

**TRANSPORTATION DEPARTMENT**  
**USD 443 – Dodge City Public Schools**

**SCHOOL BUS DRIVER  
HANDBOOK**



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## **NON-DISCRIMINATION NOTICE**

USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups.

## **SECTION 504 GRIEVANCE PROCEDURE**

USD 443 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging noncompliance with Section 504 of the Rehabilitation Act of 1973 in any program or activity administered by the District. The following persons have been designated as Section 504 Coordinators:

- Title VI, Age Discrimination Act, Section 504 or other pertaining to Employment: Executive Director of Human Resources, 1000 2<sup>nd</sup> Avenue, Dodge City Kansas 67801 (620) 371-1004.
- American Disabilities Act, Section 504 or other pertaining to facilities: Executive Director of Business & Operations, 1000 2<sup>nd</sup> Avenue, Dodge City Kansas 67801 (620) 371-1001.
- Title IX, Section 504 or other pertaining to students: Assistant Superintendents of Elementary or Secondary Education, 308 W. Frontview, Dodge City, Kansas 67801, (620) 227-1763.

Any person who believes he or she has been subjected to discrimination on the basis of disability in a program or activity administered by USD 443 may file a grievance under this procedure. Retaliation against a person who files a complaint of discrimination on the basis of disability pursuant to the grievance procedure, or persons who participate in related proceedings, is prohibited.

## **PROCEDURE:**

- Grievances must be submitted to the Section 504 Coordinator within 30 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing the complaint. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint [form](#) is available.
- The Section 504 Coordinator (or his/her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of USD 443 relating to such grievances. The Section 504 Coordinator shall maintain the confidentiality of the person who files a complaint.
- The Section 504 Coordinator will issue a written decision on the grievance no later than thirty (30) days after the filing of the complaint.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, (816) 268-0550.

## **DRUG-FREE WORK PLACE**

The Board of Education believes that maintaining a drug-free work place is important in establishing an appropriate learning environment for the students of the District. The manufacture, use, possession, sale, transfer, or purchase of or being under the influence of any illegal drugs or other controlled substances in any unlawful or unauthorized manner by a classified employee is prohibited on District property or at any school sponsored event.

As a condition of employment in the District, classified employees shall abide by the terms of this policy. Any classified employee violating this policy shall be subject to disciplinary action up to and including termination, and may be referred to the appropriate authorities for possible criminal prosecution.

Classified employees covered by this Agreement may be required to be tested for the presence of drugs and/or a breath sample for the testing of the presence of alcohol where there is reasonable suspicion to believe that the classified employee, when appearing for duty or on the job, is under the influence of alcohol or other drugs or his/her job performance is impaired by the use or abuse of alcohol or other drugs or if there is verified information pointing toward possible abuse of alcohol or drugs.

Reasonable suspicion must be based upon objective facts or specific circumstances that present a reasonable basis to believe that the classified employee is under the influence of or is using or abusing alcohol or drugs. Examples of reasonable suspicion shall include, but are not limited to: slurred speech, distinguishing odor or smells associated with drug or alcohol use, disorientation, abnormal conduct or behavior. In addition, such reasonable suspicion must be documented in writing. Written documentation must be presented as soon as possible to the classified employee, who shall maintain this report in the strictest confidence, except that a copy shall be released to any person designated by the affected classified employee. Requested tests under this policy must be taken within two (2) hours of this request. Failure to submit to the requested test may result in termination. Failure to submit to the requested test may result in termination.

All sample collection shall be conducted off-site by non-Unified School District 443 personnel and will be subject to observation and verification as determined by the collection facility.

Classified employees found to have positive test results may be terminated or be subject to random drug testing at the request of the district for a period of up to eighteen (18) months.

Any classified employee charged under a criminal drug statute may be temporarily suspended with or without pay, transferred, or reassigned by the Superintendent pending final disposition of such charges.

Any classified employee who is convicted under a criminal drug statute must notify the Superintendent or his designated representative of the conviction within five (5) days after

the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate actions with the employee. Any classified employee who is convicted under a criminal drug statute for the manufacture, sale, transfer, purchase with intent to sell, or possession with intent to sell of any drugs or other controlled substances in any unlawful or unauthorized manner—may be suspended without pay, transferred, reassigned or terminated.

Any classified employee who is convicted under a criminal drug statute for the use, possession, or purchase for the classified employee's use only, of any illegal drug or other controlled substance in an unlawful or unauthorized manner or is under the influence of such on district owned property or at any school sponsored activity may be suspended with pay or placed on probationary status. The classified employee, at the classified employee's expense, shall be required to successfully complete the requirements of an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The failure of the classified employee to successfully complete such program may be grounds for termination. A second occurrence for the same or similar offense may result in the classified employee being suspended with or without pay, transferred, reassigned or terminated.

Enforcement of this policy shall be by the Board of Education and/or the Superintendent of Schools or designated representative.

Each classified employee in the district shall have access to a copy of this policy.

This policy is intended to implement the requirements of the Federal Regulations promulgated under the Drug-Free Work Place Act of 1989, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing laws.

## FOREWORD

This Driver Handbook is written to promote the highest degree of professionalism, safety and efficiency in the school transportation services offered to the students of USD 443 - Dodge City Public Schools. It is designed to be an aid to you, the driver, and it gives much of the information needed to meet our district requirements.

Driving a school bus is not an easy task or one to be taken lightly. School bus drivers bear a degree of responsibility imposed upon no other class of professional drivers. School bus driving requires constant attention, a full measure of driving skill, diplomacy in handling students, parents, school personnel and the public, a complete knowledge of all applicable rules and regulations, an understanding of defensive driving, basic first aid, CPR, and last, but not least, a deep feeling of personal responsibility for the students aboard your bus. Once a school bus leaves the district transportation facility, the success or failure of that trip rests mainly with you.

Please read this handbook carefully and be sure to ask questions if any point is not clear. Questions and suggestions are always welcome! You will be held responsible for a complete understanding and knowledge of the contents of this book.

We are glad that you have chosen to work at the USD 443 Transportation Department. This handbook has been developed to assist you in your daily work and to answer questions that arise most frequently. This handbook is not an employment contract, and no language contained within these pages should be interpreted either as a contract provision or as a promise of employment. The information is only intended to describe the present operating procedures of USD 443 Transportation Department.

This School Bus Driver Handbook sets forth policies and regulations for all persons who drive school buses for Unified School District 443, Dodge City, Kansas.

In addition to USD 443 regulations set forth in this handbook, all drivers shall follow all regulations and laws required by the Federal Government and the State of Kansas and all regulations stated in the School Transportation Regulations Handbook issued by the Kansas Department of Transportation and Department of Education.

Training school bus drivers is a continuous effort in USD 443. Drivers receive extensive classroom and behind the wheel training as well as certifications in First Aid, CPR and Defensive Driving. State required meetings are held once a month during the school year to discuss safety issues and other subjects related to bus operations.

The transportation of pupils to and from school is a necessary part of our educational system. In no other area of education do we accept more responsibility for student life and welfare than during the movement of children in school buses on rural roads, public streets and highways.

The Board of Education reserves the right to make amendments or changes to this handbook at any time.

Defensive Driving is skillful driving.

You should be as good as, or better than,  
any driver you meet.

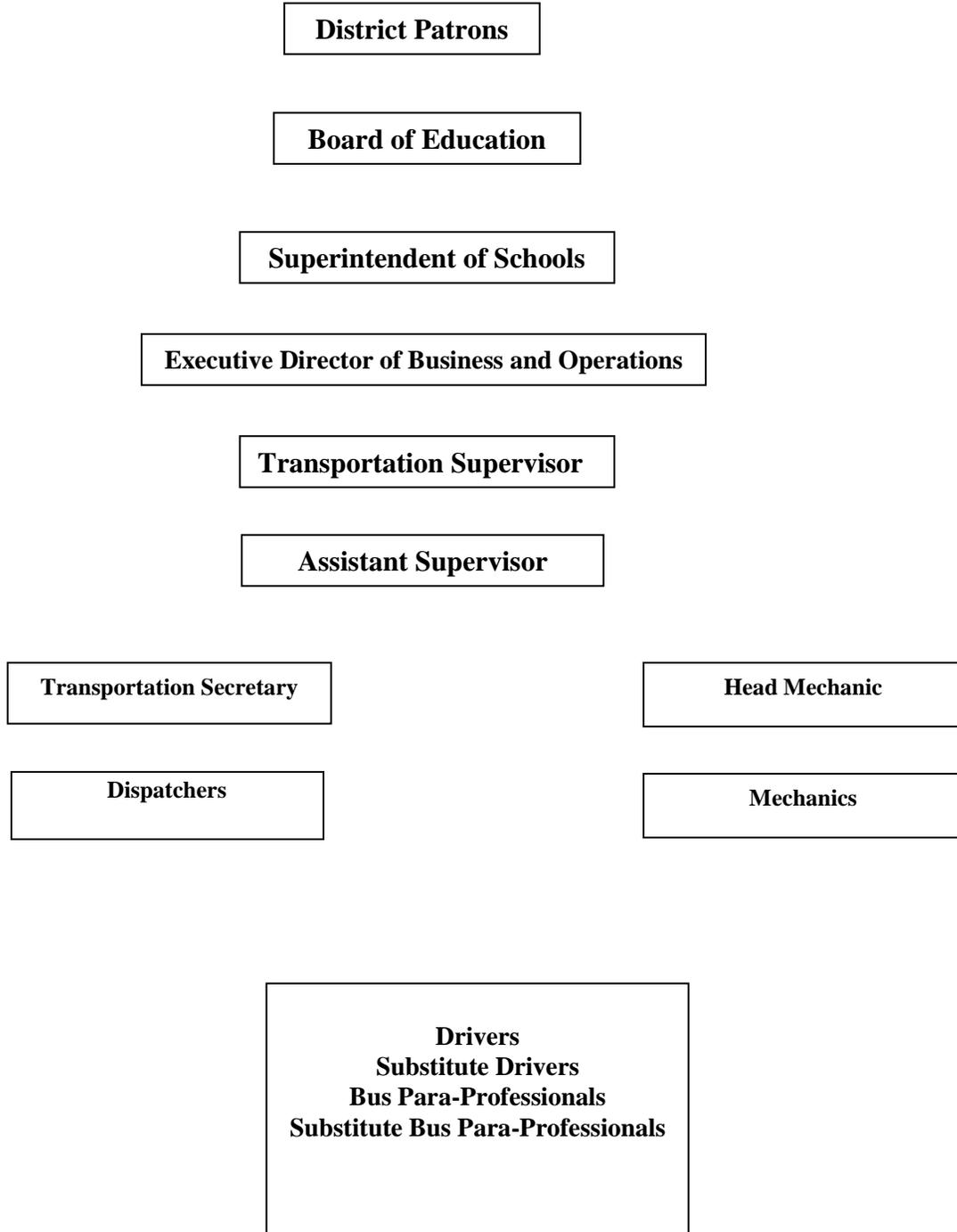
### **SUPERVISION**

- The Transportation Supervisor is responsible for the overall transportation operation.
- The Assistant Transportation Supervisor is responsible to assist the overall transportation operation.
- The Head Mechanic supervises vehicle maintenance staff. He or she processes repair requests and assigns work to the mechanics and others as necessary.
- The Office Secretary performs general office duties including payroll, monitoring drivers records, schedules vehicle and bus request.
- The Dispatchers make day-to-day route changes, assigning new passengers to routes and rerouting buses as required. General questions concerning routes, stops, and student information should be addressed through the dispatchers. They also make substitute driver assignments.

