - A comprehensive school bus preventive and ongoing maintenance program.
 - Prepare and distribute bus schedules to drivers and transported pupils.
 - Keep a record of pupils transported.
 - Prepare and keep current all school bus route maps.

- **Superintendent or Designee's duties include, but are not limited to:**
 - Assist in planning, budgeting and forecasting for the pupil transportation system.
 - Supervise the implementation of the school district's plan for equipment preventative and on-going maintenance.
 - Recruit, instruct and supervise pupil transportation personnel.
 - Route and schedule school buses for safe, efficient and economical pupil transportation service and annually evaluate route pickup and drop-off locations for pupil safety.

- Assist in the development and implementation of pupil transportation safety education programs.
- Investigate and report school bus accidents.
- Maintain pupil transportation records and prepare reports as required.
- Conduct an annual evaluation of the pupil transportation system.
- Provide continuous supervision of loading and unloading areas at or near the school building(s).
- Provide transportation personnel opportunities for growth in job related activities.
- Provide to each school bus driver at the time of employment, a school bus driver's handbook. This handbook shall include the following:
 - The state transportation laws, regulations and local policies governing pupil transportation and school bus operation.
 - Vehicle operation and maintenance.
 - Procedures for the driver to perform when involved in an accident.
 - Basic first aid procedures.
- Conduct regularly scheduled safety meetings for employees.

Regulation and Procedures Manual

Regulation: A-1: Accidents

A-1.1 Accident involving other vehicle

- A. Shut down bus, set emergency brake, activate hazards and remove key.
- B. Check for student injuries.
 - a. Render first aid where feasible
 - b. Start student name list by seating position—use chart kept in bus
- C. Radio Office
 - a. State if bus is involved
 - b. Give exact location
 - c. State number of students on board
 - d. Any injuries? Minor or need emergency assistance (ambulance or tow truck)
- D. Keep every student on the bus. Evacuate only for fire or impending collision.
- E. Check other vehicle and render aid. Inform them that help is on the way.
- F. Move bus only when directed by law enforcement or office.
- G. Set out warning triangles.
- H. Exchange information with driver of the other vehicle.
 - a. Driver license, state and expiration
 - b. Other parties name, address and phone number
 - c. Make and model and license number of other vehicle
 - d. Other parties insurance company and agent
 - e. Note description of driver and any apparent prior damage to vehicle
- I. Never admit guilt for the accident.
- J. Ask or wait for instruction from the office before proceeding.
- K. Your first priority is the care and safety of your students.
- L. Every accident is to be reported, even the very minor. A complete report must be made promptly upon your return to the lot.
- M. The school district is not responsible for citations or fines assessed to the driver.

A-1.2 Accident involving Stationary Object (fence, sign, mailbox, etc.) Follow procedure in

A-1.1 with the addition of:

- A. If public property, radio the office and proceed with route.
- B. If private property, notify owner immediately in person or by leaving a note on the property with name, phone number and time of accident.
- C. Make full report as soon as you return to bus lot.

A-1.3 Accident involving passengers.

- A. On the bus:
 - a. Move bus out of traffic and to the right of the road
 - b. Shut down bus, set emergency brake, engage hazard lights, pull key
 - c. Instruct students to remain in their seats
 - d. Check to see if there are passenger injuries
 - e. If minor injury (bruise, scrape, small cut, etc.) render first aid, notify office and continue in route.
 - f. If more serious injury, render first aid as appropriate. Notify office and wait for assistance, if necessary.
 - g. Set out emergency triangles if bus will be delayed

- h. The office will make arrangements to have the injured transported to a hospital, if necessary, or alert the personnel at the destination of the student and injury, including estimate time of arrival.
- i. Deliver remaining students to destinations when injured have been removed and law enforcement has released the bus.
- j. Immediately complete an accident report upon your return to the bus lot.
- B. Off the bus: (whether injured by bus, other vehicle, fall, etc.)
 - a. Stop the bus and activate 8-way a light, if at bus stop or pedestrian is in front of bus.
 - b. Set emergency brake, shut off engine, pull key.
 - c. Assign older student(s) to supervise students seated on bus
 - d. Leave bus and check condition of injured
 - e. If minor injury
 - i. Escort back to bus
 - ii. Move bus to right of roadway
 - iii. Turn off 8-ways and turn on hazards
 - iv. Examine injury and render first aid
 - f. If serious injury:
 - i. Make injured as comfortable as possible, without moving.
 - ii. Radio office with details
 - iii. Office will arrange to have passengers on bus delivered to their destinations
 - iv. When officials have reached the scene and the injured have been removed, move bus out of traffic, when directed
 - g. Provide all necessary information to officials
 - h. Complete accident report upon return to bus lot.

A-1.4 Accident involving a Pedestrian:

- A. Follow procedures used in an accident involving passenger off the bus (regulation A-1.3)
- B. If minor injury:
 - a. Obtain all information necessary to complete an accident report
 - b. Deliver passengers to their destination
 - c. Complete accident report upon return to the bus lot
- C. If serious injury:
 - a. Follow procedures used in an accident involving passenger off the bus (Regulation A-1.3B, 6-8)

Regulation: A-2: Attendance

A-2.1 It is imperative that we maintain consistent attendance on routes by all drivers.

Substitution always results in a loss of efficiency and continuity and is accompanied by a reduction in safety.

A-2.2 Excused Absences

- A. **Confined illness** is completely out of the control of the driver, therefore:
 1. You must call in absence before 6:00 a.m. or one hour before route departure whichever is greater.
 2. Confined illness is an illness that confines you to bed or home in compliance with doctor's orders (not a morning headache, cold, etc.)

