
TRANSPORTATION MANUAL

2019-2020 School year



Platte County School District #1 Transportation Department

Wheatland, WY 82201

Platte County School District #1

MISSION

The mission of Platte County School District No. 1 in partnership with family and community is to provide a safe, positive, and effective learning environment to maximize the potential of each individual.

Platte County School District #1

BELIEFS

WE BELIEVE IN:

- ❖ **Developing social skills, self-discipline, ethical and moral behavior, and self-confidence.**
- ❖ **Developing the ability to creatively solve problems both independently and cooperatively.**
- ❖ **Allowing individuals to learn however they learn best.**
- ❖ **Learning responsibility for actions and accepting the consequences associated with those actions.**
- ❖ **Mastering essential skills for a lifetime of learning.**
- ❖ **Providing a safe, positive atmosphere to maximize the potential of each individual.**
- ❖ **Providing broad-based opportunities for learning.**
- ❖ **Encouraging a desire to continue learning.**

MISSION STATEMENT of the Transportation Department:

The VISION for the transportation team is to create a highly skilled, safe and professional team of drivers, para's and mechanics that are the best in the country.

So that the drivers, para's and mechanics help each other and the communities in which they work know that they are the safest and most professional team in the country. We have the fleet of buses that all students want to ride every day.

GOALS:

To provide information for all transportation applicants and employees.

OBJECTIVES:

- A. To define steps for interviews, testing, hiring, and training.
- B. To define minimum qualifications for district transportation employees.
- C. To outline operational procedures regarding pay, mileage, absenteeism, substitutes, reports and staff/student relations.
- D. To provide operation procedures for bus routing and scheduling.
- E. To provide essential procedures regarding bus safety.
- F. To provide consistent operational procedures regarding student behavior.
- G. To define driver responsibility regarding bus operation.
- H. To define procedures in case of an accident.

INTRODUCTION:

This handbook is not intended to be an exclusive manual to train Transportation Department Employees. It is intended to be an information guide for prospective applicants and current employees.

The School District bus fleet is operated as a service to the community. The bus ride is a privilege extended to the students. Each bus driver must evaluate their position in this respect. Each driver shall conduct themselves with due consideration in personal actions regarding students, instructors, administrators and fellow workers.

Selection of School Bus Drivers and Bus Para's

School Bus drivers and Bus Para's are one of the most important parts of any school system. They are the first to meet students at the start of the school day and the last people to see the students each day. As the requirements for drivers become more complex it is increasingly difficult to find people who are willing to complete the requirements needed to drive. In order to find School Bus Drivers, Bus Para's the district advertises in the local newspaper and on the district web site (drivers who are already employed with the district are always trying to recruit qualified drivers.) Current employees of the district are also encouraged to recruit qualified employees.

SCHOOL BUSES

- A. Transportation is provided for rural and in-town students, with Board approval in respect to minimum walking distances, and for activity and field trips. Such transportation is conditional on good behavior and adherence to established rules and regulations.
- B. The school district shall own and operate its own bus system; however, the District may contract transportation for short feeder routes in places where roads or other conditions do not permit the operation of regular buses.
- C. The specifications of all buses shall conform to the standards as required by Chapters 2 & 20 Rules and Regulations for Minimum Standards for Wyoming School Buses.
- D. New buses shall be purchased under the guidelines of state law.

TERMS OF EMPLOYMENT

(Classified) staff are considered “at will” and the employment of such employees can be terminated by the employer or employee without any hearing reasons for termination. All exceptions must be approved by the Board of Trustees.

SUBSTITUTE DRIVERS

Substitute school bus drivers shall meet the same requirements as a regular school bus vehicle operator. A school bus driver shall find their own substitute, other than activities. Substitute drivers shall work the hours of the regular route driver when substituting on a route. Substitute drivers shall leave whatever bus they use clean.

EMPLOYMENT OF BUS DRIVERS

All School Bus drivers must have proper driver endorsements, completed a mandatory physical examination, have been fingerprinted, passed a pre-employment drug screen and satisfactorily completed all necessary training.

Prior years’ full-time bus driving experience will be allowed, if applicable. The employee will be placed appropriately, based on applicable experience, on the classified salary schedule.

All new employees are subject to a three- (3) month evaluation to monitor, assess, and correct any deficiencies in performance. The Transportation Director is responsible for this evaluation and any further evaluations as needed or required by the district. At the three (3) month evaluation, the driver’s driving ability will be assessed and this evaluation will help to determine what actions are necessary for continued employment, if deemed appropriate. It is the District’s hope that this evaluation will be a learning tool and provide the much-needed feedback that any new employee requires upon starting a new job.

- A. All drivers shall be under the supervision of the Transportation Director.

B. Basis for employment:

1. Must meet all qualification requirements.
2. Must complete a School District job application with full work history.
3. Must drive the bus with the Transportation Director and be checked out on the operation and safety of the bus.
4. Must have a valid Commercial Driver's License (CDL) with a P, S and air brake endorsement. Pre-employment fingerprinting and drug screening is also required.
5. Must have a current DOT physical. The District will pay for the physical.
6. Must hold valid first aid and CPR cards for adults and children.
7. Must be able to get along with the children, be firm, maintain discipline, and enjoy the job.

C. Drivers may be dismissed for:

1. Careless driving.
2. Use of alcoholic beverages, drugs and tobacco (smoking or chewing) on duty.
3. Insubordination.
4. Unsatisfactory conduct.
5. Crashes due to negligence.
6. Not following/enforcing District rules and regulations.
7. Leaving a student on the bus at the end of the route after the bus has been parked.
8. For any other reason which has a bearing on the driver's ability to drive a school bus satisfactorily or for the safety of the children.

D. All Transportation Personnel shall attend all safety meetings when called for the purpose of promoting safety and improving the operation of the Transportation Department and the safe operation of transporting Students.

Hiring Procedures for Bus Aides

- A. Submit application for hire with detailed employment history.
- B. Pass back ground check.
- C. Go through our bus aide training process.
- D. Once through training program. Be assigned a route and be on for a three(3) month probation period. Will be on route for at least 30 days before they are hired as a permanent employee. Will be classified as a sub for the 30 day period or until hired as a permanent employee.