*\* Complete job descriptions are available at the Human Resources Office*

# ORGANIZATIONAL CHART

## TRANSPORTATION DEPARTMENT



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## Section 1: The Driver

### **DISTRICT ADMINISTRATORS**

All USD 443 administrators are committed to our students and have complete authority to direct you, just as a transportation department supervisor, assistant supervisor, secretary, or dispatchers. When principals, assistant principals, or other administrators ask you to permit a student to board your bus, delay the bus, or park in a different location, you are to comply in a cooperative manner. If you feel that you are being asked to violate a procedure or to do something unsafe. Please contact the Transportation Supervisor or the Assistant Transportation Supervisor.

### **PUBLIC RELATIONS AND YOU**

The school bus driver is sometimes the only regular contact a parent has with the Dodge City Schools. Often, the only means we have of establishing an effective relationship with the community is through YOU, the bus driver. Your positive attitude and friendly reaction to the patrons of this community will make a big contribution to the district's ability to create a positive image. Your driving habits, abilities, appearance and overall attitude are being constantly evaluated by the people you meet. Your school bus is similar to a giant billboard advertising the district!

If questions still arise, you should refer them to the Transportation Department Office or provide a copy of the Student School Bus Handbook.

### **PHOTO IDENTIFICATION**

USD 443 provides photo identification to all employees. Staff should check with the department secretary to schedule an appointment. Always display this badge prominently when on duty and especially when on a school grounds.



### **DRUGS**

Improper behavior such as the use of alcohol or any prohibited substance either before reporting for duty, or while on duty, is strictly prohibited. Also prohibited is any medication, oral or otherwise, that may affect the central nervous system, including but not limited to amphetamines, barbiturates, or narcotics. If you are ill and require medication, be certain the medicine does not reduce alertness, cause drowsiness, or produce unsafe side effects. Ask your doctor or pharmacist if it is safe to drive a school bus while taking any medication. *See Classified Employee Handbook.*

### **DRUG TESTING**

The district participates in a federally mandated random drug-testing program. During the year fifty percent of drivers and others in "safety sensitive" positions will be randomly selected and required to submit to drug testing and twenty-five percent will be required to submit to alcohol testing. Failure to submit to the testing may result in a positive test result. Details of this policy are available in the Transportation Office. All new driver candidates are required to take and pass a drug test as a condition of employment. Federal law also requires that drug testing be conducted immediately after certain types of accidents.

## **SMOKING AND TOBACCO PRODUCTS**

District employees should demonstrate conduct that is consistent with school programs and state and federal requirements to discourage students from using tobacco products. The use of tobacco products is prohibited in district vehicles. No employee, student, or visitor may use any tobacco product in any form in or on any district property, including the Toalson Sports Complex. (Board Policy GBRAB, KG)



## **CONFIDENTIALITY**

As a school bus driver you may acquire knowledge of a sensitive nature regarding teachers and other district staff, students, and students with special needs. Such knowledge is to be kept strictly confidential. Inappropriate conversations regarding students, teachers, other drivers, or schools can cause discord and bring discredit to the district. If you find it necessary to discuss student, driver, or school problems of a sensitive nature, it must be with your supervisor. *See Classified Employee Handbook.*



## **PERSONAL APPEARANCE**

School bus drivers are continually in the public view and proper dress is very important. A driver who looks neat and professional at all times projects a better image than the overly casual or sloppy dresser. Whether you like it or not, people's first impressions, and, to a degree, their later opinions of you are based on your appearance as well as your actions. You have a much better chance of commanding the needed respect of your passengers and the public if your appearance warrants that respect.

## **DRESS CODE**

All clothing worn should be clean and well kept. For safety, shoes must be considered safe to operate a school bus: closed front and back with a non-slip sole. Hair should be neat and trim and not be allowed to fall in front of your face, or hamper vision in any way. Facial hair should be neat and trimmed short. The following are examples of apparel not appropriate for professional school bus drivers: short-shorts, tank tops, tube tops, ragged sweat shirts, tight clothing such as exercise pants or tops, unsafe shoes (sandals, flip-flops, open toes, open heels, high heels, platform shoes, etc.). T-shirts with inappropriate messages such as endorsements for alcohol, tobacco, and other products are not permitted. Shorts are permitted if they are no shorter than four inches (4") above the knee; or, using arms as a measure, when both are fully extended, the shorts extend beyond the length of fingertips. *See Classified Employee Handbook*

## **UNSCHEDULED PHYSICAL EXAMINATIONS**

Since lives of children are in your hands, the district may require you to take and pass a physical examination at any time during the school year if it appears that you may not meet the minimum physical requirements of the job.



### **FITNESS FOR DUTY**

School bus driving is a physically and mentally taxing job. You should always plan to get sufficient rest so that you arrive at work refreshed and relaxed. Patience and attention to your driving can be affected if you are overtired. If you report for work in either an unfit condition, improperly attired, or tardy, you may be refused for work for a shift or day. Serious infractions may be cause for dismissal.

### **SCHOOL TRAFFIC PATTERNS AND BUS LINE-UPS**

Each school has unique bus approach routes and parking lineups. When you are assigned an unfamiliar route you should check with dispatch for accurate directions for your route. Most schools have a specific bus parking order, and a diagram for each school can be obtained from the dispatch office.



Bus parking space is limited at the schools. Pull your bus up to the bus in front of you as closely as possible. Be aware of protruding overhead crossover mirrors. Besides making more parking spaces available, this practice prevents students from the dangerous practice of running between buses to cross the street.

### **UNAUTHORIZED PASSENGERS**

Unauthorized passengers are not permitted on any school bus. This includes children, spouses, relatives, employees, friends or others who are not USD 443 students assigned to a particular route or field trip. This also includes transferring students from bus to bus without the knowledge of the dispatchers or the Transportation Supervisor.

### **ADDRESS AND TELEPHONE NUMBER**

Immediately supply changes in your address, telephone number or name to at least the following:

- ❖ Transportation Department dispatchers and secretary.
- ❖ Human Resource Office (to mail important documents, such as payroll information).
- ❖ Department of Motor Vehicles within ten (10) days of any name or address change.

### **MEETING/BREAK ROOM**

The break room is for your relaxation. Please help keep it tidy by picking up litter, immediately washing and putting away your dishware, pushing in your chairs and putting away reading material. The phone is for local calls only and calls should be kept brief. Please limit your time on the computers.

### **REPORTING TRAFFIC VIOLATIONS**

*Immediately* report all personal traffic violations, whether in your personal vehicle or a district vehicle/school bus, to the Transportation Supervisor or assistant supervisor of transportation.

### **DRIVER SAFETY STANDARDS/DISCIPLINARY ACTION**

#### **Termination:**

1. Whether in a personal or district vehicle, the school bus driver will be immediately suspended without pay upon being criminally charged with any of the following:
  - a. DUI/DWI or drug related charges.

- a. Suspension or loss of CDL for traffic related charges.
  - b. Hit and run, vehicular homicide and reckless driving.
2. A school bus driver may be suspended without pay upon being charged and with any of the following:
  - a. Violation of vehicle traffic codes while driving a district vehicle being used for the transportation of students, district employees or persons outside of school related activities.
  - b. Violation of established rules and regulations set by Kansas State Transportation Regulations Standard and Statues or established rules set forth in the USD 443 – School Bus Driver Handbook.

A bus driver is subject to termination of employment upon conviction of any of the situations described in Sections 1 and 2 above.

The provisions of this section do not limit the circumstances and/or actions for which a bus driver’s employment may be terminated.

**Moving Violations Standards:**

In order to provide a safe transportation experience for the students of the Dodge City School District all transportation personnel will have a Moving Violations records check conducted by the State of Kansas Department of Revenue. The following guidelines will be used:

- One (1) moving violation in the previous thirty-six (36) month period = Written Warning
- Two (2) moving violation in the previous thirty-six (36) month period= Three (3) day suspension without pay
- Three (3) moving violation in the previous thirty-six (36) month period= Termination

All drivers are required to notify the Transportation Supervisor in writing of any and all moving violations within the ten (10) days of conviction. Failure to do so may result in termination.

**Preventable Accidents/Incidents - Definitions:**

- Accident – When an event takes place that results in personal injury to a driver or passenger or physical damage occurs to a vehicle/property belonging to the district or personal property belonging to other parties.
- Incident – When an event takes place that results in physical damage to a district vehicle or district property and the cost for repair is less then \$750.00 and no third party involvement.
- Preventable – When the bus driver failed to do everything within their training and knowledge to prevent the accident or incident from occurring.

In order to provide a safe transportation experience for the students of USD 443, any and all accidents and incidents as defined above that occur in the Transportation Department will be reviewed. After it is determined to be preventable or non-preventable the following guidelines will be used.

### **PREVENTABLE ACCIDENTS**

- One (1) preventable accident in a thirty-six (36) month period = Written Warning
- Two (2) preventable accidents in a thirty-six (36) month period = Three (3) to five (5) day suspension without pay
- Three (3) preventable accidents in a thirty-six (36) month period = Termination

### **PREVENTABLE INCIDENTS**

- One (1) preventable incident in an eighteen (18) month period = Written Warning
- Two (2) preventable incidents in an eighteen (18) month period = Three (3) to five (5) day suspension without pay
- Three (3) preventable incidents in an eighteen (18) month period = Termination

**(Depending on the severity or frequency of any incident, any and all steps may be passed)**

### **NO CALL/NO SHOW POLICY**

In the Transportation Department it is important to provide service in a timely manner. Any time a trip or route runs late it has the potential to create an accident. By failing to arrive on time to drive their route or trip the bus driver creates an unsafe environment. The following guidelines will be used if a bus driver fails to provide notice to the Transportation Supervisor or their designee prior to the time they are due to arrive for the pre-trip bus inspection for the scheduled route or trip. In addition-failure to provide notice to the Transportation Supervisor or designee a least one (1) hour prior to the scheduled start time for a trip will result in removal from the trip rotation for a period of at least one (1) month. *See Classified Employee Handbook and Trip Selection Rules.*

- First No Call/No Show in a school year = Written Warning
- Second No Call/No Show in a school year = Three (3) to five (5) days suspension without pay
- Third No Call/No Show in a school year = Termination

### **INSUBORDINATION**

Any time a transportation employee willfully refuses to follow a direct order or instruction given by their supervisor that employee will be subject to disciplinary action up to and including termination. *See Classified Employee Handbook .*

**Failure to follow any of the policies outlined in this handbook will result in:**

- First Offense = Written Warning
- Second Offense = Three (3) to five (5) days suspension without pay
- Third Offense = Termination

## **OFFICE AREAS**

Desks, office phones and office areas are off-limits. There are two (2) phones in the break room to use to contact parents. **Please do not go into the inner office area without permission.**

The office staff appreciates your maintaining a quiet and business-like atmosphere when you are transacting business in the office. If a parent is at the counter conducting business or a concern unless your involvement has been requested please stay out of the office until they are finished.

## **WHITE BOARD/MAIL BOXES**

You are required to check the board and your mailbox as often as possible each day. Important information can be added at any time. Ask questions concerning special instructions if you don't understand. Please ask permission before posting something on the white board.