3. A parent who has to care for a child because the child is confined is applicable to the same rules as if it was the employee.
4. If a driver needs to assist spouse to or from a doctor or at home because the spouse is unable to drive or requires such care as to confine the driver as though he/she was the ill one, this situation may be treated the same as employee illness. Arrangements are to be made in advance with the Superintendent.
5. Emergency doctor appointments or emergency room examination. (Note: regular doctor appointments should be made in advance and if possible arranged as not to conflict with driving assignments.)
6. A statement from a physician may be required for any illness of three or more days.

B. Court appearances are excused as employee has no choice of dates or hours.

C. Leave of Absence—Medical.

1. If the driver is to be off for more than eight days for reasons stated above, a medical leave of absence may be requested.
2. Request in writing.
3. There will be no loss of seniority.
4. All of the above is approved at the Superintendent's Discretion.

A-2.3 Personal Absence:

A. Personal absences in excess of three days during the school year may result in:

1. Loss of route.
2. Loss of seniority for route, trip or extra work selection
3. Progressive discipline to include written warning, suspension and termination.
4. All above decided at the Superintendent's Discretion.

Regulation: A-3: Activity Trips:

A-3.1 Activity Trip Eligibility. Drivers interested in taking trips may sign up quarterly. This will occur by the first week of August, November, March and May to coordinate with sports seasons. For Budgetary purposes and with the shortage of substitute drivers—sponsors/coaches are asked to drive when possible.

A-3.2 Trip Seniority Roster and Qualifications:

A. Trip driver rotation is established by the following rotation schedule and revised annually. Route drivers are eligible for trips (if a route driver or sub driver is attending a trip as a sponsor they will have first choice of trips—since they are already going on the bus). Substitute drivers will be provided, if possible, for routes when trip time is prior to 4:30 p.m.

1. **August Rotation:** Dianna McNeil, Jerry Reedy, Missy Raper
2. **November Rotation:** Jerry Reedy, Missy Raper, Dianna McNeil
3. **March Rotation:** Missy Raper, Dianna McNeil, Jerry Reedy
4. **June Rotation:** dependent on who wants to do summer school, etc.

B. Substitute driver rotations is established by seniority date and revised annually. Substitute drivers are eligible for route time trips and may take non-route time trips if route drivers do not select. They may also take emergency trips.

1. **Ed Sutton**
2. **Jim Hillman**
3. **Harry Bogart**

4. Sherry Brown *mini bus only

5. Patty Clinton

A-3.3 Selection Procedure

A. Early Selection. Trips for the following quarter will be distributed to the 1st driver on the rotation list. He/she will have 24 hours to select 1/3 of the trips available. The list will then be passed to the 2nd driver to select 1/3 of the trips available. The list will then be passed to the 3rd driver to take the remaining trips. At anytime a driver may choose not to take his/her 1/3. Any trips remaining at the end will then be offered to the group and then to the substitute drivers...

B. Early Selection. Trips received after posting will be rotated as they arrive. Every effort will be made to keep an equitable split on the trips; however, factors such as faculty/sponsor requests, refusal of trips and/or cancellations will be taken into account.

C. Postponement. If your trip is postponed, you will retain that trip on the rescheduled date.

D. Trip Cancellation. If your trip is cancelled for any reason, the rotation continues. There will not be an attempt to replace the canceled trip.

E. Driver Cancellation. If driver cancels trip after assignment, that driver will be passed during the next rotation.

F. Late or No Show. Failing to arrive by scheduled time or not showing up at all will remove that driver from the rotation for the remainder of the quarter.

G. Trading Trips. Trips can be exchanged between drivers with prior notification to the superintendent.

H. Bus Assignment. Superintendent or designee will assign bus to be used for trips.

A-3.4 Exceptions:

A. Route drivers may leave a route to drive an activity trip if child or grandchild is on trip. This must be made known to the superintendent or designee at the beginning of the year—"that you want to drive trips for a specific activity, etc."

B. Special request from a teacher/sponsor will be honored at the Superintendent's or designee's discretion.

C. Poor performance on prior trip(s) or on regular route may cause removal of a driver from rotation or from transporting a particular group.

D. A route driver may leave route to take an over night trip if trip extends through a full day of weekend.

E. Shuttles that occur between morning and afternoon runs will be assigned to available drivers.

A-3.5 Activity Trip Responsibilities:

A. Sponsor Introduction and Cooperation. Driver will greet sponsor and review departure and return time as well as destination and route. Driver and bus will stay with group unless prior arrangements have been approved by superintendent/designee and sponsor.

B. Bus Cleanliness. Bus interior and trash basket will be clean prior to and upon completion of the trip.

C. Bus Security. Bus will be parked in proper parking area. Driver will take ignition key and lock bus if left unattended. Inform sponsor of this procedure as no students are to be left unattended on bus at any time.

D. Pre-Plan:

1. Where am I going, what is the best route and where do I park?

2. Review trip ticket for departure/return time and loading location.
3. Review return time and any other specifics before unloading group at destination.

E. Know the Bus.

1. Do thorough Pre-Trip prior to departure and Post-Trip on return. Check carefully for vandalism.
2. Adjust mirrors if using spare bus.

F. Miscellaneous Trip Tips:

1. Band instruments and large athletic gear must be stored securely in or under seats or under bus in compartments—make sure they are locked. Aisle and emergency exits must never be blocked.
2. Driver must never leave group without prior approval from superintendent/designee and notification of sponsor. Personal use of bus for meals is included in this approval process.
3. If multiple buses are on trip, only one will leave group for personal use.
4. Taking someone other than self must be approved by office before departing. If space is not a problem—spouses/family members are always approved to go.