Hiring Procedures for School Bus Drivers

A driver applying for a school bus driving position must meet all our qualifications in order to be considered for hire.

- A. Turn in a completed application with 7 years of verifiable job history.

- B. Turn in a clean driving record along with Application.
- C. Be able to pass a DOT Physical.
- D. Be able to pass a Pre-Employment Drug test.
- E. Pass a back ground check.
- F. Be able to get a CDL Class B with Air Brake, Passenger, and School Bus endorsements.
- G. Be able to go through our training program and have the satisfactory safety oriented skills for driving a school bus.
- H. Once the driver is licensed and trained and deemed safe to be driving routes on their own they will start a 3 month probation period. They will have to be on a permanent route for at least 30 days before hired as a permanent driver. They will be classified as a Substitute driver in that first 30 day period or until hired to permanent route.
- I. When driver has completed all the above requirements, they can be then considered for a full time position. A new driver with driving experience will go through the same process. Their years of service starts when they are permanently hired.

School bus trip scheduling procedures

Trips are a very important part of our transportation department's schedule. The following procedures are put in place to insure that we are providing the best and safest drivers for a trip.

- A. A new driver that starts will our district will not be able to do any out of town trips for a period of one year from the time they start driving on their own route every day. They will be able to drive local field trips if deemed they are ready.
- B. After year one and they are deemed ready, a driver will be able to drive trips that are in 100 mile radius of Wheatland, does not require any mountain passes or big city driving. No overnight trips. A driver that has done a good job driving these trips for at least 3 months and has the required Mountain pass training and Montana DRIVE training could be considered for longer trips.
- C. After year Two and they are deemed ready. Had mountain pass training and the Montana DRIVE training for two years will be able to drive all trips that they are deemed ready to drive.
- D. A driver can lose their trip driving privileges at any time for any safety related violation. (ie...speeding, accident, not getting along with coaches/sponsors, etc)
- D. All the above requirements are just a guide line that we are using to let drivers know when and if they can drive trips. All drivers are subject to approval from the Transportation Director before they are allowed to drive trips. Safety is our number one concern and we will be putting the safest drivers on the trips at all times.

MOTOR VEHICLE RECORDS

As a requirement of employment, every school bus driver and substitute bus driver must maintain a motor vehicle record (MVR) meeting the grading requirements as stated below. This MVR policy applies to school bus and substitute bus drivers of District owned vehicles.

MVR’s will be examined prior to the start of employment and at least annually thereafter. Any job offer made to an employee-candidate for a position with school bus driving duties shall be contingent upon an MVR meeting the required standards. Continued employment with us in a position with school bus driving duties also requires an MVR meeting the standards outlined below.

The standards for motor vehicle records are as follows:

1. All operators must have a valid driver’s license for at least the last three years.
2. No new drivers will be hired with a “borderline” or “poor” MVR. MVR’s will be evaluated based on the table below, as minimum requirements.
3. Driving records must remain “acceptable” or “clear” as graded on the table below, for continued employment in positions with school bus driving duties.

Any exceptions to these guidelines must be referred to the Board of Trustees of Platte County School District No. 1 for approval, in writing. This “Policy” is based upon current “Best Practices” for public entities and the National Safety Council’s recommended operating standards for fleets.

MOTOR VEHICLE RECORD GRADING CRITERIA: (last 3 years)				
	Number of At-Fault Crashes			
Number of Violations	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Borderline	Poor
3	Borderline	Borderline	Poor	Poor
4	Poor	Poor	Poor	Poor

- **Any major violation is a “poor” MVR.**
- **“Clear” MVR – no points or violations.**
- **“Acceptable” MVR –**
 - one at-fault crash in the last three years, or
 - one or two minor violations, or
 - one at-fault crash and one minor violation.
- **“Borderline” MVR-**
 - zero at-fault crashes and three minor violations, or
 - one at-fault crash and two or three minor violations, or
 - two at-fault crashes in the last three years and one or two minor violations.
- **“Poor” MVR –**
 - one or more major violations, or
 - one at-fault crash and four or more minor violations, or
 - three or more at-fault crashes in the last three years, or
 - four or more minor violations.

An At-Fault Crash is any crash where the driver is cited with a violation, or negligently contributes to the incident, or any single vehicle crash where the cause is not equipment related.

Major Violations include:

- Driving while under the influence of alcohol or drugs,
- Driving while impaired,
- Failure to stop/report an crash,
- Reckless or careless driving,
- Making a false crash report,
- Homicide, manslaughter or assault arising out of the use of a vehicle,
- Driving with a suspended or revoked license,
- Attempting to elude a police officer.

Minor Violations are any moving violation other than a major violation and **excludes** the following:

- Motor vehicle equipment, load or size requirement,
- Improper/failure to display license plates,
- Failure to sign or display registration,
- Failure to have driver's license in possession.

A clean driving record is defined as a driving record that would qualify an applicant for employment with our organization (i.e. clear or acceptable). If a motor vehicle record is not clean, then we reserve the right to recommend termination of the employee. Upon request by the employee, the employee shall receive a copy of their individual MVR after each MVR review.

ROUTES

- A. The school transportation system is primarily designed to convey students from home to school and school to home, with emphasis on the health and safety of students. Routes shall be planned to provide the best possible service to each rural area in the district. Consideration shall be given to minimize travel time and miles traveled.
- B. Safety of the passengers shall receive first consideration when a decision has to be made regarding where and when a bus shall operate. Buses shall operate only on routes established by the Transportation Office, with Board approval when applicable. Route changes must be made and approved by the Transportation Office and the Board when applicable. Routes may be altered or discontinued at any time due to boundary and/or population changes, or school schedule requirements.

School buses will furnish regular transportation to students living in designated rural areas that have an acceptable road, which can efficiently be part of the bus route.