## **LICENSES AND CERTIFICATES**

As a condition of employment as a school bus driver, you must maintain and carry in your possession, when driving, all appropriate licenses and certificates prescribed by law and/or the district, including a:

- Valid Commercial Driver's License (CDL): A class B with a passenger and a School Bus endorsement.
- Physical Certificate – School Bus Physical at the time of hire and every two (2) years after. If the driver has high blood pressure they must complete a physical every year. A Medical Examiners Card may be issued by the physician.
- Defensive Driving Certificate – An eight (8) hour Defensive Driving Course is required at the time of hire or within sixty (60) days after hire.



### **There are two (2) follow-up programs available:**

1. State sponsored four (4) hour Driver Workshop annually after the original class. If a year of the class is missed the individual must repeat the original eight (8) hour class.
  2. An eight (8) hour Defensive Driving class can be taken every three (3) years after the original class.
- Valid First Aid and CPR Cards – Completed at the time of hire or within sixty (60) days post hire. A six (6) hour CPR/First Aid course is required and renewal will be every two (2) years.

School bus drivers are required to obtain licenses and certificates prior to employment. In addition, USD 443 requires and pays for a pre-employment physical examination. After employment, the district will pay for future DMV school bus driver physicals. Ask the secretary for the Physical forms.

You are responsible to keep your certifications current. The Transportation Office will attempt, as a courtesy, to notify you when a certification renewal is due, you should not rely solely on them for this service. If you allow your medical certificate, driver's license, first aid card, etc. to

expire, you will not be in compliance with State and Federal regulations. The minimum will result will be unapproved leave without pay.

### **BUS ATTENDANT RESPONSIBILITIES**

The driver and bus attendant work together as a team. The law makes the driver ultimately responsible for what happens on the bus. Following are examples of shared responsibilities: properly tying down a wheelchair, following correct procedures in using the lift, and completing a proper post-trip inspection.

### **MEETINGS AND TRAINING CLASSES**

Mandatory monthly safety meetings are required by the State of Kansas for all School Bus Drivers. Dates for the meetings will be posted at the beginning of the year. If the date has to be changed due to weather or scheduling conflicts the new date will be posted in the drivers lounge. It is expected that each driver schedule other obligations to avoid missing the meetings. Bus drivers will be compensated at sitting wage for attendance at safety meetings, mandatory training classes and driver retraining programs. If you were unable to attend the safety meeting you will need to view the safety meeting video. **You will have up to a month to view the video. Videos will be viewed only in the Transportation Department. NO EXCEPTIONS!**

### **SCHOOL BUS SAFETY ROADEOS**



The Training Program has state-of-the-art safety competition equipment available for practice or competition. Our driver trainers will be happy to help you set up the safety competition practice events.

In addition, KSPTA conducts school bus safety competitions, featuring various types and sizes of school buses operated through an obstacle course. Every year the Southwestern Kansas Area 3 has a safety competition in the area. At each KSPTA District safety competition trophies are earned to various categories of individual competition. Each year driver's go to compete in the KSPTA sponsored State-wide safety competition and if successful, can go on to the International School Bus Road-e-o, held in June. School Bus Roadeos are conducted by school transportation professionals (drivers, mechanics, instructors, administrators, etc.) who volunteer their time so that professional school bus drivers may become more familiar with their bus and become safer drivers as a result! There is always a need for workers, judges and contestants. Information regarding the above meetings and events will be posted as it becomes available. KSPTA is a fine way to meet professional drivers from other areas and exchanges ideas and information for your mutual benefit, as well as to accumulate in-service hours for salary enhancement.

### **LEFT-RIGHT SHEETS**

The Versa Trans system generates computerized left-right sheets for each route. You are required to follow these sheets exactly and if you see a better way to do something you must submit a route change form to the dispatcher for consideration. Changes to your route during the year must be followed immediately by updated left-right sheets. Make certain changes to your route are in the computer no later than two (2) days after the change. Inaccurate or incomplete information can cause a safety hazard if the substitute driver is trying to figure out directions instead of concentrating on driving the bus safely.

Make certain the departure times in Versa Trans are correct because it is the schedule that the substitute will follow. Include any information that will help a substitute driver cover your route, such as: school parking instructions, special seating, etc.

### **BACKUP COPY OF ROUTE**

Murphy's Law says that the day you are absent the computer will not be able to produce route instructions for the substitute driver. In the event of a computer failure an up-to-date hard copy of your route should be in your folder in your bus. Whenever your route changes, be sure to place the new route sheet.

### **ASSIGNED SEATING**

Drivers will be responsible to assign seats for Kindergarten thru 2<sup>nd</sup> grade students. All SPED and Bright Beginning students will have assigned seats. Seat assignment charts must accompany the route information and kept in your folder.

### **EMERGENCY CALLS**

The usual after hours call priority is to first call the supervisor and/or assistant supervisor. If no response, call the head mechanic for mechanical problems, or the dispatcher for routing and scheduling issues.

### **LATE TO WORK**

You are required to notify dispatch at least one hour before your check-in time that you will be late, or by 5:00 AM, whichever is applicable. Voice mail messages are not acceptable. You are also considered late if you arrive after check-in time. A "no call/no show" is defined as failure to notify dispatch that you will be late or absent. If this happens, the office may not notice your absence and could fail to cover your assigned route in time. This causes hardship for the



students, and could create an unsafe condition while the students wait for the bus.

Although either type of lateness can be disruptive to the operation, a no call/no show is a far more serious offense. If you are late, dispatch may cover your route and send you home without pay.

### **ATTENDANCE**

Good attendance is an expectation of the district. You are expected to report to work daily, and an absence must be for good cause. Continual poor attendance and/or lateness will result in disciplinary action.

### **LEAVES AND ABSENCES**



**Sick Days** – Driver must call in at least one (1) hour before they are to start the pre-trip inspection on the vehicle.

**Personal Days** – The supervisor must be notified in writing at least forty-eight (48) hours prior to the requested personal day.

Approval for these requests is subject to the needs of the Transportation Department. *See your Classified Handbook for additional information.*

## TIMELINESS ON THE ROUTE

Our entire operation is based on the premise that you will adhere to a set time schedule. SAFETY, however, takes precedence over punctuality in all cases. Never attempt to "make up" time by taking short-cuts in your pre-trip inspection or by speeding/driving recklessly.

Never leave a bus stop early. If you find yourself running more than ten minutes behind schedule, please call base and let them know.

## TIME PIECE

Drivers are required to carry an accurate time piece while on duty. Check your time piece accuracy frequently.



## CELL PHONES/EAR PIECES

If you choose to carry your cell phone on the bus with you, it is your responsibility to place the phone on silent before you leave on route. Ear pieces will not be worn while on route.

In the event there is an emergency that would require you to be notified immediately, the caller will need to call the Transportation Office and explain the nature of the emergency. The dispatcher will contact you about the emergency.

Use of a cell phone while driving a school bus may result in disciplinary action or termination:

1. If you are reported to be using a cell phone while driving. **Written warning or suspension without pay.**
2. If you are observed by any member of USD 443 administration, transportation and/or maintenance staff Department Office, and Maintenance Staff using a cell phone while driving. **Suspension from duty without pay for up to ten (10) days.**
3. If you are driving a school bus that is involved in an accident while using a cell phone. **Dismissal.**

## EMPLOYEE PARKING



Transportation staff will park in the stadium parking area. If you have a trip that will be out overnight or you will be returning late you may park your vehicle in the bus stall you took. **Parking or stopping either personal or district vehicles by the transportation office is not permitted.**

## BUS PARKING



All buses will park in their assigned space when on the lot.

## “FUEL/SWEEP TIME”

You are allowed fifteen (15) minutes to fuel and fifteen (15) minutes to sweep your bus.

## SENIORITY

Starts from the first day of employment and ends when the employee no longer works for the Transportation Department. Exceptions will be qualified leaves listed in the *USD 443 Classified*

*Handbook*. Any break in service over three (3) months will be deducted from the cumulative total. Exceptions for medical leave will be reviewed and granted at the discretion of the transportation supervisor.

### **ROUTE SELECTION/ASSIGNMENT**

All bus routes will be bid before the start of the school year and before summer school. Routes will be combined with Bright Beginnings, Gifted, Band and/or After School routes. Routes may become available during the year will be posted for bid. Bids will be by seniority.

### **ROUTES**

Routes are to be run in the order indicated by the route sheet. All route changes are to be cleared through the office prior to the change. Updated route/student roster sheets need to be turned into the office in a timely manner following any change.

When you have a rural student that is not riding in the morning it can put the route ahead of schedule – either slow down or find a safe location to pull over and wait. **DO NOT** leave any stop ahead of the scheduled time.

When delivering Pre-K and Kindergarten students the driver must see an authorized person before allowing the student off the bus. ***See Student School Bus Handbook***

All students will be picked up and delivered door side at all schools.

### **SPECIAL NEEDS ROUTES**

All Special Need routes are hand written by the driver. The transportation office will let the driver know which special needs students they will be transporting as they receive the request. Special Needs routes will be assigned by the normal route selection process.

### **ROUTE ASSIGNMENTS**

Open routes will be available by seniority to all permanent AM/PM route drivers and then to any substitutes with full time availability. Each driver will have the opportunity to either keep their route or select the open route. The transportation supervisor will have final assignment.

### **SHUTTLES**

Shuttles will be assigned by seniority and by availability.

### **ROUTE SELECTION**

- All open routes will be posted on the bulletin board in the break room for minimum of two (2) business days.
- Any USD 443 route driver or substitute driver interested in the route will sign their name on the open route.
- The open route will be given to the driver with the highest seniority who has signed the open route before the deadline.
- The route vacated by the driver taking the new route will be posted in the same manner.
- The supervisor will make substitute route assignments outside of seniority rotation at their discretion to insure the safety of each student and to meet the needs of the district.

### **SUMMER ROUTES:**

Bus routes for the summer school classes will be assigned by the normal route selection process.

### **SUBSTITUTE DRIVERS**

Substitute drivers are drivers available to drive morning and afternoon routes when the regular route driver is unavailable. These drivers are to follow all guidelines and regulations established for regular drivers. In order for a substitute driver to retain his/her seniority they have to drive two (2) days of each month during the school year (i.e. August thru May and a day equals driving two times) and keep certificates and drivers licenses up to date. If the substitute driver does not comply he or she can be terminated, but the final determination will be up to the transportation supervisor.

### **ROUTE CHANGES DURING THE YEAR**

As a general rule, regular education routes remain the same throughout the year, while special education routes can and do change frequently. Mid-day trips times may vary and some are seasonal or operate only on certain days of the week. If any changes need to be made to your route they need to be done in writing and turned in to the Transportation Office.

The transportation supervisor/designee will assign and reassign buses to routes according to the needs of the district, taking into consideration length of route, capacity, terrain, vehicle type, etc. If drivers are interested to sub during mid-day routes they need to let the dispatchers know the days they are available. Drivers and substitute drivers will be used by seniority and rotation.

