

UNITED INDEPENDENT SCHOOL DISTRICT



TRANSPORTATION DEPARTMENT EMPLOYEE GUIDELINES

UNITED INDEPENDENT SCHOOL DISTRICT

ADMINISTRATION

Mr. Roberto J. Santos
Superintendent

Eduardo Zuñiga
Associate Superintendent for Student Support Services

Joe E. Aranda
Executive Director Of Transportation

Danny W. Treviño
Operations Administrator (North)

Javier Rangel
Operations Administrator (East)

David Hernandez
Operations Administrator (South)

EMPLOYEE HANDBOOK GUIDELINES COMMITTEE MEMBERS 2017 - 2018

HANDBOOK REVIEW COMMITTEE

A handbook Review Committee will consist of Twelve (12) Transportation Department employees. 3 Regular Drivers, 3 Sp. Ed Drivers, 3 Bus Monitors, and 3 Mechanics from each compound and other administrative personnel that will meet periodically at the end of each school year, if necessary, to analyze and revise this handbook with the intent of making pertinent modifications as they relate to the safety and operations of the Transportation Department. Members must be voted into this Committee and serve for (2) two consecutive school calendar year term.

EAST COMPOUND

Julia Gutierrez (Regular Driver)
Mary Lozano (Sp. Ed. Bus Driver)
Gamino Lucio (Mechanic)
Olga Treviño (Bus Assistant)

NORTH COMPOUND

Jose Javier Vazquez (Regular Driver)
Cristina De Luna (Sp. Ed. Bus Driver)
Oscar Castañeda (Mechanic)
Olivia Flores (Bus Assistant)

SOUTH COMPOUND

Brenda Gomez (Regular Driver)
Jose A. Garay (Sp. Ed. Bus Driver)
Joel Morales (Mechanic)
Elsa Galvan (Bus Assistant)

NUMBERS TO CALL IN CASE OF EMERGENCY

911

POLICE

FIRE DEPT.

AMBULANCE

In the event of an emergency, call in the following order:

TRANSPORTATION EAST (956) 473-1955

Mechanics

Head Mechanic 285-1813

Dispatchers

Delia Flores 337-8051

Jose Luis Gomez 237-5100

Cornelio Cepeda, Route Specialist 285-1851

Administrators

Brenda Arce, Transportation 504 Officer 251-0482

Javier Rangel, Transportation Administrator 286-0924

Annie Salinas, Planning Analyst 206-1968

TRANSPORTATION NORTH (956) 473-6330

Mechanics

Rafael Robles, Head Mechanic 285-3441

Oscar Castañeda, Wrecker/Mechanic 326-9310

Jose Luis Garcia 242-2907

Miguel Gonzalez 285-2558

Dispatchers

Vacant 285-1851

Juan Mario Solis 251-0996

Juan Martinez, Route Specialist 326-9369

Administrators

Cindy J. Gomez, Transportation 504 Officer 206-9422

Danny Treviño, Transportation Administrator 286-1148

Joe E. Aranda, Executive Director 764-0438

In the event of an emergency, call in the following order:

**TRANSPORTATION SOUTH
(956) 473-5230**

Mechanics

Ricardo Fantini, Head Mechanic 286-8736
South Wrecker/Mechanic 326-9268

Dispatchers

Fidel Navarro 206-9072
Kathy Muñoz 237-6671
Oscar Garcia, Route Supervisor 286-7814
Sandra Hernandez, Route Specialist 285-1913

Administrators

Cynthia Jimenez, Transportation 504 Officer 326-9354
David Hernandez, Transportation Administrator 269-5586

U.I.S.D. Police 473-6361

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Introduction

UNITED INDEPENDENT SCHOOL DISTRICT LAREDO, TEXAS

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received the Department of Transportation Employee Guidelines and acknowledge that:

- 1) I must read the entire handbook guidelines within the next 14 days due to the fact that all elements contained will be fully enforced and,
- 2) When finished reading the book, I must sign the acknowledgement form on the last page and,
- 3) I am responsible for updating the book as material is added, deleted or changed.

Print Name

Employee Signature

Date

TO ALL TRANSPORTATION DEPARTMENT EMPLOYEES:

Welcome:

Many working hours and department employees input went into his handbook. This handbook gives you basic guidelines and procedures for use within the UISD Department of Transportation.

As a useful reference, the handbook will help make your experience in our department a pleasant and successful one. It highlights our goals and objectives of providing safe and efficient transportation to all the United Independent School District students and personnel that qualify for this service.

I welcome any questions or suggestions you may have.

Thanks for your cooperation.

Sincerely,

Joe E. Aranda,
Executive Director of Transportation

UNITED INDEPENDENT SCHOOL DISTRICT LAREDO, TEXAS

PROCLAMATION

The information in this Handbook represents most of the procedures and guidelines of this department. While in effect, they will be followed and abided by all department employees.

The Director of Transportation will have the authority to waive and/or alter, and/or amend the procedures and guidelines when deemed necessary for the safety of the students and in the best interest of the district and department.

DISCLAIMER

This Handbook will be analyzed and revised at the end of each school year by the Handbook Review Committee and other department personnel with the intent of making pertinent modifications. If you have any ideas or suggestions for this Handbook these should be communicated to this Committee so these can be presented at the appropriate time. This Handbook is not meant to amend, modify or interpret any existing Board Policy, Administrative Regulations, or Administrative Directives of the District.

STAFF CONCERNS, COMPLAINTS AND GRIEVANCES

The transportation department administration advocates an amicable working environment which is conducive to an effective job performance.

If at any time an employee believes that School Board policy and/or Transportation Department procedure has been violated, School Board Policy DGBA outlines a very specific process for the filing of complaints or grievances.

The administration recommends a visit between an employee and the immediate supervisor as a critical need in the process to resolve a concern.

Careful consideration is given to each employee complaint and/or grievance in an attempt to resolve the concern at the lowest possible hearing level.

Part A

ROUTE SUPERVISOR – JOB DESCRIPTION

GENERAL DUTIES: To assure the smooth and efficient operation of all bus routes in order to provide transportation services to all eligible students in the district.

REPORTS TO: Director of Transportation
Transportation Administrator

ESSENTIAL KNOWLEDGE & SKILLS:

1. Must have interest and empathy for children.
2. Must know the federal, state and local school district rules, regulations, procedures, and laws as they relate to the operation of a passenger vehicle.
3. Must have a valid commercial driver's license with all appropriate endorsements and classifications, and all other required licenses, permits and certificates.
4. Supervise the overall district routing plan to ensure maximum efficiency and cost effectiveness.
5. Supervise dispatchers in the development of all district bus routes.
6. Supervises all bus drivers bus, securities, and bus assistants.
7. Approve all route changes and supervise dispatchers in the implementation of such changes, including communication to all affected parties.
8. Supervise dispatchers in maintaining up-to-date records and maps of all routes.
9. Collect and maintain data necessary to develop and produce all TEA required transportation reports.
10. Assign buses and routes to drivers.
11. Maintain safety records for all department drivers.
12. Maintain transportation seniority lists for all department drivers and attendants.
13. Keep records of attendance for all us drivers
14. Keep records of tachograph readings.
15. Monitor school bus surveillance system.
16. Handle complaints from parents, school officials and drivers.
17. Serve on appropriate district committees as necessary to assist the Director of Transportation or Assistant in planning and operation of the department.
18. Drive bus on emergency basis for routes or field trips.
19. Any other duties as assigned by the Director of Transportation and Assistant Director of Transportation.

TERMS OF EMPLOYEMENT:

The Transportation Department Route Supervisor works 40 hours per week for twelve (12) months (261 days). Salary is to be established by the Board. MPG7.

EVALUATION:

Evaluation of job performance is a continuous process designed to improve the quality of work performed. Performance evaluations shall be conducted in accordance with the provisions of policies pertaining to Evaluation of Para-Professional Personnel.

ROUTE SUPERVISOR JOB DESCRIPTION – Pg 2

EQUIPMENT USED:

Computer, printer, copier, 10-key calculator, and school bus surveillance system.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbally); ability to operate computer, 10-key calculator and typewriter. Ability to drive school bus.

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer, repetitive use of calculator and typewriter. Stooping, bending, kneeling, reaching, moderate walking, and standing. Work outside and inside; exposure to heat, dampness and humidity; exposure to road hazards.

ROUTE SPECIALIST – JOB DESCRIPTION

GENERAL DUTIES: Assure the smooth and effective and most efficient operation of all bus routes in order to provide the best transportation services possible to all eligible students in the district.

REPORTS TO: Director of Transportation
Transportation Administrator
Special Ed. Coordinator

ESSENTIAL KNOWLEDGE & SKILLS:

1. Must have interest and empathy for school children.
2. Must know the federal, state, and local school district rules, regulations, procedures, and laws as they relate to the operation of a passenger vehicle.
3. Must have a valid commercial driver's license with all appropriate endorsements and classifications, and all other required licenses, permits, and certificates.
4. Thorough knowledge of the overall district routing plan to ensure maximum efficiency and cost effectiveness.
5. Work with dispatchers in the development of all district bus routes.
6. Work with all bus drivers, bus securities, and bus assistants.
7. Assure that all route changes are implemented effectively, including communication to all affected parties.
8. Work with bus routing/planning staff and dispatchers in maintaining up-to-date records and maps of all routes.
9. Collect and maintain data necessary to develop and produce all TEA required transportation reports.
10. Conducts on-time performance checks of all routes.
11. Maintain safety records for all department drivers.
12. Verifies routes descriptions and length of times to perform said routes.
13. Keep records of attendance for all bus drivers and bus assistants.
14. Keep records of tachograph and odometer readings.
15. Monitor school bus surveillance system.
16. Handle complaints from parents, school officials and drivers.
17. Serve on appropriate district committees as necessary to assist the Director of Transportation or Assistants in planning and operation of the department.
18. Drive a school bus on emergency basis for routes or field trips.
19. Any other duties as assigned by the Route Supervisor, Director of Transportation or Assistant Directors of Transportation.

TERMS OF EMPLOYMENT:

The Transportation Department Route Specialist works 40 hours per week for twelve (12) months (261 days). Salary is to be established by the Board.

EVALUATION:

Evaluation of job performance is a continuous process designed to improve the quality of work performed. Performance evaluations shall be conducted in accordance with the provisions of policies pertaining to Evaluation of Para-Professional Personnel.

EQUIPMENT USED:

Computer, printer, copier 10-key calculator, and school bus surveillance system.

WORKING CONDITIONS:

Mental Demands:

Reading and extensive writing; ability to communicate effectively (verbally); ability to operate computer, 10-key calculator and typewriter. Ability to drive school bus.

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer, repetitive use of calculator and typewriter. Stooping, bending, kneeling, reaching, moderate walking and standing. Work outside and inside; exposure to heat, dampness and humidity; exposure to road hazards.

Must be flexible to work odd hours as the job may require.

DISPATCHER – JOB DESCRIPTION

GENERAL DUTIES:

Assure the smooth and efficient operation of all bus routes in order to provide transportation services to all eligible students in the district.

REPORTS TO:

Director of Transportation
Transportation Administrator
Special Ed. Coordinator
Route Supervisor

ESSENTIAL KNOWLEDGE & SKILLS:

1. Must have interest and empathy for children.
2. Must possess comprehensive knowledge of driving safety and courtesy.
3. Must know the federal, state and local school district rules, regulations, procedures, and laws as they relate to the operation of a passenger vehicle.
4. Must have a valid commercial driver's license with all appropriate endorsements and classifications, and all other required licenses, permits and certificates.
5. Must have the ability to understand and carry out written and oral instructions.
6. Must have the ability to maintain effective pupil behavior management control over groups of children.
7. Must be able to meet or exceed the annual state required physical examination.
8. Must be willing and able to submit to and pass substance abuse testing as prescribed by local school board policy.
9. Must have and maintain a satisfactory driving and criminal background that reflects a professional driver and which meets all local school district, state and federal requirements.
10. Must take an annual tuberculin test with negative test results.
11. Must be able to communicate well with people, including clear and understandable verbal skills.
12. Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
13. Must be able to drive all school district vehicles, including full-size standard shift vehicles and to operate lift equipment and securement devices on special needs equipment vehicles.
14. Must be at least eighteen (18) years of age.
15. Must attend in-service training classes and safety meetings as required by the department, local school board and State or Federal Government.
16. Must be able to read and interpret schedules and forms, as well as read and use a map.

17. Must be physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency.
18. Must possess working knowledge of how to care for challenged students with diverse special transportation needs.
19. Must provide the Transportation Office with an up-to-date telephone number and mailing address.

PRIMARY JOB RESPONSIBILITIES:

1. Assign buses and routes to drivers
2. Handle complaints from parents, school officials and drivers.
3. Issue out First Aid Kits, Fire Extinguishers, Red Reflectors to drivers.
4. Check and maintain fuel supply.
5. Check bus routes.
6. Keep records of daily maintenance checks.
7. Keep records of gas consumption for all USD vehicles.
8. Keep records of attendance for all bus drivers.
9. Keep records of tachograph readings.
10. Keep bus driver certification current.
11. Drive bus on emergency basis for routes or field trips.
12. Be on call after hours, 24 hour basis.
13. Any other duties as assigned by Supervisors.

WORKING CONDITIONS:

1. Conditions include operating vehicles in inclement weather, heat and cold (most buses are not air-conditioned), and exposure to possible injury due to traffic accidents. There is considerable exposure to dust, traffic fumes, and high noise level from both outside traffic as well as from passengers.
2. On occasion, psychological factors may include dealing with mentally challenged children and adults, dealing with life threatening emergencies as well as coping with screaming children. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required.

DISPATCHER PHYSICAL REQUIREMENTS:

- | | | |
|-------------------------|---|--|
| 1. Climbing | 4 | Getting on and off bus to assist challenged riders |
| 2. Walking | 2 | Walk to the vehicle in parking lot, walk in aisles on board bus, walk around bus for inspections. |
| 3. Pushing | 3 | Closing door, pushing wheelchairs, opening emergency door. |
| 4. Reaching | 3 | Opening and closing the door. |
| 5. Repetitive motions | 4 | Turning the steering wheel, shifting the transmission. |
| 6. Sitting | 4 | Driving the vehicle, attending meetings. |
| 7. Talking | 3 | Announcing street/stops, talking with passengers, talking on the radio. |
| 8. Seeing | 4 | Keeping aware of general traffic conditions, stopped vehicles, traffic signals, viewing color of traffic, monitoring passengers. |
| 9. Hearing | 4 | Listening to traffic sounds, for emergency vehicles, passenger inquiries, monitor the radio, detect mechanical problems. |
| 10. Standing | 2 | Operating lift controls |
| 11. Stooping/Stretching | 4 | Picking up and securing young or challenged passengers, securing wheelchairs, inspecting under the bus. |
| 12. Lifting | 2 | Handling and assisting challenged passengers into their seats, wheelchairs, securement devices, as well as with tire chains. |

SCHOOL BUS DRIVER – JOB DESCRIPTION

YOU ARE ABOUT TO PREPARE FOR A VERY IMPORTANT TASK -- TRANSPORTING THE MOST PRECIOUS CARGO IN THE WORLD -- HUMAN LIVES. IF ANY MEMBER OF THE STAFF CAN BE OF ASSISTANCE, PLEASE LET US KNOW.

GENERAL DUTIES: To operate a school bus in transporting pupils to and from school as well as related activities, and to perform other related work as required.

REPORTS TO: Route Supervisor, Dispatcher or designee

ESSENTIAL KNOWLEDGE & SKILLS:

1. Must have interest and empathy for children.
2. Must possess comprehensive knowledge of driving safety and courtesy.
3. Must know the federal, state and local school district rules, regulations, procedures, and laws as they relate to the operation of a passenger vehicle.
4. Must have a valid commercial driver's license with all appropriate endorsements and classifications, and all other required licenses, permits and certificates.
5. Must have the ability to understand and carry out written and oral instructions.
6. Must have the ability to maintain effective pupil behavior management control over groups of children.
7. Must be able to meet or exceed the annual state required physical examination.
8. Must be willing and able to submit to and pass substance abuse testing as prescribed by local school board policy.
9. Must have and maintain a satisfactory driving and criminal background that reflects a professional driver and which meets all local school district, state and federal requirements.
10. Must take an annual tuberculin test with negative test results.
11. Must be able to communicate well with people, including clear and understandable verbal skills.
12. Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
13. Must be able to drive all school district vehicles, including full-size standard shift vehicles and to operate lift equipment and securement devices on special needs equipment vehicles.
14. Must be at least eighteen (18) years of age.
15. Must attend in-service training classes and safety meetings as required by the department, local school board and State or Federal Government.
16. Must be able to read and interpret schedules and forms, as well as read and use a map.
17. Must be physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency.
18. Must possess working knowledge of how to care for challenged students with diverse special transportation needs.
19. Serve as seating specialist in positioning and securing adaptive and assistive devices and occupants.

PRIMARY JOB FUNCTIONS:

1. Operate a school bus on an assigned route in transporting children to and from school, as well as related activities, in a safe, timely manner.
2. Maintain, read and understand route sheets, including time changes and notify supervisor immediately of any changes.
3. Maintain scheduled route to established time and mileage as best possible.
4. Exercise student management through correct use of communication and discipline and to report discipline problems through proper local school district procedures.
5. Maintain good work habits through timeliness and low absenteeism for daily assignment and extra trips.
6. Properly care for vehicle and its component parts as prescribed by the district to minimize wear and to extend its useful life.
7. Operate the two-way radio correctly and according to district policy.
8. Inspect each vehicle before and after each trip using the correct procedure and complete the pre-and post-trip inspection form.
9. Operate the vehicle and stop to allow passengers to board and disembark using safe and responsible procedures.
10. Operate adaptive transportation equipment to board and discharge challenged passengers using safe and responsible procedures. (Applicable only to Special Educations Bus Drivers)
11. Keep bus clean and orderly with daily cleaning after each route operated as well as check for lost items.
12. Maintain a presentable personal appearance which includes being properly dressed according to district standards, neat grooming and good hygiene.
13. Maintain a cooperative attitude with fellow employees, supervisors, parents and school personnel always promoting goodwill.
14. Must be able and willing to fuel bus in accordance with terminal standards.
15. Must be able to control emergency situations in a proper manner.
16. Must complete bus evacuation drills to local school district and assigned supervisor's standards.
17. Must be able and willing to complete and turn in all required documentation to the local terminal in a timely and accurate manner.
18. Successfully complete a driving skills evaluation.
19. Attend all required in-service training, school district required meetings and training, as well as other required meetings.
20. Must be able to comply with all obligations, as well as all local, state and federal laws and regulations pertaining to the operation of the vehicle.
21. Check the bus at the conclusion of each run to insure that no children or articles have been left on the bus.
22. Must turn in to dispatcher, as required by your terminal, control, vehicle keys, fuel charge card, fueling slip receipts, pre and post trip forms while in possession.
23. Perform other duties as assigned.
24. Ability to reach bus controls without unauthorized seat, pedal or steering wheel modifications.
25. American Heart Association One-Rescuer CPR certification.

WORKING CONDITIONS:

1. Conditions include operating vehicles in inclement weather, heat and cold (most buses are not air-conditioned), and exposure to possible injury due to traffic accidents. There is considerable exposure to dust, traffic fumes, and high noise level from both outside traffic as well as from passengers.
2. On occasion, psychological factors may include dealing with mentally challenged children and adults, dealing with life threatening emergencies as well as coping with screaming children. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required.
3. Ability to climb over and around a bus engine compartment to perform mechanical post and pre-operations checks.