Bus stops within city limits will be placed outside a minimum-walking radius from the main school building as follows: These rules are per WDE Chapter 20 rules of Operations Section 7

- A. 1 mile from an elementary school
- B. 2 miles from a Middle/high school

No transportation shall be provided to children living within these no transportation zones unless approved by a local district. As stated in the Pupil Transportation Rules and Regulations, a local district may, by official board action, transport students within the No Transportation Zone if they find that there is a physical barrier that would prevent a student from walking to school or a safety hazard that could cause the student harm.

In Wheatland, the Hazard zones we will ask for approval on are Interstate 25 and the railroad crossing on the east edge of town. We will continue to monitor all town areas to determine areas of danger.

While the Board of Education provides pupil transportation according to policy, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning. Once a child boards the bus, he or she falls under the supervision of the school district. Such supervision shall end when the child is delivered to the regular bus stop at the close of the school day.

Whenever it would be in the best interest of the affected children, the local board of trustees may provide for isolation reimbursement to the family in lieu of bus transportation to the nearest bus stop.

Unusual circumstances may be brought before the board of trustees.

Continuous evaluation and improvement of bus transportation will be pursued by the administration.

NECESSARY OFFICIAL TRAVEL

- A. Trips by school groups under the direction of a faculty sponsor shall be planned and arrangements made with the approval of the building administrator.
- B. A transportation request will be completed for all staff and student travel on TripFinder and routed to the appropriate supervisor for approval.
- C. All approved student trips shall be made by use of school-owned vehicles that are approved for transporting students.
- D. Sponsors accompanying students on trips shall be responsible for the supervision and discipline of the group – Both on and off the bus.
- E. Every student who attends a school-sponsored activity under the supervision of the school is required to return to Chugwater/Glendo/Wheatland by the transportation provided by the school unless the student makes the appropriate arrangements with the faculty sponsor.
- F. Adult chaperones, preferably parents, shall be required, in addition to activity sponsors, when conditions of a trip warrant it.
- G. School-owned vehicles may be used by school employees for official business. In instances where a school-owned vehicle is not available for official travel outside of the district, the rate of compensation for personal cars shall be set by the School Board.
- H. School-owned vehicles shall not be used for private or personal purposes or for the transportation of any group not connected with the school district either during the school year or during the summer vacation periods, unless approved by the Superintendent of

Schools. Anyone driving a school-owned vehicle must have a MVR check. This check must be “acceptable” as defined under Motor Vehicle Records of this manual

- I. All trips that are taken must follow the criteria established under WDE rules and regulations or sanctioned by WHSAA. If a trip is deemed to not fall into these criteria arrangements must be made by the school, organization, group or class making the trip to compensate for the driver’s time, benefits, fuel costs and all applicable maintenance and trip costs as these trips are no longer reimbursed by the WDE.

TRANSPORTATION OF AUTHORIZED PERSONS

- A. Authorized students are those students who are currently enrolled in Platte County School District No. 1. If parents wish their child(ren) to ride another district bus, they must make their request in writing and give it to the bus driver. The School District will make every reasonable attempt to make sure each student is on their proper bus; however it is ultimately the student’s responsibility to be on the right bus.
- B. Individuals other than authorized students will be allowed to ride the bus as approved by the appropriate building administrator or the Transportation Director.
- C. No pre-school aged children will be allowed to ride the buses.
- D. Drivers are expected to know his/her student passengers and permit only authorized persons to ride in the bus.

RESOLUTIONS FOR SAFE SCHOOL BUS OPERATION

I WILL:

1. Make a thorough inspection of my bus each day. Walk around bus and check for any leaks and flat tires before afternoon route. This should be done at every stop along the way on a field trip and activity trip as well.
2. Help keep my bus in a safe condition at all times.
3. Keep my mind on driving at all times.
4. Drive more cautiously, recognizing the unusual hazards, which always exist in residential areas.
5. Obey all traffic laws. Absolutely no speeding. Speed limit for around Schools and bus yard is 10 MPH.
6. Be considerate to other motorists. Do not tailgate or follow too close.
7. Take care in protecting my children, pedestrians and motorists; for over them I have the power of life and death.
8. Keep my temper and self-control which is vital to vehicle control.
9. Remember constantly that courtesy is the first law of safe driving.
10. Obey the "Golden Rule," I will always drive with care, caution and courtesy.
11. Provide at all times for the safety and welfare of the students assigned to his/her bus.
12. Provide a clean and sanitary bus. Keep windows clean to provide clear vision at all times. That means you may have to wash windows daily.
13. Safety is the number one concern at all times.

Always Ask Yourself:

Do I always drive by these Resolutions for safe school bus operation?

SCHOOL BUS PRE-TRIP INSPECTION PROCEDURES

A pre-trip inspection of your bus is **LAW**. All Bus Drivers are required to inspect the bus before each trip and report any need for repair or maintenance to the appropriate District personnel. Documentation of the inspections shall be done on the Zonar pre-trip system. When doing a pre-trip on a bus that does not have Zonar a paper pre-trip form will be used. All buses have to be pre-tripped no matter what the trip is, how long the trip is or if students will be on board.

CRASH PROCEDURES

If involved in a crash:

- I. Remain Calm.
- II. Assess the damage and/or injuries (secure the scene, i.e. reflectors, evacuation if needed).
- III. Notify this office via radio or telephone (do not move the bus until told to do so by Law Enforcement, District Superintendent, or transportation office).
- IV. Gather information (Stay with students, your Supervisor will be dispatched to the scene to assist).
 - A. Students names on the bus (location on bus). One reason for assigned seats.
 - B. Other driver information.
 - C. Occupants of the other vehicle.
 - D. Other driver's insurance.
 - E. Registration of the other vehicle (make, model, year, license).
 - F. Road and weather conditions.
 - G. Law Enforcement officer's name, badge number, and agency (local police, sheriff, or Highway patrol).
 - H. Hospital where injured passengers were transported.
 - I. Witness information.
- V. Complete all required reports (document everything).
- VI. Do not leave the scene of the crash without obtaining an SR-21 from the officer who responded to the report.
- VII. After an accident a drug screen must be done within 24 hours and an alcohol screen must be done within 4 hours of the accident.