### **ACTIVITY AND FIELD TRIPS**

#### **Trips Selection Process:**

1. At the beginning of the school year a list will be made up of drivers who want trips. This list will be in order of seniority and on a rotation schedule. Drivers are added and deleted throughout the school year.
2. Trips will be selected by interested drivers every Friday morning following regular morning routes, beginning at 8:20 AM, unless otherwise notified or posted. The trips selected will be for the following week starting with Sunday and ending with Saturday. Trip information will be available in the office every Thursday afternoon. Please review these before Friday's morning selection and be ready to select your trip. All interested drivers must be in attendance to select trips. The only time trips will be selected by proxy is if the interested driver is unavailable due to a USD 443 Transportation Department job responsibility. If you are unable to be at trip selection due to another USD 443 Transportation Department job responsibility, mark your choice of trips in numerical order and turn into the office or other designee. Drivers are not eligible for selection when timesheets are not turned in on time, ill, appointment, college classes, suspended, etc. You must work the morning of the trip selections to be eligible. The only exceptions would be if you were not available because of the eight (8) hour off rule.
3. Only drivers that have a regular assigned route (AM/PM) will be eligible for the trip rotation. Drivers will be eligible for trip rotation three (3) months after being assigned a route.

4. A driver can only be requested for a maximum of four (4) trips per year, no blanket requests.
5. If a driver is requested for a trip, but the rotation does not reach them, they may accept the trip but will be required to pass the next time the rotation reaches them for that trip pick date.
6. Trip selection will be done on a seniority rotation starting at the top of the seniority list at the beginning of each school year. Rotation will start where the rotation left off the previous week.
7. Occasionally, due to weather or unforeseen circumstances, a trip may have to be rescheduled or postponed. The driver will have the option of keeping the trip and waiting for a rescheduled date, if it occurs within that calendar week or to accept the trip as a cancellation. If the trip is accepted as a cancellation, that driver will select before the rotation resumes, in the order that their trips were cancelled. If they are requested for a trip that week the request does not have to be taken for their cancellation. If the trip is rescheduled, it will be reposted on the regular trip rotation.
8. Trips turned in after the Friday morning selection otherwise known as Quick Picks will be handled through the office on a seniority rotation. (trip pick rotation is a separate entity than the quick pick rotation) If the office is unable to contact the next driver on the rotation schedule they will continue through the list and the schedule will be left blank. If a quick pick is cancelled the driver is not put back in the rotation. If a driver has another trip on the date the quick pick trip is to be taken it is an automatic pass.
9. In case of an emergency a driver must immediately inform the transportation supervisor/and or office of their inability to drive. Notice of at least twenty-four (24) hours is requested if possible. If a driver turns in a trip because they can not drive for any reason other than an emergency (regular trip selection or quick pick) they will not be able to pick trips at the next trip selection. **Emergency: A sudden generally unexpected occurrence demanding immediate attention.**
10. Drivers that take trips out of state are responsible for maintaining an exemption log book for hours of service.

**Particulars:**

- When there is a trip with several buses going to the same destination and the buses return to Dodge City at different times the buses will return in the order the trips were picked in the rotation.
- Once you pick a trip in the rotation you may NOT change your selection if the next driver in the rotation has already picked.
- Drivers may not trade trips with other drivers or the office.
- Drivers will not be called and reminded of their scheduled trip.

- If you forget your trip, another driver will be called to take it and you will have to pass on the next four (4) consecutive weekly trip selections.
- Trips that have a bus changed after the trip selection process and the driver does not want to drive, or is not qualified to drive the bus that has been substituted, the driver gets a cancellation.
- Trips that have a different date or time on the paperwork than what was on the trip selection sheet may be taken as a cancellation if the driver is unable to take the trip because of the error.
- When there are trips for plays etc. where numerous buses are required, the rotation will only go as far as availability of drivers able to take those trips. After that the office will assign the trips to drivers willing to take them that are not present at the weekly selection process. This will include those trips that are during dismissal time that almost always have to be covered by the office or shop.
- A trip that is overnight regardless of the number of days are involved is considered one (1) trip. If cancelled you get one (1) cancellation pick in return.
- Drivers are not to pick trips that will put them into overtime, if there are other drivers eligible and willing to take the trip without going into overtime.
- When the return time for your trip will not allow you to have eight (8) continuous hours off before the start of your morning route, please notify the transportation office or morning dispatcher by 9:00 PM. DO NOT wait until you return late to the lot or home to make the call.
- When you return to the lot after a trip, it is YOUR responsibility to make sure the bus is clean and trash is emptied. If you leave the bus dirty, (trash not emptied, food and/or large debris), you may be denied a trip for the next rotation. Take extra trash bags.
- You will need to fuel the bus when you return only if it is going out the next morning. Check with the office for that information.

**Failure to follow these guidelines may lead to disciplinary actions, up to and including a loss of eligibility for trip picks.**

**ELIGIBILITY ON AB5 AND AB6:**

- Driver will have to have experience driving AB4 (coach bus). Minimum of 50 driving hours.
- Depending on number of bus accidents the driver has had.
  1. Preventable Accident free for (36) months.
  2. Preventable Incident free for (18) months.
- The Transportation Supervisor and/or Assistant Supervisor will make a determination based on the above criteria.
- Once the driver is eligible to drive AB 5 the driver will be training with the Driver Trainer and have a minimal of 4 hours of city and high-way driving hours before they can take a trip.

### **PAY SCHEDULES FOR TRIPS:**

**Driving Time:** Begins with the pre-trip and ends when the bus is parked and the driver is no longer responsible for passengers. Driving time on the return trip begins when the driver starts the pre-trip or becomes responsible for passengers and ends when the bus is parked and the driver is off duty.

**Sitting Time:** Begins between end of driving time at the destination to beginning of driving time on return trip.

- If a trip is canceled less than one (1) hour before the pick up time for the group or before the driver finishes their route (whichever is less), the driver will be compensated one (1) hour driving pay as well as a trip selection for a cancellation.
- Overnight trips are trips that are scheduled for the group and the vehicle to be gone overnight. Free time on an overnight trip starts when the bus driver is released from supervision or standby duty by the sponsor until such time the driver is required to provide service. Free time will not exceed sixteen (16) hours in any twenty (24) hour period.
- All time will be counted for in five (5) minute increments by the driver and rounded up to the quarter hour by the transportation office.

### **TRAVEL EXPENSES/MEAL EXPENSES**

The Board of Education will provide reimbursement for expenses incurred in travel related to driving duties and approved in advance by the administration. Approved travel will be reimbursed at the Board of Education rate. Reimbursements will be only granted if purchase was made in the city of the trip destination. You may not leave the trip destination city to go eat, unless there are not any eating establishments or if the trip sponsors are not providing meals.

### **FIELD TRIP PAPERWORK**

Secretary will place trip information in your mailbox with an itinerary if one is provided.

Field trip paperwork including meal receipts are to be turned in no later than the first work day following the trip.

### **ARRIVAL AT FIELD TRIPS**

You are to arrive at field trip pick up and return locations ten minutes before the scheduled departure time.

If this is not possible you should notify dispatch when the trip is assigned. Certain groups, such as marching bands, may require an even earlier arrival to load equipment. Check with dispatch if not certain. When dropping a group off at their destination, let the coach or sponsor know what you are planning to do, and what to expect, and if you plan to leave, how they can contact you in an emergency. If you are not scheduled to return the group, try to verify that the trip is covered, and remind the other driver, giving such information as time verification, directions, and group passenger count.

## **SPONSORS**

No group is to be transported without at least one (1) supervising adult on board. The driver is responsible for the safety of the trip, and a sponsor can be an excellent resource to help make the trip enjoyable. Take a minute to review mutual expectations before departing.

## **DRIVER SAFETY TALK**

After loading the bus, introduce yourself to the passengers and, as required by law, take a moment to review emergency evacuation procedures. You are required to point out the location and functions of the fire extinguisher, first aid kit, and all exit locations. Like the airlines, the talk is legally required on each field trip, even though some groups may have heard the talk many times in the past. Explain that school bus rules apply to all, even on trips.



## **RETURN TIME FOR FIELD TRIPS**

It is your responsibility to communicate with dispatch whether or not you are expected to return from a field trip in time to cover your regular route, or if some of your regular route is covered with a substitute driver. Note your driving time to the destination, add about ten (10) minutes for possible delays, and announce your necessary departure time to the group leader. If you run late for any reason, call dispatch.

## **LOCKING UP RESPONSIBILITIES**

To prevent vandalism please make sure you lock the gate. Transportation Office staff leaves the transportation area at 5:30 PM.



Never leave the gate open after hours or weekends.

## **PAY PERIODS**

Paychecks are distributed on the 25<sup>th</sup> of each month unless specified on the payroll reporting periods. On pay day, checks are distributed after 7:30 AM. at the Transportation Office. Only you can pick up your check unless a note is filled out in advance authorizing someone else to pick up the check.



## **DISTRICT HARASSMENT POLICIES**

The Board of Education cares about human dignity and the protection of their employees. The possibility of employment harassment, whether it is sexual, racial, ethnic, or of some other type, will be actively investigated, and appropriate action taken. *See USD 443 Classified Employees Handbook.*

## **SCHOOL BUS DRIVER'S EVALUATION**

Drivers are to have an evaluation done by the Transportation supervisor at least once (1)per year. The driver will be asked to sign their evaluation. Drivers shall receive a copy of their evaluation form if they so desire.

## **JOB REQUIREMENTS**

- ✓ All drivers will report to the Transportation Office fifteen (15) minutes before their scheduled departure time ready to work. During the winter month's drivers should report early enough to warm up the vehicle and make sure it is ready to drive with mirrors and windows free of ice.
- ✓ The driver shall inspect each transportation vehicle and complete the pre-trip inspection form before each trip.
- ✓ Any mechanical problems with the vehicles need to be written up and turned into the transportation office daily. If you have a question concerning completed repairs contact the head mechanic.
- ✓ If your regularly assigned bus is unavailable the Transportation Office will assign a spare bus for you to use. You are expected to do the complete vehicle inspection prior to taking the vehicle and cleaning it when you return. All drivers shall sweep out and/or clean their vehicles once daily and make an attempt to return articles left on vehicle as soon as possible.
- ✓ Each driver of the morning route must give at least one (1) hour notice of not being able to make the scheduled route. Afternoon drivers are expected to notify the office at least one (1) hour or as soon as possible of the need to be absent from the afternoon run.
- ✓ Drivers will be responsible to assigned seats for Kindergarten thru 2<sup>nd</sup> grade students. All SPED and Bright Beginning students will have assign seats. Drivers will keep an assign seat chart in their yellow folder.
- ✓ Each driver will be provided a route map. The driver is expected to check the map for accuracy and provide addresses for designated stops. All changes regarding are to be covered and designated stops must be approved by the supervisor.
- ✓ Drivers are to run the routes as they are laid out on the route sheets. Do not make changes on stops. If the driver feels that the route can be improved for safety or to make the route more efficient turn in a Route Change Form explaining the change. All route changes must have approval of the transportation supervisor or designee.
- ✓ Drivers shall follow pick-up times as indicated on route sheets or as directed by the dispatchers. Should conditions cause a drive to run more than ten (10) minutes behind schedule, report to the Transportation Office.
- ✓ Drivers can change to Substitute status only two times during their Bus Driving career. After the two times the Bus Driver could be dismissed.

## **GENERAL RESPONSIBILITIES**

1. Abide by all Kansas School transportation regulations.
2. Provide safe and orderly transportation to and from school and school related activities.
3. Maintain assigned schedule.
4. Transport only authorized students.
5. Pick-up and discharge students only at authorized stops.
6. Maintain student discipline.
7. Abide by all traffic laws.
8. Inspect bus prior to each route and/or activity trip and a post trip after every route and/or trip. File inspection forms with the Transportation Office.
9. Maintain the bus in a clean condition and inform the Transportation Office whenever a bus is received in unsatisfactory condition.