SCHOOL BUS DRIVER PHYSICAL REQUIREMENTS:

- | | | |
|-------------------------|---|--|
| 1. Climbing | 4 | Getting on and off bus to assist challenged riders |
| 2. Walking | 2 | Walk to the vehicle in parking lot, walk in aisles on board bus, walk around bus for inspections. |
| 3. Pushing | 3 | Closing door, pushing wheelchairs, opening emergency door. |
| 4. Reaching | 3 | Opening and closing the door. |
| 5. Repetitive motions | 4 | Turning the steering wheel, shifting the transmission. |
| 6. Sitting | 4 | Driving the vehicle, attending meetings. |
| 7. Talking | 3 | Announcing street/stops, talking with passengers, talking on the radio. |
| 8. Seeing | 4 | Keeping aware of general traffic conditions, stopped vehicles, traffic signals, viewing color of traffic, monitoring passengers. |
| 9. Hearing | 4 | Listening to traffic sounds, for emergency vehicles, passenger inquiries, monitor the radio, detect mechanical problems. |
| 10. Standing | 2 | Operating lift controls |
| 11. Stooping/Stretching | 4 | Picking up and securing young or challenged passengers, securing wheelchairs, inspecting under the bus. |
| 12. Seat Belts | 4 | Properly secure all passengers in their seat belts when applicable. |

SPECIAL NEEDS BUS DRIVER – JOB DESCRIPTION

YOU ARE ABOUT TO PREPARE FOR A VERY IMPORTANT TASK - TRANSPORTING THE MOST PRECIOUS CARGO IN THE WORLD - HUMAN LIVES. IF ANY MEMBER OF THE STAFF CAN BE OF ASSISTANCE, PLEASE LET US KNOW.

GENERAL DUTIES: To operate a school bus in transporting special needs pupils to and from school as well as to related activities, and to perform other related work as required.

REPORTS TO: Special Ed. Coordinator, Routes Supervisor or designee

ESSENTIAL KNOWLEDGE & SKILLS:

1. Must have interest and empathy for children.
2. Must possess comprehensive knowledge of driving safety and courtesy.
3. Must know the federal, state and local school district rules, regulations, procedures, and laws as they relate to the operation of a passenger vehicle.
4. Must have a valid commercial driver's license with all appropriate endorsements and classifications, and all other required licenses, permits and certificates.
5. Must have the ability to understand and carry out written and oral instructions.
6. Must have the ability to maintain effective pupil behavior management control over groups of children.
7. Must be able to meet or exceed the annual state required physical examination.
8. Must be willing and able to submit to and pass substance abuse testing as prescribed by local school board policy.
9. Must have and maintain a satisfactory driving and criminal background that reflects a professional driver and which meets all local school district, state and federal requirements.
10. Must take an annual tuberculin test with negative test results.
11. Must be able to communicate well with people, including clear and understandable verbal skills.
12. Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
13. Must be able to drive all school district vehicles, including full-size standard shift vehicles and to operate lift equipment and securement devices on special needs equipment vehicles.
14. Must be at least eighteen (18) years of age.
15. Must attend in-service training classes and safety meetings as required by the department, local school board and State or Federal Government.
16. Must be able to read and interpret schedules and forms, as well as read and use a map.
17. Must be physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency.
18. Must possess working knowledge of how to care for challenged students with diverse special transportation needs.

19. Serve as seating specialist in positioning and securing adaptive and assistive devices and occupants.
20. Operate a school bus on an assigned route in transporting children to and from school, as well as related activities, in a safe, timely manner.
21. Maintain, read and understand route sheets, including time changes and notify supervisor immediately of any changes.
22. Maintain scheduled route to established time and mileage as best possible.
23. Exercise student management through correct use of communication and discipline and to report discipline problems through proper local school district procedures.
24. Maintain good work habits through timeliness and low absenteeism for daily assignment and extra trips.
25. Properly care for vehicle and its component parts as prescribed by the district to minimize wear and to extend its useful life.
26. Operate the two-way radio correctly and according to district policy.
27. Inspect each vehicle before and after each trip using the correct procedure and complete the pre-and post-trip inspection form.
28. Operate the vehicle and stop to allow passengers to board and disembark using safe and responsible procedures.
29. Operate adaptive transportation equipment to board and discharge challenged passengers using safe and responsible procedures.
30. Keep bus clean and orderly with daily cleaning after each route operated as well as check for lost items.
31. Maintain a presentable personal appearance which includes being properly addressed according to district standards, neat grooming and good hygiene.
32. Maintain a cooperative attitude with fellow employees, supervisors, parents and school personnel always promoting goodwill.
33. Must be able and willing to fuel bus in accordance with terminal standards.
34. Must be able to control emergency situations in a proper manner.
35. Must complete bus evacuation drills to local school district and assigned supervisor's standards.
36. Must be able and willing to complete and turn in all required documentation to the local terminal in a timely and accurate manner.
37. Successfully complete a driving skills evaluation.
38. Attend all required in-service training, school district required meetings and training, as well as other required meetings.
39. Must be able to comply with all obligations, as well as all local, state and federal laws and regulations pertaining to the operation of the vehicle.
40. Check the bus at the conclusion of each run to insure that no children or articles have been left on the bus.
41. Must turn in to dispatcher, as required by your terminal, control, vehicle keys, fuel charge card, fueling slip receipts, pre and post trip forms while in possession.
42. Perform any and all other duties as assigned.
43. American Heart Association One-Rescuer CPR certification.
44. American Red Cross Multi-Media Basic First Aid course.
45. Passenger Assistance Techniques (PAT) certification.

TERMS OF EMPLOYMENT:

The School Bus Driver works the number of school days approved by the School Board. Number of weekly hours worked are contingent on assigned route. Salary is to be established by the Board. MPG 3

EVALUATION:

Evaluation of job performance is a continuous process designed to improve the quality of work performed. Performance evaluations shall be conducted in accordance with the provisions of policies pertaining to Evaluation of Auxiliary Personnel.

EQUIPMENT USED:

School bus, special equipment on designated school buses.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbally); ability to operate school bus, special equipment on bus, completing of required forms, i.e., route rosters, field trip forms, time card, etc. On occasion dealing with mentally challenged children and adults; dealing with life threatening situations as well as coping with screaming children.

Physical Demands/Environmental Factors:

Operating vehicles in inclement weather, heat and cold (most buses are not air-conditioned), and exposure to possible injury due to traffic accidents. There is considerable exposure to dust, traffic fumes, and high noise level from both outside traffic as well as from passengers.

Ability to climb over and around a bus engine compartment to perform mechanical post and pre-operations checks.

BUS ASSISTANT – JOB DESCRIPTION

GENERAL DUTIES. To assist challenged students being transported to and from school as well as related activities, and to perform other related work as required.

REPORTS TO: Bus Driver, Dispatcher or designee

ESSENTIAL KNOWLEDGE AND SKILLS:

1. Must have interest and empathy for children.
2. Must have the ability to understand and carry out written and oral instructions.
3. Must have the ability to maintain effective pupil behavior management control over groups of children.
4. Must be able to communicate well with people, including clear and understandable verbal skills.
5. Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
6. Must be able to operate lift equipment and securement devices.
7. Must be at least eighteen (18) years of age.
8. Must attend in-service training classes and safety meetings as required by the department, local school board and State or Federal Government.
9. Must be able to read and interpret schedules and forms, as well as read and use a map.
10. Must be physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency.
11. Must possess working knowledge of how to care for challenged students with diverse special transportation needs.
12. Must provide the Transportation Office with an up-to-date telephone number and mailing address.

PRIMARY JOB FUNCTIONS:

1. Assist in transporting children to and from school, as well as related activities, in a safe, timely manner.
2. Assist in maintaining, reading and understanding route sheets, including time changes.
3. Exercise student management thorough correct use of communication and discipline and to report discipline problems through proper local school district procedures.
4. Maintain good work habits through timeliness and low absenteeism for daily assignment and extra trips.
5. Properly care for vehicle and its component parts as prescribed by the district to minimize wear and to extend its useful life.
6. Be prepared to operate the two-way radio correctly and according to district policy.
7. Assist in inspecting each vehicle before and after each trip using the correct procedure and complete the pre-and post-trip inspection form.
8. Operate adaptive transportation equipment to board and discharge challenged passengers using safe and responsible procedures.

BUS ASSISTANT - JOB DESCRIPTION - Pg. 2

9. Assist in keeping bus clean and orderly with daily cleaning after each route operated as well as check for lost items.
10. Maintain a presentable personal appearance which includes being properly dressed according to district standards, neat grooming and good hygiene.
11. Maintain a cooperative attitude with fellow employees, supervisors, parents and school personnel always promoting goodwill.
12. Must be able to control emergency situations in a proper manner.
13. Must assist in completing bus evacuation drills to local school district and assigned supervisor's standards.
14. Must be able and willing to complete and turn in all required documentation to the local terminal in a timely and accurate manner.
15. Attend all required in-service training, school district required meetings and training, as well as other required meetings.
16. Must be able to comply with all contractual obligations, as well as all local, state and federal laws and regulations pertaining to the operation of the vehicle.
17. Must maintain and meet all requirements to be a special education assistant in the State of Texas.
18. Must successfully complete an approved First-Aid course as specified by the School Transportation Office.
19. The Assistant is responsible for maintaining control of the students while on the bus to ensure a minimum amount of distraction for the driver. The attendant ensures that students requiring seat belts have their belts on at all times while on the bus. The assistant must also wear a seat belt except when attending to students on the bus. The assistant WILL exit the bus and walk to the rear of the bus to assist the driver anytime backing up is necessary.
20. Must take care of any special needs of the students while they are on the bus and while they are being loaded and unloaded.
21. Must become familiar with the particular handicap and care necessary for each child on the bus.
22. Perform other duties as assigned.

PART-TIME BUS DRIVER – JOB DESCRIPTION

YOU ARE ABOUT TO PREPARE FOR A VERY IMPORTANT TASK -- TRANSPORTING THE MOST PRECIOUS CARGO IN THE WORLD -- HUMAN LIVES. IF ANY MEMBER OF THE STAFF CAN BE OF ASSISTANCE, PLEASE LET US KNOW

GENERAL DUTIES: To operate a school bus in transporting pupils to and from school as well as related activities, and to perform other related work as required.

REPORTS TO: Dispatcher or designee

ESSENTIAL KNOWLEDGE AND SKILLS:

1. Must have interest and empathy for children.
2. Must possess comprehensive knowledge of driving safety and courtesy.
3. Must know the federal, state and local school district rules, regulations, procedures, and laws as they relate to the operation of a passenger vehicle.
4. Must have a valid commercial driver's license with all appropriate endorsements and classifications, and all other required licenses, permits and certificates.
5. Must have the ability to understand and carry out written and oral instructions.
6. Must have the ability to maintain effective pupil behavior management control over groups of children.
7. Must be able to meet or exceed the annual state required physical examination.
8. Must be willing and able to submit to and pass substance abuse testing as prescribed by local school board policy.
9. Must have and maintain a satisfactory driving and criminal background that reflects a professional driver and which meets all local school district, state and federal requirements.
10. Must take an annual tuberculin test with negative test results.
11. Must be able to communicate well with people, including clear and understandable verbal skills.
12. Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
13. Must be able to drive all school district vehicles, including full-size standard shift vehicles and to operate lift equipment and securement devices on special needs equipment vehicles.
14. Must be at least eighteen (18) years of age.
15. Must attend in-service training classes and safety meetings as required by the department, local school board and State or Federal Government.
16. Must be able to read and interpret schedules and forms, as well as read and use a map.
17. Must be physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency.
18. Must possess working knowledge of how to care for challenged students with diverse special transportation needs.
19. Must provide the Transportation Office with an up-to-date telephone number and mailing address.

PRIMARY JOB FUNCTIONS:

1. Operate a school bus on an assigned route in transporting children to and from school, as well as related activities, in a safe, timely manner.
2. Maintain, read and understand route sheets, including time changes and notify supervisor immediately of any changes.
3. Maintain scheduled route to established time and mileage as best possible.
4. Exercise student management thorough correct use of communication and discipline and to report discipline problems through proper local school district procedures.
5. Maintain good work habits through timeliness and low absenteeism for daily assignment and extra trips.
6. Properly care for vehicle and its component parts as prescribed by the district to minimize wear and to extend its useful life.
7. Operate the two-way radio correctly and according to district policy.
8. Inspect each vehicle before and after each trip using the correct procedure and complete the pre-and post-trip inspection form.
9. Operate the vehicle and stop to allow passengers to board and disembark using safe and responsible procedures.
10. Operate adaptive transportation equipment to board and discharge challenged passengers using safe and responsible procedures. (Applicable only to Special Educations Bus Drivers)
11. Keep bus clean and orderly with daily cleaning after each route operated as well as check for lost items.
12. Maintain a presentable personal appearance which includes being properly dressed according to district standards, neat grooming and good hygiene.
13. Maintain a cooperative attitude with fellow employees, supervisors, parents and school personnel always promoting goodwill.
14. Must be able and willing to fuel bus in accordance with terminal standards.
15. Must be able to control emergency situations in a proper manner.
16. Must complete bus evacuation drills to local school district and assigned supervisor's standards.
17. Must be able and willing to complete and turn in all required documentation to the local terminal in a timely and accurate manner.
18. Successfully complete a driving skills evaluation.
19. Attend all required in-service training, school district required meetings and training, as well as other required meetings.
20. Must be able to comply with all contractual obligations, as well as all local, state and federal laws and regulations pertaining to the operation of the vehicle.
21. Check the bus at the conclusion of each run to insure that no children have been left on the bus.
22. Must turn in to dispatcher, as required by your terminal, control, vehicle keys, fuel charge card, fueling slip receipts, pre and post trip forms while in possession.
23. Perform other duties as assigned.

WORKING CONDITIONS:

1. Conditions include operating vehicles in inclement weather, heat and cold (most buses are not air-conditioned), and exposure to possible injury due to traffic accidents. There is considerable exposure to dust, traffic fumes, and high noise level from both outside traffic as well as from passengers.
2. On occasion, psychological factors may include dealing with mentally challenged children and adults, dealing with life threatening emergencies as well as coping with screaming children. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required.

PHYSICAL REQUIREMENTS:

- | | | |
|-------------------------|---|--|
| 1. Climbing | 4 | Getting on and off bus to assist challenged riders |
| 2. Walking | 2 | Walk to the vehicle in parking lot, walk in aisles on board bus, walk around bus for inspections. |
| 3. Pushing | 3 | Closing door, pushing wheelchairs, opening emergency door. |
| 4. Reaching | 3 | Opening and closing the door. |
| 5. Repetitive motions | 4 | Turning the steering wheel, shifting the transmission. |
| 6. Sitting | 4 | Driving the vehicle, attending meetings. |
| 7. Talking | 3 | Announcing street/stops, talking with passengers, talking on the radio. |
| 8. Seeing | 4 | Keeping aware of general traffic conditions, stopped vehicles, traffic signals, viewing color of traffic, monitoring passengers. |
| 9. Hearing | 4 | Listening to traffic sounds, for emergency vehicles, passenger inquiries, monitor the radio, detect mechanical problems. |
| 10. Standing | 2 | Operating lift controls |
| 11. Stooping/Stretching | 4 | Picking up and securing young or challenged passengers, securing wheelchairs, inspecting under the bus. |
| 12. Lifting | 2 | Handling and assisting challenged passengers into their seats, wheelchairs, securement devices, as well as with tire chains. |

OPPORTUNITIES AND FRINGE BENEFITS

The department, whenever possible and upon proper application, promotes employees from within the organization to positions of responsibility.

The District presently offset the following opportunities and benefits to employees.

1. Personal Advancement
2. Advancement to longer routes and more hours.
3. Work late runs
4. Extra-Curricular Trips
5. Do extra work
6. Employee recognition for years of service
7. Retirement programs
8. Workmen's Compensation Insurance
9. Group Health Insurance (portion of premium paid by school district)
10. Paid Holidays
11. Personal Business Leave
12. Leave of Absence
13. Sick Leave
14. Bereavement Leave
15. Court Summons Leave
16. Jury Duty Leave
17. Credit Union membership available
18. Paid training

**GENERAL
GUIDELINES
&
BASIC REMINDERS**

2-WAY RADIO COMMUNICATION CODES

TRANSMISSION NUMBER	CODE MEANING
10-1	Signal Weak
10-2	Signal Good
10-3	Stop Transmitting
10-4	Affirmative (OK)
10-5	Relay (To)
10-6	Busy
10-7	Out of Service
10-8	In-Service
10-9	Say Again (Repeat)
10-10	Negative
10-11	On Duty
10-12	Stand By (Stop)
10-13	Existing Conditions
10-14	Message/Information
10-15	Message Delivered
10-16	Reply To Message
10-17	In Route
10-18	Urgent
10-19	In Contact
10-20	Location
10-21	Call _____ By Phone
10-22	Disregard
10-23	Arrived at Scene
10-24	Assignment Completed
10-25	Report To (Meet)
10-26	Estimated Arrival Time
10-27	License/Permit Info.
10-28	Ownership Information
10-29	Records Check
10-30	Danger—Caution
10-31	Pick-Up
10-32	Units Needed
10-33	Help Me Quick (Emergency)
10-34	Time

YOUR BUS STALLS OUT

Follow the steps below:

1. Keep all students on the bus (unless it is dangerous to do so)
2. Activate the emergency flashers.
3. Turn off all other lights.
4. If the engine will still not start, call the Transportation Office and give your route number, exact location, and situation.
5. Call the Transportation Office and give your route number, exact location, and situation.
6. Wait five (5) minutes and try starting the engine. (Do not overload the starter by continuously running it more than a few seconds at a time.)

When you call in and request help, please be patient, we will get to you as soon as possible. If you should get the engine started after having called in, please call again and cancel the request for help.

PARENT OF PRE-K OR KINDERGARDEN STUDENT IS NOT AT BUS STOP

In reference to Pre-K and Kinder students all drivers are reminded that parents/guardians are required to receive their child at the bus stop otherwise, Pre-K or Kinder students will be returned to their school unless the parent/guardian has made other arrangements with the Transportation Dept. If parents are not present the incident must be immediately reported to the dispatch office personnel.

SPECIAL NEEDS CURB TO CURB SERVICE DROP OFF

Do not walk student to entrance door or honk your horn when arriving to your scheduled student pick-up. Please note that Special Needs transportation is a curb to curb service. It is the parents responsibility to escort the student to and from the school bus.

STUDENT GETS HURT OR BECOMES ILL ON THE BUS

If it's an emergency, call 911. Advise dispatch. Try to determine the extent of the injury or the seriousness of the illness. If the situation is not too serious, continue on to the school or home. When you let the child off, make sure another student will notify the proper adult, or if possible, you should notify the adult.

If the situation is serious, go to the nearest school, fire station, or hospital and request their help and call 911 for immediate help. REPORT THE INCIDENT TO A SUPERVISOR/DISPATCH AND FILL OUT A "SUDENT ACCIDENT/INCIDENT REPORT" WHEN YOU RETURN TO THE BUS COMPOUND.

SERIOUS STUDENT CONDUCT PROBLEMS

Advise dispatch and drive to the nearest school and call supervisor for assistance.

YOU ARE THREATENED BY A STUDENT OR PARENT

Remain Calm. Do not lose your temper and do not return the threat. For safety, only authorized personnel are allowed on the bus. Do not argue with a student or parent at a bus stop – tell them to call the supervisor and state their issue. Report the incident immediately to a supervisor and a principal.

TEXAS EDUCATION CODE 37.126 – DISRUPTION OF TRANSPORTATION

- (a) Except as provided by Section 37.125, a person other than a primary or secondary grade student commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation children:
- (1) to or from school on a vehicle owned or operated by a county or independent school district; or
 - (2) to or from an activity sponsored by a school on a vehicle owned or operated by a county or independent school district.
- (b) An offense under this section is a Class C misdemeanor.