Any crash involving a school bus that is required to be reported under Wyoming Statute 31-5-1106 shall also be reported to the state department of education on forms approved by the department.

If you are involved in or are witness to any crash, it is imperative that names of passengers or other involved parties not be transmitted over the radio.

MECHANICAL FAILURE ON ROUTE

In the event of an emergency such as a crash or mechanical breakdown, the driver must remain with the bus protecting the crash or breakdown scene, and the students on board the bus. If there is an immediate danger (fire, etc.) to the students, evacuate them to a safe place.

Radio the Bus Garage as to your location and nature of the emergency or breakdown. In the event the radio does not work, send two responsible people to telephone the Bus Garage immediately.

Please supply the following information:

- I. Bus number.
- II. Location of the bus. Use fire numbers and highway/ county road numbers wherever possible.
- III. Nature of problem, mechanical (describe problem), or crash.

Reflectors are to be used according to Wyoming State Law.

- I. In case of a breakdown or a crash, the driver shall immediately turn on the 4-way flashers and set out the three reflectors to warn traffic: One beside the bus on the traffic side, one hundred (100) feet in front and one hundred (100) feet to the rear of the bus. Such stops on a curve or other area where one hundred (100) feet is not ample, the driver shall use his/her discretion in placing such warnings at a distance which would give adequate warning.
- II. If a breakdown stalls the bus on a Railroad Crossing, the driver shall set up and maintain a reflector at least five hundred (500) feet down the track in either direction of the bus. The first priority is obviously to evacuate the students from the bus to a distance of at least one hundred (100) feet from the bus (if stalled on Railroad Tracks). Students are to be instructed to remain in the group until the bus driver instructs them to move to another location or to board another bus to continue the trip.

RADIO PROCEDURE

When you are transmitting, use your route or bus number and your name. Be sure to use this when you are calling a school, dispatch or another bus and wait for acknowledgment before proceeding with your message. Be professional.

**THE RADIOS ARE IN THE BUSES FOR SCHOOL TRANSPORTATION
BUSINESS USE ONLY. PLEASE USE THEM ACCORDINGLY.**

SCHOOL BUS REGULATIONS

- I. School buses shall at all times be operated in a safe, prudent, and careful manner.
- II. A school bus shall be driven on the right side of the roadway, except when overtaking and passing another vehicle, or when in the left hand lane for making a left turn from a multi-lane roadway; or when the right side of the roadway is closed, or on a one-way street.
- III. No bus shall be coasted with the gears in neutral. **DOWN SHIFT BEFORE DESCENDING DOWNGRADES.**
- IV. Any school bus approaching an intersection of roadways shall yield that right- of -way to the vehicle, which has entered the intersection from another roadway, unless otherwise ordered by local ordinance.
- V. All doors are to be closed at all times when the bus is in motion.
- VI. The driver of a school bus shall refrain from unnecessary conversation while the bus is in motion.
- VII. No driver who has consumed any intoxicating liquor, narcotic drugs, or other drugs, which impair or affect driving ability, shall operate a school bus or be assigned to operate a school bus or school owned vehicle.
- VIII. Consuming any alcohol and/or any illegal drug or controlled substance while on duty, while at any school sponsored activity involving students in which the bus driver will be responsible for operating a school bus, or otherwise contrary to the policies established herein is strictly prohibited.
- IX. No school bus shall be operated with a broken window or windshield that impairs vision. In no case shall a bus be operated with impaired vision to the front, rear, and sides of the vehicle.
- X. No bus operator shall service their vehicle with fuel while students are on the bus.
- XI. All drivers are required to obey traffic laws and driving regulations.
- XII. All school drivers are required to wear a properly secured lap belt at all times the vehicle is in motion.
- XIII. Drivers shall dress appropriately, no open toed shoes or shoes that fit too loosely that they fall off.
- XIV. Cell phones will not be used while driving.

BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. School bus drivers will instruct children in the proper procedures for boarding and exiting a school bus and in proper and safe conduct while in the bus.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations. Drivers need to be sure that all student riders are included in a drill.
3. All vehicles used to transport students will be maintained in a condition that will provide safe and efficient transportation. All buses will be inspected biannually to be certain that they are in good mechanical operating condition.

SAFE DRIVING RULES

1. Bus operators will comply with the lawful order of direction by any police officer vested with authority to direct, control, and regulate traffic.
2. The operator of a school bus shall comply with all traffic control devices, unless at the time otherwise directed by a police officer.
3. While the bus is parked, leave the bus in neutral, and set the parking brake. In the colder months or if there exists the possibility of freezing conditions, do not set the parking brake as the brakes may freeze up. Instead leave the bus in first gear, if equipped with standard transmission, or neutral and wheels blocked if equipped with an automatic transmission. Whenever possible, park on a level surface reducing the possibility of the bus rolling.
4. When turning or changing lanes, proper signals must be given 100 feet before turning, using proper observation before making the turn.
5. Operators will move a disabled bus out of the roadway and into a safe place where it is protected from further damage. Students are to remain on the bus unless there is immediate danger to their safety, (fire, etc.). Use your emergency equipment such as reflectors and flashers. Notify the Bus Garage either by radio or send two responsible people to call. The driver **SHALL NOT LEAVE THE BUS** while students are on board, to notify the Bus Garage.
6. Bus operators should make every effort to let students off their buses only at their school or regular bus stops. Students desiring to get off at another stop other than their regular stop should have permission in writing from their parent or guardian. Phoned in permission is acceptable when verified by this office.
7. Bus operators are not permitted to deviate from their routes unless approved by this office. Where the safety of students is immediately evident (ex. Severe weather conditions), the bus driver shall assess the situation, adjust the route accordingly, and notify this office immediately.
8. Bus operators will conduct themselves in a proper manner and use appropriate language with students, parents, school staff, and the public at large.
9. Be sure that your assigned bus is swept, trash is picked up, and the fuel tank is full. Be sure that you have plenty of fuel for your next route when you come in off of your previous route.
10. Bus radios, AM&FM, CD players and tape decks will be turned **off** when crossing **RAILROAD TRACKS**.
11. When unloading at the school, the first bus arriving should pull into its assigned spot to facilitate unloading by the other buses that follow. Conversely, while loading students at the school, buses are to be parked in the prescribed order and the bus driver **MUST BE** in the bus when students are boarding and on board.