10. Immediately notify the transportation supervisor if you will be late or if you have an emergency mechanical failure.
11. Inform the mechanic of routine maintenance and repair required.
12. Report all accidents and file required accident reports with the Transportation Supervisor or designee.
13. Adhere to district policies at all times.
14. Keep abreast of new information, innovative ideas and techniques.
15. Adhere to all district health and safety policies, including all precautions of Blood Born Pathogens Exposure Control Plan.
16. Other duties as assigned by the transportation supervisor.

## Section 2: The Bus

### **THE PRE TRIP INSPECTION AND STARTING OUT**

By law, you are responsible for checking your vehicle to determine that it is in satisfactory operating condition prior to leaving the district yard. You are paid to report to work in the morning fifteen (15) minutes prior to departure time to perform this required pre-trip inspection. This time is not to be used for visiting, coffee time, or any purpose other than making sure your bus is clean, safe, and ready to go on time.

#### **Pre-Trip inspections are required:**

- At the start of every day.
- Any time the vehicle has been parked more than two (2) hours.
- Any time you get into a vehicle that you have not previously driven that day.
- At the beginning of any trip and prior to the start of the return trip.
- All drivers shall check tires, wheel, exhaust and engine compartment a minimum of each time the bus is refueled at the bus lot.
- Initial and sign your pre-trip inspections sheet.
- All drivers shall thoroughly clean their bus after each days use or as needed.
- Activity and substitute drivers shall clean their vehicle before parking at the end of their trip.
- Drivers are responsible for keeping their vehicles clean. They shall wash and clean their vehicle inside and out periodically. Bus drivers will be paid for this work.
- Buses should be fueled keeping a minimum of a ½ tank.
- Activity buses shall be refueled by the trip driver if the bus goes out the next morning.

The pre-trip is very important and should be done properly to provide the safest transportation and help with prevention maintenance.

A thorough pre-trip consists of the following:

- **Under the Hood:**

- Engine oil
- Coolant level
- Hoses & leaks
- Power steering & transmission fluids
- Windshield & washer fluid level
- Belts for tightness & excessive wear
- Cracked/worn electrical wiring
- Brake Fluid

- **Inside Safety Check:**

- Horn
- Fuses
- Mirrors
- Brakes
- Seat frames and cushions
- Emergency exits and buzzers
- Fans – defroster & heater
- Lights – interior & dash
- Gauges – fuel, oil, volt, water temperature, warning & speedometer
- Windshield washer & wipers
- Safety equipment – first aid kit
- Fire extinguisher & reflectors
- Radio check & bus cleanliness

- **Walk Around Check:**

- Fluid leaks, mirrors
- Exhaust system, tires and wheels
- Emergency exits & buzzers
- Marker and clearance lights, headlights
- Battery compartment
- Fuel cap, stop arm, alternating flashers, turn signals, and emergency flashers
- Windshield & windows

**Buses shall not transport students until they have been determined to be safe to operate. Drivers shall check to see that buses are equipped according to the law and that equipment is in good working order.**

### **THE POST TRIP INSPECTION**

Before leaving the bus, make certain you walk through to the back of the bus to check for vandalism, lost and found items, debris, **and sleeping or hiding students**. Needless to say, the child is in great danger if they wake up and wander through the bus yard. In addition, imagine the reaction of the child's parents when they found that their trusted driver failed to properly perform their duties. Leaving an unattended child will result in disciplinary action.



The other part of the post trip inspection is performed while you walk away from the bus. Make it a habit to look back and check the bus for lights left on, obvious leaks or anything else that needs correction. Catch it now and avoid an unneeded delay later.

## **FUELING**

Please see a driver trainer or mechanic for instructions on how to operate the key-lock fuel system. You will obtain fuel keys from the supervisor.

When entering odometer readings, do not use tenths. Accurate odometer readings are important, since this information is transferred to the vehicle maintenance computer. NEVER use a fuel key from another vehicle to fuel yours. If you lost the fuel key for your bus, see the transportation supervisor for a replacement.

## **DIESEL AND GASOLINE FUELING**



When you fuel a vehicle the automatic shut-off nozzles may not always shut off automatically. Therefore, district buses shall NOT be left unattended when fueling. **STAY WITH YOUR BUS!** Do not fill the fuel tank completely full to the top of the filler neck ("top off"). Be sure to check your bus fuel cap and door one last time before leaving.

## **FUEL TANK LEVEL**

Diesel and gasoline fuel tanks should be filled when they are at the half mark. Fuel spills are detrimental to the environment and should be avoided. Do not leave the fuel nozzle unattended during the fueling process. Fuel spills are to be cleaned up immediately, which includes spreading absorbent over the spill.

## **FUELING REMINDERS**

- Do not tie up the pump longer than necessary; do not clean or leave your bus while it is being fueled.
- Do not operate the two-way radio while fueling.
- School buses are NEVER to be fueled while engine is running or when students are aboard.

## **CARE OF TIRES**

You are expected to check tires in the morning as part of the pre trip inspection procedure and to check them at least once more during the day to catch slow leaks. Lug and axle nuts will also be checked.

"Knocking" the tires with a heavy object is the accepted way of checking your rear duals to find a flat or soft tire. A normally inflated tire will give off a characteristic "thump" when struck with a hard object (hold firmly and hit tire hard). A tire that is flat or low on pressure will sound differently when struck. The best way to describe it is the difference between the "thump" of a normal tire and the dull "thud" of a low one. For a demonstration, ask a Driver Trainer or Mechanic to show you with a flat or un-mounted tire.



For safety, wheels should be set towards the curb when loading or unloading pupils. However, *nothing destroys a tire faster than rubbing or scraping its sidewall against the curb at bus stops and on corners.* This practice shortens the useful life of tires greatly because it wears out the important but thin sidewall of the tire.

Fast, hard cornering also scrubs rubber off tires. Proper, careful driving can add many miles to tire wear.

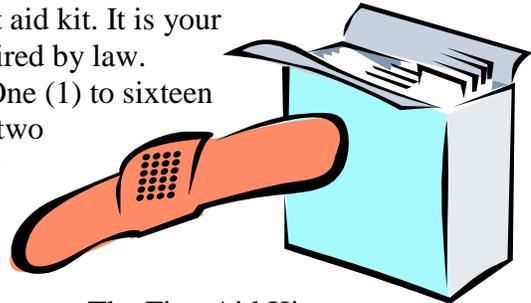
### **CLEANLINESS OF BUS**

It is expected that you will be responsible for the cleanliness of your assigned vehicle. Buses will be checked periodically to insure that the trash has been emptied and the floor swept. Windows need to be kept clear so as to reduce glare. Nothing is to be attached to or covering any window or mirror. The dashboard, windshield, visor, and driver areas are to be kept free of all foreign articles. Personal items are to be kept in the compartment. Signs, stickers, etc., are not allowed on the inside or outside of a district bus. Bus cleanliness is as important as personal appearance because people pass judgment on what they see. At the end of the school year and/or summer school the bus you are assigned to will have to be checked in and inspected by a mechanic.



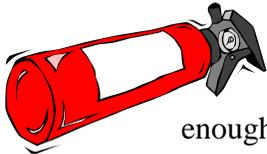
### **FIRST AID KIT**

Each school bus must be equipped with an approved first aid kit. It is your responsibility to keep it clean and fully equipped as required by law. Make sure you are familiar with the use of its contents. One (1) to sixteen (16) passengers -- ten (10) units, seventeen (17) to forty-two (42) passengers -- sixteen (16) units, forty-three (43) plus passengers -- twenty-four (24) units. First Aid Kits are to be opened and checked daily. Extra bandages are available from the Mechanics. PLEASE do not open sterilized packets to use a bandage unless absolutely necessary. The First Aid Kit must be unsealed and is to be checked daily for damage, wear, and opening and/or removal of item(s).



### **FIRE EXTINGUISHER**

The fire extinguisher, like most bus equipment, is required by law. The care and knowledge of operation of this device is your responsibility. Check it daily for correct internal pressure and a valid, dated inspection tag "good for one year from inspection date." The extinguisher should be removed from its bracket monthly and shaken vigorously to keep the dry powder from packing down. Remember to initial the tag. The secret of success in its use is immediate application to the fire, while it is small enough to be easily controlled.



### **EMERGENCY REFLECTORS/TRIANGLES**



At all times each school shall be equipped with three (3) red emergency reflectors. All reflectors shall be maintained in good working condition. Be aware of the proper use and placement under various conditions. The law requires that when your bus is in

the roadway and disabled, you always place reflectors by the bus, even during daylight hours.

### MISCELLANEOUS EQUIPMENT

The tire thumper, flashlight, & route folder are to be kept in a secure location.

### BUS WINDOWS



Maintain window level so they are never opened more than half way, or three (3) notches, to protect students from projectiles entering from outside the bus, and to prevent them from placing their arms or head outside the bus.

### BUS SPEED

Most speed limit signs tell you the *highest* speed at which you can expect to drive safely in the places where the signs are placed. Regardless of what a highway sign may say, you must think of all conditions that may affect your driving. These include the frequency of bus stops, the number and speed of other vehicles on the road, the surface of the road (smooth or rough, wet or dry, wide or narrow), how far ahead you can see, pedestrians, bicyclists, and animals on the roadway.



**NEVER SPEED TO MAKE UP LOST TIME!**

### AM/FM RADIOS

Most of our buses have AM/FM radios. You should keep in mind that using them can be hazardous. When driving the bus you may take your eyes off the roadway or take one hand off the steering wheel to reach the controls. **THIS IS DANGEROUS.** Avoid stations which play songs with lyrics (vulgar) that may be offensive to some. Some drivers use radios as tools to help maintain discipline. Poor behavior -- no radio. Again, this could become a hazard by causing student arguments and distracting you from your driving. Generally, the louder the radio, the louder the student's will talk. **Do not play CD's.**



### P.A. SYSTEM

The P.A. part of the system works well for giving your passengers directions or correcting discipline problems. Choice of words, voice volume, and pronunciation are essential.



### TWO-WAY RADIOS

All district buses are equipped for two-way communication. Our radios are never to be used for personal messages -- PUPIL TRANSPORTATION BUSINESS ONLY. Try to monitor the radio before transmitting so you don't "walk" on another's conversation.

### RADIO USE

- Pause after keying the microphone, since there is a three (3) second delay in transmission in both directions.
- Drivers must identify by bus number at the beginning of each transmission.
- Drivers must state their transmission has ended by stating bus number and the word "clear".

- Know what you are going to say before keying your microphone. **Be brief.**
- Use "TEN CODES" -- to keep it brief:
  - 10-2 Receiving Well
  - 10-4 Acknowledgment
  - 10-8 In-service/Leaving Bus Lot
  - 10-9 Repeat
  - 10-20 Location
  - 10-36 Time Check
- Hold the microphone about six (6) inches from your mouth, use your natural voice and speak clearly. Do not shout into the microphone.
- Transmission between individual buses is allowed only when necessary for safety or information pertaining only to transportation.
- Buses should not leave the lot with radio not working. Get a hand held from the office and or from the mechanics.
- It is the responsibility of all drivers to make sure their radios are on at all times and volume turned up.