Regulation: B-1: Breakdowns

B-1.1 Mechanical Breakdowns:

- A. Stop the bus as far to right side of road as possible.
- B. Keep students in seats, unless you need to evacuate. Evacuate only in presence of fire or impending collision.
- C. Students are not to be released from your bus.
- D. Activate hazard lights.
- E. Radio the office that you have a mechanical problem and wait for instructions.
 1. State if empty or how many students on board.
 2. Give your location, previous bus stop and destination.
 3. If possible, determine mechanical failure or describe symptoms.
 4. Office will direct you to continue, send mechanic or a substitute bus.
- F. Place warning triangles, if bus will remain parked.
- G. Make repairs, if possible.
- H. If you can proceed before help arrives, notify office before moving.
- I. Driver is responsible to report every mechanical or electrical defect immediately on your inspection sheet when returning to the bus lot.

Regulation: B-2 Benefit Summary

B-2.1 Health Insurance. Any part time employee who averages 20 hours per week may purchase insurance through a group plan using the “Section 125 Flexible Benefits Plan” which allows payment using pre-tax dollars. Enrollment must occur within the guidelines of the current health policy. Dental and vision insurance is an option. See Patty Clinton for further information.

B-2.2 Non-certified Employee Retirement Program. Drivers and monitors who regularly work more than twenty (20) hours per week participate in this program. The district matches employee's 5.25% pre-tax contribution. See Patty Clinton for details.

B-2.3 Physical Examination. Cost of exam is paid at the time of hire and annually by the District at the assigned location. Private choice of clinic paid at a maximum equal to the cost of the local exams.

B-2.4 Drug Screen/Alcohol Test. Cost is paid by District for pre-employment, random, reasonable suspicion and post accident. See Employee Alcohol and Drug Testing Policy.

B-2.5 Workers Compensation Insurance. All employees have coverage for job-related injuries. Accident must be reported to supervisor immediately and an accident report completed. Employee will be required to follow District workers compensation procedures.

Regulation: D-1 Discipline-Student

D-1.1 Discipline is an inherent responsibility. The driver cannot do a safe and effective job unless order is maintained on the bus. Misbehavior will distract the attention from the task of driving and create a safety hazard for all passengers. The responsibility for discipline on the bus may mean the difference between life and death of your passengers. The driver is deserving of the respect of his/her position and should function in such a way to merit it. Be firm, fair and consistent. Let students know from the beginning exactly what is expected of them on your bus. Much of your success and enjoyment of your job depends upon the respect that you develop and in the attitudes of your students. Do not assume they know the rules. Cover them thoroughly and apply them consistently, every day. The following points can be very helpful in making you a leader instead of just a disciplinarian:

- A. Never give an order you cannot enforce.
- B. The response of the child is in action. Give your command to stimulate action, not check it. Suggest action which can be successfully obeyed.
- C. Have a reason for what you ask a child to do and, when possible, take the time to give the reason.
- D. Be honest in what you do and say.
- E. Be fair. It isn't punishment, but injustice, that makes a child rebel against a driver.
- F. Be friendly. Always show an interest in what they are doing. Greet students as they board your bus.
- G. Comment privately on good qualities and actions.
- H. Try to be constructive in all dealings with children.
- I. Remember that a sense of humor is absolutely essential.
- J. Never strike a child or physically grab a child.
- K. Do not judge misconduct on how much it annoys you.
- L. Do not take your personal feelings and prejudices out on the children.
- M. Do not lose your temper. Control the situation.
- N. All children have good qualities. With some, you have to look a little harder.
- O. Sometimes it is wiser to overlook some of the little things.
- P. Something always initiates behavior changes. The cause may be the driver, child or outside influence.
- Q. Listen closely to suggestions and complaints of the children. They need to know you CARE.
- R. To be certain you maintain the respect and confidence of the child follow up all cases which have involved disciplinary action.
- S. Be sincere.
- T. Set a good example.
- U. Never hold a child up to public ridicule. This is the surest way of perpetuating a discipline problem.
- V. Deal with individual problems individually. Everyone resents group punishment.

D-1.2 It is important to remember that discipline is a means to an end and not an end in itself. The objective of your effort is to provide a safe and pleasant means of getting students to and from school and to maintain a positive image in the eyes of the students.

Students must observe the following rules:

- A. Follow directions the first time they are given.
 - 1. The driver is in charge of the students and the bus at all times.
 - 2. Students must be on time. The bus cannot wait beyond its regular schedule for those who are consistently tardy.
 - 3. Students should not stand in the road way while waiting for the bus. If students must cross a road way in order to enter the bus, the driver will direct the students not to cross the road until he/she signals them to do so. Students must cross ten (10) feet or more in front of the bus to be visible to the driver and passing traffic. For better visibility, students should be encouraged not to wear yellow rain gear.
 - 4. Students may bring onto the bus, only those items that will fit on their lap without interfering with seating of fellow passengers.
 - 5. Students must be seated before the bus is put in motion and remain seated through out the trip.
 - 6. The driver will not discharge students at places other than their regular bus stop or at school, unless authorized by the office. These arrangements will be made before departing the bus lot or school.
 - 7. Students must not play radios, CD's, etc. on the bus, except with ear phones. Bus radios will never be played in congested traffic, at railroad crossings or when communication on radio.
 - 8. Laser pointers will not be allowed on bus at any time.
 - 9. Camera will not be allowed on bus at any time.
- B. Stay in your seat, with feet on the floor, while the bus is in motion, keeping your hands, feet and objects to yourself.
 - 1. Students may not enter bus eating, drinking, smoking, shoving or acting boisterous.
 - 2. Safe, courteous conduct is to be demonstrated while riding in the bus. No "horse play" will be tolerated. Loud, unnecessary noise, shouting or scuffling is not acceptable.
 - 3. Students must not, at any time, extend arms or heads out bus windows while bus is in motion or stopped.
 - 4. Students must not try to get on or off the bus, or move about within the bus while it is in motion.
- C. Do not eat, drink, and use tobacco, drugs or alcohol on the bus.
 - 1. Students must not enter the bus with open food or drink. This can be approved by the driver on Activity trips or on a special occasion. The driver is always responsible for a clean bus interior, especially when the privilege is granted.
- D. Keep all harmful or frightening objects, weapons and creatures off the bus.
 - 1. Students must not carry live or dead creatures, fire arms, playground balls, water guns, skate boards, fishing poles, or other objects that can injure or alarm the other students or the driver.
 - 2. Students must not carry liquid, unless it is in and remains in a closed lunch box or back pack.
 - 3. Students must not carry glass on to the school bus.