12. Be sure all students are in their seats (With seatbelts on if your bus has seatbelts) before pulling away from stops or the school.
13. During the stopping process allow sufficient area to the right of the bus so that students may clear the bus safely. When discharging students on routes ensure that all traffic is stopped on the roadway in both directions, as required by law, before allowing students to exit the bus. Remain stopped until all students are clear of the bus, at least fifteen (15) feet, before pulling away from the bus stop. Amber warning lights must be activated no more than 500 feet and no less than 100 feet before each bus stop. Identify **“RED LIGHT PASSERS”** and report to the Transportation Department.
14. Operate the school bus with lighted headlamps at all times the vehicle is in motion.
15. Bus operators should not use cellular phones while operating the bus, except in the case of an emergency and only if stopped in a safe location.
16. All vehicles will decrease their rate of speed by 20 miles per hour when approaching an emergency vehicle with its warning lights flashing.

DEFENSIVE DRIVING

SAFETY FIRST. Schedules are secondary. Safe driving takes precedence over all other considerations.

1. Operate a vehicle in such a manner that you avoid being involved in a preventable crash or contribute to others being involved in a crash. (SEE, THINK, and DO).
2. You must know and obey applicable traffic rules and regulations, including Local ordinances, State Codes, and Federal Regulations.
3. You must remain constantly alert for the illegal acts and driving errors of other drivers. (Don't trust the other driver; expect the unexpected).
4. You must intelligently adjust your driving and speed to the special hazards presented by abnormal, unusual, or changing conditions in:
 - A. The mechanical functioning of your vehicle: (Pre-Trip Inspection)
 - B. The road surface: (ICE, SNOW, RAIN, and FOREIGN MATERIALS). The best technique for maintaining full control of a school bus while stopping on ice or snow is a fast pumping action of the brake pedal. **DO NOT JAM ON THE BRAKES**, as this is almost certain to lock up the wheels and cause an uncontrollable skid. Down shifting your bus before stops, turns and sharp curves, gives you more control of the bus. **DO NOT USE RETARDERS ON ICY ROADS.**
 - C. The weather conditions.
 - D. The available light: (Dawn, Dusk, driving into the sun).
 - E. The traffic conditions: (The hour of the day, day of the week, the time of year, the highway type, animals, students, bicycles, etc).

- F. Your physical fitness: (Health hazards, temporary physical conditions)
- G. Your state of mind: (Temperament, aggravation, worry, etc.).

5. The hands of the operator should be placed on the steering wheel at the 9:00/3:00 o'clock position for the best control of the bus.
6. You must have a thorough knowledge of the rules of the right-of-way, and be willing to yield to other drivers regardless of these rules, whenever necessary to avoid an crash. Keep to the right of the roadway.
7. You should have an attitude of confidence, that you can drive without ever having a preventable crash. You should be confident that almost all motor vehicle crashes could be prevented. You must take positive action to prevent personal involvement in the "other drivers errors". **YOU MUST BE DEDICATED TO DRIVING AN ERROR FREE TRIP!**

AUTHORITY OF BUS OPERATORS AND STUDENT DISCIPLINE

The secret to good discipline lies in confronting a problem as soon as it arises. By failing to confront a discipline problem you are allowing the problem to become aggravated and the problem will get out of hand. Only by prompt action can a problem be identified and eliminated.

All bus drivers will keep a notebook in which they log all behavior problems and action taken in regard to disciplining students. The following procedures shall be utilized for behavior problems:

1. Confront the student / students immediately.
2. Follow the procedures in Outline For Behavior Management.

The authority to suspend bus-riding privileges of a student lies with the Building Principal. Students are to be discharged only at the school or assigned bus stop. Never discharge a student during the route as a disciplinary action. The bus driver may assign seats if he/she feels it necessary for discipline purposes.

If students are not following instructions, the bus driver may pull off the road to a safe stop until the students have maintained order. The bus shall be as far right in the parking lane as possible with no part of the bus being in the lane of traffic.

A school bus driver must never enforce discipline by the use of profanity, touching a student, or use of physical force. Report any disruptive behavior/trouble to this office immediately. Parents are encouraged to come in and talk over any discipline problem with the driver and his/her supervisor.

OUTLINE FOR BEHAVIOR MANAGEMENT

- A. Verbal Warning** – The bus driver will discuss the problem with the student and try to find a solution so that the behavior will not occur again. (A short entry will be documented in the bus driver’s daily log.) The driver will tell the student that the next violation of the bus rules will result in a disciplinary report being sent to their building principal. It is optional for Driver to call Parent. Calling parent to get involved could help with student discipline.

- B. Second Verbal Warning** – The bus driver will discuss the problem with the student and try to find a solution so that the behavior will not occur again. (A short entry will be documented in the bus driver’s daily log.) The driver will tell the student that the next violation of the bus rules will result in a disciplinary report being sent to their building principal. It is mandatory that a Driver call the parents and communicate what is going on with the behavior of their child. Also need to inform the Principal of what is going on with this student. Communication is the key.

- C. Transportation Disciplinary Report** – If the behavior continues a “Transportation Disciplinary Report” will be completed and sent to the building principal for disciplinary action. The Principal will meet with the student and/or parents to discuss the behavior problems. The Principal will forward a copy of the report with action taken to the parents and the Transportation Supervisor. The parent and student must sign the Disciplinary Report and return a copy of it to the Principal. The Principal will forward a copy of the signed report to the Transportation Supervisor.

1st Offense- Principal will meet with the student, contact parents, mail home discipline bus referral, (next bus discipline referral will automatically result in a 1 week bus suspension) Parent and Student must sign and return a copy of the Disciplinary Report to the Principal. A Copy of the signed Disciplinary Report must be received within one week of the Disciplinary Report date or further disciplinary action will be taken.

2nd Offense- Principal will meet with the student, contact parents, mail home discipline bus referral, and the student will automatically serve a 1 week bus suspension. Parent and Student must sign Disciplinary Report and signed Disciplinary Report must be received before student can ride bus again.