SOME BASIC DRIVING RULES

BUS DRIVER RULES

Drivers must furnish their own transportation to and from the bus compound or other specialized meeting place. Drivers must remove keys from their buses when the bus is left unattended. Driver must not use cell phones, or wear earphones while driving a bus, and shall keep music radio at an acceptable sound level and music content shall be appropriate for student transport.

DRIVER HOUR RULE

In a twenty-four (24) hour period, a school transportation vehicle operator must rest for eight (8) consecutive hours prior to DRIVING A MAXIMUM OF

- (A) Twelve (12) hours straight before having to again rest for eight (8) consecutive hours off duty, or
- (B) Cannot be on duty (driving or stand-by) for more than fifteen (15) hours straight before having to again rest eight (8) consecutive hours off duty.

SEAT BELTS

The use of the seat belt by driver is mandatory. Buckle up for safety. Failure to use a seat belt may result in reprimand and a possible citation by a Law Enforcement Officer.

SPECIAL NEED BUS EQUIPMENT

Be advised that all Special Need student safety equipment such as: seat belts, wheel chair restraining belts, ext. must be fully functional at all times, even in those cases where your current route does not include wheel chair students.

SPEED LIMIT IN ALL SCHOOL BUSES

The speed limit in all school area is 10 MPH.

The speed limit in residential areas is 30 MPH unless otherwise posted.

The maximum school transportation vehicle speed limit shall be as posted and in compliance with the laws and ordinance of the jurisdiction in which the school transportation vehicle is being operated; however, speed should be governed by reasonable judgment of existing operating conditions.

The speed limit on the expressway is a minimum of 45MPH and a maximum of 50 MPH unless your bus has passed a commercial vehicle inspection, then it is 60 MPH as recommended by the police department.

If you receive a traffic ticket for speeding, going through a stop sign, or any other violation, while driving a school bus—report this to a supervisor immediately. The district will not pay fines or aid any driver who violates traffic laws while operating a school vehicle.

RIGHT TURNS

School buses are not permitted to make right turns on a red light. Make a complete stop at the red light. After light turns green and assuring that there is no oncoming traffic, continue to turn right. Be careful of tail overhang.

DRIVING ON SHOULDER

The shoulder is for emergency use only, and is not designed for extended driving.

CUL-DE-SACS

All regular buses are not allowed to drive into cul-da-sac areas.

U-TURNS

DO NOT MAKE U-TURNS WITH A SCHOOL BUS.

DRIVING LIGHTS

You are to always drive with all outside lights on one-half hour before sunrise. In fog, rain, or hazy weather, lights must be turned on.

BUS DRIVER CREDENTIALS AND BUS EQUIPMENT

When driving a school bus, you are required by state law to have on your person, your Driver's License, Texas Education Agency Certification and Medical Certification Credentials along with your bus Liability Insurance Card.

All buses are required to have all safety bus equipment while operating on the roadways. (fire extinguisher, first aid kit, body fluid kit, and safety triangle kit)

TEXAS ADMINISTRATIVE CODE MEDICAL QUALIFICATIONS

A person shall not drive a school bus, school activity bus, or multifunction school activity bus unless he/she is physically qualified to do so. Each school bus driver shall undergo and successfully complete an annual physical examination in accordance with the requirements of Title 49, Code of Federal Regulations, Parts 391.41 and 391.43, which list those physical and mental conditions for which the medical examiner is directed to disqualify an applicant. The results of the examination shall be noted on the Medical Examination Report Form for Commercial Driver Medical Certification as published by the United States Department of Transportation (DOT), Federal Motor Carrier Safety Administration in Title 49, Code of Federal Regulations, Part 391.43 according to the figure in this section. A driver shall not operate a school bus, school activity bus, or multifunction school activity bus unless he/she has in their possession the original, or a photographic copy, of a valid medical examiner's certificate stating that he/she is physically qualified to drive a school bus, school activity bus, or multifunction school activity bus.

BACKING SCHOOL BUS

You should never back a school bus, except under the most extreme conditions and unless you are backing out of the parking space in the bus parking lot. Do not pull your bus around other buses when departing the schools.

If you must back the bus, get someone (another driver, an aide, an adult or older student), to guide you. Go behind the bus and check for yourself that there are no cars parked out of the view of your mirrors, then proceed carefully, stopping as necessary to insure proper clearance. SOUND THE HORN when backing up, unless the bus is equipped with a backup warning device.

SCHOOL PARKING LOTS AND CURB PARKING

Whenever possible, DO NOT ENTER SCHOOL PARKING LOTS. Most lots are not big enough for cars and buses. At some schools, if you must go into the parking lot use extreme caution.

Care should be taken when parking next to a curb to prevent the tires from rubbing the curb and thus damaging the side walls. On those buses with dual rear wheels, the rear wheels are wider than the front wheels, so if you pull up to a curb, the front wheels are just touching the curb, then the rear wheels are pressed hard enough against the curb to cause sidewall damage.

YIELD TO EMERGENCY VEHICLES

School buses are required to yield to emergency vehicles. You are required to yield the right-of-way to emergency vehicles by pulling to the edge of the roadway and stopping. In the event traffic is so congested, as to prevent you from safely doing so, slow down and leave a clear path for the emergency vehicle.

BUS FOLLOWING DISTANCE

Remember, when following another vehicle that the bus will not stop as quickly or in as short a distance as a regular passenger vehicle. Remember to use the Defensive Driving Course Rule of 4 seconds following distance. This is particularly true when following another bus, as in a caravan. YOU MUST NEVER TAILGATE ANOTHER VEHICLE.

ENGINE IDLING

Drivers are not allowed to leave the bus while the engine is running during any period. Drivers are not allowed to have the bus idling for more than 5 minutes.

BUS DIMENSIONS

The 77 passenger school bus has several characteristics which present the driver with a few problems:

1. The length of a 77 passenger bus is over 40 feet; more than two times the length of the average automobile.
2. The overhang in the rear, (from the rear wheels to the back bumper), is over 12 feet. When going around a corner, this overhang has a tendency to strike poles, trees, cars and signs.
3. Due to the length and height of the bus, two blind spots exist. The first is behind the bus (3 cars can be parked in the blind spot before the driver can see them in the mirror). The other blind spot is on the driver's side just behind the driver's seat. One car can be in that position and not be seen in the mirrors.

TRAFFIC INTERSECTIONS

A number of intersections have two lanes which may turn left. When making a left turn in one of these intersections, be VERY CAREFUL to stay in your outside turning lane and be on the lookout for other vehicles crossing over into your lane.

SCHOOL BUS STOPS

School buses must stop for other school buses which are in the process of loading or unloading students. (Not applicable when in school campus parking area)

PULLING OFF WET ROAD

Be careful about pulling off the road during rainy weather, as your bus may become stuck.

BUS RACING/SCHOOL BUS PASSING

Do not race with other school buses or any other vehicle. Passing another school bus should be done only when it is found extremely necessary. At that time, the driver shall exercise extreme caution to avoid an accident. The bus being passed should slow down, if possible, to allow to be passed quickly and safely.

Buses should not run side by side as this is very dangerous due to the number of passengers involved. Students will sometimes take the opportunity to throw things at one another and cause driver distraction.

The bus driver should, whenever possible, drive in the center lane when on the freeways. Passing on city streets is permissible, but only when the other bus is stopped and the driver waves you on to pass. Report to supervisor any school bus that fails to travel with the flow of traffic.

REPAIRS AND MAINTENANCE

Each school transportation vehicle shall have a daily pre-trip inspection performed and documented by the school transportation vehicle operator or a district authorized transportation employee, prior to the vehicle being placed in service. The pre-trip inspection requirements shall be determined by the district. All work orders must be completed for any repairs needed on said vehicle. If a driver fails to report repairs, that driver will be subject to a written reprimand.

SMOKING

Smoking aboard any and all school transportation vehicles is prohibited. In the State of Texas, smoking is prohibited on any school district premise. NO SMOKING on any school premises is also a UISD policy.

TOWING

School transportation vehicles shall not be operated with a trailer or other vehicle attached while children are being transported. Drivers are prohibited from asking passengers or other vehicles to push or tow the district vehicle.

PUSHING SCHOOL BUSES

Drivers will not use their school bus to push another school bus, except as a last resort in a life-threatening situation. All other pushing or towing will be handled by vehicle maintenance personnel.

DOORS

All bus doors are to be kept closed at all times, when parked for the night and especially while bus is in motion.

Drivers will observe this requirement whenever operating UISD equipment, regardless of assignment (regular school year, volunteer trips, or when equipment is contracted out).

KEYS

Each bus is equipped with a metal key ring which has on it the key and metal tag with a route number. All drivers will remove keys from the ignition whenever exiting the bus, even it's just for a minute. Keys are not to remain on the bus when it is parked in the Transportation Compound, they must be returned to the key board (or designated area) at the end of each run (drop in box after hours).

AUTHORIZED PASSENGERS

No one except school personnel and school children regularly assigned to a school transportation vehicle for a particular route and schedule may ride in such vehicle.

The bus driver's children and other family members are not permitted to ride any bus unless regularly assigned or arrangements have been made in writing with the Director of Transportation. UISD employee children must be handled exactly as any other children without any special privileges or different discipline standards. Parents and/or caregiver might be allowed to access the bus to assist in loading or unloading a student with special medical needs/behavior issues.

PERSONAL ERRANDS

A school bus or district vehicle must NOT be driven on personal errands. All school buses are limited by law to serve school children or school employees on school business.

USING THE RADIO SYSTEM

Use of our two-way radio system is governed by the Federal Communications Commission (FCC) and is subject to various rules and regulations regarding proper usage.

Drivers are instructed to follow basic rules when using the radio:

1. Monitor the air before transmitting.
2. Be familiar with procedures for emergency calls.
3. Refrain from unnecessary conversation with other drivers.
4. Use the radio only when time is of the essence. Problems or questions that can be addressed later should be handled upon return to the garage.
5. When reporting an accident, it is imperative that drivers immediately identify:
 - a. Location of accident
 - b. Extent of injuries if any,
 - c. Whether or not a school bus is involved,
 - d. If an ambulance or wrecker is needed.
6. Check that the radio is in proper working conditions.

Any employee who is caught misusing the radio system, i.e. playing radio music, using foul language, interrupting other driver/base communications, etc. will be subject to written reprimand and possible termination.

CELL PHONE/TEXTING

Federal guidelines prohibit texting by driver of commercial vehicles such as trucks and buses. Effective immediately the ban on texting while driving commercial vehicles may be subject to criminal and civil penalties.

House Bill 55 limits driver usage of wireless communication device within an active school zone. The Bill also prohibits a school bus operator from using a wireless communication device when a minor is present on the bus. City ordinance #215-0-135 further states that engaging in a call, texting, sending or receiving texts, talking or viewing pictures or for any other purposes is strictly prohibited by law.

PROHIBITED USES OF CELLULAR TELEPHONES

The use of personal cell phones is prohibited (City of Laredo Ordinance/HB-55) during the time that the bus driver is operating a moving school bus while on route to any destination point. The bus driver can only use the cell phone when the bus is completely stopped and there is no danger to the student passengers, district employees, and the public in general. All personal cellular calls need to be kept to minimum and they must be of an emergency nature.

The use of the cell phones can only be used to call the Transportation Department personnel for work related business. (e.g. route information, student information, school information, etc.). The use of cell phones is prohibited during the time that the bus driver is operating a moving school bus while on route to any destination point. If your Supervisor instructs you by radio to answer the cell phone while you are on route to any destination point, you need to use the hands-free system. It is preferred and highly recommended that you talk on the cellular phone when the bus you are driving is completely stopped. You must keep your call to a minimum. Any other cellular phone call that you need to make to a Supervisor needs to be made when your bus is parked safely at any of the schools.

**Points are assessed for each run for which the driver either is a no-show or is tardy on the same day. Example: A driver is a no-call, no-show for his morning and midday runs and is tardy for his afternoon run. He is assessed eight (8) penalty points.

SURVEILLANCE EQUIPMENT

A School District is not required to obtain consent of employee's before the employer may make a video tape of employees or authorize the recording of a employee's voice if the video tape or voice recording is to be used for the purpose of safety including the maintenance of order and discipline in common areas of the school or on school buses.

BUS BARN GATE

Drivers working after hours (activities, trips, weekends, holidays, etc.) are responsible to close the gate and at no time shall the gate be left open, be aware that surveillance camera is recording.

EMPLOYEE PARKING

Drivers on "OVERNIGHT" trips may park their cars inside the bus compound. An "OVERNIGHT" trip is one in which the driver will be out of the city for a period of 24 hours or more. All other employees **MUST** park in the Employee Parking lot.

DO NOT PARK in front of office, either a private vehicle or a school bus. **NO PERSONAL VEHICLES ARE ALLOWED IN THE TRANSPORTATION COMPOUND BUS PARKING AREA.**

Employees are also not allowed to enter the compound with their personal vehicle to clock in or out and then proceed to park their vehicle. Unauthorized entry/parking will be dealt with disciplinary action.

Follow the instructions indicated by the administrator of each compound.

DO NOT BLOCK ANOTHER VEHICLE when using the Employee Parking lot. Wrecker service can and will be called.

BUS PARKING LOT

Bus speed limit in the parking lot is five (5) MPH.

Each bus has an assigned parking space – buses are to be parked in the assigned space only.

When parking your bus, make sure it is parallel with and between the yellow lines. The front tires should be very close to or just touching the wheel block. Do not jam the front tires into the wheel block, as this will damage the tire. Raise all windows by hand and close the door.

The parking lot is equipped with trash cans. When sweeping paper and trash off the bus, it will help a great deal if you place that trash in a trash can.

When backing, release the parking brake, shift into reserve, (this will turn on the back-up lights), **SOUND THE HORN SEVERAL TIMES**, unless your bus is equipped with a back-up warning device, and check your mirrors very carefully to avoid hitting another bus. If another employee (aide, sub-driver, etc.), riding with you, have them go to the rear of the bus to assist you in backing up.

Please follow **TRAFFIC** directions and remember to be courteous to other drivers.

When walking in the lot, it is suggested that you use the walkways in the center, or on the very outer edges, It is very hard to see a person standing behind a bus.

NO OTHER VEHICLES OR UNAUTHORIZED PERSONS ARE PERMITTED IN THE BUS PARKING LOT. Taking a privately owned vehicle into the lot may be cause for immediate dismissal, unless authorized by the Director of Transportation.

Use the proper authorized gates when entering or exiting the compound.

MAINTENANCE SHOP AREA

Employees, other than assigned personnel, are not to go into the shop area unless on business. The maintenance crew has a large amount of work to do and constant interruptions will keep them from doing their job. Please do not cross the yellow line in the shop area. Mechanic's bay area is a restricted area.

Do not leave your bus parked at the shop if something needs to be fixed, unless instructed to do so.

FUEL PUMP AREA AND FUELING

Passengers are not permitted to remain on the bus while the bus is being fueled, (for example, on out-of-town field trips). When fueling your district assigned vehicle, make sure your vehicle is turned off, never leave your vehicle unattended, and never use your cell phone while fueling your vehicle.

Employees are not to loiter around the fuel pump area.

Do not leave your bus parked at the fuel pumps when you return from a field trip or late run. Remain with your bus until it is filled up and then return it to the parking lot.

DEPARTMENT FACILITIES

Please remember, when you come in from your route, that even though you have finished working, the office staff still has work to do. Please DO NOT go into the Operations Center Office areas unless you have business to conduct with one of the staff members.

The Employee Lounge is an important center of activity. Sometimes it gets a little crowded, but it is sufficient for our needs. Priority shall be given to those employees that want to eat/have lunch.

With over 400 employees using our facility, keeping the buildings and grounds clean is a real job. Your cooperation in helping to keep all areas clean will be appreciated.

TELEPHONE

The telephones in the office and the shop are for business purposes ONLY. Please do not use these phones for personal calls. A phone is located in the lounge for your use. Please be considerate of other people wanting to use the telephone by limiting your time on the phone.

Emergency calls will be handled in accordance with the severity of the emergency. An emergency is considered to be one in which the health or welfare of a person is in imminent danger.

Our business phone number may be given to your immediate family only. (including babysitters or day care centers). Do not give this number to creditors/loan officers.

WEAPONS

Any employee found carrying any weapon on a bus, on school property, or on UISD facilities will be terminated.

ASSIGNED SEATS

Bus seat assignments will be made at the driver's discretion. The following guidelines should be considered when making seat assignments:

1. Allow students to choose their own seats, if possible. Make sure that they understand assignments will be for the entire school year.
2. If problems arise after students have chosen their seats, the driver should make changes as necessary.
3. Complete copies of seating assignments should be given to the dispatcher and the school, if necessary. With one copy left for the driver.
4. Seating charts must be updated if any changes are made.
5. Drivers are to check the bus for vandalism after each run. Damage caused by inappropriate student behavior (i.e. cut or torn seats, broken windows, etc.) should be reported to the Transportation Department Supervisor.

EMPLOYEE WORK GUIDELINES

EMPLOYEE'S IMAGE AND DRESS

All employees of the Transportation Department play a very important role in the success of the transportation system. The role played by the driver and the monitor is even more important because of their daily contact with students, parents, school personnel, and community members.

Drivers and aides can instill confidence in the people that they come in contact with. The drivers and monitors must be emotionally stable, have a friendly personality, and practice good hygiene. The following are characteristics which identify a successful driver and aide:

- Being friendly, but not familiar,
- Being firm, but not unduly strict,
- Being honest and fair, but not partial,
- Not losing their temper or self-composure,
- Being dependable and punctual
- Demonstrating respect for all people, regardless of race, color, creed or economic status.
- Refraining from the use of tobacco while aboard a school bus,
- Never operating a school bus while under the influence of alcohol, and/or drugs,
- Practicing courtesy at all times, on the road, or in dealing with people,
- Addressing students by their proper name and expecting students to address you by your proper name,
- Observing all traffic laws and regulations,
- Observing all rules, regulations, and policies of the school district and the Transportation Department,
- Practicing defensive driving and driving a clean and mechanically fit bus.

DRESS REGULATIONS

This department does wear a uniform and, there are certain requirements to be observed while performing your job. All clothing must be neat and presentable at all times. Neither shorts nor tank shirts (muscle shirts) are permitted.

The wearing of proper footwear is necessary for the safe operation of the school bus and for the safety of the employee. Shoes must have a fully enclosed heel, toe, and sides, must be constructed of leather, leather-like material or canvas, provide adequate protection to the feet, never have more than 2" heel nor spikes, and it is recommended that soles be slip resistant.

Men are not allowed to wear earrings nor may any employee show visibly body tattoos. Any visible body tattoos should be covered with a Band-Aid, long sleeves, etc.

Unacceptable footwear would include clogs, moccasins, platforms, sandals, slippers, thongs, wedges, and pumps.

DRESS REGULATIONS (Con't)

Employees reporting to work without uniform or in unacceptable footwear will not be permitted to clock-in unless they are able to justify the circumstance. The resulting absence will be entered on the time records as an unauthorized absence.

EMPLOYEES SHALL:

1. Wear closed shoes at all times, while on duty.
2. Be clean shaven or have well-groomed mustaches and/or beards.
3. Have neatly groomed hair.
4. Be appropriately dressed and wear uniform along with your UISD ID badge. Clothing must be clean, neat and in good repair at all times.
5. Only caps assigned by the district will be allowed during working hours.
6. Refrain from using objectionable language anywhere while on duty.
7. DO NOT wear clothing that solicits drugs, alcohol, and cigarettes while on duty.
8. DO NOT horseplay anywhere while on duty.