## **BUS PARKING**

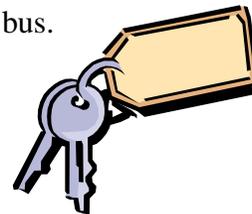
### **Leaving the Driver's Compartment.:**

When a pupil is aboard: the driver shall not leave the driver's compartment without first stopping the engine, effectively setting the parking brake, placing the transmission in first or park position, and removing the ignition keys. Vehicles with automatic transmissions without a "park" position shall place the transmission in the neutral position.

District buses must be parked either at a school or in the bus yard. Buses are not to be parked at private homes, on public streets, or at any other location between runs, unless authorized in advance by the supervisor of transportation.

## **BUS KEYS**

If your bus is parked inside you will leave your keys inside your bus.  
If your bus is parked on the lot you will return your keys to the office after every route.



## **SHOP WALKWAYS**

For your safety, all drivers are to keep out of the yellow walkway on the perimeter of the shop area. If you need information from one of the mechanics **DO NOT ENTER THE GARAGE AREA UNLESS DIRECTED.**

## **DRIVER SEAT ADJUSTMENT**

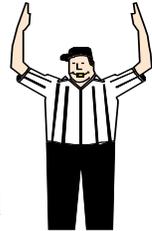
Adjust the driver seat to operate controls safely and comfortably and for maximum vision. It is important that your legs are the proper distance from the pedals – if your thigh presses against the seat cushion, or you find yourself pushing the throttle only with your toes, you are too far from the foot controls. The same is true for upper body comfort/adjustment. Working under these conditions is not only uncomfortable, but may ultimately result in injury. The seat belt should also be



comfortably adjusted. Drivers are always to operate a district school bus with the seat belt being fastened, whether or not a student is aboard.

### **BRAKES**

Brakes are the most vital working part of any vehicle. Know the use of the bus brake and emergency stopping system. Keep in mind that the brakes wear every time you use them. Practice defensive driving by avoiding fast starts or sudden stops. If you feel the brakes need adjustment, inform the Mechanic immediately.



Stopping a school bus smoothly and within the limits is a sign of good driving. A good driver keeps the vehicle under control at all times and knows the stopping distances.

Sudden stops can cause passenger injuries!

### **ENGINE**

The engine is the heartbeat of a school bus. Your gauges are the only way you can tell what is going on in and around the engine. Pay attention to these gauges. Look at them frequently and understand their functions.

Do not add oil to a cold engine unless the level is at the add line.

### **AUTOMATIC TRANSMISSIONS**

Automatic transmissions have special operating characteristics, and may be used for engine braking. Driver instructors will show you the differences in various automatic transmission operating procedures. Different transmissions manufactures require different fluids. Have a mechanic assist you.

### **STEERING**

Knowing the correct way to steer a vehicle will mean many accident-free miles. Avoid jerky movements, and know your turning points, proper position of hands on wheel and the correct position in the roadway when preparing for a left or right turn or a stop.

### **USE OF SIGNAL DEVICES**

Give an adequate signal whenever changing lanes, pulling over to stop, or pulling back into the flow of traffic after making a stop.

Always be courteous and patient. DO NOT rely on the left-hand turn signal to create an opening in the traffic flow so you can pull out from the curb. One cause of school bus accidents is the violation of right-of-way caused by bus drivers who force their way back into traffic.

Signal you're right or left turn 100 feet before reaching the turning point. At highway speeds it is best to signal at least five seconds before you intend to change lanes. Change lanes slowly. Weather and road conditions may make your signals hard to see. Keep lights clean, and use your mirrors. Look before you turn!

Cancel turn signals while sitting at a bus stop, or when loading/unloading. The flashing light tends to confuse people who may be unsure about what to do when approaching a stopped bus.

Never assume another vehicle is turning when the directional light is on. Drivers have been known to forget to cancel the directional light after completing their turn. Sometimes they change their minds at the last minute and do not turn at all!

### **MIRROR USE**



Before leaving the bus lot, all mirrors must be adjusted for maximum visibility on both sides and across the front of the bus. Mechanics may assist you to make the necessary adjustments.

### **HORN USE**

The horn (audible warning device) on your bus is to be used only for backing maneuvers or in emergencies.



### **BACKING**

Every attempt should be made to avoid backing a District bus. There is a huge blind spot behind the bus that is the main source of the problem. It is advisable to drive around the block to avoid any backing. Many unnecessary accidents can be avoided if buses do not back up at all. If you **MUST** back up, sound your horn -- even if your bus has backup lights and beepers -- to warn people in the area. It may even be prudent to get out of the bus and check the area behind the bus before backing. If possible, designate a responsible student in the rear seat to keep watch and aid you.

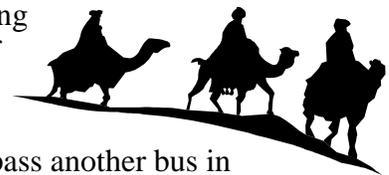
Always pick up passengers before making a backing movement, or make the backing movement before unloading passengers so students are away from the area in which you are backing.

You are not to back a district bus on school grounds unless there is a responsible ADULT present at the rear of the bus to direct you. While backing is necessary to park in the bus yard, remember it is a very hazardous maneuver and you must always be extremely cautious. Use all mirrors when backing.

### **BUSES IN CONVOY**

When two (2) or more buses are traveling together to the same destination, they are to travel in convoy.

The lead bus shall maintain a legal speed that will enable the following drivers to keep each other in sight. The lead driver maintains sight of the second bus at all times. The second bus in line is responsible for keeping the third bus in sight at all times and so on for as many buses as are in the convoy. Buses in convoy are never to pull out to pass another bus in the same convoy. There is a tendency for vehicles in a convoy to follow too closely.



## **DEFENSIVE DRIVING IS AN USD 443 REQUIREMENT**

When driving a USD 443 school bus, hold a safe following distance. Always travel in the right-hand lane, except when absolutely necessary to do otherwise. Approach all traffic signals with a plan for stopping.

## **BUS STOPS**

Every attempt will be made to establish bus stops in the safest locations. All stops should be made a safe distance from any obstruction that could interfere with safe loading or unloading procedures. Watch for trees or poles that might be close to the curb line and make sure that there is no hole or other defect that might make the stop unsafe.

Special Education stops have unique problems. If you are early, you must wait until the scheduled departure time. It is normally not necessary to call dispatch on the two-way radio or phone when a student is missing (unless an emergency), but if you know the student will be absent for a period of time, inform dispatch when you return to the office.

## **PEDESTRIANS**

A school bus driver is expected to show courtesy to all pedestrians, whether in a marked crosswalk or not. Generally in Kansas the pedestrian has the right-of-way at any intersection whether it is marked or unmarked. Disregard any signals given by the pedestrian for you to go ahead. His signal DOES NOT relieve you of your responsibility to stop and you may be cited by the police for failure to yield.

## **NARROW OR LOW CLEARANCE - AND OTHER HAZARDS**

Before passing any obstruction with doubtful clearance (road construction, low hanging branches, narrow streets, etc.), the driver must be sure that the bus will clear the obstacle. Develop a visual reference point in front of the bus to help establish whether you will clear. Many drivers have developed the rather poor habit of merely checking their right-hand mirror to see how much room they have on a narrow street. This is not effective as it only works if you have already cleared an obstacle! A defensive driver looks at least a block ahead in city traffic to anticipate tight situations and is able to take corrective action to avoid being "squeezed." If in doubt, stop and wait until you are certain it is safe to proceed.

Some buses have only a ten (10) inch clearance from the ground. Many buses have a tendency for the front to hit the ground under certain circumstances. Our flat nose and conventional buses have a very long body extension beyond the rear axle, making the bus prone to rear corner (tail swing) collisions while turning. Care must be exercised, especially when driving in unfamiliar territory, to avoid any high crowns in the road, dips, or other irregularities which might cause the bottom of the bus to scrape. Hitting and damaging the oil pan could cause you to lose oil and ruin the engine. If there is any doubt in your mind about clearance (above, below or to the sides), SLOW DOWN or stop and be sure. If you do not think you can make it, STOP. Do not have an accident due to poor judgment. Low hanging branches, foliage blocking your view, leaning signs and other movable/ removable obstacles should be reported to a Supervisor for corrective action. Remember, however, that not all conditions can be corrected, and you must be prepared to drive in areas that are sometimes considerably less than ideal.

## **HAZARDOUS DRIVING CONDITIONS**

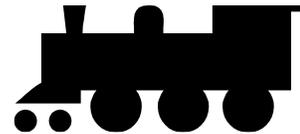
In the event of unsafe conditions or hazards on area roads and highways the following procedure will be followed:

1. If country roads are impassable due to muddy conditions drivers contact the parents requesting them to meet the bus on hard top roads. Prior to leaving on route.
2. Drivers have areas designated for safe transfer of students from cars.
3. Accidents, road closings or road hazards are reported to drivers during the route hours via bus radios.
4. Drivers assist others by announcing, on the bus radio, road hazards, closings or accidents.

## **RAILROAD GRADE CROSSINGS**

Never take a railroad crossing for granted. With trains and buses, the FIRST mistake is the LAST. *It is Kansas Law to stop at all railroad crossings whether or not there are passengers aboard.*

## **KANSAS STATUTES ANNOTED 8-1553** **CERTAIN VEHICLES REQUIRED TO STOP AT ALL** **RAILROAD GRADE CROSSINGS**



- (a) Except as provided in subsection (c), the driver of any vehicle described in rules and regulations issued pursuant to subsection:.
- (b) Before crossing at grade any track or tracks of a railroad, shall stop vehicle within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of such railroad and while stopped listen and look in both directions along track for any approaching train, and do not proceed until safe. After stopping as required and proceeding when it is safe to do so, the driver of any vehicle that there be no necessity for manually changing gears while traversing such crossings and the driver shall not manually shift gears while crossing the track (s).
- (c) This section shall not apply at:
  - Any railroad grade crossing at which traffic is controlled by a police officer or human flagman;
  - Any railroad grade crossing at which traffic is regulated by a traffic control signal, as defined by K.S.A. 8-1478, and amendments thereto;
  - Any abandoned railroad grade crossing which is marked with a sign indicating that the rail line is abandoned;
  - Any industrial or spur line railroad grade crossing marked with a sign reading "Exempt." Such exempt signs shall be erected only by or with the consent of the appropriate state or local authority.

All USD 443 school or activity buses shall activate the 4-way lights or flashers at least two-hundred (200) feet and no closer than seventy-five (75) feet from the railroad grade crossing. Open driver window and entry door; look and listen both ways along the track for an approaching train and do not proceed until safe to do so. The 4-way lights or flashers are to be canceled no sooner than when the rear dual tires have cleared the last rail.

## **STOP ARM VIOLATORS**

If you have a bus stop where cars consistently pass your bus when the flashing red lights are on, report it to a Supervisor who can assist in preventing this type of unsafe condition. We will contact the Police Department who has been very cooperative in targeting such areas.

## **MECHANICAL BREAKDOWN**

When your bus develops trouble on the road, you have three (3) alternatives:

1. Radio or phone for help.
2. If both the radio and phone are inoperable, ask a passerby to call for help.
3. If the bus has no passengers, and the radio and phone are inoperative, you may leave the bus to obtain help.



If you must send passers-by for help, be certain to write down the information needed: telephone number to call, bus number, nature of problem, exact location, number of students aboard, etc.

In most cases pupils are safest inside the bus. Some conditions may, in your judgment, warrant removal of students because of possible fire, extremely dangerous section of the highway, or for some other reason.