- E. Do not litter, write on or damage the bus.
 1. Students must use trash basket on the bus. Throwing items on the floor or out the window is prohibited.
 2. Any damage to the bus is to be reported at once to the driver. Damage to a bus by a student must be paid by the student responsible.
 3. Students should not have chewing gum on the bus.
- F. Do not be excessively loud, swear, use rude gestures or offensively tease anyone on the bus.

D-1.3 Discipline Techniques.

- A. Pull the bus as far to the right of the road as possible and stop the bus.
- B. If it is necessary to leave the driver's seat, activate the hazards, set the park brake and pull the key.
- C. Never forcefully grasp or physically contact a student.
- D. At no time shall a driver put a student off the bus on the road to or from school because of misconduct. The student should be transported to school or to his/her regular stop before being discharged from the bus.
- E. In a case where serious or violent misconduct is present, the driver should radio the office for assistance. The offender will receive special attention and transportation for the remainder of the trip. Keep the offender separated from the other students until help arrives.

D-1.4 Misconduct Reporting.

- A. Each driver is to discipline passengers through verbal warnings, assigned seats and private talks **first!** Then, if misconduct continues, issue a misconduct report.
- B. Blank misconduct reports are available in the office.
- C. First, inform the student before leaving the bus that he/she will receive a report for their actions. Never threaten—never bluff.
 1. Get students name, use your bus roster to confirm.
 2. If student refused, take to principal on next arrival to school.
- D. At the office...
 1. Calmly complete report with legible writing and correct spelling.
 2. Include corrective actions that you have already used.
 3. Indicate dates of previous misconduct reports.
 4. Write exactly what was said by the student if profanity or vulgarities were used.
- E. The principal will:
 1. Determine appropriate discipline and send copies of report to parent and back to driver.
 2. The driver will receive and carry out any action indicated by principal. Drivers will retain returned copies in an envelope on their bus.
- F. Consequences of Inappropriate Bus Behavior:
 - 1st Offense—Warning by the driver
 - 2nd Offense—Students assigned seat, student-driver-principal conference.
 - 3rd Offense—LOP, up to 5 days (p)
 - 4th Offense—LOP, up to 10 days (p)
 - 5th Offense—LOP, up to one year (p)

The bus driver has the option of recommending a suspension from the bus and in severe cases a loss of bus riding privileges will result. However, every effort is made to correct minor situations through a conference, parent involvement, or an administrative action.

- G. Driver will assign seats to maintain discipline control and safety.
- H. Driver follow up to a discipline situation can provide positive results.
 - 1. Never threaten. Never say "I'll put you off the bus."
 - 2. Always make the student feel he/she chose the behavior. A helpful statement is, "you have a choice, _____."
 - 3. Continue to stress that it is the safety and rights of all students you are concerned with.
 - 4. Use "peer pressure" to the advantage of the group.
 - 5. After the disciplinary action, let every students start with a clean slate. Do not hold a grudge. Make him your friend, not your enemy.

D-2.1 Qualifications

- A. Drivers are selected on the basis of their ability, experience, training, driving, and driving record and character, without regard to race, religion, creed, color, national origin or sex.
- B. Drivers shall be at least twenty one (21) years of age.
- C. Drivers shall file a current health certificate with the office before transporting students.
- D. Drivers must complete a pre-employment drug screen with negative results.
- E. Drivers shall obtain and possess a Commercial Driver's License (CDL) and a Missouri School Bus Permit. It shall be the employee's responsibility to keep license and permit current and valid.
- F. Each driver must complete and provide all required District paperwork before transporting students. (Application, I-9, etc.)
- G. Each driver must complete the required training program and must sign off on their training record. This will indicate that the training documented in their file is accurate and complete.

D-2.2 Personal Requirements

- A. Transportation employees shall maintain an overall appearance which enhances public confidence in them and the district.
- B. Transportation employees shall be clean and well-groomed while on duty.
- C. Transportation employees shall wear clean clothing appropriate for driving a vehicle. Shorts will be loose fitting and near the knee (6" above) when standing. Tank tops & halter tops which expose shoulders or midriff are not appropriate.
- D. Drivers shall wear shoes that fasten securely to the foot in the back and on top with the toe and heel areas closed. (Types of shoes that are not acceptable are over 2" heels, sandals, thongs, house slippers, shower shoes, etc.)
- E. While on duty, hair and beards shall be clean and groomed.
- F. Employees shall not use tobacco in any form while on the school bus.
- G. Drivers shall adhere to federal highway administration drug screen and alcohol regulations as well as district policy adopted on 7/10/04 relating to the same. Anyone who gives the appearance of such drugs is prohibited from driving and is subject to being tested at a district chosen medical facility. Failure to submit to such a test is ground for immediate dismissal.

- H. Drivers shall not, while in any way representing the district, use language or gestures which are vulgar, profane or sexually suggestive.
- I. Any driver who becomes involved in a motor vehicle accident, receives a moving traffic citation, or is arrested for a criminal offense, must notify the superintendent immediately.
- J. All employees shall treat fellow drivers and all other district employees with respect and dignity so as to promote harmony and good will.