UNIFORMS

Uniforms intended to provide greater recognition and to enhance our ability to work as a team. To ensure the uniformity of provision throughout the district, the following guidelines have been established.

- All employees are required to wear uniforms during working hours. **Employees will not be permitted to work unless they are in uniform.**
- No jeans or leggings while on duty on any given day: and for those employees who have not received their district uniforms, pants must be navy blue/black with a white shirt/blouse.
- A polo shirt with a District Logo or U.I.S.D. sponsored shirt may be worn on Friday or out of town field trips on an approved status basis. Must wear I.D. Tag.
- Employees reporting to work in attire other than the prescribed uniform will not be authorized to clock-in unless there are extenuating circumstances. Employee will be sent home with an unexcused absence.
- Uniforms must be worn by all drivers and monitors while on duty. Failure to report in full uniform for field trips will result in the removal from the field trip rotation schedule unless there were extenuating circumstances.
- It shall be the responsibility of the employee to keep uniforms clean and in good repair. Offensive odors resulting from a uniform that is not clean or improperly cared shall be just cause not to allow an employee to work that day.
- Patches, pins, badges, etc. are not to be placed on the uniform unless authorized by the Director of Transportation.
- While on the clock, the uniform must be worn in a neat and presentable manner, (shirt buttoned, shirt tails tucked in, pant legs outside of boots, etc.).

WORKING HOURS

Full time Drivers and Aides will be guaranteed a minimum of 30 (hours) per week figured at a rate of six (6) hours per scheduled work day (3 hours per 1/2 day worked).

If a full time driver or aide works less than six (6) hours per day, they will not be required to remain on the clock for the full six (6) hours. Upon completion of their route, the driver or bus assistant may do routine maintenance, check-up and clean-up of their bus but **are required to leave the bus compound area immediately after their duties are completed, if not assigned to do additional duties to complete the 30 hours.**

Your assigned route can change at any given time by any supervisor to cover a route due to absentee of an employee (Regular/Special Needs). In addition, if an employee is on the clock, that employee may be asked to perform other duties assigned to him/her. Failure to perform such duties will result in employee being directed to clock out.

For the purpose of this section, on duty hours shall be the time that a district employee is acting in any capacity as a representative of the district. This includes, but is not limited to, the duties performed by teachers, drivers, mechanics or administrators.

DEPARTURE FROM EMPLOYMENT

A driver who leaves the employment of the Transportation Department loses his established seniority for all assignments. Any employee who changes their assigned duties will also forfeit their seniority within the department.

ASSIGNMENT OF ADDITIONAL DUTIES/EXTRA WORK

Additional duties may include but are not limited to the following:

1. Cleaning the parking lots
2. Clean in and around the department's premises
3. Clean buses
4. Wash buses
5. Serve as substitutes , as needed
6. Do other general work as needed and assigned

If an employee refuses extra work opportunities, the employee will be paid only for the hours actually worked, and not the guaranteed thirty (30) hours

Part-time or substitutes drivers will not be guaranteed a minimum of thirty (30) hours per week figured at a rate of six (6) hours per scheduled day worked. Procedures for benefits, hours, and refusal of extra work will be the same as for full time drivers and monitors.

Bus Monitors will be guaranteed a minimum of thirty (30) hours per week figured at a rate of six (6) hours per scheduled worked day (3 hours per 1/2 day). Procedures for benefits hours and refusal of an extra work will be the same as for full time bus drivers.

WORK SCHEDULES & ACTIVITIES

Schedules will be assigned to drivers based on justified route time requirements as verified by the dispatchers, route specialists, or administrators.

Additional or extra work will be assigned as necessary by the end of the year evaluation ranking according to available activities, duties and assignments at the beginning of each year and as they become available. All drivers and monitors that do not have an assigned route must wait in the employees lounge for further instructions.

Disciplinary actions for not following work schedule are as follows:

Write-ups, removal from activities, and field trips. Leaving compound for personal business during district time is **NOT PERMISSIBLE**.

Employees reporting to work late, without uniform or unacceptable footwear will not be permitted to clock in unless they are able to justify their circumstance otherwise employee will be sent home with an unexcused absence.

KRONOS –TIMECARD AUTOMATED SYSTEM

The use of Kronos and/or clock system is your assurance that an accurate record of your work hours will be kept. Failure to call in or register your absence to the SEMS System may result in your absence not being approved. A job number is required on all absence report forms. Phone number and website to these locations will be provided on this book. If you forget to clock-in or clock-out, bring this to the attention of the Transportation Kronos clerk. Any employee going over 40 hours must also immediately bring this to the attention of the Director of Transportation or immediate supervisor.

Employees are to clock-out immediately after their post-trip. An employee, to gain the minimum guaranteed hours, may be assigned to do other tasks. Failure to accept assignment will be cause for immediate clock-out. When you come in from an activity (shuttle, work crew, route or whatever), you must clock-out regardless of the time of your next clock-in unless otherwise instructed by a supervisor.

SEMS SYSTEM

Via phone: 956-473-6444

Via internet: WWW.UISD.NET = Smart Find Express Icon

KRONOS FUNCTION

The Kronos System will be implemented and will have your work schedule pre-programmed. Function keys will designate clock-in/out for field trips, after school activities and pre-kinder assignments. Any deviations from your programs schedule must have supervisor approval.

ATTENDANCE AND PUNCTUALITY

Transportation of students to and from school every day calls for the perfect attendance and punctuality of all transportation employees. Excessive absences will affect your evaluation. Jury Duty, Bereavement, FMLA, Workman's Compensation, and Catastrophic illness (stroke, heart attack, or cancer) will not count against your absences for summer work.

Leaving compound for personal business during district time is **NOT PERMISSABLE**.
PERFECT ATTENDANCE AND PUNCTUALITY RECOGNITION

The Department appreciates and will annually recognize those employees who maintain a perfect attendance and punctuality record. The District currently has a perfect attendance stipend program to encourage District School Bus Drivers/Monitors personnel scheduled to work 186 days to come to work. The stipend is \$300 per semester. The perfect attendance exception program allows Transportation personnel that qualify, with no less than 30 personal days accrued before the beginning of the school year to take up to 5 personal days during the regular school year and still qualify for perfect attendance stipend. Jury Duty, FMLA, Military Activation, and Funeral Leave will not count against your perfect attendance record.

ATTENDANCE RULES

1. Report to work on time
2. If unable to report for work, call one of the dispatchers and notify him at least 30 minutes before your scheduled clock-in time.
3. When you are absent from work for more than five (5) days, it is required that you bring medical proof of physical fitness for work issued by the Human Resources Department.
4. Do not abuse your sick leave privileges.

If you're A.M. clock-in time is such that dispatcher is not yet on duty, you are to call the Transportation Department Main Numbers and your Dispatchers cell number:

East: (956) 473-1955
North: (956) 473-6330
South: (956) 473-5230

REPRIMAND PROCEDURES

LEVEL 1 _____ DOCUMENTED WARNING
LEVEL 2 _____ 1ST WRITTEN REPRIMAND
LEVEL 3 _____ RECOMMENDATION FOR DISCIPLINARY ACTION

ABSENCES, CALLS AND TARDIES

One action level will be taken each time any of the following occurs:

ABSENCES

All absences in excess (10) days during a semester shall be investigated by the immediate supervisor who shall take appropriate action as required by District guidelines.

The supervisor shall report all absences in excess of (20) days in a school year to the Superintendent or designee who shall take whatever action is deemed necessary. Employee will report to the appropriate Human Resources personnel for guidance after the appropriate documentation has been submitted. Such action may result in disciplinary action including termination of employment.

EXCESSIVE ABSENCES

Employees that have exhausted their personal days, and reach over 20 absences in a school year shall lose their activity. (This rule will not affect employees using their local/state days).

Employees that have exhausted their personal days and reach over forty-five (45) absences will lose their route.

TARDY

An Employee who is ten (10) minutes or more tardy will not be allowed to clock-in, unless approved by a Dispatcher or Administrator. If not permitted to clock-in, the employees will be counted as absent and asked to leave the premises immediately.

LATE CALL

A call that is made 30 minutes or less before your scheduled clock-in time. Will be considered a LEVEL 1 Documented Written Warning.

NO CALL

A no call or a call after your scheduled clock-in time. Will be considered a LEVEL 2 Written Reprimand

PAYDAY ABSENCES PENALTY SYSTEM

- 1st Absence = Warning employee
- 2nd Absence = Removal of Extra Work (activities, mid-runs) for a period of twenty (20) working days.
- 3rd Absence = Removal of Extra Work (activities, mid-runs, trips) for a period of twenty (20) working days. In addition employee will be assessed a one (1) point on their evaluation.
- 4th Absence = Warning / Employee counseling
- 5th Absence = Removal of Extra Work (activities, mid-runs) for a period of twenty (20) working days.
- 6th Absence = Removal of Extra Work (activities, mid-runs, trips) for a period of twenty (20) working days. In addition employee will be assessed an additional one (1) point on their evaluation.

EXTRA WORK DUTIES

Extra work is made available by the department for employees to gain extra hours.

Any driver or aide who wants to do extra work (trips, activities, pre-k, etc.) to gain more hours, must personally sign-up when the position is posted before the deadline stated on the posting in order to be eligible to participate.

In reference to activities and field trips, employees need to adhere to your designated schedule. An activity or trip constitutes extra work. Employees are encouraged to use their activity / trip schedules wisely by:

- Review trip/activity instructions: Time, date, location, and other special instructions.
- Complete the bus pre-trip inspection; ensure that the bus is clean and ready to service the students on time.
- Reporting on time to the designated pick-up location.
- Be courteous with sponsors and riders.
- Open communication with dispatch.
- Remaining at the trip/activity site unless otherwise approved by the sponsor and called in to dispatch.
- Driver shall remain at the location of trip/activity at all times. Only with the approval of the sponsor you might leave for a break. Sponsor must have your cell phone number in case the sponsor or office staff needs to communicate any changes or need for immediate transportation. It is mandatory to have a means of communication with the sponsor when leaving the site. Unexcused departures from trip site will be subject to reprimand.
- At the end of the trip or activity, the driver and bus assistant shall remain at the compound completing the bus inspection, and cleaning of the bus.
- If the employee fails to clean the bus, he/she will be responsible to clean the bus the very next day and notify dispatch of the occurrence.

Extra work is an opportunity to earn additional pay and therefore it is important to comply with all rules, laws, and departmental requirements. If you have any questions before, during or after a trip, please contact dispatch or any other office staff member.

Any driver washing their assigned school bus should not exceed a maximum of one (1) hour and must get prior approval from dispatch personnel.

ACTIVITIES AND PRE-K

If several Drivers/Monitors are assigned to do the same activity and if one of the Drivers/Monitors is absent for any reason, then one of the Drivers/Monitors from the same group will be asked to cover that Activity/Pre-K.

EXTRA CURRICULAR ACTIVITIES AND FIELD TRIPS

Activities and field trips make up a large part of the total busing program. Drivers enjoy these trips because of the extra hours and many interesting places they visit. Activities will be assigned by using previous school year evaluation point roster list.

TRIPS WILL BE ASSIGNED AS FOLLOWS:

Utilizing field trip management software and based on seniority and rotation parameters.

1. Rotation schedules for local and out of town trips will be divided by North, East, and South.
2. Full-time drivers can choose to participate in the rotation schedules that are convenient to them, currently there are four rotations: local, weekend, out of town, and overnight. Sign up list can be filled out with the field trip clerk.
3. If driver's name comes up on 2 different rotations on the same day, the driver will be "passed with make-up" if he or she requests it, so driver will not lose the trip, and will have priority on all others on rotation sequence.
4. If a driver is absent on the day of their trip, only two (2) make-ups per year with a Doctors Medical excuse will be allowed **[this does not include activities]**.
5. If a sponsor cancels a bus or buses, the drivers that will not be allowed to continue on the trip are the drivers who were picked last for that trip on the rotation.
6. Dispatchers, mechanics, and other salaried personnel will not be allowed to make trips except in an emergency situation and with approval.
7. Driver doing a weekend field trip is required to clock-in one (1) hour before the field trip.
8. Special Education Trips shall be given to the bus driver servicing that school or rotated if more than one bus driver services that school. If driver happens to be absent on that day the monitor will continue on assigned trip with the substitute driver.

DRIVER QUALIFICATION

It may become necessary at times to qualify a driver for a trip due to the nature of the trip and the experience of the driver. During those times, a driver who signs up for trips is subject to qualification by the Transportation Director. If it is determined that a driver is not qualified for a trip, that driver will be replaced by a qualified driver. The driver being replaced will be offered the opportunity of another trip when it is available. New full time drivers will not be given extra trips until they have been employed for a minimum of forty-five (45) working days in the Transportation Department. Do not run a field trip without specific authorization for each trip from this department's administration or from the dispatcher. Trip sheets must be filled out on all field trips. Be sure to record the time and mileage starting from and returning to the compound. (NOTE: Failure to properly record time and mileage can disqualify a driver from participation in co-curricular trips)

REMEMBER, you cannot be paid for trips if your trip sheet is **not turned** in or if it is **incomplete**. Trip sheet may be dropped in Field Trip Box located at the entrance door to the Transportation Compound or returned to Dispatch.

ASSIGNMENT

1. All drivers must apply to be on the trip list.
2. Daily shuttles or activities, such as creative arts, theatres, parks, etc., will be assigned to drivers with short routes and probably be made a permanent part of those routes.
3. The existing list will be periodically adjusted as deletions of persons no longer employed or those wishing to be removed from the list are deleted.
4. All new full-time applicants will be entered at the bottom of the rotation list after 45 days of employment. New or prior employees with at least one (1) year of experience driving a school bus will be exempt from the waiting period.
5. If a driver resigns or quits, his/her name will be deleted from the rotation list. If or when the driver returns or changes his assigned duties within the transportation department, previously held seniority will not be considered and his/her name will be placed at the bottom of the existing rotation/seniority list.
6. The rotation list will be used through the summer. Drivers will be called and if they cannot be reached, the next driver will be assigned.
7. Refusal to drive five (5) co-curricular combined trips will result in the driver being removed from the rotation.
8. If you are assigned a trip and the sponsor fails to advise the transportation department with adequate time that the trip has been cancelled the driver in question will be compensated 3 hours for that trip but, must remain on duty for those three (3) hours. (Weekend, Holiday Break Only)

Trips are normally assigned four (4) days ahead of time provided the department receives the request (by school) in accordance with trip request guidelines. In the event that a trip comes in at last minute you will receive a notice of a trip as soon as possible. There will be times when only certain driver will be assigned due to their regular bus route or special requirements of the bus driver, (i.e. female driver for all girl trips or a male driver for an all boy trips.)

Already assigned trips will be given by field trip clerks or dispatchers. The requisition should contain all the information a driver needs to know; punch-in time, school, number of students, destination, etc. If it does not have all the information, then you should check with the dispatcher.

REMEMBER – You will not be allowed to exchange, give or trade trips, and if for any reason a trip must be returned, you are required to submit/return trip for re-assignment and prior authorization must be approved by administration.

If a driver/monitor is absent on the last workday of the week he or she will not be able to do a trip/activities on the following workday or on weekends/holidays that fall between the absence and following workday.

FAILURE TO WORK

An eligible employee who fails to accept extra work will be dropped from that work list.

REFUSAL OF EXTRA ASSIGNMENT

Occasionally, a driver or aide refuses an extra assignment. It has been difficult for us to treat each refusal in a fair and equal manner because there are different types of extra assignments. These drivers will no longer be a part of the rotation list.

Two types of extra assignments are:

Type “A” - Assignment is made on a rotation basis. This type of assignment includes field trips. (Local, Weekend, Out-of-town, and Overnight)

Type “B” - Assignment is permanent and on a regular schedule. This type of assignment will become part of their regular route and falls under the route assignment process. (Activity, Pre-k, and Shuttle Runs)

REMOVAL FROM TRIPS

A driver may be removed from taking trips by a Transportation Director for:

1. Failure to properly carry out his/her duties,
2. Reporting for a field trip without a uniform, and/or
3. Five (5) field trip refusals will result in removal from the Field Trip Rotation Schedule.
4. If a driver fails to show up for a field trip and cannot produce a legitimate excuse and fails to call a supervisor for a replacement driver, the dropped trip will be counted as two (2) field trip refusals on the drivers' refusal record.

Notice of removal will be given in writing when disciplinary action is warranted.

A driver will be removed from the Trip Rotation Schedule after five (5) trip refusals/combined.

All Special Ed. Drivers will follow same rules as regular drivers when absent for trips/activities.

ABSENCES AND REFUSALS FOR TRIPS/ACTIVITIES

Drivers and Assistants, in some instances are not able to carry out their trip commitments due to unforeseen circumstances or a driver's refusal of a trip. In case of a refusal, the employee must notify a Dispatcher in writing by filling out the appropriate form. The following rules were established in an effort to maintain an efficient, fair and proper method for regulating trip absences and refusals.

1. HALF (1/2) DAY - A.M. AND/OR P.M. ABSENCES OR FULL DAY ABSENCE

Drivers and Monitors that are not available for the A.M. or P.M. bus route will not be allowed to work extra trips/activities for that day or the next working day. Drivers and Monitors who do not work Friday, cannot work weekend field trips or the first day of the following work week.

2. EXCUSED REFUSALS AND ABSENCES

A trip may not be considered refused in case of: a) catastrophic illness, b) death in the immediate family, and/or c) workman's compensation.

3. UNEXCUSED REFUSAL

Drivers with five (5) unexcused refusals or who accumulate too many absences will be removed from the rotation list for the remainder of the current school year. If a trip conflicts with your route, and is returned, the trip will then be considered refused.

FMLA/Sick Leave/Personal Leave are considered unexcused refusals therefore, trips and/or activities will not be replaced.

DESTINATION

If you do not know the location of the school, the destinations, or the best route to get there, ask your Dispatcher and/or Field Trip Clerks for directions. Make sure that you completely understand the trip and what is expected of you before you leave the Transportation Compound.

OBLIGATION TO THE DRIVER/DRIVERS

As a trip driver, your first obligation is to the security of the bus and the group. If you must stay with the bus (for security or other reasons), then that is what you must do. A driver or other responsible adult must ALWAYS remain with the bus(es) for security purposes. All day activity drivers may rotate this responsibility. A driver will be subject to reprimand for failure to follow procedure.

NOTIFYING TRIP SPONSOR

When it comes to trip groups, NEVER take anything for granted. When you arrive at a school, go to the office and ask the secretary to please notify the teacher of your arrival and that you are ready to leave when they are.

If the trip is in the afternoon, make sure that the teacher in charge knows that 2:00 P.M. is the latest time that you must return in order to do your afternoon route.

TRIP FORMS

You must complete and properly fill out the entire requisition form for each trip and turn it in as soon as you return to the Transportation Compound. All mileage information should be legible and correct with proper authorizations/approvals from sponsors/coach.

OUT-OF-TOWN TRIPS

Each driver is recommended to stop and walk around the outside of the bus at least every one and one-half to two hours on the road. If you have a breakdown and/or accident, you must contact one of the nearest school districts or supervisor. It is highly recommended that a driver rest as much as possible during their idle time.

NIGHT TRIPS

If a bus driver does a field trip that goes after 1:00 a.m. he/she is **not allowed** to drive the morning (A.M.) route that starts at 5:00 or 6:00 A.M. in the morning. If a bus driver does a field trip that goes up to 2:00 A.M. he/she **is allowed** to drive a morning activity that starts at 9:00 A.M. or later. **Guideline: It is recommended that a bus driver rest a minimum of least 6 hours before getting behind the wheel of a school bus.**

BUS INSPECTION AND APPEARANCE FOR TRIPS

Pre and Post Trip Inspections are to be carried out on buses used for trips, just as if they are being used on regular routes.