3rd Offense- Principal will meet with the student, contact parents, mail home discipline bus referral, and could result in up to the loss of bus privileges for the remainder of the school year. Parent and Student must sign Disciplinary Report and signed Disciplinary Report must be received before student can ride the bus again.

******Building principals may suspend a student indefinitely based upon a student by student case.******

C. Serious Offense – In case of serious offenses, the building principal may circumvent the preceding steps and suspend a student’s riding privileges. A student suspended from riding the bus will be expected to attend school while suspended. If the student does not attend school without an acceptable excuse, then the school principal will follow normal district procedure.

In the need for immediate removal of a student from the bus, the bus driver should safely pull the bus to a stop, call an administrator or the Transportation Supervisor, and wait for their arrival. The Administrator/Transportation Supervisor will then take responsibility for the supervision of the student, and the bus driver will complete the route. The parents of the student shall be advised in writing within 72 hours of each disciplinary action taken by the principal.

Each bus driver will maintain a log of events, kept on the bus, With respect to each disciplinary problem, the log shall show the date, name of the student, nature of the problem, whether parents were notified and the date notified, the date the Transportation Supervisor was notified, and any other action taken. Please follow the steps outlined above so that the administration can support you.

An administrator may immediately remove a student from the bus for serious offenses. Administrators have the choice of dealing with discipline immediately, on the spot, and making transportation aware of this decision.

RESPONSIBILITIES OF STUDENTS AND PARENTS

1. Be at the bus stop 5 minutes early, ready to board the bus. Avoid rushing.
2. Be careful in approaching the school bus stop. Wait until the bus is at a complete standstill and the driver has waved to you before attempting to enter.
3. Remain off the road at all times and behave in a safe manner while waiting for the bus.

STUDENT RULES & REGULATIONS TO FOLLOW WHEN RIDING SCHOOL BUS

1. Students must follow the directions given them by the adult in charge.
2. While waiting for the bus, students must remain at a safe distance from the bus until it has come to a complete stop and the door is open.
3. Passengers of a school bus are limited to regular and approved pupils and activity sponsors.
4. The possession or use of tobacco, alcohol, or controlled substances is prohibited.
5. Guns (Real or Play) shells, explosive articles, matches/lighters, knives, or any other potentially dangerous items are prohibited.
6. No Balloons are allowed on the school bus.
7. Offensive language, disruptive behavior, or discourteous behavior is prohibited.
8. Bus riders must remain in their seat and face forward while the bus is in motion. Riders are not to move or change seats unless instructed by the driver.
9. Heads, hands, feet, and all objects are to be kept inside the bus at all times. There is to be no throwing or shooting of any articles at any time.
10. Animals are prohibited.
11. Riders are not to tamper with the emergency doors, windows, or any bus equipment. Any damage done to the seats or other bus equipment will be paid by the offender.
12. Riders are to keep books, lunch boxes, and other objects out of the aisles and off the seats.
13. Riders are to keep their seating areas clean. All trash must be deposited into a trashcan.

EVACUATION PROCEDURE INFORMATION

1. Introduce yourself, Say: My name is...

2. Safety Information:

Say:

1. All riders are expected to remain in their seats while the bus is in motion.
2. Noise level must be held down so the driver can hear any approaching hazards such as emergency vehicles.
3. No exiting from the emergency door, except in an actual emergency situation.
4. Quiet must be maintained when the bus stops at designated railroad crossings.

3. Evacuation Procedure:

Say:

1. Driver is always in charge of an evacuation unless incapacitated.
2. The locations of the emergency exits are:
 - a. Front Door
 - b. Back Door
 - c. Emergency Exit Windows to be used only if doors are jammed.

Point to the location of the emergency brake, fire extinguisher, reflectors and first aid kits.

Reinforcing Remarks: REMEMBER, The improper actions of one person can result in the loss of life.

"TEACHING STUDENTS TO EVACUATE THE BUS"

- A. Pick a day when you will talk to your students. Make prior arrangements with the school in case you run past the bell.
- B. When you arrive at the school, park your bus somewhere out of the way of other buses. Take a few minutes to talk to your students about evacuations.
- C. Review the evacuation procedure on all athletic trips as many student athletes do not ride the school bus to and from school.

HOW TO TEACH YOUR STUDENTS

1. Get their attention quickly. Tell them it is time to practice evacuation drills again. (Spring and Fall).
2. Explain why drills are necessary -- "to practice safety and be prepared in case of a real emergency."
3. Stress the seriousness of evacuation drills:
 - a) It is just like a railroad crossing; everyone **MUST** be very quiet and listen.
 - b) It is very important to follow directions.
 - c) Anyone horsing around could possibly get a Misconduct Report.
4. Explain the three types of drills and why it might be necessary to use any of the three at any time:
 - a) Front Door - in case the rear or side door is jammed.
 - b) Rear Door - in case the front door is jammed.
 - c) Side Door – in case the other doors are jammed.
 - d) All Doors - in the event of extreme emergency where time is of the essence.
 - d) Mention that the driver will open the rear door, and they are to stay in their seats until you give them instructions.
 - e) Tell them to leave all their belongings on the bus
 - f) Tell them to go to the safe area and remain in one group (do not scatter).
 - g) If a train should be approaching, they are to run toward the oncoming train and away from the tracks, in two groups if necessary.
 - h) Tell them not to be afraid, but do exactly as the driver says.
 - i) Also mention to be careful getting off the bus, not to rush, watch their step, and duck their heads at the back door. Explain about the kick-out windows. Thank them for their cooperation. Ask them to try and do a real good job; set a good example for others and demonstrate what a good bunch of kids they are.

PROCEDURES FOR EMERGENCY SCHOOL BUS EVACUATION DRILL

FRONT DOOR

1. The bus Operator will stop the bus, turn off ignition, set emergency brake, and turn on 4-way flashers. The driver will then get out of the seat and open the front entrance door. Ask the (3) front door Monitors to come forward and take their positions. Two should be posted on either side of the front door and one should lead students to the safe area.
2. Continue to evacuate the bus by moving to the rear, dismissing students row by row. All other students should remain in their seats until they are dismissed.
3. When the last row has started down the aisle toward the front, the Driver should begin checking under the seats and exit the front door, taking the first aid kit with him/her. Driver will join the students at the safe area.