D-2.3 Operating Procedures

- A. Drivers shall report to work on time and as scheduled.
- B. Drivers shall not arrive at school more than ten minutes before scheduled unload or load time unless otherwise instructed by office.
- C. Drivers shall always be on their bus when loading or unloading passengers.
- D. Drivers shall not leave the bus while passengers are on board except in extreme emergencies. In such emergencies, the driver shall shut off the engine, take the key and set the park brake.
- E. Drivers shall not allow passengers to sit or stand in the driver's compartment.
- F. Drivers must have special permission from the superintendent to transport any person other than assigned passengers or district personnel. This restriction shall include the driver's preschool age children, other relatives or friends.
- G. Drivers shall instruct students on loading and unloading procedures, safety rules and rules of conduct.
- H. Drivers shall unload or load students only at the designated time and place. Any variation must be pre-approved by the office.
- I. Drivers shall enforce discipline on the bus and shall enforce all rules of conduct as outlined by the department.
- J. Drivers shall wear seat belts at all times while the bus is in motion.
- K. Drivers shall activate hazard lights, stop the vehicle, open the window, open the service door, look and listen both directions, then close the side window, close the service door before crossing any railroad tracks, whether the bus is loaded or empty. Driver will not shift gear while on the railroad tracks.
- L. Drivers shall not drive on private property without prior authorization from the superintendent.
- M. Drivers shall keep the service door closed at all times when the vehicle is in motion.
- N. Drivers shall not leave the vehicle unattended with the engine running.
- O. Drivers shall not back a vehicle except in an approved area or in an emergency. On school loading areas, no vehicle shall be backed without an adult attending the rear.
- P. Drivers shall not make a right turn on a red light except at intersections with yield lane or intersections specifically designated and approved by the superintendent.
- Q. Drivers shall immediately report any damage to the vehicle to the superintendent. Such a report shall include a written explanation of the cause and extent of the damage.
- R. Drivers shall keep the inside of the vehicle clean and neat. Mirrors shall be clean and properly adjusted. Windshield and rear windows shall be clean to allow unobstructed vision.
- S. Drivers shall complete a pre-trip safety inspection prior to each run and will follow inspection and deficiency reporting procedures.
- T. Drivers use of radios must be limited to urgent business. Watch what you say on the radios—others beside the office can hear you.
- U. Drivers will not alter bus stop locations or route without prior office approval.

D-2.4 Bus Regulations

- A. Drivers shall observe carefully, all signs, signals and rules of the road as provided by the Missouri Motor Vehicle Laws.
- B. Drivers shall utilize the four second rule when following another vehicle.
- C. Drivers shall use the reflective triangles to indicate a disabled bus on road way.
- D. Drivers shall use the eight way lights to warn approaching motorists that the bus is stopping to take on or discharge students a minimum of five hundred feet before the bus stop.
- E. No driver of a school bus shall take on or discharge students without at least three hundred feet of visibility for other vehicles in each direction.
- F. The driver will not allow signs or lettering of any kind to be written or attached to the exterior of the bus, except those specifically permitted by law. Surface lettering on front and rear of bus shall be kept clean so that markings are clearly visible; Glass and mirror surfaces must not contain any obstruction except vehicle inspection decals.
- G. No driver or other person shall fill the fuel tank when there are passengers on the bus.
- H. No animals, dead or alive, shall be permitted on school bus, except dogs trained to aid the handicapped.
- I. No weapon or explosive material shall be permitted on the school bus.
- J. Carry on items shall not be allowed to protrude into or block the aisle or be placed in the driver or exit areas.
- K. Emergency evacuation will be thoroughly explained to students of every route.
- L. The driver shall avoid stopping the bus on sharp curves, steep grades or just over crest of hills.
- M. The driver must never allow students to cross divided or undivided 4-lane road ways to board or disembark the bus.
- N. Students who cross the road boarding or leaving the bus must cross ten feet in front of the bus and only upon a signal from the driver. No student shall cross over behind the bus before or after the bus leaves the bus stop until the bus is completely out of sight and the location is no longer a bus stop.
- O. School bus will be driven in the right hand lane, except to pass or to make an upcoming left turn.
- P. The most dangerous mile is road that lies ahead of you. Remember, tomorrow is the first day of the rest of you and your passenger's lives.
- Q. Rules are made by the State Transportation Department. This may make discipline easier if you remember this and pass it on to your students.

Regulation: E-1: Emergencies

E-1.1 Emergency call for help

- A. A radio call using "1033" indicates an emergency. Everyone will clear the channel until the emergency is under control.
- B. This code will not be used for general information or even urgent information.
EMERGENCIES ONLY!
 1. Accident involving bus.
 2. Serious and dangerous fight on board your bus while in motion.
 3. Fire on bus.
 4. Sudden and serious illness of driver.
 5. The following special situations:

A. if you are convinced a passenger is in possession of drugs or alcohol use: "1033" and tell the office you are "returning to school". Office will call principal to investigate and remove.

b. If you are convinced a passenger has a weapon on bus, use "1033 and Code One" Continue on your route. Office will call sheriff's office to meet your bus enroute. Office will notify principal and superintendent.

C. When reporting emergencies, give the office the following:

1. IS BUS INVOLVED?
2. Type of emergency
3. Location
4. Number of passengers
5. Type of help needed.

D. The office will inform you of response and approximate time help will arrive.

E-1.2 Emergency securement of bus.

- A. Pull bus as far to right as possible.
- B. Shut off engine, master switch and pull key.
- C. If accident, follow accident procedures.
- D. If you think it is fire, what and where?

E-1.3 Emergency Evacuation procedures.

A. Evacuate only when remaining in the bus puts the students in greater danger because of fire or danger of impending collision.