CONDUCT AND DRIVING RULES FOR TRIPS

All students conduct rules apply to all trips, as do all the rules and regulations, regarding speed limit, smoking, etc. The school bus shall be considered as an extension of the classroom setting.

Coaches, band directors and sponsors on trips must follow the same rules as any other rider on the bus, including no smoking or taking passengers who are not official members of the trip group.

FUELING AND CLEANING AT THE TRANSPORTATION COMPOUND AFTER TRIP

When you return to the Bus Compound from a trip, go to the fuel pumps make sure the bus is fueled, cleaned, swept, and that all fluid level are topped off prior to next bus route.

FUELING OUTSIDE THE TRANSPORTATION COMPOUND

When you purchase fuel with an issued **credit card** use/swipe the card at the pump with the PIN number provided. Do not use the card inside the store as it will be declined. If you use your **card or cash**, make sure that the **bus number, date, time and mileage** are written on the ticket before you sign it. Turn in a copy of the signed ticket to a Dispatcher or designated person as soon as possible.

COMPLAINTS

A. It is the responsibility of the supervisor/route specialist/special needs coordinator to discuss with employee all complaints received. All complaints, as well as supervisory action taken shall be documented.

B. Speeding/Unsafe Driving Complaints:

After one (1) verified complaint of speeding/unsafe driving is received by the supervisor, the driver in question will be so notified and given an opportunity to respond to the accusation. This may be cause for reprimand, suspension, or termination, subject to the policies of the United Independent School District.

For a complaint to be considered the complainant must be willing to provide a name and a valid phone number for additional follow up if necessary. UISD employees are required to provide a written statement when a violation to the law and/or district policies has occurred.

Verified complaints will be defined as such once the Transportation Department confirms the allegation via: GPS System, Surveillance Camera Equipment, or with a written complaint from a school administrator or teacher, parent, central office, co-worker complaint-statement or with a bus rider(s) statement-complaint(s).

ABSENCES, LEAVES, AND VACATIONS

All employees must call into the SEMS (Substitute Employment Management Systems) 473-6444 or the district website www.uisd.net anytime he/she will be absent from work for any reason. An Absence from Duty Report must also be completed immediately after returning to duty from an absence. All employee absences will be charged to one or more of the listed types of leaves. Any absence which cannot be charged to one of the listed types of leaves, will be charged as an unexcused absence.

SICK LEAVE

If any employee is absent from duty because of personal illness, temporary disability, pregnancy, or illness of a member of their immediate household (including all children attending a college or university), the employee shall be allowed five (5) days of state sick leave and five (5) days of local sick leave annually. Sick leave shall accumulate without limit. An employee who is absent for more than five (5) days shall submit a doctor's certification of illness and/or employee's fitness to return to work. This documentation shall be submitted to the Director of Transportation. (Consideration will be given to allow for an excused absence from work due to a serious medical condition (e.g. surgery or cancer) that can be documented with a doctor's letter. This will allow employees to have a better chance of qualifying for summer work).

PERSONAL LEAVE

A personal business or emergency leave shall be limited to no more than two (2) working days of local sick leave per school year. Such leave must be approved in advance by the Superintendent. Request for personal leave must be submitted in writing to the Director of Transportation at least one week prior to the date requested.

JURY DUTY

All full time employees shall be granted leave with pay and without loss of accumulated leave for jury duty or other required court appearances. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

PAID HOLIDAYS

All full-time employees shall be entitled to the paid holidays which are approved for the current school year based on the number of days for which they are employed.

ABSENCES, LEAVES, AND VACATIONS (Con't)

WORKER'S COMPENSATION

All employees are covered by worker's Compensation and are entitled to benefits for work related injuries. Employees shall use state and local sick leave and other leave benefits to which they are entitled under this policy while they are recovering from a job-related injury and receiving worker's compensation benefits.

OTHER LEAVES

For all other types of leaves refer to the District Employee Handbook.

ROUTE SCHEDULES AND INFORMATION

BUS ROUTE SCHEDULES AND INFORMATION

The various schools will have different start and dismissal times. In the morning, your arrival at a school should be about fifteen (15) minutes before school starts. If you are arriving too early or too late, report it immediately.

In the afternoon, when you are at a school before dismissal time, you should not wait more than ten (10) minutes after dismissal before leaving. If school has been dismissed when you get there, ten (10) minutes is all you need to wait. The students will quickly learn that they must go to the bus loading area immediately. If you wait for them, they'll keep you waiting all afternoon.

In the morning, **NEVER** run your route ahead of schedule. Have on your route sheet the time of the first pickup and stick with that time and the rest of the stops should fall simultaneously in at the proper time. It will be helpful to have the times of several stops noted on your route sheet. If you get ahead of schedule, wait at the bus stop until the proper time before continuing the route. Do not blow your horn at the stops. If for any reason you should get behind schedule on your route or on a field trip, **DO NOT** speed up and try to make up time. A driver tends to become more careless, takes more chances, concentrates less on driving, and thereby, increases the possibility of being involved in an accident. Proceed on your scheduled trip at a normal rate of speed. It is better to get to your destination late and safe than not getting there at all.

ROUTE SHEET

The route sheet is a guide for a scheduled bus route. It **MUST** be followed by the driver because schools, parents and students depend on the bus being on time.

DRIVER RESPONSIBILITIES AND ROUTE CHANGES

The driver of a route is responsible for maintaining the route sheet accurately and up-to-date. The driver must report any student changes to the dispatcher/route specialist or designated supervisor. The "Change of Route" form may be used for any changes in bus stops, streets, or highways, and must be submitted to an assigned Dispatcher/Route Specialist, or Special Needs Coordinator. They, in turn, will ask for approval of the route change from their administrator. An effort will be made to involve the driver when practical. The driver will be notified in writing of route change(s). The driver may make the route change only after approval is received. The Route Specialist/Special Needs Coordinator will be responsible for changes to be reflected on all necessary route sheets and copies are to be made as soon as possible.

ROUTE DEVELOPMENT

Route Specialist/Special Needs Coordinators/Planning Analyst are responsible for developing the routes.

MASTER ROUTE SHEET

The Master Route Sheet file is composed of all the bus routes in the department. It is the planning analyst and route specialist responsibility to maintain this file accurately, up to date and readily available as needed.

STATE AND SCHOOL BOARD APPROVAL

Bus routes and reports must be approved by the United Independent School District Board of Education and the Texas Education Agency.

SELECTION OF ROUTES-BUS DRIVERS

When routes become open, during the school year, the positions will be advertised and/or filled at the discretion of the Director of Transportation or the Transportation Administrator. The following procedure is to be followed when a position is declared open:

1. When a route is declared "open", a notice of that route number and approximate number of hours will be posted on the bulletin board.
2. Routes posted along with an activity as "one route" will remain together as a set of work hours for the entire school year.
3. Any full time driver can sign-up in the office to be considered for the open route.
4. The sign-up period will cover five (5) working days and should be assigned within fifteen (15) days by the Administration.
5. When a driver signs up for posted routes and driver is selected for a new route, that driver must accept the route awarded, unless there were multiple routes posted and then the selected driver will be able to choose which route he will accept. The driver will not have the right of refusal.
6. In the selection process, the following will be considered: seniority, training, prior year evaluation, ability to maintain the condition of the bus properly, ability to maintain student discipline on the bus, proper maintenance of daily safety check list, and poor safety driving record.
7. Selection will be made by the Administrator on site.
8. Rejected applicants may request to be advised as to why they were not selected.
9. At the beginning of the school year, drivers will assume the same route. Drivers will resume the AM/PM kindergarten routes from the previous year until they are selected based on the prior end of year ranking. No driver may exceed forty (40) hours per week in their regular assigned work.
10. A driver's privileges to route selection will not be affected if the driver is out of work under the Family Medical Leave Act or catastrophic leave.
11. When a bus driver has been selected for new route, that bus driver may not sign up for another "Open" route for the rest of the school year.
12. All drivers that do not have an assigned route must wait in the employees lounge for further instructions.
13. Drivers have one (1) year to begin signing for new posted routes, otherwise if a route becomes available and no driver's signs for said posted route, the available driver with the highest seniority will win the route by default.

If a driver is asked to change or move from his/her assigned route due to an administrative directive, driver will not be eligible to sign up for another route that is posted unless approved by the Director, and will also be eliminated from the field trip rotation for the remainder of the school year.

Routes are subject to change at any time and may increase/decrease in hours and/or area, according to the needs of the District. Drivers and/or aides may be assigned or re-assigned, based on item number 5, to a different route at the discretion of the Director of Transportation or Assistant Director of Transportation. There may be times when a driver's residence is going to determine his routing, especially when a driver lives in a rural area.

SELECTION OF ROUTES - BUS MONITOR/AIDE

When Special Education Bus Monitor positions become available during the school year, the position(s) will be advertised and/or filled at the discretion of the Transportation Director, Assistant Director or Special Education Coordinator.

The Following procedure is to be followed when a position is declared open:

1. When a route is declared "open", a notice of that route number and approximate number of hours will be posted on the bulletin board.
2. Any aide who has a route which is shorter in length may sign up in the dispatcher's office to be considered for the open route.
3. The sign-up period will cover five (5) working days and should be assigned within fifteen (15) days by the Administration.
4. When an aide has been selected for a new route, that aide may not sign up for another "open" route for the rest of the school year.
5. In the selection process, the following will be considered: seniority, prior year ranking, certification qualifications, ability to maintain the condition of the bus properly, and ability to maintain students check list.
6. Selection will be made by a committee consisting of the Director of Transportation, Administrators, and the Special Education Coordinators.
7. All Monitors/Aides that do not have an assigned route must wait in the employees lounge for further instructions.
8. Monitors have one (1) year to begin signing for new posted routes, otherwise if a route becomes available and no monitor signs for said posted route, the available monitor with the highest seniority will win the route by default.

CHANGE OF ASSIGNMENTS

It may become necessary, during the school year, for a driver or bus monitor to be temporarily or permanently (because of absences, tardiness, the need to learn another route and other unusual circumstances) assigned to other bus routes.

The route is subject to change, at any time, and may increase or decrease in hours and/or area according to the needs of the schools. This applies to both, Special Education and Regular Routes.

Driver/monitor's absence of work for a period of 45 working days will result in the posting of the driver's route. Driver may sign up for next available route without loss of his/her seniority.

CRITERIA FOR ASSIGNMENTS OF NEW REGULAR ROUTE BUSES

Distribution of buses will be based on the following weighted point system;

25 points for model year of the bus,
30 points for seniority,
45 points for evaluation.

CRITERIA FOR ASSIGNMENTS OF NEW SPECIAL EDUCATION ROUTE BUSES

Due to the uniqueness of student needs and ARD transportation requirements, buses will be assigned on an as needed basis by the Director of Transportation or designee.

* To qualify for a new bus your designated bus needs to be six (6) years or older to qualify for said criteria.

* JJAEP/STEP do not qualify for new buses, but qualify for a replacement of a newer model.

STUDENT MANAGEMENT

STUDENT BEHAVIOR

A driver or aide must maintain good control on the bus. This is a must for safe school bus operation. Some guiding principles for maintaining good student behavior are:

1. Know your students, know their faces and names.
2. Take a personal interest in each student.
3. Explain to the students, at the beginning school term, the rules which govern their conduct on the bus and review those rules from time to time.
4. Conscientiously obey rules governing drivers and aides; setting a good example created respect.
5. Assigning seats to students aids discipline control and in case of vandalism, it helps in the investigation. Drivers may assign seats at the beginning of the school term and change seating arrangements when necessary.
6. Listen and observe carefully for trouble-making situations; correct them as soon as possible.
7. Use the bus Conduct Report to deal with the disobedient or disruptive student.
8. A talk with the principal might be of assistance in understanding the disobedient student.
9. Be a positive role model, respect students' personal space, be aware of body language, establish rules, set limits when rules are broken, and remain calm.

ELECTRONIC SURVEILLANCE

Electronic Surveillance may be used to monitor student behavior for the purpose of safety including the maintenance of order and discipline in common areas of the school or on school buses in accordance with Texas Education Code Section 26.009. Student behavior recorded on Electronic Surveillance equipment may be subject to disciplinary consequences consistent with the student code of conduct.

HELPFUL HINTS FOR DISCIPLINE

- The average student wants to be free of adult control.
- Students like to be treated as adults.
- Students want to be recognized for their good traits and characteristics.
- Students do not want to be embarrassed in front of their peers.
- Every student wants to be recognized as a unique individual.
- Every student wants to be liked by others.
- Students often yield to pressures from fellow students.
- A few students will make problems of themselves in order to get recognition.

HELPFUL HINTS FOR DISCIPLINE (Con't)

1. Be reasonable with violators. Try to iron out the problem privately, if possible.
2. When immediate disciplinary action necessary, stop the bus. Never attempt to perform disciplinary functions while the bus is in motion. The very act of stopping the bus to reprimand a student lends emphasis to the situation.
3. When speaking to the offender, be courteous, but firm.
4. An offender may be moved to a seat closer to the driver.
5. **A PUPIL SHOULD NOT BE PUT OF THE BUS.** If necessary to emphasize discipline, the pupil should be told that his privilege to ride will be taken away until satisfactory arrangements have been made between parents and school officials. In serious cases a meeting of driver, school officials, parents and student(s) may be necessary.
6. Always display common courtesy.
7. Never give an order you do not mean to enforce. Do not threaten. Say "Do this", rather than "Don't do that". Suggest action which can be obeyed. Be positive.
8. Give the student time for reaction.
9. Have a reason for what you ask the student to do and explain your reason when possible.
10. Be honest. Students respect honesty and their faith in the driver can be a great help.
11. Be fair. Most students respect fairness. Injustice make students rebel.
12. Never strike or grab a student.
13. Look for the cause of misbehavior.
14. Never hold a child up to public ridicule.
15. Know the policies and regulations relating to the driver's duties at both state and local levels of jurisdiction.
16. Conscientiously obey rules governing drivers. Setting a good example will win the driver respect from the students.
17. Explain the rules to the pupils at the beginning of the school term.
18. Generate respect by showing respect.
19. Demonstrate personal interest in each pupil.
20. When conditions exist which might cause trouble, correct them as soon as possible.
21. The assigning of seats can be of tremendous assistance in maintaining the control desired for the safe operation of the school bus.
22. Maintain good working relationships with school officials.
23. Respect other school officials' positions and responsibilities. Be supportive and avoid criticizing other school personnel to students, parents and the public.
24. Take part in all scheduled or informal training sessions.
25. Make all required reports including those relevant to discipline problems and hazardous conditions or situations.
26. Try to create a feeling of security in the minds of parents by establishing and maintaining safe driving procedures and effective pupil control on the bus.
27. Make parents feel that the driver is genuinely interested in their comments and suggestions. Be receptive to parent's suggestions.
28. Time schedules are important to parents, so make every effort to be on time.
29. Never argue with parents.
30. Never lose our temper when discussing matter with parents.
31. Never attempt to discuss or handle pupil problems with a parent through the open door of a bus.
32. Refer the parent to the person in charge of the Transportation Program for a conference.

In good human relations are built with the parents, much can be accomplished when parental help and cooperation are needed.

NEW STUDENT BUS RIDERS AND ELIBILITY

Whenever a new student starts riding the bus, a "Student Registration" form must be completed and signed by their parents and turned in to the Transportation Office. **DO NOT** let the student fill out the form. This form is on the last page of the "Bus Rider's Handbook".

Eligible bus riding students are those students who:

- (1) Live two (2) or more miles from their assigned school,
- (2) Live in areas that are designated as hazardous (i.e. where no walkway is provided and Students must walk along or cross a freeway or expressway, and underpass, an overpass or a bridge, and uncontrolled major traffic artery, and industrial or commercial area, or another comparable condition) and/or
- (3) Qualify as part of any other group as approved by the School Board of Trustees.

DO NOT ALLOW anyone on the bus except eligible students and school officials. **News Media people and parents ARE NOT allowed on the bus.** Friends, relatives, bus driver's children, etc. are not permitted on the bus, either on a normal route or on a field trip, unless they are part of the authorized group.

Under very special circumstances, eligible bus riding students are permitted to ride a bus different from their assigned bus. However, the Transportation Department Director must approve the change and a written note from the parent or guardian requesting the change must be received before the change will be approved.

Drivers must **NOT** allow any animal to be on the bus at any time, unless prior approval has been granted by the Transportation Director.

BUS STOPS

Drivers must not unload students at any place other than a regular stop, except in an emergency. Unauthorized stops at private homes, stores, etc. are not permitted. Stop only at the authorized and designated places on your route sheet. If a student should get off at an unauthorized stop, report it to the school principal if parents are not.

FOOD ON BUS

The eating of food and drinking of beverages on school buses is prohibited while students are on board for scheduled routes or late runs.

ALTERATIONS TO THE BUS

No items are to be place on the dashboard, windshield, or right side driver's window. Stickers and small placards are allowed only inside the bus, but, such items cannot block the bus driver's ability to maneuver the bus in traffic. The bus is NOT to be altered in any manner. No radios, televisions, chargers, fans or any other devices are to be installed inside the bus without prior approval from administration.

STANDEES

Students shall not be permitted to stand in any school transportation vehicle while the vehicle is in motion. This does not preclude authorized persons (such as bus assistants) from moving about as required.

BUS DOORS

Students are not allowed to enter or exit from the emergency door, except during an emergency, loading or unloading band and/or athletic equipment. Violations should be reported through a discipline referral.

The bus doors are to be operated **ONLY** by the bus drivers.

NO ONE IS ALLOWED TO STAND IN THE DOORWELL OF THE BUS. THIS INCLUDES COACHES AND BAND DIRECTORS.

DRIVER'S SEAT

Never let a student or anyone, except another Transportation Department driver, sit in the driver's seat or drive the bus.

STRIKING OF STUDENTS

NEVER hit or grab a student. **NEVER** put a student off the bus. Such actions are grounds for dismissal.

BUS CONDUCT REPORTS

The Bus Conduct Report is a tool for the driver and/or aide to help maintain proper behavior on the bus. When writing a Student Bus Conduct Report, be as specific as possible, always detailing the actions and the exact words used. Turn the conduct report in to the discipline clerk who will deliver to the school principal as soon as possible.

UNOBSERVED INCIDENTS

If an incident occurs on the bus, and you do not know who is responsible, it is best to identify the location of the occurrence and reassign seats for the rest of the trip. If a student refuses, the driver has cause to submit a Bus Conduct Report on the student(s).

BUS RULES FOR RIDERS

1. Observe 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. Do not use tobacco (smoking or chewing).
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands, and feet inside the bus.
9. Bus driver is authorized to assign seats.

Riding the bus is considered a “school related” and “school sponsored” activity where those terms appear in other section of the Student Code of Conduct. The campus principal shall have the authority to discipline a student for any inappropriate conduct that occurs on the school bus.

Disciplinary consequences shall be administered according to the level of the offense committed. For more information about disciplinary consequences, see other sections of the Student Code of Conduct pertaining to Level 1 –Minor Offenses, Level II – Serious Offenses, Level III –AEP Offenses, and Level IV-Expulsions.

PLEASE NOTE: Riding the bus is a privilege, which may be temporarily suspended or permanently revoked, at the discretion of the campus principal or the Director of Transportation, if the conduct in question jeopardizes the safety of any individual or generally interferes with the safe operation of the bus. Prior to a suspension or revocation of bus riding privileges for any student, the campus principal shall consult with and receive input from the Director of Transportation regarding the proposed length of suspension or revocation.