Be sure to place your emergency reflectors correctly to protect the stalled bus. DO NOT use students to do this for you.

## **ACCIDENTS & EMERGENCIES/CRISIS PLANS**

### **Health Emergency on the bus route:**

- The Driver
  1. The driver should evaluate the nature of the health emergency.
  2. The driver will call or radio central dispatch with the location, the medical information available as well as the name and school of the student.
  3. The driver will perform first aid for the student to the best of their ability.
  4. The driver will maintain radio contact with the dispatcher. The driver can designate a responsible passenger to relay radio messages.
  5. The driver will release the student only to authorize medical personnel, a school official or the parent or guardian.
  6. When the driver has completed the run they will fill out a report detailing the incident.
- The Dispatcher
  1. Clear the air of any other radio traffic.
  2. Listen to the information given, writing it down as it is given, contact emergency personnel (9-1-1) relaying the information.
  3. Contact the transportation supervisor.

4. Contact the parent/guardian of the student.

## **BUS ACCIDENT**

- The Driver
  1. Secure the vehicle, survey all individuals involved in the accident for injuries, and calm the students, **DO NOT MOVE THE VEHICLE** unless leaving it there would place the students in danger.
  2. Call or radio central dispatch giving:
    - a. Location of the accident, bus number and/or route number.
    - b. Any injuries and whether an ambulance is needed
    - c. Number and type of vehicles involved.
  3. Display appropriate warning devices do not move vehicle until instructed to.
  4. Keep all students on the bus unless safety conditions warrant their removal. If threat of fire, move children and others to a safe location, at least 100 ft. from the untraveled side of the roadway.
  5. Administer critical first aid.
  6. Start making a list of students with the students name, age, address, phone number and seat placement on the bus at the time of the accident.
  7. Cooperate with any law enforcement office and be prepared to provide them with the following:
    - a. Name, home address, drivers license
    - b. Insurance card
    - c. Vehicle information (make, model, year, VIN)
  8. Obtain the same information as above from the other driver(s) involved in the accident.
  9. Get names, addresses and phone numbers of all witnesses.
  10. Make no statement to the media or bystanders give information **ONLY** to the investigating officers and school officials.
  11. Maintain radio contact with the dispatcher. The driver can designate a responsible passenger to relay radio messages if they are occupied with first aid treatment for students.
  12. Passengers may be released when cleared by the law enforcement officer to authorized medical personnel, a school official or another bus to complete route.
  13. Upon returning to the Transportation Department, assist in completing all necessary accident reports.
- Dispatcher
  1. Receive the emergency call from the bus driver and write down all accident information.
  2. Call 9-1-1 for police, Ambulance or fire if needed
    - a. Give location of accident
    - b. All known information regarding possible injuries
  3. Contact the:
    - a. Transportation supervisor (or designee)
    - b. The principal(s) at the school(s)

- Mechanic
  1. Assist the dispatcher with notifications
  2. Provide another bus and driver if needed.
  
- Transportation Supervisor or Designee
  1. Go to the scene of the accident ASAP
    - a. Take forms
    - b. Take camera, radio, and cellular phone
  2. If medics have not arrived assist with first aid
  3. Get a list of all students on board with
    - a. Name, address, phone #
    - b. Age, grade, and school and compile a seating chart at the time of the accident
  4. Take pictures of the accident scene
  5. Assist the bus driver in any way possible including caring for the students
  6. The administration building and talk to the superintendent, Business and Operations Director or Public Relations
    - a. Standby to contact parents as needed
  7. Complete accident report and forward information to insurance carrier

**ADULT NOT APPROVED TO ATTEMPT TO BOARD THE BUS ON ROUTE**

DEFINITION: An unscheduled passenger attempting to board the school bus without prior consent from the transportation supervisor. This may apply to non-custodial parents that are attempting to delay the bus on it's route to gain access to a child or an adult attempting by force to gain access to the driver or a student on board to settle a dispute.

GOAL: To provide a safe, secure and timely bus ride for each student on each route. No student or driver should have to be afraid of being verbally or physically assaulted by someone or something outside the school bus.

SIGNALS: When an unidentified adult attempts to gain access to the inside of the bus either by stopping a vehicle in the path of the bus or by attempting to board the bus while a regular stop is being made either to pick up to deliver.

STEPS OF ACTION:

1. A car pulls in front of the school bus in an attempt to block the path of the bus:
  - a. Do not open the door of the school bus.
  - b. Make radio contact with base and give your location along with the description of the person(s).
  - c. The dispatcher will call 9-1-1 with the information.
  - d. If a weapon is present have the students slide down in the seats below the window line.
  - e. Keep the students calm and as soon as it is safe to do so go around the vehicle and proceed with the route, keeping the dispatcher informed as to your location.
2. An unidentified adult steps up with the students to the school bus to board.

- a. The driver is to ask the adult NOT to enter the school bus and to ask them to contact the transportation department by telephone.
- b. If the adult refuses the driver is to contact base by radio giving the location of bus and a description (and name if known) of the adult.

**ROLES:**

- Driver: Identify the situation and contact base with clear, accurate information. Stay and protect the students
- Dispatcher: Contact 9-1-1 and the Supervisor to relay information as needed.

**NOTE: Do not make comments to the press; refer all press/media to the supervisor or board office personnel.**

**FIRE ON THE BUS**

If a bus catches fire, the safety of the students is your first consideration. *Only* after all students are safely off the bus should you worry about the vehicle. After all other tasks are safely completed, apply the extinguisher as needed. Aim under the fire, rather than hitting it from above. *If in doubt, let it burn.* Under no circumstances should you let a student get near a burning bus, regardless of possessions that may be in the fire. No piece of equipment is worth injury to either you or your passengers.



Pupils are to be held in a safe area and under your control at all times.

**BUS EVACUATION**

Federal standards call for each state to implement programs on safe riding practices and bus evacuation. The driver instructor and school bus drivers will conduct instruction and drill participation in bus evacuation at a scheduled time for each school. School bus accidents happen and when they do it is too late to begin teaching an emergency procedure. You as a driver must review these instructions in advance with your students, since you are the key to a successful evacuation program.

**HIJACKING OR KIDNAPING**

You must know what to do in the event that you are faced with a hijacking or kidnaping situation. All situations are different and could be dangerous if not handled properly. Be aware of unusual circumstances and avoid situations that could create serious problems for you and your passengers. Past discussions with hostage negotiators indicate that the best course of action is to cooperate with the hijacker and when the police become involved, cooperate with them. **Review your crisis plan.**

**OPERATING PRACTICE**

Operating Rules and Regulations

1. Moving Regulations
  - a. Maximum Speed-----75 MPH
  - b. State Highway-----65 MPH
  - c. County Paved-----55 MPH

- d. Dirt Roads-----45 MPH
- e. School Zone-----20 MPH
- f. Residential Districts-----30 MPH or as posted
- g. Business Districts-----20 MPH or as posted
- h. School Loading Areas----10 MPH maximum
- i. All signals or regulatory signs shall be strictly observed and obeyed.
- j. When leaving and entering the stadium parking and bus lot the maximum speed of 10 MPH.

## 2. Operating Regulations

- a. Any school transportation vehicle involved in an accident which renders the vehicle unsafe for further transportation or develops mechanical difficulty which creates an unsafe condition shall immediately cease its operation and the driver shall immediately notify the dispatcher at the Transportation Department.
- b. The headlights and clearance lights shall be on any time the bus is operating. The school bus rear interior lights shall be on any time the headlights are being used for roadway visibility.
- c. No vehicle either on or off the lot shall be moved until all doors are closed.
- d. The driver is to allow no one to stand or sit forward of the first passenger seat at any time.
- e. The use of any tobacco on any school vehicle or school property or within the sight of students while on duty is prohibited.
- f. Alcoholic beverages of any kind are prohibited on any school vehicles or school property.
- g. Animals or insects, dead or alive, are not allowed on any school vehicles.
- h. No weapons of any kind are permitted on any school vehicle.
- i. Drivers are not permitted to make repairs or adjustments to a school vehicle except in certain emergencies. Road repairs may be authorized as deemed necessary at the verbal direction of the supervisor or mechanic.
- j. No bus driver shall drive more than ten (10) consecutive hours or more than aggregate of ten (10) hours spread over a period of fifteen (15) consecutive hours and are subject FMVSS hours of service regulations.
- k. The driver shall not leave the school bus unattended with students on board. The driver shall not leave the key in the ignition at any time except when parked in the garage bays. The driver will not leave the vehicle until the engine is off and the brake is set.
- l. Buses shall not be backed under any circumstances unless given permission from the dispatcher (*See pg 52*).
- m. Stop and turn signals shall be used whenever turning, stopping, or changing traffic lanes.
- n. The driver shall report all route hazards and unsafe conditions to the transportation supervisor immediately. The vehicle will not move when the passenger load count exceeds the manufacturers load limit.
- o. School transportation vehicles shall at all times yield to other vehicles and be driven in a safe and courteous manner.

## Section 3: The Student

### **STUDENT DISCIPLINE**

The bus driver approach to student discipline on the bus is one of the more critical elements that affect the safety of the students and the driver. A school bus transporting unruly students is an unsafe bus. In the event a driver is faced with the situation where a student violates a rule and does not respond to the driver's efforts to maintain discipline, the driver may write a discipline referral to the school principal.

The proper preparation and follow-up on discipline referrals plays a vital role in determining the driver's success. Drivers are encouraged to provide a factual, fair and concise description of the student's behavior on the discipline referral. Drivers must accurately report a student's actions and/or vulgar offensive remarks on the referral for even though they may have personal objections to writing out such behavior or language.

In the event a school administrator encounters parents who wish to challenge the allegations on the referral form, the bus driver may be required to attend the discipline conference with the school administrator and parents. If a bus driver is called to a discipline conference, the bus driver will be compensated at the current minimum wage rate.

Bus drivers are encouraged to consult with the transportation supervisor and/or the building administrators wherever they sense a situation developing on their routes which may result in a serious discipline or safety issue.

1. Drivers will maintain a safe environment on the bus at all times.
2. It is the responsibility of all drivers to enforce the district's bus conduct policies.
3. Drivers will attempt to make parent contact the first time a student is written a conduct referral.
4. Students can't be expected to follow the rules if the driver doesn't.

### **RELATIONSHIPS WITH STUDENTS**

All drivers will:

1. Treat all students with courtesy and respect.
2. Be firm, but pleasant in all dealing.
3. Explain the request he/she makes on the children, or regulations he finds necessary to impose as:
  - a. Assigning of seats.
  - b. Proper care of the bus and equipment.
  - c. Proper order on the bus.
4. Not indulge in kidding and acts which will cause students to feel too familiar.
5. Not argue with students regarding their behavior but continue to clearly state their expectations.

6. Not pick up or discharge a student anywhere except at school or their assigned stop.
7. Never touch a child. In the event of a physical confrontation between students on the bus the driver will verbally and assertively tell them to stop and then call in for assistance.