B. Evacuate using this method:

1. Call the office and report that you are evacuating.
2. Shut off engine and pull the key.
3. Proceed to the exit you are going to use.
4. Assign two older students to assist you outside the bus and calmly and quickly explain what you expect students to do.
5. Select one responsible student to lead the group to a safe place at least 100 feet from bus.
6. Assign another responsible student to assist inside the rear door, if you are using that exit.
7. Driver will then back from the exit dismissing, alternately dismissing one seat at a time toward the exit.
8. Follow the last student to the exit checking the interior thoroughly, including under the seats. Exit the bus taking the necessary emergency equipment (first aid kit, fire extinguisher, etc.)
9. Organize the students so they can be left momentarily in order to return to the bus and communicate with the office. Return quickly to students to ensure their safety.

Regulation: E-2: Evaluations.

E-2.1 Check Ride/Road Observation Reports. The superintendent, trainer or other supervisors will periodically ride or follow buses on school routes/trips to document the compliance to safe school bus procedures and to correct errors in the operation of the bus and route. The check ride or observation will also provide an opportunity for assistance in student management techniques.

A. Annual goal for check rides/road observations:

1. New Hires: A check ride within the first two weeks with a second within the quarter. A total of at least 2 will occur within the first year.
2. Five Year's Experience or less: minimum of 1-2 per year.
3. More than Five Year's Experience: minimum of 1 per year.

E-2.2 Transportation Evaluation. Annually, the superintendent will evaluate the job performance of each driver. Areas in which the employee EXCELS or MEETS EXPECTATIONS will be indicated as well as areas in which there IS A CONCERN. Unsatisfactory progress following the evaluation could result in discipline, including suspension or termination.

Regulation: L-1: Loading and Unloading Students.

- A. Depart bus lot on schedule.
 1. Each driver shall carry a watch with accurate time set.
 2. Each driver will begin each run at the same time every day. This establishes a pattern so there will be a minimum of time at each stop and children will have a minimum of waiting time.
- B. DO NOT CHANGE A BUS STOP WITHOUT APPROVAL OF THE OFFICE. The following items have been considered in establishing your bus stops to provide maximum safety.
 1. Age of student
 2. Number of students at stop
 3. Visibility of stop
 4. Minimizing number of students who cross street
 5. If you pass bus stop twice—stop on the second pass, unless it causes more students to cross street.
- C. Intersection stops:
 1. If stop is near stop sign, use it for loading and unloading.
 - a. If you are going to cross the intersection after a stop, do not let students off that walk across the intersection. Keep them on until the next stop.
 - b. If you are turning after the stop, make your next stop at least 30 feet from the corner.
 2. If the cross traffic has stop signs:
 - a. Stop with the front bumper at least 10 feet from the corner if students have to cross the street you are on.
 - b. Stop with the door inline with the cross walk if students are not going to cross in front of the bus. Do not let crossing arm extend into intersection.
- D. In designing routes, we have tried to avoid hazards, however, some are not avoidable and road conditions can change. Bring questionable stops to the attention of the superintendent. We do not want to overlook a chance to improve the safety of our students.
 1. Avoid stops:
 - a. On steep hills
 - b. At dangerous intersections
 - c. At railroad crossings
 - d. On bridges
 - e. Near sharp curves

- f. At blind corners
- g. With obstructed visibility
- E. Turn arounds are dangerous, avoid as many as possible.
- F. Avoid, if at all possible, students crossing heavily traveled highways. Seat these students in the front seats to minimize the time the bus remains stopped on highway.
- G. Consider walking distance to the bus stop in relation to age of student and road hazards.
 1. Students can be required to walk one-half mile to the bus stop (state maximum recommends one mile).
 2. Consider bad weather before it happens and plan on what you will do with stops on inclines.

L-1.2 Making a proper bus stop.

A. Operation of vehicle:

1. Activate warning lights not less than 500 feet from stop.
2. Check rear view mirror for following traffic.
3. Slow vehicle and activate right turn signal.
4. Pull to edge of road way, so that no vehicle can pass to the right of the bus.
5. Make the step to the bus simple and safe. Consider curb, ditches, water puddles, etc. as you stop bus.
6. Complete stop, put transmission in neutral (manual transmission).
7. Set park brake.
8. Cancel right turn signal.
9. Check following and oncoming traffic, before opening door.
10. Load and ensure students seat quickly. Close door.
11. On narrow road with following traffic, allow it to pass before moving.
12. Activate left turn signal and continue on route.

L-1.3 Student Supervision.

- A. Direct students to lead from the rear to the front of the bus.
- B. If students must cross road way in order to enter the bus, direct the students not to cross until you signal them to safely do so. Be sure that they cross 10 feet in front of the bus.
- C. Require students to be seated before putting bus in motion and to remain seated until bus comes to a complete stop.
- D. Pick up and discharge students only at their assigned stops.

L-1.4 Unloading at the school.

- A. Pull as far forward as possible in unloading area.
- B. If delayed in unloading area, activate hazards and pull forward.
- C. Do not unload at the end of line if bus ahead is about empty, wait and pull forward.
- D. Never pass other buses that are loading or unloading students. If a bus is consistently slow in unloading, report this situation to the office.
- E. If loading or unloading in a line, pull close to prevent people from walking between buses.
- F. **School loading and unloading information:**

Unloading:

Bus Zone in front of Cafeteria Door

Unload after 7:50 a.m.—radio office when you arrive.

School starts at 8:20 a.m.

Loading:

Bus Zone in front of Library/Elementary Sidewalk

Load after 3:05 p.m.