SAFETY AND EMERGENCY PROCEDURES

OVERVIEW

The driver is responsible for the safety and wellbeing of the passengers being transported as well for the safe operation of the vehicle. The driver is in full charge of the bus at all times. Knowledge of proper emergency procedures, emergency evacuation procedures, and accident scene procedures is a must!!!! These areas of responsibility deal directly with the safety and care of passengers in the event of an accident, as well as in other emergency situations which may arise.

CONCEPTS

1. In emergency situations, expedient and orderly movement of people contribute to safety.
2. Expedient and orderly movement of people can be accomplished by understanding and practicing recommended evacuation procedures.
3. In any emergency situation, the safety of the bus passengers should be the priority consideration of the driver.

ASSIGNMENT OF SAFETY EQUIPMENT

All drivers will be responsible for bus safety equipment on their vehicle. If lost, the driver must report immediately to the Dispatcher.

CONTENT

1. Use of safety equipment on the Bus
 - A. Red reflectors as warning devices
 - 1) Three red reflectors are located in the driver's compartment
 - 2) Reflectors may be used either day or night
 - 3) Placement of warning reflectors:
 - a) First reflector should be placed at the side of the bus nearest the roadway, approximately 10 feet to the rear of the bus.
 - b) Place the second reflector approximately 40 paces or 100 feet to the rear if the bus on the roadway side.
 - c) Place the third reflector approximately 40 paces or 100 feet to the front of the bus on the roadway side.
 - d) Reflectors may be placed a greater distance if conditions warrant.
 - B. Emergency hazards flashers. These flashers should be used as a warning device. They should be activated when a need exists to draw other driver's attention to the bus. For example, they should be used in case of mechanical failure on the highway.

- C. Fire extinguisher. One five (5) pound or larger dry chemical type fire extinguisher has approximately 60 seconds of use.
 - 1) Use of dry chemical extinguishers
 - a) Remove extinguisher from the mounting bracket.
 - b) Hold extinguisher in vertical position.
 - c) Release safety device.
 - d) Squeeze handle to discharge chemicals.
 - e) Direct chemical discharge at the base of the flame.
- D. First Aid Kit- Each bus shall have a removable metal first aid kit container mounted in an accessible place within the driver's compartment. Replace any item used from emergency equipment supplies as soon as possible.

EMERGENCY PROCEDURES FOR MECHANICAL BREAKDOWNS

1. Move the bus off the roadway, if possible to prevent accidents. If you are on a freeway, try to get off the roadway on the RIGHT hand side.
2. Turn off the ignition switch, headlights and remove key.
3. Set handbrake.
4. Activate emergency hazards flashers.
5. Keep pupils on the bus, if possible. Pupil safety is the highest priority. Safety conditions may warrant evacuation of the bus. If students are evacuated, the driver should give precise instructions as to where students should re-locate and what they should do.
6. Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus.
7. Drivers of both buses shall activate the alternation red flasher lights prior to transferring the students from on bus to the other.
8. The driver of the disabled bus shall open the door, get out of the bus, and stand to the left of the door.
9. The driver of the relief bus should open the door, get out of the bus and stand to the right of the door of the relief bus.
10. The driver of the disabled bus shall instruct pupils to change buses in an orderly manner, staying in single file.
11. The alternating red flasher lights on each bus shall be deactivated as soon as all students are on the relief bus.
12. After all pupils have been loaded on the relief bus, the regular driver should complete the route.
13. The driver of the relief bus shall assist in getting the loaded bus back on the roadway.
14. The driver of the relief bus shall be responsible for the disabled bus.

ACCIDENTS

It is the goal of this department to provide the safest and economical transportation for its students. Safety is of the highest precedence. It is with this thought in mind that the following procedures have been formulated.

NOTE: Employee involved in a vehicle accident or while operating equipment will be subject to a Drug and Alcohol testing. Employee is responsible to request medical assistance as needed. Office staff will contact the Risk Management/Human Resources Department for assistance/guidance.

1. A driver will be removed from route pending Drug & Alcohol results. (*)
2. A driver will be removed from activities pending results of D & A with no make- up. (*)
3. A driver will be removed from trips pending results of D & A with make-up.

(*) Unless otherwise approved by the Human Resources Department and the Director of Transportation.

If you happen to be absent during your Drug & Alcohol result period, you will not be compensated for the field trip.

ON THE JOB INJURES

If an accident occurs while you are on duty, you are protected under Workmen's Compensation. Any injury sustained by an employee while on school property, no matter how slight must be reported immediately (within 24 hours) to the immediate transportation supervisor. Any accidents not reported within the 24 hour period may be termed "questionable" and will be subject to investigation by the insurance carrier. You are not eligible for compensation if the accident is not properly reported. All Workmen's Compensation accidents are subject to investigation. If an employee is absent because of an on the job injury (Workmen's Compensation), that employee's position may be filled at the discretion of the Director of Transportation or the Administrative Officer.

REPORTING OF ALL MOTOR VEHICLE ACCIDENTS

A driver will immediately and verbally report a motor vehicle accident to the Transportation Director and to the Police Department, regardless of seriousness or location. The driver should make sure of the accident location, extent of injuries and damage to the vehicle before reporting the accident. Failure to report an accident may be cause for recommendation for termination.

Drivers are required to complete a written accident report form informing us of the involvement in and/or witnessing of an accident. The written report form should be filled out on the day the accident occurs. The driver should provide all possible details when filling out a report form. Failure to submit a written report form on the day the accident occurs will result in disciplinary action. The supervisor will complete the report and fax it to the Risk Management Office.

TRANSPORTATION BUS ACCIDENT PROCEDURES

Role of Bus Driver/Monitor

- Remain calm, reassure passengers, and account for all students through the bus roster. Be alert to the potential for fire or other hazards
- Major accidents – Call 911, notify transportation dispatch, provide exact location and information about severity, injuries, and hazards.
Minor accidents – Call transportation dispatch, notify police, provide exact location and information about severity, injuries, and hazards.
- If it is unsafe to stay on the bus, evacuate students. It is extremely important to not move injured people unless a hazard exists that presents an imminent danger of further injury.
- Administer first aid, if possible, until rescue personnel arrive.
- Protect the scene after determining students are not seriously injured. Consider placing reflectors far enough back to protect the bus from another collision. Activate r-way flashers.
- ALL Students must be evaluated by medical personnel or released by police personnel, paramedics, or school nurse when involved in an accident where the passenger was in a district vehicle.
- Unless authorized do NOT release students to parents on scene.

Role of Dispatcher/Accident Investigator

- Call Police or 911, if driver is unable
- Contact Supervisors
- Communicate with driver/monitor for location, number of students on bus, and the details of the accident
- Transportation Office MUST report the accident to the school principal, the Office of the Superintendent
- Provide assistance in gathering and communicating information to emergency personnel, administration, parents, and school officials

Role of Transportation Supervisor

- Maintain Communication with the Office of the Superintendent, providing updates.

TRANSPORTATION BUS ACCIDENT PROCEDURES – Con't

Role of Administration

- Notify parents, spouse, or person named on the emergency card.
- Maintain communication with the Office of the Superintendent, providing updates.
- Activate CERT and initiate responsive procedures, including preparing for on-or off-site counseling.
- Dispatch the Director of Transportation or an administrator with oversight responsibilities to the accident scene. Consider dispatching to the scene school staff who are most recognized or known by students. Students injured or traumatized by the incident are likely to be more at ease with a familiar adult.
- If the accident results in injuries to students or staff, dispatch the school principal to the scene of the accident to work with the responding public safety agency's onsite incident commander.
- Follow up at medical care facility where injured students and other personnel are transported to help identify students and parents and provide emotional support.
- As soon as information becomes available, start communicating to parents. Consider establishing a meeting room at the school for parents to gather for incident updates, counseling, reunification, etc.
- Brief all staff and prepare for the next day's activities

RE-TRAINING

Any driver who has an at-fault accident is subject to the following procedures:

1. Driver must report to their respective compound administrator.
2. A supervisor shall counsel with driver individually, and fill out accident report.
3. Drivers who have an at-fault accident and who are not terminated must be placed in an improvement plan as deemed necessary by the district.
4. Drivers who have three (3) at-fault accidents during one (1) school year will be subject to termination.

CERTIFICATE OF LIABILITY INSURANCE CARD

It is the responsibility of each driver to check and ensure that the Certificate of Liability Insurance card (furnished by the office), is in the bus at the time that bus leaves the compound or parking lot.

ACCIDENT PROCEDURES

1. Turn off the ignition switch, headlight and remove key.
2. Set handbrake.
3. Remain calm and reassure the students.
4. Account for all students as a check is made for injury of students.
5. Students should be kept on the bus unless safety hazards warrant evacuation. Safety of students is the highest priority. If evacuation is deemed necessary, the recommended procedures for evacuation should be followed.
6. Request assistance of passing motorists in notifying state highway patrol or other legal investigating officers, and in notifying local school administrators of the accident and its location.
7. Protect the accident scene from further damage.
 - a. Check for fire or possibility of fire.
 - b. Activate emergency hazard flashers and place flashers in designated locations.
 - c. Recruit adult assistants if necessary to flag approaching vehicles from all directions. Flagmen should take positions and operate approximately 100 running steps from the accidents.
 - d. Headlight beams should be directed on vehicles involved in the accident, if the accident occurs at night.
 - e. Flagmen should attempt to avoid undue traffic congestion by directing traffic around the accident scene. In some cases, it may be necessary to stop all traffic. If traffic is stopped, all drivers should be instructed to park at least 100 feet from the accident and to remain in their cars, unless otherwise directed.
8. If an accident results only in damage to a vehicle and the accident occurs on a main lane, ramp, shoulder, or adjacent area of a freeway in a metropolitan area, and if each vehicle involved can be normally and safely driven, each driver shall move his or her vehicle to a designated investigation site if available to the accident location as stated in Section 39, page 170 of the Texas Motor Vehicle Laws booklet.
9. Facts relating to the accident should be discussed only with investigation officers and school officials.

10. A driver in an accident is required to give his/her name, address, driver's license numbers, and vehicle information to other involved in the accident. The bus driver should also get names and addresses of witnesses to the accident.
11. The driver should not continue transportation of students from the accident scene until authorized to do so by school officials.
12. Accident Report Form ST-21 must be completed and forwarded by the driver to the Texas Department of Public Safety within 10 days of an accident involving \$250 or more of damages, personal injury or death.
13. A complete and comprehensive report of the accident should be prepared and submitted to school officials within five (5) days.

ACCIDENTS INSIDE THE BUS COMPOUND

If you are involved in an accident inside the Bus Compound, i.e., parking lot, side streets, gas pump, wash area, etc., stop and turn off engine. Do not move the bus from the accident scene. IMMEDIATELY REPORT THE ACCIDENT/INCIDENT TO A SUPERVISOR

ACCIDENTS OUTSIDE THE BUS COMPOUND

If you are involved in an accident outside the Bus Compound, stop and turn off the engine. Do not move the bus unless you are blocking traffic or your location may be hazardous to your students. Call the police or 911 (if emergency) and report the exact location, extent of injuries to passengers, and amount of damage to your vehicle. Call Transportation Office and provide the same information of the accident. Do Not LEAVE THE SCENE OF THE ACCIDENT UNTIL INSTRUCTED TO DO SO BY A TRANSPORTATION SUPERVISOR.

EMERGENCY EVACUATION OF SCHOOL BUSES

Upon occasion, prevailing conditions will warrant the evacuation of students from a school bus. When evacuation is deemed necessary by the driver, it is imperative that procedures be followed in conducting the evacuation. In order to expedite evacuation and eliminate confusion and disorder, the following evacuation procedures should be utilized. Student assistants should be instructed as to responsibilities, duties and procedures. In addition, assistants should know procedures to follow in case the driver is incapacitated.

POSITION AND DUTIES OF FRONT DOOR ASSISTANTS

1. Assist the driver in the event the driver is incapacitated.
2. In front door evacuation, depart the bus first and lead the passengers to a place of safety designated by the driver, or of his own choosing if none is designated by the driver.
3. Assist in keeping the passengers orderly and together while out of the bus.
4. If the driver is incapacitated, the front door assistant should make certain that all passengers have departed the bus when rear door evacuation procedures are used.

EVACUATION PROCEDURES (Con't)

1. FRONT DOOR EVACUATION

- a. Bus must be stopped, parking brake set, and engine and headlights turned off.
- b. The driver shall stand, open the door, face the passengers, and get their attention.
- c. The driver gives the command, "Front Door Evacuation". If the driver is incapacitated, the front door assistant should give the command. Passengers should be reminded that all books, lunches, etc., should be left on the bus.
- d. The front door assistant shall rise and step out of the bus and lead pupils to place of safety.
- e. Passengers seated in the front of the bus on the right hand side shall rise and leave the bus, followed by the passengers occupying the front seat on the left hand side.
- f. The evacuation will continue as described; right hand and left hand side alternately, from the front of the bus backward until all passengers are out.
- g. When the last passenger has apparently departed the bus, the driver shall walk to the rear of the bus checking under and between the seats to make certain that a complete departure has been achieved.
- h. When the driver is certain that all passengers have departed, the fire extinguishers, first aid kit, fuses and reflectors should be transported from the bus.
- i. The driver shall check to see that all passengers are in a safe area and behaving in an orderly manner.
- k. The driver shall place the fuses and reflectors in keeping with state statutes.

POSITION AND DUTIES OF REAR DOOR ASSISTANTS

1. One assistant should be positioned on each side of the aisle in the seat nearest the rear door. The third assistant should sit on the next to the last seat on the right hand side next to the aisle.
2. Assistants should prevent students from touching the emergency door.
3. Assistants should open the door on command from the driver, or if the driver is unable to give such a command, open the emergency door when a rear door evacuation is necessary.
4. Assistants should assist passengers as they alight from the bus when the rear door is used.
5. Assistants should check the bus to make certain all the passengers are out of the bus when front door evacuation is utilized.
6. The third door assistant will, in a rear door evacuation, lead passengers to a safe place and assist in keeping order to maintain safety.

2. REAR DOOR EVACUATION

- a. The sub is stopped, parking brake set, and engine and headlights turned off.
- b. The driver shall stand, open the door, face the passengers, and get their attention.
- c. The driver gives the command, "Rear Door Evacuation". Passengers should be reminded that all books, lunches, etc., should be left on the bus.
- d. The two rear door assistants sitting on the back seats of the bus shall open the emergency door, get out of the bus, stand one on each side of the door and provide assistance to passengers departing the bus. After the bus is evacuated, the two assistants shall proceed with the other passengers.
- e. Third rear door assistant seated in the rear of the bus will follow the first two helpers out of the bus and lead passengers to an area of safety.
- f. Standees on the bus will follow the third rear door assistant in departing the bus.
- g. Passengers on the back seat right hand side shall rise and depart, and then followed by the passengers on the back left hand side.
- h. The evacuation continues as described, right hand back and left hand seats alternately until the last passenger has departed the bus. The driver shall move toward the rear of the bus as the passengers depart, making certain that all passengers have departed the bus. The driver should check under and between all seats as movement toward the rear of the bus is made.
- i. When the driver is certain that all passengers have departed, the fire extinguishers, first aid kit, fuses, and reflectors should be transported from the bus.
- j. The driver shall check to see that all passengers are in a safe area and behaving in an orderly manner.
- k. The driver shall place the fuses and reflectors in keeping with states statutes.

3. FRONT AND REAR DOOR EVACUATION

- a. The bus is stopped, parking brake is set, and engine and headlights turned off.
- b. The driver shall stand, open the door, face the passengers, and get their attention.
- c. The driver gives the command, "Front and Rear Door Evacuation". If the driver is incapacitated, the front door assistant should give the command. Passengers should be reminded that all books, lunches, etc., should be left on the bus.
- d. Passengers in the front half of the bus will exit through the front and passengers in the rear half of the bus will exit through the rear door.
- e. Procedures for Front and Rear Evacuation, as previously described, should be followed.
- f. When the last passenger has apparently departed the bus, the driver shall walk to the rear of the bus checking under and between the seats to make certain that a complete departure has been achieved.
- g. When the last passenger has apparently departed the bus, the driver shall walk to the rear of the bus checking under and between the seats to make certain that a complete departure has been achieved.
- h. The driver shall check to see that all passengers are in a safe area and behaving in an orderly manner.
- i. The driver shall place the fuses and reflectors in keeping with state statutes.

LOADING AND UNLOADING PROCEDURES OVERVIEW

The loading and unloading of students presents the driver tremendous responsibilities and requires the use of sound judgment. The driver must execute the proper procedures for interacting with other vehicular traffic, in directing or assisting students in crossing the roadway, and in managing students as they enter and depart the bus.

CONCEPTS

1. Safe loading and unloading of students is a vital aspect of the school bus driver's job.
2. It is absolutely necessary to follow the recommended procedures for loading and unloading if the health and wellbeing of students is to be protected.
3. Caring for the safety of students is appreciated by other people though it may be demanding at times on the school bus driver.

CONTENT

I. INTRODUCTION

Accident statistics reveal that the highest frequency of student fatalities associated with school buses occur at the time of loading or unloading of students. The vast majority of these fatalities are associated with utilization of improper loading and unloading procedures. Marking required on school buses and State laws governing the operation of the other vehicular traffic near school buses which are stopped for loading and unloading students are clearly specified. Even with these factors contributing to safety, it is still necessary that the students and driver follow the correct procedures for loading and unloading.

II. USE OF RED ALTERNATING FLASHER LIGHTS

It is intended that the loading and unloading functions of the school bus present as little disruption in flow of traffic as possible by controlling traffic only when and where necessary. The uniform signal for stopping traffic is the alternating red flasher lights on a stopped school bus. The alternating red flasher lights are not to be activated until after the school bus has stopped. The flashing amber lights should be used for a pre-warning, and the bus driver may pump the brake pedal to warn drivers to the rear of the impending stop.

The alternating red flasher lights are not to be used in making turns, when stopped at railroad crossings or during periods when the bus is stopped for reasons other than loading or unloading students. The proper use, as well as avoiding the misuse of, the alternating red flasher lights can contribute to the safety of students while loading or unloading.

III. LOADING PROCEDURES

A. Loading students on the roadway

1. Check the traffic in the area as the bus stop is approached.
2. Activate amber alternating warning lights at least 500 feet from the bus stop.
3. Bring the bus to a stop, activate red alternating flasher. Put gear in neutral and set parking brakes.
4. Check to see that all traffic has stopped before opening the door. On some buses the door may have to be cracked open to some extent to activate the alternating flasher.
5. Pupils at the bus stop are to be lined up in single file approximately six feet from the point where the bus stops. An older student should be at the front end and another student should be at the end of the line. Students should wait in the position until instructed to board the bus by the driver.
6. If pupils run toward the bus as it approaches the loading area, the driver should stop as soon as practical. The bus shall remain stopped until such time that the pupils are lined up a safe distance from where the bus is to stop.
7. Instruct the pupils to board the bus when it is safe to do so.
8. Observe the number of pupils at the bus stop and be sure that all board the bus.
9. Know the pupils, if possible, who are to catch the bus at each stop.
10. If there is a pupil missing at a bus stop, ask the other students. Make certain that the other student(s) will not be running to catch the bus.
11. After the pupils have entered the bus and have all been seated, close the door, check the mirrors and traffic, turn off alternating flasher lights, and continue the route.