### **FOLLOW THESE RULES**

1. Students shall follow the directions of the driver the first time given.
2. Students shall arrive at the bus stop five (5) minutes before the bus arrives.
3. Students shall be courteous, use no profane language or obscene gestures.
4. Students shall cross the roadway in front of the bus only after the bus has come to a stop and upon the direction of the driver.
5. Students shall go directly to their assigned seat upon entering the bus.
6. Students shall remain seated and facing forward to keep the aisles and exits clear.
7. Student shall observe school policies for dress code and behavior and respect the rights safety of other.
8. Students shall not throw or pass objects on, from or into the bus.
9. Students shall carry only objects that can be held on their lap.
10. Students shall not carry or use any tobacco products, alcohol, drugs or any other controlled substance on the bus.
11. Students shall not eat, drink, or chew gum on the bus.
12. Students shall not carry hazardous material, nuisance items or animals on the bus.
13. Students shall not leave or board the bus at locations other than the assigned stops at home or school.
14. Students shall refrain from extending head, arms, or objects out of the bus windows.

### **CONSEQUENCES**

- First Referral = Warning
- Second Referral = Three (three) to five (5) day bus suspension.
- Third Referral = Bus suspension of two (2) weeks or the remainder of the school year.

Any and all steps may be excluded depending upon the severity of the infraction. Sequence for write ups does not “start over” at the start of the second semester. *See Transportation Student Handbook*

### **STUDENT CONDUCT**

It is the responsibility of each driver to establish and enforce rules that will lead to a safe and comfortable ride for ALL passengers. It is suggested that during the first (1) day or two (2) of the school term you take time to familiarize each student with district bus rules. Copies of bus rules and Transportation Student Handbook are available in the Transportation Office. Students cannot be expected to obey rules they do not know! Take a moment to explain the reason behind each rule so students will understand and be interested in cooperating.

**THE TONE YOU SET THE FIRST TWO WEEKS OF SCHOOL WILL BE THE ONE YOU WILL DRIVE WITH THE REST OF THE YEAR**

Students will be quite willing to test you during the critical first few days of the new school year. This is perfectly natural and has happened ever since there have been children and adults. You must set reasonable limits at this time. Do not let the rambunctious one in the group exceed the limits you have set, and you will soon find that the whole load has settled down. It is best to have a PRIVATE talk with any student needing correction. Never chastise a student in front of a busload of children.

### **PUPIL MANAGEMENT**

You must earn respect and confidence to establish a good relationship with the students on your bus. This will help you to maintain control of a large number of students, which is perhaps the most difficult part of successfully driving a school bus. If you do not have the students' respect, and if you do not act like a mature and responsible adult, you make your job very difficult.

Each driver, because of differences in personality, must establish their own methods of control. What works for one driver may not work at all for another. Each student is an individual, the same as you, and should be treated as such. Never try to discipline a whole group for the infraction of a few. Keep in mind that most of the time you are the only adult aboard the bus. You must exercise self-control above all. A driver needs two kinds of sense -- common sense and sense of humor.

Children (and adults too) respond well when treated with fairness and consistency. It is our policy to have uniform rules and procedures that are enforced in a consistent manner. If we all work together as a team using the same procedures, the child will know the rules no matter which driver is in charge. If only ONE (1) driver neglects their pupil management responsibilities, the system will break down. Children immediately pick up on the inconsistencies and changes and those differences often create student discipline problems.

*The primary reason for good pupil management is safety.* A driver who must constantly watch the inside mirror to try to catch a violator is spending too much time with their eyes off the road. If a situation develops which requires more correction than "a word to the wise" over the PA system, pull the bus over to the side of the road. This is better than trying to drive and discipline at the same time. Another alternative is to wait until you get to school or the next bus stop.

The following list is a guideline to use beginning the first day of school. Every day and every group should be handled the same so that eventually no matter which group you have - the rules are the same.

### **PROCEDURES FOR GOOD PUPIL MANAGEMENT**

All drivers are expected to establish and use the following recommended procedures:

- ✓ Only the bus driver is to operate the door, windows or any other part of the bus or its equipment, except in the case of an emergency when the driver is unable to perform normal tasks.
- ✓ Work at all times with students not to rush the bus when loading.
- ✓ Unload students from the front to the back of the bus on a rotational basis. This is excellent training for bus evacuation.

- ✓ Stop to load and unload students only at designated bus stops. Unauthorized stops are prohibited. Only students authorized to ride should be permitted on the bus.
- ✓ Students are to get off the bus only at their normal bus stop. Notes presented to driver for students to get off at a stop other than the designated stops are acceptable if signed by Transportation personal.
- ✓ Communicate the entire school year with students to establish and maintain good bus riding manners.

### **RETURNING THE BUS TO SCHOOL**

Although tempting at times, **NEVER return a group of unruly students to a school without direction from dispatch.** This action announces to the students that you are not in control, and it has the effect of punishing students who are not participating in wrong doing. Many times security and administrators have left the campus or in meetings – and cannot assist you. And even when they can speak to your passengers, when they leave, you will still transport them home – by yourself. Once you give your authority to the school staff, they cannot fully give it back to you.

Remember that you are never alone. When you need assistance with student behavior, always call dispatch for assistance. The Transportation Department will take appropriate action to help you manage the situation. Get names of students causing problems and deal with them afterwards.

Good conduct aboard a school bus is a **MUST** for safe driving!

### **GUIDELINES FOR WRITING A REFERRAL**

In the Heading please make sure all the boxes are complete. Please print the information so it is legible. Check the route sheet for the correct spelling of the name and the grade.

#### **1. Make it factual.**

- a.** Be Sgt. Friday on Dragnet... “Just the facts ma’am, just the facts.” Do not fill in with what you think might have happened. Do not interject your feelings in the write up.
  - i.** If the incident involves another student **DO NOT** put the name of the other student on the referral.
  - ii.** If the student was using profanity, write down what they actually said. If you have a problem with this bring the referral to the office we can help.
  - iii.** **ONLY** one referral per trip. If the student has multiple incidents write them **ALL** on that referral. If you need more space attach an additional sheet to the referral with the rest of the information.
  - iv.** Check spelling and grammar. If you are unsure check with the office for assistance.
- b.** Avoid statements such as
  - i.** “They always”, or “everyday they”, or “has an attitude problem”...
  - ii.** Do not give expert opinions such as “this child has ADD”
  - iii.** Do not put in statements of what should happen with this student.

2. **This is the area for you to let the adults dealing with this student know what you have already done to address the situation.**
  - a. Make sure you have done these things before you turn the referral into the office.
    - i. You have talked to the student about the incident.
    - ii. If this situation or a similar situation has been addressed by another adult in the department, document the date and the situation. Note that contact on the referral.
    - iii. **VERY IMPORTANT:** What have YOU done to address this problem on the bus before resorting to submitting the referral?
    - iv. Contact parents **BEFORE** it is a crisis. If the action of the student is not life threatening first try to find a solution on the bus.
    - v. Have you tried more than once to contact the parents/guardian about this situation? Have you documented the times you tried? Have you tried **EVERY** number listed to contact the parents and tried at various times of the day? Keep trying for at least one school day and then turn the referral into the office.
    - vi. When you make contact be sure to document the person you spoke with, day, time and the response from that person.
    - vii. If the contact numbers listed are not working, contact the Transportation Office so they can verify the school district's Student Management System for any additional contact numbers.
    - viii. Try **NOT** to leave detailed information with anyone who is not listed as one of the contacts on the transportation form.

### **ASSERTIVE DISCIPLINE**

1. **Know and review the bus safety rules with your students.**
  - a. Make sure each student on your bus has a copy of the rules.
  - b. **Explain the safety reason for each rule.**
  - c. Give the rules to each new student when they start to ride.
  - d. Give a copy of the rules to any student that seems to be having trouble remembering what the rules are.
2. **When talking to a student about a discipline problem NEVER:**
  - a. Loose your cool!
    - i. If they can get you mad the student(s) have just won.
  - b. Be drawn into an argument.
  - c. Allow the students to bait you.
3. **Whatever the circumstances, just keep repeating what you want the student to do:**
  - a. "Sit down", "Please remember to sit on your bottom", "To be safe you need to sit in your seat", "If you are not sitting and the bus has a crash you could be very seriously hurt", "You just need to sit in your seat".

### **BUS OVERLOADING**

Never drive a school bus with more passengers than the rated capacity of the bus. The capacity is posted on the CHP Vehicle Inspection Approval Certificate inside each bus. If you find you have

too many students, you should first notify dispatch on the 2-way radio, who will usually ask you to stay at the bus stop until dispatch can find another bus to pick up your overload.

Never remove students from the bus who were picked up at a previous stop.

If your load is increasing and you foresee a possible future overload developing, let dispatch know.

### **SEATING STUDENTS IN A FULL BUS**

The preferred (and fastest) way to load students is for the driver to go to the rear of the bus to seat students from the back of the bus to the front. Consideration is to be given to help siblings to sit together and to seat kindergartners in the front of the bus. By loading this way, students do not have to pass legs and backpacks in the aisle. You also know all the seats behind you are full, and the only remaining seats will be in the very front of the bus, where the last students to board the bus can be seated quickly so you can leave.

### **LOST ARTICLES**

After each run you should check your bus and pick up articles left behind. Items not claimed after a few days should be taken to transportation lost and found.

Lost articles should not be left in the buses for more than a week.

### **STUDENTS LEAVING THE BUS**

Before unloading a student from the bus, ask the student if they need to cross the street. If they do, teach them to cross in front of the bus with your hand signal. Under no circumstances are you to permit students to get off the bus at a location other than their designated stop unless you are requested to by dispatch.

### **SURVEILLANCE SYSTEMS ON SCHOOL BUSES**

Surveillance systems on school buses are a useful tool for student control. All of the USD 443's buses are equipped with video systems.

If you need to view a tape or hard drive ask one of the mechanics to pull your tape or hard drive **after your route.**

Properly used, this system really works! We can tell many stories of students who emphatically deny some sort of negative behavior, but back down when their driver, transportation supervisor, or principal reviews the tape with them. The best part is that after being caught red-handed these students will likely tell other students how they embarrassed their parents -- and the effect on the whole bus is amazing. We are better able to defend a referral that can be supported by videotaped evidence.

### **DRAWSTRINGS**

Tragically, throughout the nation several students have been fatally injured in recent years when their clothing or back packs became caught in the bus handrail by the front door, or the door itself, and the bus pulled away with the student still snagged. All USD 443 buses are equipped

with snag-resistant handrails; however, you should be especially aware of this potential problem and double check that the door is clear before moving away from a bus stop.

## **Section 4: Forms**

### **TIME SHEETS**

All time sheets will be due every Tuesday before 4:00 PM in order for a route driver to select a trip this rule must be followed. Time sheets need to be filled out in either black or blue ink only.

### **DAILY PRE-TRIP INSPECTION FORM**

Please fill out completely and initial in the boxes. These forms are used to generate information, make sure information is current.

### **CONCLUSION**

You are entrusted with a great responsibility. Safe transportation of children to and from school is our primary purpose. The usd 443 transportation department exerts every effort to provide safe, efficient and convenient transportation service to eligible students. To accomplish this, all members of our department must work together as a team.

We will continue to work with diligence to earn the respect and confidence of our patrons: school administrators, teachers, parents, the public, and of course, the students. We are professionals who will see that this image is maintained and improved through our efforts. We CAN make a difference!

**HANDBOOK RECEIPT**

In signing this receipt, I acknowledge that I have received and read a copy of the USD 443 Transportation School Bus Driver Handbook. If at any point I do not understand the Handbook I shall go to management for interpretation.

I further understand that I, as a professional school bus driver, am responsible for following all rules, regulations, laws and other directives pertaining to the safe and proper operation of school buses, including those listed in this handbook.

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Signature

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Print Name

Date