School is out—elementary @ 3:05 p.m. and high school @ 3:10

L-1.5 P.M. Bus Movement and Loading Procedures

- A. Drivers will report to elementary parking lot by 3:00p.m.
- B. Buses will depart in assigned order.
- C. If a driver is late, buses need to be patient or leave room for the bus. Re-routing of students is more dangerous than waiting for a driver who has been held up.
- D. All buses will depart at the same time. If discipline problems delay a bus, activate hazards and remain in space or pull forward in line so that other buses may leave.
- E. Do not let student off bus after boarding unless a faculty member or office requests it. This will only delay loading and departure of the entire group.

L-1.6 Unloading at Home Stop.

- A. Reverse the loading procedure.
- B. All students that cross the street.
 - 1. Do not let off until traffic has stopped.
 - 2. Students must cross 10 feet in front of the bus on driver's signal.
- C. No student shall cross more than two lanes of traffic. Never unload cross-walkers on a four lane highway. Do not unload cross-walkers on a busy two lane highway without approval from the office.
- D. Never unload students any place except their regular stop without permission from the office, principal or written permission from the parent.
- E. Do not allow any students to cross behind the bus.
- F. When unloaded, students must disperse immediately so that bus can proceed.
- G. Every student must clear the bus stop before proceeding. Count students away from bus.

Regulation: P-1: Payroll Schedule

P-1.1 Drivers are paid monthly. Pay day is on the 25th of each month via direct deposit. Pay day would be the last day preceding holiday or week end. All trip tickets and extra work time sheets must be turned in by the 18th of the month. Any work not meeting the deadline will be paid during the next pay period.

P-1.2 Orientation Days are included in the first pay period of each new school year along with other training pay at a rate of \$7.50 per hour.

P-1.3 Regular route work will be paid according to the approved, annual salary.

P-1.4 Extra trips are paid at the trip driving rate established each year. \$7.50 per hour with a minimum of \$30. Sponsors will be paid \$30 for driving a activity for them. Total trip pay will not exceed a total of 12 hours per day for over night trips. Exception: actual time will be paid if ON DUTY TIME exceeds 12 hours after deducting meal breaks.

P-1.5 Pay checks will not be issued until all certification requirements are current.

P-1.6 Pay checks are determined by the data submitted to the bookkeeper. Questions on payroll should first be brought to the bookkeeper.

Regulation: P-2: Pre-trip and Post-trip Safety Inspection

P-2.1 Pre-trip Inspection.

- A. A thorough pre-trip vehicle inspection will be performed. Inspection to precede each set of routes or trip.
- B. Driver will ensure that the Inspection Forms are filled out daily.
- C. Vehicle deficiencies will be written up on bus inspection form and turned in promptly to the office of bus maintenance immediately after defect is discovered. Mechanic will promptly repair deficiency or take bus out of service if deficiency is determined to be critical to safety. A copy of the repair, signed by the mechanic will be returned on the driver's bus or in the driver's mailbox. If deficiency is not critical, a part will be ordered and/or bus scheduled for repair and the driver notified by the same process.

P-2.2 Post-trip Inspection.

- A. Each driver will perform an inspection of the vehicle after completion of morning and afternoon routes as well as trips.
- B. Driver will ensure that **NO STUDENTS, books, lunches, book bags, etc. are on board at the end of each route by walking the aisle to the rear emergency door after student unloading.**
- C. Bus will be left with clean interior.

Regulation: R-1: Route Hazards

R-1.1 Railroad Crossings in District. The attached list indicates the number of tracks, type of warning devices and any other obstructions in identified areas. Review before driving a route through these locations. You must stop bus so the closest rail is visible to the driver (no closer than 15 feet). If you must stop after crossing the tracks, be sure the rear bumper clears the cross buck warning device on the other side.

R-1.2 Hazardous Bus Stops. The following list includes areas where we pick up children that necessitate extra caution. The stops meet all of the visibility requirements. These stops require riders to load quickly. Seat these students at the front of the bus. Do not wait at these stops for children who are not visible.

Regulation: S-1: Special Equipment

All buses have several items of special equipment. The driver is responsible to know where the equipment is, how to use it and that the equipment is in working order. The driver should report immediately if any of the items listed below are missing.

S-1.1 All buses must have:

- A. First Aid Kit
- B. Accident Kit with seating chart
- C. Fire extinguisher—properly charged
- D. In bus compartment:
 - 1. Daily inspection log
 - 2. Discipline recording tablet
 - 3. Clipboard with route maps and student rosters
- E. Broom, Ice scraper, tire buddy, waste basket, vomit dry, paper towels, liquid cleaner, flashlight, body fluid clean up kit.

S-1.2 CB Radio. All buses are equipped with a radio. The radio is to be used for emergencies and for urgent business that cannot wait for the return to the lot. Radio must be turned on during pre-trip with adequate volume so that transmissions can be heard over engine and student noise. The radio must be turned off during post-trip to avoid a dead battery. The important thing to

remember is to think before you speak and to key the mike...pause...before speaking. Then pause...after your last work before releasing mike key. You will not cut off part of what you say if you practice patience. End transmissions with "clear". Pause between transmissions to avoid walking over each other.

Regulation: S-2: Student Count

S-2.1 the district receives reimbursement funds based on the total students reported on the second Wednesday of October and the second Wednesday of February.

S-2.2 to be counted, the student must be currently enrolled in school and must have ridden an average of at least once a week in the semester period preceding the report date.

A. Driver will use route roster to learn names. When a new student boards bus, ask for the name and then check against your route roster.

B. Prior to each count date, office personnel will ask you to mark the a.m. stop as "N"—non rider, if that student has not ridden a single trip in the reporting period.

C. Office staff will code students living less than one mile from school with a "U"—less than 1 mile in the p.m. stop number column.

D. Your "N" stops will be sorted to the bottom of your roster. All others will be counted. You will review the list, then sign and date the roster.