B. Loading students at the school campus

1. When possible the bus should be located at the assigned loading area prior to the dismissal of a school. Follow these procedures when this situation is possible:
 - a. Ignition switch should be off and key removed.
 - b. Activate alternating red flashers only when loading students.
 - c. Brake should be set and gear should be in park position.
 - d. The driver should stand by the door to assist the students in loading.
 - e. Students should approach loading area in an orderly manner and form a single file for loading.
 - f. An adult, other than the driver, should supervise pupils before they board the bus.
 - g. Signal the adult supervisor for the pupils to enter the bus.
 - h. Pupils should be seated immediately after boarding the bus.
 - i. When all students have boarded the bus, check the area around the bus to see that it is safe to move the bus.
 - j. Enter the bus and prepare to leave the campus.

2. When the students have been dismissed prior to the arrival of the bus the following precautions should be observed:
 - a. Approach the loading area in a very cautious manner and at a slow rate of speed.
 - b. If students run toward the bus as it approaches the loading area, stop as soon as possible. The bus shall remain stopped until such time that an adult in charge of the students has them under control and lined up a safe distance from the loading area.

IV. UNLOADING PROCEDURES

- A. Unloading students at the school campus.
 1. Stop bus at the designated unloading area.
 2. Turn off the ignition, remove the key, and set the brake and gear lever or selector.
 3. Activate alternating red flasher lights only when unloading students.
 4. If the bus must stop on a street to be unloaded, the bus must approach the campus so that the pupils will not be required to cross the street.
 5. All pupils will remain seated until instructed to unload.
 6. Open the door and step off the bus and stand by the bus door.
 7. If all pupils are to be unloaded, give instructions to unload.
 8. Pupils on the front side entrance will leave first, then the pupils on the front seat driver side, and continue alternating to the rear of the bus.
 9. Offer assistance to pupils as they step from the bus and see that all move promptly away from the unloading area.
 10. After all pupils have been unloaded and have moved a safe distance from the loading area, check the area around the bus to see it is clear, then board the bus, fasten seat belts, start engine, check the mirrors, and when safe to do so, move off to parking area or next campus.
- B. Unload students on the roadway
 1. Check the traffic in the area as the bus stop is approached.
 2. Activate amber alternating flasher warning lights at least 500 feet from bus stop.
 3. Bring the bus to a stop, put in neutral and set parking brakes.
 4. Check the traffic, activate red alternating flashers and when safe to do so, open the door.
 5. Pupils to be discharged are to remain seated until the door is opened.
 6. Pupils are to get off the bus, go approximately three (3) feet perpendicular and some fifteen (15) feet forward to a position where the driver can plainly see the feet of all pupils who have gotten off the bus. Pupils crossing the street should do so in front of the bus when directed by the driver.
 7. When all pupils are accounted for, close the door, check the mirrors and traffic turn off alternating flasher lights and when safe to do so, pull onto the roadway and proceed to the next stop.

RAILROAD CROSSING PROCEDURES

RAILROAD CROSSING PROCEDURES

The law states that the driver of every school bus shall stop before crossing railroad tracks. The stop shall be within fifty (50) feet, but not less than fifteen (15) feet from the nearest rail. While stopped, the driver shall listen (open the door if necessary), look in both directions for any approaching train or signals indicating the approach of a train and shall not proceed until it is safe to do so.

After stopping for a railroad crossing, the driver shall cross only in such a gear of the vehicle that there will be no necessity for changing gears. The driver shall **NOT** shift gears while crossing the tracks.

After stopping, the driver shall obey every signal which indicated the approach of a train and shall not cross the tracks when a distance of fifteen hundred (1,500) feet or less, and such train by reason of its speed or nearness to the crossing is an immediate hazard. (Red alternating flashing loading/unloading lights on the bus is **NOT** to be used by a driver while stopping or stopped for a railroad crossing.)

When approaching a railroad crossing, stay in the right (or outside) lane. When you pass the circular sign indicating a railroad crossing, activate the emergency flashers (button on steering column), leaving the emergency flashers on until you start to pick up speed so that a vehicle approaching from the rear will notice that you are moving very slowly.

DAILY MAINTENANCE AND INSPECTION

DAILY MAINTENANCE AND INSPECTION

Drivers are responsible for the proper Pre- and Post- Inspection and filling out of the inspection form on the bus which they are to drive. All work orders must be completed for any repairs needed on said vehicle. If the driver fails to report repairs, the driver will be penalized two (2) points and will be subject to a written reprimand.

A proper pre-inspection may help the driver avoid receiving a violation summons from the police for driving faulty equipment, can avoid being stranded due to mechanical breakdown or can avoid causing an accident.

A proper post-inspection may avoid a potential problem occurring before it happens. It also allows the mechanics time to possibly repair the problem before the next route.

Items needing repair should be written up on a Vehicle Work Order which is then submitted to the Service Parts room for mechanical repair services. Any Drivers using a spare bus is required to fill out and submit a work order for any repairs needed on that bus.

CLOCK-IN INSPECTION

After you clock-in go immediately to your bus. You are allowed fifteen (15) minutes from your clock-in time to the time you are to depart from the Bus Compound. During those fifteen (15) minutes, you must complete your pre-trip inspection, clean window as necessary and bleed the air tank(s) as required. Take the time to review the route sheet and other paperwork as necessary.

OIL, WATER, AND AIR

If, after the pre-trip inspection, you find that you need oil, water, or air, then take the bus to the shop and add the proper amount to your bus. Be careful when approaching or leaving the shop area, there may be several buses there at one time.

ENGINE STARTING PROCEDURE

When starting the engine, **DO NOT** race the engine. If you have any questions as to the proper engine starting procedure for your bus, ask your Lead Driver, or one of the mechanics.

Sometimes the engine will continue to run after your turn off the key. This is called “dieseling” and is caused by a poorly turned engine. If this should occur, do the following.

1. Turn the key back on – the engine will now be running normally again. (Be careful not to turn the key all the way to the starter position).
2. Make sure the parking or emergency brake is set on.
3. Put the bus in gear, (either forward or reverse).
4. Now turn the key off.

By putting the bus in gear, you have put a load or drag on the engine and now it should stop running. Report this at once to the mechanics, so that they can tune the engine and prevent it from happening again.

DIESEL BUS PROCEDURE

DIESEL BUS PROCEDURE

1. Turn the key to "On" position.
2. Oil pressure and water temperature warning lights and buzzer will come on.
3. Air pressure warning light and buzzer will come on if air pressure is low.
4. If engine is cold, "GLOW PLUG" panel light will come on.
5. When "GLOW PLUG" panel light goes off, depress accelerator to the floor and release.
6. With your foot OFF the accelerator, turn key to "START" position and release when the engine starts.
7. Allow for proper warm-up before moving the bus (engine temperature should be about 180 degrees or in the heavy white area of the dial).
8. If you cannot wait for complete warm-up, drive slowly and do not race the engine.

WARM UP PROCEDURES

1. Oil pressure should be between 30 and 60 PSI.
2. Volts should be about 14, in the green area
3. Air pressure should build to the 120 PSI on both sides.
4. After a few minutes, as the engine warms up, the engine idle speed will slow down automatically, RPM will drop from 8 or 9 to 6 or 7.

SPECIAL INFORMATION ABOUT CERTAIN DIESEL BUSES

Some of the diesel buses have two special operating instructions. These buses can be identified by the hood ornament which is a silver/blue square with "DT466".

The DT466 engine is equipped with a turbo charger. The turbo charger spins at a very high speed and will burn up if it is not properly lubricated.

When you have been driving, ALWAYS let the engine idle for five (5) minutes before shutting it off. When you return to the Transportation Compound, the amount of time needed for the post-trip under the hood inspection is enough to let the turbo charge slow down.

Remember, don't just pull up to the curb at a school and immediately shut the engine off - let it idle for five (5) minutes and then shut it off.

SOME DOS AND DON'TS

DO

1. Check cooling system level,
2. Check engine oil level.
3. Check air cleaner and tubing for tightness.
4. Check "air cleaner restriction" gauge (on dash near the key) – the yellow indicator should not be up to the red line.
5. Check for oil pressure and temperature warning lights and buzzer.
6. Check for air pressure warning light and buzzer.
7. Inspect for external –oil, fuel, coolant.

DON'T

1. **DO NOT** tamper with fuel filter drains.
2. **DO NOT** remove air cleaner cover.
3. **DO NOT** crank the engine longer than 30 seconds. If it does not start within 30 seconds, wait 2 or 3 minutes to allow the starter motor to cool. If after three times the engine does not start, call in for a replacement bus or a mechanic.
4. **DO NOT** open a radiator cap on a hot engine.

USE DIESEL FUEL ONLY, NEVER PUT GASOLINE IN A DIESEL BUS

POST INSPECTION

When you return to the Transportation Compound, we allow ten (10) minutes for your post-trip inspection, cleaning your bus, and filling out Vehicle Trouble Report as necessary and required form.

DAILY LOG AND ROUTE SHEET

Leave your daily log and an up-to-date route sheet on the bus. This helps us in the event you are absent and we need to send a sub-driver on your route.

EMERGENCY DOOR WARNING SYSTEM

Most of the buses have a buzzer warning system to indicate if the emergency door is open, or the brake system air pressure is too low. **DO NOT** move a bus if any buzzers are sounding or if a light on the dash indicates that the anti-lock system is not working. Do not tamper with any buzzer warning system.

WINDOWS AND DOOR AT PARKING

Close all windows and slightly close the front door. This will keep dirt and dust out of the bus and of course, will keep it dry in the event of rain. Only use your hand to close all windows. ***THIS IS THE RULE!!***

CLEANING THE BUS

If you are assigned a substitute/extra bus, someone else's bus for a trip, or late run, you are required to do the pre-trip and post-trip inspections and clean the inside as you normally would your own bus.

INFESTATION OF BUS

Occasionally we have a problem with insects on the buses. If your bus has an insect problem, let the Dispatcher know and the bus will be sprayed.

QUESTIONS AND ASSISTANCE

During the course of normal operations, you may have a few questions about something you do not fully understand. PLEASE ASK your Dispatchers or Office Staff. We want to help you as much as possible.

BUS INSPECTION PROCEDURES

1. PRE-TRIP INSPECTION (10 minutes)

a. Approaching Bus

Clean your mind of all outside problems. Take an overall view of bus,

Check for:

Scrapes

Dents

Vandalism

Broken windows

Flat tires

Leaks under the engine on the ground.

b. Under the Hood

When opening a forward tilting hood, place your knee against the bumper while pulling and let the hood down gently.

Check:

Oil level,

Fan belts (looseness, frayed, cracked, rotten)

Radiator fluid level

Washer fluid level

Battery (clamps, acid, hold-down)

Power steering fluid level,

Overall view of engine (excess oil, loose or frayed wires, cracked or rotten hoses).

c. Driver's Seat

Check parking brake and gear selector.

Start engine and check ammeter, oil pressure gauge, fuel gauge

Turn on radio

Windshield, wipers (low and high), washer fluid

Fans, heater, defrosters (low and high)

- d. First Inside Inspection
 - Dome lights and ceiling
 - Left signal (and indicator)
 - Yellow loading lights (and indicator)
 - Reverse lights
 - Brake lights
 - Rear door emergency buzzer
- e. Second Inside Inspection
 - Right signal (and indicator)
 - Windows
 - Walls
 - Seats
 - Floors
 - Restraint Bars
- f. Outside Inspection (Right Side)
 - Front right side clearance light and reflector
 - Right side mirror and bracket
 - Foot peg
 - Side light of right signal
 - Front right tire (pressure, thread, bubbles, lug nuts, wheel grease, etc.)
- g. Outside Inspection (Front)
 - Front Clearance lights
 - Red loading lights (and indicator)
 - Emergency flashers (and indicator)
 - Headlights (high and low beams)
 - Bus body (scrapes and dents)
- h. Outside Inspection (Left Side)
 - Crossover mirror, left convex mirror and bracket
 - Side left tire (pressure, thread, bubbles, lug nuts, wheel grease, etc.)
 - Foot peg
 - Left side mirror and bracket
 - Front right side clearance light and reflector
 - Air tank
 - Underside (front leaf springs, muffler and exhaust pipe, drive shaft, front side of differential)
 - Middle left side clearance light and reflector
 - Left rear tires (pressure, thread, bubbles, lug nuts, wheel grease, etc.)
 - Rear left side clearance light and reflector
 - Bus body (scrapes and dents)

- i. Outside Inspection (Rear)
 - Rear clearance lights
 - Red loading lights
 - Emergency flashers
 - Taillights (license plate light)
 - Red reflectors
 - Underside (rear leaf springs, differential, tail pipe)
 - Rear emergency door (buzzer, strap)
 - Bus body (scrapes and dents)

- j. Outside Inspection (Right Side Rear)
 - Rear right side clearance light and reflector
 - Rear Air Tank (GMC only)
 - Rear right tires (pressure, thread bubbles, lug nuts, wheel grease, etc.)
 - Middle right side clearance light and reflector
 - Fuel Cap
 - Bus body (scrapes and dents)

- k. Third Inside Inspection
 - Passenger compartment step light
 - Emergency reflectors
 - Fire extinguisher (safety pin, pressure, expiration date, bracket)
 - First aid kit
 - Headlights (high beam and indicator)
 - Adjust driver's seat
 - Adjust mirrors
 - Brake pressure
 - Horn
 - Gauges (air, fuel, water, oil pressure)
 - Paperwork
 - Seat belt

“AM I MENTALLY AND PHYSICALLY PREPARED FOR THIS TRIP?”

2. POST-TRIP INSPECTION (10 minutes)

- Paperwork
- Transmission fluid level (except DT diesel buses)
- Check bus body and tires
- Turn off engine (check dieseling)
- Clean interior
- Close windows
- Turn off radio
- Close door

The fuel gauge should indicate a safe margin of fuel for the day's operation and should never be less than 1/4 full.

The oil pressure gauge should indicate adequate pressure. If adequate pressure is not indicated, the engine should be turned off. Report this condition immediately, and do not drive the bus.

The ammeter should show a charge when the engine is running. If a discharge is indicated, stop the engine and report it at once.

The water temperature gauge shows the temperature of the coolant in the engine. After the engine has been running for several minutes, the indicator should read "**WARM**".

The vacuum or air pressure gauge should indicate adequate capacity to operate the brakes. Do not operate the bus until the reverse vacuum or air reaches the manufacturer's minimum recommendations. Excessive loss of pressure overnight can indicate a leak in the air system. Any excessive loss should be reported immediately.

3. BRAKES

- a. Check the holding power of the parking and/or emergency air brake.
- b. Check for full pedal foot brake, and the position the pedal holds under continued pressure.
- c. Check the brake lights. This can be done by having the rear of the bus near a building, by noting the movement of the ammeter band or by having someone else apply the brakes.

4. CHECK THE CONDITION OF SEATS AND FLOOR

5. CHECK THE EMERGENCY DOOR OPERATION FROM INSIDE THE BUS

6. CHECK THE CLUTCH (IF APPLICABLE)

- a. Chattering
- b. Grabbing
- c. Slipping tendency
- d. Amount of free pedal proper release

7. WHEN LEAVING PARKING AREA, CHECK STERRING

- a. Stiffness
- b. Loose movement

8. UPON RETURNING TO THE PARKING LOT

- a. Check the transmission oil level before shutting the engine off.
- b. Make sure transmission is in the "N" position and parking brake is set.

9. POST-ROUTE INSPECTION PROCEDURES

- a. Inspect the interior of the bus for articles left on the bus, condition of seats, walls and windows.
- b. Sweep and clean the interior of bus.
- c. Close all windows
- d. Check exterior of bus including the conditions of tires mirrors, lights, and exhaust system.
- e. Complete bus report
- f. Complete driver's report to principal of discipline problems, injuries, illness or other information as appropriate. Also, report names of students causing damage. Provide the names of students sitting in area of damage, type and amount of damage, and when it was done.
- g. Turn in reports and articles left on the bus to the appropriate school administrator or supervisor.

10. USING THE SENSES TO ASSIST IN PREVENTIVE MAINTENANCE

- a. Listen for sounds that would indicate problems developing in the bus.
 1. Sharp knock when picking up speed.
 2. Light knock when engine is running at idle speed.
 3. Dull regular knock.
 4. Clicking or tapping noises.
 5. Continuous or intermittent squeal or squeak. .
 6. Loud exhaust noise.
 7. Engine backfiring, missing, popping, spitting, or overheating.
 8. Steaming and hissing.
- b. Feeling for trouble
 1. Excessive vibration in the engine compartment, steering wheel, or drive line may indicate trouble.
 2. Low speed or high speed shimmying.
 3. Hard steering and steering wander.
- c. Looking for trouble
 1. Sudden drop in oil pressure or excessive oil consumption (Immediately shut off engine).
 2. Smoke coming from under the dash.
 3. Smoke coming from under the hood.

- d. Smelling for trouble
 1. Odor of gasoline.
 2. Odor of burning rubber.
 3. Odor of burning oil.
 4. Odor of burning rags.
 5. Exhaust fumes.

AUTOMATIC TRANSMISSIONS

Most of the regular buses are equipped with Allison Automatic Transmissions. The automatics are rugged and are designed to provide long, trouble-free service, IF they are properly used and cared for.

The range selector has six (6) positions:

“R” (reverse) - Use this for backing the vehicle. The vehicle **MUST** be completely stopped before shifting from a forward gear to reverse or from reverse to forward gear.

“N” (neutral) - Use this position when starting the engine. If the engine starts in any other position, **REPORT THIS IMMEDIATELY**. Use neutral gear when the vehicle will be left unattended or while the engine is running. **APPLY THE PARKING BRAKE**.

BLEEDING OF AIR TANKS

All of the 71-passenger school buses use an air brake system, which includes one or two storage tanks for pressured air. Air under pressure, together with high humidity causes water to form at the bottom of the tank. If the water is allowed to remain in the tank, it will gradually work its way through the entire braking system.

When the water comes in contact with other parts of the braking system, problems start to occur. For instance, if water gets in the modulator valve, the brakes will “lock-up” and the only way to move the vehicle is with a wrecker.

Because of the any potential safety problems, drivers are **REQUIRED** to bleed the water from the air tank once a day.

The proper procedure for bleeding the air tanks is as follows:

During the pre-trip inspection, after the engine has run long enough to build up adequate air pressure, you very slowly and carefully open the bleeder valve and allow the water to drip very slowly out. If you open the valve too far or too fast, the water and air will ballast out, doing two things: (1) getting you wet and (2) stirring the water up in the tank, thus not draining all of it.

Pliers will be supplied for those who need a pair. The driver is responsible for the pairs of pliers assigned to his bus, Some of the valves are equipped with a long bolt through them, thus making them very easy to open.

When closing the valve, be sure to close it tight enough so that air will not leak out, but do not over tighten.

The air tanks(s) are located under the bus and require a driver to kneel on the pavement. Some drivers have found it helpful to carry a small rag or towel to kneel on.

The GMCs have TWO (2) tanks; the first is located a few feet behind the front wheel on the driver's side. This tank has two valves. You need to bleed the one located at the front of the tank, which comes out of the end of the tank. If you are unable to open the valve, you can use the other valve.

The second tank is located just behind and between the rear wheels almost in the center. You can get to this tank from the passenger's side of the bus and the tank has only one valve.

The INTERNATIONALS have only (1) tank located a few feet behind the front wheel on the driver's side. The tank has three valves and you should use the one at the front of the tank.

FORMS

There are several forms that a driver needs to become familiar with.

PRE AND POST TRIP INSPECTION VEHICLE FORM

The purpose of this inspection is to check the entire bus for any fluids, items or needed repairs prior to the beginning and ending of bus route. It is also used to check for any vandalism that may have occurred to the bus.