REAR DOOR

1. The bus operator will stop the bus, turn off the ignition, set emergency brake, and turn on 4 - way flashers. The driver will then get out of the seat and move toward the rear of the bus. **DO NOT OPEN THE FRONT SERVICE DOOR.**
2. Open the rear emergency exit door and dismiss your (3) monitors first. Two monitors are stationed at the rear – one to hold the door and one to extend a helping hand to students. The third monitor will lead the students to a safe area, at least 100 feet away from the bus.
3. The driver will take a position in front of the last row of seats and dismiss the students from right to left, proceeding to work their way from the back to the front of the bus. Students should remain seated until dismissed.
4. When all students are dismissed take the First Aid Kit and check under the seats as you exit the rear door. Proceed to the safe area with the students.

BOTH DOORS

1. The Bus Operator will appoint up to (6) students to act as monitors to assist during an evacuation. Two students shall be stationed at the rear door – one to hold the door, the other to extend a helping hand to those students who need assistance. Two students shall be stationed at the front door, one on each side to assist and direct students who need help. There should be one student assigned to each door to lead students to a safe area at least 100 feet away. All monitors shall be instructed in their responsibilities and shall know how to open the rear door, turn off the ignition, and set the brake, and know which windows are “kick-out” windows and how to kick them out.
2. The Bus Operator will stop the bus, turn off ignition, set brake, and turn on 4-way flashers. The driver will then get out of the seat and open the entrance door. The driver will then ask (3) front door monitors to come forward and get into position, (two as door monitors and one to direct the students to a safe area). As the driver moves to the rear of the bus, they should start students evacuating from the front seats immediately.
3. The Bus Operator will walk to the rear of the bus and open the rear door. The driver will assist the (3) back door monitors out of the bus, (two as door monitors and one to direct the students to a safe area).
4. The Bus Operator will stand in the middle of the bus and help the remaining students to evacuate. Seats should be checked underneath to see that all students have cleared the bus. Students should be instructed in advance as to the correct procedure for evacuation. (Right front seat, left rear seat, evacuating from the FRONT DOOR - REAR DOOR).

BUS RENTAL RATES

Bus rental mileage rates are set by the State of Wyoming. Any party renting a bus from the District will also incur the costs of the bus driver's salary and benefits, and fuel. No driver shall accept payment from the renter. The District, in accordance with District procedures, will pay all drivers. A District bus driver will operate all District buses.

Operation Procedures For School Bus Drivers & Aides

As an Aide it is your responsibility to work with your driver to maintain a certain order on the bus. You are there to alleviate any distraction for the driver and to help ensure ALL RIDERS are safe on and off the bus! Here are some procedures to help you along the way. PLEASE, keep in mind these are just a few important things to remember. Your job is NOT limited to what is on this paper or one or two things. The best way to ensure safety on each and every bus is CONSISTENCY on ALL BUSES with ALL RULES at ALL TIMES!!!

1. **SAFETY!!!**- please make sure all students are safely crossing in FRONT of the bus (at least 10 steps in front) and watching for the driver to wave them across before crossing. If you have to walk them through it DO SO (PM routes are better for this)
2. **WALK**- Aides need to be frequently walking the bus, you cannot maintain order with your back to the students!
3. **WATCH**- Rule of thumb; IF YOU QUESTION WHETHER OR NOT SOMETHING IS OK....ITS PROBABLY NOT!
 - If your driver has to constantly look in the mirror and speak with menacing students YOU ARE NOT DOING YOUR JOB! Aides should always have eyes on students, scanning the bus at all times- a great way to ensure you are doing this is to interact with the students, bounce around a little and get to know them!
4. **VOLUME LEVELS**- noise needs to be kept at a minimum-you will NEVER have a totally silent bus full of students however it should not be so noisy that it becomes a distraction to the driver!
5. **SEATING**- BOYS AND GIRLS MAY NOT SIT TOGETHER!!!! – *The exception to this rule is that brothers and sisters, cousins and extended family may sit together (unless there is cause which would prompt for separation of the students).* A seating chart is required on every bus and needs to be followed by all students at all times unless you or the driver moves a student for any reason. It's usually better to have younger children up front and older in the back!
 - All personal belongings need to be OFF OF THE FLOOR, they can either place them in their laps or on the seat beside them

- ARMS, LEGS, FEET, ETC. Need to be OUT OF THE AISLE and INSIDE the bus at all times (no hanging out or hollering out the windows). This also means hands and feet need to be kept to themselves at all times with no rough housing etc.
6. **CONVERSATION**- Some conversations ARE NOT appropriate for all ages therefore if you have to regulate conversations DO SO!
 7. **CONFRONTATION**-it's better to confront certain situations privately, USE YOUR JUDGEMENT (public humiliation can cause further issues).
 - **Think before you speak!** YOU are setting an example for children of all ages please remember how easily children are influenced and also how easily your words can be taken out of context and become hurtful to a child and/or their parents! REMEMBER THESE ARE SOMEONE ELSE'S CHILDREN!
 - NEVER argue with, show frustration with or yell at a student! You are the one in control.
 - Be very careful what you discuss with students.
 8. **TEAM WORK**- PLEASE keep in mind you and your driver are a TEAM and it is **IMPERATIVE** that you back one another! If you disagree **DO NOT** do it in front of a student/students.