E. These documents are retained for 3 years and subject to an annual audit.

JOB DESCRIPTIONS

SUPPORT STAFF POSITIONS

POSITION: School Bus Driver

QUALIFICATIONS:

1. High School Diploma
2. Valid Missouri Driver's License – CDL with Bus Endorsement
3. Certificate of physical examination signed by licensed physician
4. Be between the ages of 21 and 70. After age 70 must have license issued each year.

REPORTS TO: Principal and/or Superintendent

JOB GOAL: To transport students to and from school and extracurricular activities in a safe and responsible manner so that educational excellence may be maintained in the school system.

PERFORMANCE RESPONSIBILITY (JOB DESCRIPTION):

1. Safety checks will be made daily and appropriate documentation made. This includes pre-trip and post-trip inspections.
2. All questions concerning transportation shall be directed to the superintendent or designee.
3. Bus drivers are to report to the superintendent or designee on road conditions and are to use their judgment as to going over bad roads.
4. The bus drivers will notify the school office if they are not able to complete a bus route.
5. Maintenance requests are to be in written form and turned into the superintendent's office.
6. Request for oil changes and maintenance must be turned in every 3,000 miles.
7. Bus drivers must be at school ten minutes before buses are scheduled to leave school grounds and should deliver students to school between 7:55 a.m. and 8:05 a.m.
8. Bus drivers shall maintain discipline at all times and report continual disruptive behavior to the principal.
9. Bus drivers will never drive over posted limit. The rate of speed on gravel roads will be determined by road and weather conditions.
10. Bus drivers have the authority to make decisions about safety on the bus routes, as long as they are within the guidelines of board policy.
11. Bus drivers will submit to an annual physical provided by the school.
12. Bus drivers will submit to random drug and alcohol testing provided by the school.
13. Bus drivers will attend training in excess of the minimum 8 hours required by Dept. of Revenue, provided by the school district annually.
14. Bus drivers will obey all regulations provided in the transportation manual.
15. Perform all the duties necessary to the position as may be assigned by the board of education and/or superintendent

TERMS OF EMPLOYMENT: Salary and work year to be established by the board of education

EVALUATION: Performance of this job will be evaluated annually by the superintendent by using the board of education adopted staff performance evaluation form.

SUPPORT STAFF POSITION

POSITION: School Bus Maintenance

QUALIFICATIONS:

1. High School Diploma
2. Valid Missouri Driver's License –CDL/Bus Permit
3. Certificate of physical examination signed by licensed physician
4. Be between the ages of 21 and 70. After age 70 must have license issued each year.

REPORTS TO: Superintendent

JOB GOAL: To maintain the bus fleet in a safe and responsible manner so that educational excellence may be maintained in the school system.

PERFORMANCE RESPONSIBILITY (JOB DESCRIPTION):

1. Bus maintenance personnel are to report to the superintendent on bus conditions and are to use their judgment in the necessary repairs needed by the fleet.
2. The bus maintenance personnel will notify the school office if they believe a bus is unsafe to complete a route or trip.
3. Maintenance requests turned in to the superintendent will be passed on to the bus maintenance personnel.
4. Oil changes and maintenance must be completed every 3,000 miles.
5. Bus maintenance personnel are to perform all necessary maintenance procedures or see that the bus is taken to a repair facility for needed repairs as approved by the superintendent.
6. Bus maintenance personnel will maintain the fuel levels in all buses.
7. Bus maintenance personnel will see that all buses are washed and cleaned. (Does not include daily sweeping/trash).
8. Performs all other duties necessary to the position as may be assigned by the superintendent.

TERM OF EMPLOYMENT: Salary and work year to be established by the board of education

EVALUATION: Performance of this job will be evaluated annually by the superintendent by using the board of education adopted support staff performance evaluation form.

BUS DRIVER EVALUATION

Driver's Name _____ Date of Evaluation _____

Bus No. _____ Route No. _____ Bus Capacity _____ # Transported _____

Driver compliance	Yes	No	Comments
Driver has current CDL in possession			
Driver performs thorough pre-trip inspection			
Driver maintains accurate and current records			
Drivers wears seat belt			
Driver Area is clean and free of loose articles			
Driver follows route as listed and approved by board			
Basic Driving Skills			
Driver uses both hands when driving			
Driver accelerates and slows smoothly			
Driver makes complete stops at all stop signs and signals			
Turns are made smoothly			
Driver is aware of wheels and sides of bus when making turns and driving			
Driver stays in the center of the lane of traffic			
Driver is courteous to other motorists			
Speed is appropriate for posted limit and road conditions			
Driver does not take bus out of gear and coast when approaching stops			
Driver utilizes proper lanes when turning			
Loading/Unloading On Route			
Driver activates over-head amber warning lights at least 200 ft. before stopping			
Driver stops in the center of the lane of traffic and 10 ft. from waiting students			
Driver extends stop arm and activates overhead red warning lights after stopping			
Students who must cross road wait for a signal from the driver before crossing			
Students cross only in front of the bus			
Students are at least 10 ft. in front of the bus when crossing			
Driver does not move the bus until all passengers are seated			
Driver accounts for whereabouts of all students			
Driver checks all mirrors before moving the bus			
Railroad Crossings			
Driver activates hazard warning lights at least 100 ft. before railroad tracks			
Driver stops 15-50 ft. back from railroad tracks			
Driver has visual and audible proof that no train is approaching			
Driver does not shift out of low gear until bus has cleared railroad tracks			
Driver turns off hazard warning lights after clearing tracks			
Student Control			
Students enter/exit bus in an orderly manner			
Students remain seated while bus is moving			
Students follow driver's directions			
Students are reasonably quiet			
Driver enforces bus rules			

Driver's signature does not necessarily signify agreement with evaluation, only that evaluator shared their observations with driver.

Driver's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____