VEHICLE WORK ORDER

A bus driver must report needed repairs and adjustments of a bus on the Vehicle Work Order form and turn it in to the Service/Parts Department Personnel.

STUDENT REGISTRATION SHEET

The department needs to have an accurate registration sheet for each student transported. The driver shall give all students a Student Registration Form to be completed and signed by their parents at the beginning of the school year and whenever a new student is enrolled. **DO NOT LET A STUDENT FILL OUT THIS FORM.** The driver then completes his portion of the sheet and turns it in to the Route Specialist.

STUDENT COUNT REPORT

State law requires that each month, the school district counts the number of students that ride a school bus. This is done on the T.E.A. Register of Eligible Riders Form. The route number, student's names, grade levels, and the number of students is the data that a driver needs to collect on this form. It **MUST** be completely and accurately filled out by the driver. **DO NOT LET A STUDENT FILL OUT THIS FORM.**

STUDENT SEATING CHART

This form is used to assign seats students riding the bus.

BUS CONDUCT REPORT

The purpose of the Bus Conduct is to inform the parents of a disciplinary incident involving the student on the bus. A driver should not tolerate misconduct on the bus and should use the Bus Conduct Report to accurately describe every incident which occurs on his/her bus. The driver/aide then gives the report to the proper school official (principal, assistant principal, etc.) who assumes the responsibility for taking proper disciplinary action. If a school official fails to follow-up on the Bus Conduct Report, the driver should report it to a Transportation Department Administrator.

STUDENT ACCIDENT/INCIDENT REPORT

Injury to a student on a school bus or around a school bus stop is immediately reported by the driver on a Student Accident/ Incident Report Form. These reports are to be turned in to the secretary in the Transportation Department. Please describe all details accurately.

OPERATIONAL BUS ROUTE FORM

The route sheet is a written description of the bus route. It gives the times, stops, turns, and the street the route follows. Drivers are responsible for keeping the route sheet up-to-date. Drivers, however, should not alter routes without the permission of the Dispatchers or Director of transportation.

TRIP REQUISITION FORM

This form needs to be turned into the Transportation Departments tow (2) weeks prior to the date of trip. No vehicle will leave on an extracurricular trip without this approval.

SCHOOL BUS DRIVER CERTIFICATE

State law requires that “.....the driver of a school bus shall have in possession a certificate stating that he is enrolled in or has completed a driver training course in school bus safety education....” In order to obtain a Texas Education Agency School Bus Driver Certificate, a driver must complete the twenty (20) hour Texas School Bus Driver training course. The certification is valid for three (3) years and the driver must complete a refresher course after that in order to continue this verification. A driver who is not certifies, is issued a temporary “Enrollment Certificate”, which is good only for one (1) year. A driver must complete his training and get certified after his Enrollment Certificate expires or he cannot drive a school bus.

ANNUAL EMPLOYEE EVALUATION REPORT

An employee's job performance is evaluated annually. The evaluation is rated as accurately as possible, free from prejudice, bias or favoritism. Ratings are to be based on demonstrated performance or observed traits for the entire rating period.

Rating indicators are:

Attendance	Interpersonal Relationships
Quality of Work	Initiative
Quantity of Work	Judgment
Knowledge of Work	Personality
Dependability	Safety Habits
Attitude toward Work	Personal Appearance
Adaptability	Supervision (if applicable)
Cooperation	General Rating

SUMMER EMPLOYMENT PROGRAM

Near the end of the school year every full time employee will have the opportunity to work based on the employee evaluation ranking.

1. Perfect attendance,
2. Perfect punctuality,
3. Perfect safe work habits,
4. Perfect safe driving (no preventable accidents),
5. Driver's evaluation report, and
6. Seniority.

If you want to rate high for summer employment and route selection, come to work every day, be on time, follow acceptable safety procedures, and don't have any preventable accidents.

In addition, based on your perfect attendance a one (1) point will be subtracted from your evaluation point system for having zero (0) absences throughout the year no matter the cause.

During the non-school or summer months, limited employment opportunities are available in the department. If offered the opportunity to work the Summer School Program you are allowed only (1) one absence: Failure to complete the designated schedule, can and will negatively impact your eligibility for next school year's summer program.

Drivers and Special Needs Monitors are employed to do such work as: Drive designated routes, serve as monitors for special education and regular routes, and provide services for summer school field trips. Or any other duties assigned by the Transportation Director.

QUALIFICATIONS FOR SUMMER EMPLOYMENT

Effective immediately, Jury Duty leave, Bereavement Leave, Physician Ordered Leave and Catastrophic Illness Leave taken during summer employment will not cause an employee to forfeit the remainder of summer employment once the affected employee is able to resume his/her summer employment days, if any remain upon return:

Effective immediately, Jury Duty Leave, Bereavement Leave, Physician Ordered Leave and Catastrophic Illness Leave taken during summer employment will not prevent an employee from qualifying for employment for the following year's summer program.

Verification of such leave by employee must be submitted to your designated Administrator.

Employee **will not** be compensated with pay for any leave taken during summer employment.

EMPLOYEE PENALTY POINT SYSTEM

Being human, we all make mistakes. Considering the critical nature of the school bus driver as well as the bus monitor job, there is a penalty point system which mistakes cannot be tolerated. Repeated violations of traffic laws and District rules and procedures by employees, form a pattern or irresponsible behavior that calls to question whether the employee is more a liability than an asset to the District. The penalty point system described in this section is intended to provide a deterrent to such irresponsible employee behavior, thereby enhancing the safety and efficiency of the Transportation Department operations.

Penalty points will not be assessed without a hearing. Guilt is not an automatic presumption. Extenuating circumstances will always be considered.

The following table lists the violations for which penalty points will be assessed, along with the point value of the particular violation. Pay particular attention to the explanatory footnotes pertaining to those violations denoted with an asterisk (*).

<u>VIOLATION</u>	<u>POINTS</u>
1. Fraudulent entry on the Driver Time Card	10
2. Neglecting to report to the Transportation Director any type of vehicular accident Involving damage or injury.....	10
3. Theft	10
4. Bringing a privately owned vehicle into the Bus Compound (without prior approval).....	10
5. Insubordination (not doing what you are told to do).....	10
6. Preventable accident (bus driver at fault)*	5
7. Speeding	5
8. Fueling bus while engine is running or passengers are on board.....	5
9. Failure to stop at a railroad crossing.....	5
10. Not reporting for work and not calling dispatcher or supervisor	5
11. Knowingly allowing any unauthorized person(s) to ride the bus	5
12. Misuse of fuel credit card.....	5
13. Failure to perform pre-operation safety check before each run	3
14. Not reporting to assigned bus, route, activity, or trip.....	3
15. Dress code violation (uniform)	2
16. Leaving bus unattended with the engine running	2
17. Driving streets that are outside of the designated route	2
18. Failure to turn in bus/work order for maintenance when needed or when directed to.....	2
19. Failure to make a safe turn to the right on a red traffic light.....	2
20. Failure to perform Daily Preventive Maintenance Inspection.....	2
21. Failure to check inside of bus after unloading students on each run	2
22. Driving without a seatbelt fastened.....	2
23. Keys must be returned to Key Board after each run.....	2
24. Use of cell phones or texting for personal use while driving	2
25. Bus idling for more than 5 minutes	2

EMPLOYEE PENALTY POINT SYSTEM – (Con’t)

<u>VIOLATION</u>	<u>POINTS</u>
26. Failure to turn in documentation reports to office on time	2
27. Not reporting for work and not calling dispatcher or supervisor at least <u>30 minutes</u> prior to scheduled sign in time	1
28. Tardy: arriving for work after scheduled sign-in time	1
29. Failure to bleed air tank daily	1
30. Failure to sweep bus when needed	1
31. Driving without headlights on	1
32. Leaving bus window and/or door open overnight	1
33. Failure to clock in and out before and after each run	1
34. Unscheduled stops	1
35. Failure to turn in Absent from Duty Report immediately after returning to work	1
36. Loitering	1
37. Driving District vehicle for personal use (errands, etc....)	1
38. Other	1

NOTE: The accumulation of 10 points will result in recommendation for termination of employment and tampering with school district property will be grounds for termination.

*In addition to receiving five (5) penalty points, the driver may be suspended without pay one (1) to three (3) working days. Flagrant, preventable accidents may result in termination.

REPRIMAND PENALTY POINT PROCEDURES

- LEVEL 1-----First Written Verbal Warning
- LEVEL 2-----Written Write Up
- LEVEL 3-----Written Write Up Possible Suspension
- LEVEL 4-----Written Write Up Recommend Termination

Part B

HEAD MECHANIC– JOB DESCRIPTION

GENERAL DUTIES: To assure that all transportation department vehicles operate in a safe and efficient manner and that routine preventive maintenance is performed in order to maximize vehicle life.

REPORTS TO: Director of Transportation/
Transportation Administrator

ESSENTIAL KNOWLEDGE AND SKILLS:

1. Knowledge in the field of gasoline and diesel engine repairs.
2. Must be certified school bus driver.
3. Must have interest and empathy for children.
4. Must possess comprehensive knowledge of driving safety and courtesy.
5. Must know the federal, state and local school district rules, regulations, procedures, and laws as they relate to the operation of a passenger vehicle.
6. Must have a valid commercial driver's license with all appropriate endorsements and classifications, and all other required licenses, permits and certificates.
7. Must have the ability to understand and carry out written and oral instructions.
8. Must be able to meet or exceed the annual state required physical examination.
9. Must be willing and able to submit to and pass substance abuse testing as prescribed by local school board policy.
10. Must have and maintain a satisfactory driving and criminal background which meets all local school district, state and federal requirements.
11. Must take an annual tuberculin test with negative test results.
12. Must be able to communicate well with people, including clear and understandable verbal skills.
13. Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
14. Must be able to drive all school district vehicles, including full-size standard shift vehicles and to operate lift equipment and securement devices on special needs equipment vehicles.
15. Must be at least eighteen (18) years of age.
16. Must attend in-service training classes and safety meetings as required by the department, local school board and State or Federal Government.
17. Must be able to read and interpret schedules and forms, as well as read and use a map.
18. Must provide the Transportation Office with an up-to-date telephone number and mailing address.

PRIMARY JOB FUNCTIONS:

1. Must have thorough knowledge of automobile and truck functions, air-conditioning systems, welding, transmissions, drive lines, brake systems, and of all operating functions of school buses..
2. Must have thorough knowledge of motor vehicle laws and of U.I.S.D. policies and procedures.
3. Maintain of the school district's motor vehicles as assigned, such as buses, trucks, cars, and trailers, etc.
4. Enforce safe and proper usage of tools and equipment in the work area.
5. Supervise and enforce the efficient operation of the school bus maintenance shop and personnel.
6. Maintain a system for maintenance of all school buses and transportation vehicles.
7. Provide necessary parts and materials for job assignments.
8. Contact companies to obtain bids for parts and materials.
9. Observe safety standards and enforce their use in performing all duties.
10. Conduct professional workshops to stay abreast of new techniques and lawful requirements.
11. Must respond to calls after regular hours and on weekends as needed.
12. Must have excellent work habits and be able to follow oral and written instructions.
13. Must meet all the criteria set for bus drivers in relation to being able to drive buses. (Clean driving record, training, etc.)
14. Must be able to work independently and make responsible decisions in emergency situations.
15. Recommend the purchase of all equipment and parts used to properly maintain the school district's vehicles.
16. Assist Director in recruitment and evaluation of shop personnel.
17. Perform all other duties assigned.

WORKING CONDITIONS:

- 1, Conditions include stooping, bending, kneeling, reaching, walking and standing.
2. Work outside and inside; exposure to heat, dampness and humidity; exposure to road hazardous.
3. Operating vehicles in inclement weather, heat and cold.
4. Considerable exposure to dust and vehicle fumes.
5. The above statements are intended to describe the general nature and level of exposure in working conditions for people assigned to this classification. They are not intended to be construed as a complete and specific list.

MECHANIC – JOB DESCRIPTION

GENERAL DUTIES: To assure that all transportation department vehicles operate in a safe and efficient manner and that routine preventive maintenance is performed in order to maximize vehicle life.

REPORTS TO: Head Mechanic

ESSENTIAL KNOWLEDGE AND SKILLS:

1. Knowledge in the field of gasoline and diesel engine repairs.
2. Must be certified school bus driver.
3. Must have interest and empathy for children.
4. Must possess comprehensive knowledge of driving safety and courtesy.
5. Must know the federal, state and local school district rules, regulations, procedures, and laws as they relate to the operation of a passenger vehicle.
6. Must have a valid commercial driver's license with all appropriate endorsements and classifications, and all other required licenses, permits and certificates.
7. Must have the ability to understand and carry out written and oral instructions.
8. Must be able to meet or exceed the annual state required physical examination.
9. Must be willing and able to submit to and pass substance abuse testing as prescribed by local school board policy.
10. Must have and maintain a satisfactory driving and criminal background which meets all local school district, state and federal requirements.
11. Must take an annual tuberculin test with negative test results.
12. Must be able to communicate well with people, including clear and understandable verbal skills.
13. Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
14. Must be able to drive all school district vehicles, including full-size standard shift vehicles and to operate lift equipment and securement devices on special needs equipment vehicles.
15. Must be at least eighteen (18) years of age.
16. Must attend in-service training classes and safety meetings as required by the department, local school board and State or Federal Government.
17. Must be able to read and interpret schedules and forms, as well as read and use a map.
18. Must provide the Transportation Office with an up-to-date telephone number and mailing address.

PRIMARY JOB FUNCTIONS:

1. Must have thorough knowledge of automobile and truck functions, air-conditioning systems, welding, transmissions, drive lines, brake systems, and of all operating functions of school buses.
2. Must have thorough knowledge of motor vehicle laws and of U.I.S.D. policies and procedures.
3. Maintain the school district's motor vehicles as assigned, such as buses, trucks, cars, and trailers, etc.
4. Wash school buses and other vehicles when needed.
5. Notify the immediate supervisor immediately of any mechanical condition which is dangerous to the operation of the vehicle.
6. Observe safety standards in performing their duties.
7. Keep abreast of new techniques and attend workshops.
8. Must respond to calls after regular hours and on weekends as needed.
9. Assist in driving a bus route if needed.
10. Instruct and supervise Mechanic Assistant.
11. Enforce all district policies and guidelines.
12. Must have excellent work habits and be able to follow oral and written instructions.
13. Must meet all the criteria set for bus drivers in relation to being able to drive buses. (Clean driving record, training, etc.)
14. Must be able to work independently and make responsible decisions in emergency situations.
15. Perform all other duties assigned.

WORKING CONDITIONS:

- 1, Conditions include stooping, bending, kneeling, reaching, walking and standing.
2. Work outside and inside; exposure to heat, dampness and humidity; exposure to road hazardous.
3. Operating vehicles in inclement weather, heat and cold.
4. Considerable exposure to dust, and vehicle fumes.
5. The above statements are intended to describe the general nature and level of exposure in working conditions for people assigned to this classification. They are not intended to be construed as a complete and specific list.

SHOP PROCEDURES

All employees who are working in the Transportation Maintenance Department must conform to the School Board District Policies, Transportation Department Employee Handbook, the Mechanic Safety Handbook and the Shop Procedure Rules and Guidelines. This includes Dispatchers, Handyman, Head Mechanic, Mechanics. The Head Mechanics, under the direction of the Director of Transportation and the Assistant Director of Transportation, will be in charge of the shop personnel and shop assignments. The following are items which will be enforced.

1. The purpose of the Transportation Department is to provide safe and efficient transportation services.
2. We will encourage a positive attitude and a feeling of cooperation in order to meet the department's goals and objectives.
3. When someone visits our office or shop they will leave with a positive feeling.
4. We will always try to serve the Transportation needs of our District and visiting Districts.
5. Keep a positive attitude in dealing with the public.
6. To produce a positive feeling in dealing with the public, our department:
 - a. Shall take pride in their work.
 - b. Shall take pride in their appearance.
 - c. Shall be courteous and polite.
 - d. Shall not do personal business during working hours.
 - e. Shall not do unauthorized trips or stops in school vehicles.
 - f. Shall refrain from the use of inappropriate language.
7. Keep the office and shop area clean. Keep your work area clean and organized.
8. Money is tight, consider all options and clear with your supervisor before requesting purchases. Do not order or receive any merchandise without a Purchase Order.
9. Take proper care of tools, clean your area and return equipment to its' designated areas at the end of the day.
10. Breaks will be from 10:00 a.m. until 10:15 a.m. and 3:00 p.m. to 3:15 p.m. Work duty emergencies will come before breaks; any exceptions must be preauthorized. A break is to rest, "Not Sleep or Horseplay". Sit or stand during the breaks, no laying down. Breaks are not cumulative or transferable.

SHOP PROCEDURES – (Con't)

11. Individuals will not do any personal banking or shopping during working hours.
12. Stay in your assigned areas.
13. Keep a positive attitude. If you cannot say something good, don't say something bad. Bad mouthing others is neither positive nor tolerable.
14. Lunch breaks will be in two shifts and one hour as assigned. Someone must always be on duty during lunch.
15. Work schedules will be as assigned. All employee overtime must be preauthorized by the Director of Transportation or Assistant Director.
16. Do not stand around if you finish your tasks, check for new work orders, or with your supervisor for further assignments. No loitering or bothering office staff. Upstairs offices are for authorized personnel or official business only.
17. Gambling of any type is not permitted on school property. (Playing cards, dice, throwing objects, etc.)
18. Horse playing will not be permitted or tolerated.
19. Relationships between all employees must be professional in nature.
20. Smoking is prohibited on all district properties/vehicles.

In reference to part replacements, please be on notice that you are required to turn in all parts/cores to the Parts Room Personnel. If repairs take place on the road, the mechanic is responsible to turn in the core as soon as he returns from the road service repair. Do not leave core part(s) in the shop, truck, nor the wrecker truck.

In reference to use tires, please be on notice to place used tires in its designated area. Place tires in a neat manner. Do not leave used tires other than their designated area.

Monitor your working area so that it remains clean and safe from all unwarranted/hazardous items. Preventable accidents can be avoided by following such procedures.

ALL SCHOOL BUS DRIVER/MECHANICS ARE REQUIRED TO BE CERTIFIED AS SCHOOL BUS DRIVERS. ALL APPLICABLE POLICIES PERTAINING TO SCHOOL BUS DRIVERS SHALL ALSO APPLY TO MECHANICAL SHOP PERSONNEL.

MECHANIC VACATION DAYS

Vacation time (10 days) will not be permitted during the month of June and the last two weeks in August. Vacation days need to be taken prior to May 31st of the current calendar school year. Prior approval from your immediate supervisor is required. Any mechanic that uses a vacation day over the summer shall be on notice that each vacation day used shall count as one (1) vacation day. If you are absent the entire week during the summer you will be deemed to have used five (5) vacation days.

Additionally, a mechanic wrecker driver must be present at all times and all locations to ensure that the district needs are met accordingly.

IT IS UP TO YOU!!!

**UNITED INDEPENDENT SCHOOL DISTRICT
LAREDO, TEXAS**

TRANSPORTATION DEPARTMENT

EMPLOYEE GUIDELINES ACKNOWLEDGMENT FORM

I have received and read the Transportation Department Employee Handbook and have had all questions answered. I also understand that from time to time, it may become necessary to change, add, or delete certain rules, regulations and/or procedures and that it is my responsibility to make the necessary notations and corrections in my handbook. I also agree that as an employee of the United Independent School District Transportation Department I will conform to all rules, regulations, and/or procedures contained in the Transportation Department Employee Handbook. I further understand that my placement on a route, the route description and/or selection of extra work duties is subject to change at any time.

Print Name

Employee Signature

Date