Bus Rules to Enforce Daily

1. Observe the same conduct as in the classroom.
2. Be Courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the Bus Clean.
5. Cooperate with Driver and aide.
6. No Smoking, chewing or vaping.
7. Stay seated facing forward at all times. Feet out of the aisles.
8. Keep hands and feet to themselves.
9. Keep head, hands and feet inside the bus.
10. Route buses will have assigned seating.
11. Boys and girls will not be allowed to sit in the same seat. *The exception to this rule is that brothers and sisters, cousins and extended family may sit together (unless there is cause which would prompt for separation of the students).*

Transfer Buses

1. Assigned seating in this order will be enforced. Girls and Boys will not be seated together. *The exception to this rule is that brothers and sisters, cousins and extended family may sit together (unless there is cause which would prompt for separation of the students).*

Activity and Field Trip Procedures

It must be understood that the driver will have final say on bus safety matters. The coach or advisor must work with them, and not in any way pressure them to drive at times or in weather that the driver feels is unsafe.

1. The Bus And Driver

A) All Students going on a school sponsored field trip or activity trip must be transported in "school buses" that are arranged with transportation by the school principal or the athletic director. Buses must meet the minimum standards as defined in the Wyoming Department of Education's RULES FOR MINIMUM STANDARDS FOR SCHOOL BUSES. A student may be excused from using school transportation only upon written request to the building principal and approval prior to the trip.

B) No activity or field trip will leave before 5 AM. Activities or Field Trips that are scheduled to arrive back in Chugwater/Glendo/Wheatland from their planned destination after 1:00 AM need to make arrangements to spend the night. Buses need to be unloaded, parked and shut down by 1:30 AM.

C) Each Driver must abide by the current FMCSA rules for hours of service. Those include a maximum driving time of 10 hours and 15 hours of on duty time per day. This also includes a minimum of an eight (8) hour layover from the time bus is put away and shut off at night until the beginning of the pre-trip the next day. If a trip violates this procedure, we will send a driver ahead to drive trip home, depending on driver availability. If trip will allow, we will send driver to hotel room for the day (minimum of 6 hours). If these options are not possible, the trip will need to be an overnight trip.

D) Buses may not travel on roads that are closed, that call for no unnecessary travel, or have a chain law restriction in effect. An alternate route may be considered if safe travel will allow. The safety of students and staff should prevail over money concerns, convenience and schedules.

E) If a district bus is located at an event, the bus shall be locked at all times unless the driver is physically on the bus. The bus driver is not required to be at the location of the event at all times. If the bus driver is not at the location of the event, the bus driver shall provide adequate means for the coach/sponsor involved in the event to contact the bus driver. A driver shall not go out to the bus with a student unless at least one additional student or coach/sponsor is able to go with him or her.

F) On overnight trips each driver shall have his or her own hotel room to allow for the maximum rest and provide a safer trip.

G) As a general rule all buses/MPVs traveling to, or home from the same destination shall travel together.

H) For safety purposes it is recommended that buses not travel more than 2 hours without stopping for a break.

I) Important buses leave on time. Drivers will only drive the speed limit. They will not speed for any reason and definitely not to make up time.

J) All buses will not be allowed to idle more than 15 minutes at any one time. So students and staff need to be dressed appropriately for weather conditions because the bus may not be warm yet. Staff/students will not harass the driver for bus being cold.

2. The Advisor and Students

A) Coaches and advisors must be on the bus for the duration of each trip. Approval can be made prior to the trip with building principal and transportation department will be notified of any changes.

B) Trip itineraries and rosters will be submitted to Transportation Department at the minimum of 5 days prior to the trip for approval. A current Roster will be available on the bus for roll call before bus leaves. The updated copy after roll call will be taken to office and a copy will be kept on the bus.

C) For safety purposes students will not be allowed to lay in the back deck/window, on the floor or in the book racks on the bus. Since the driver cannot always see if this is happening, the coach/advisor must assist them in making sure that this is not happening.

D) For safety purposes all emergency exits(the rear deck, the side door exit, all walk ways) must be kept clear of any hanging uniforms or bags on the floor so in an emergency a bus can be safely evacuated.

E) For safety purposes all students must remain seated while bus is in motion. Students shall not walk on the seat cushions, or crawl on the top of the seats. With Buses equipped with seatbelts, all passengers must wear seatbelts while bus is moving.

F) When a mixed group of students are on the trip, Coaches/advisors/sponsors must separate males and females and sit between them. When on a trip, all coaches/sponsors/advisors should sit spread out throughout the whole bus to better manage the students on the trip. Coaches/sponsors are responsible for student conduct on the bus and it is expected to make sure all bus rules are followed for safety purposes. When at an event, if students want to or are required to stay on the bus during the event, a coach/sponsor/advisor must be present with them. Drivers will not be expected to remain on the bus with them.

G) In Keeping with Wyoming Department of Education Chapter 20 of the "RULES FOR THE PUPIL TRANSPORTATION COMPONENT WITHIN THE EDUCATION RESOURCE BLOCK GRANT MODEL" any hard items (band instruments, golf clubs, drama props, coolers, suit cases, speakers, etc.) must be stored in the underneath storage

compartments of the school bus unless they can be secured to withstand a force of five (5) times the weight of the item to ensure that in case of an accident they will not hurt anyone. (Section 10:j) If necessary, an additional bus/vehicle may be used to take larger items. It is the responsibility of the coach/sponsor/advisor to contact the transportation department, in advance of the trip, if any unusually large items or many items need to be taken to ensure that enough storage is available.

H) Parent consent forms will be available from the coach/sponsor/advisor of a trip. These forms must be filled out by the parent or legal guardian of a student before the student will be released to travel with the parent. Coaches/sponsors/advisors shall not allow students to be released to anyone other than the students' parent or legal guardian.

I) All coaches, sponsors and students will start off riding the bus at the school and return to the school. Bus will not make any stops along the way to pick up and drop off students or coaches.

Any exceptions to any of the above rules must be approved on a case-by-case basis by the Transportation Director and Athletic Director, Building Principal or the Superintendent.

Platte County School District #1
1350 Oak Street
Wheatland WY 82201
Transportation Department

I have received a copy of the Platte County School District # 1 Transportation Manual.

I understand that I have the responsibility to read and review the handbook and familiarize myself with its contents.

I understand that this Manual is provided to me at the time of my employment with Platte County School District #1 or as revisions are made and approved.

I will direct all questions regarding the content of the Transportation Manual to the Transportation Director for clarification.

Driver's Name (please print)

Date

Driver's Signature