

Lawton Public School Bus Driver and Monitor's Handbook

2020 - 2021

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Aim

To transport students safely and efficiently to and from schools and activities.

Philosophy

Lawton Public Schools buses are operated as a service to transport students to and from school, and other Board approved functions safely and efficiently. Were it not for this, there would be no need for buses, drivers, or a Transportation Department. Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one. We will attempt, within our capabilities and resources, to treat everyone equally. Any service provided for one student, school, or patron will be provided for all others under similar circumstances.

The school district intends for all school bus drivers to be treated fairly. Every effort will be made to make the bus driver's job as pleasant as possible. A cooperative effort on the part of the driver, site principals, and Central Office personnel should result in a smooth operation of the Transportation Department. All the rules and regulations regarding school bus operations were made for a reason. Some are required by law and others by the school board. None is made without serious thought, and ALL must be adhered to strictly both for the safety of the riders and the functionality of the equipment.

Today, it costs over \$80,000 to purchase one bus. Therefore, we are all responsible for carrying out our jobs in performing the inspections and maintenance of buses, being careful and safe drivers, and controlling our students so that our buses enjoy a long and safe life.

Applicability

The contents of this manual apply to all employees of the Lawton Public School system, regardless of position or title, who drive a Lawton Public School bus.

Introduction

Few people realize that school bus drivers and the Transportation Department as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that school will be dismissed if the buses cannot run their routes. Since approximately sixty percent (60%) of Lawton School students are transported, school bus drivers have a great opportunity to enhance public relations with the district's patrons. Also, those taxpayers who have no children riding the bus come in contact with LPS School Bus Drivers and Monitors almost daily with school buses on the streets. Because of this, the Transportation Department, as much or more than any other single department, affects public opinion toward our schools. School bus drivers should be aware at all times that they are very conspicuous when driving a big, yellow vehicle. Everyone connected with the schools represents the school system. Often, public attitude toward the system is determined by the actions of a single representative, and because school buses have district identification on the sides of them, public opinion may be swayed by the action of one bus. Drivers who are especially courteous create a good image for their school district. Please think before you act. Common sense, courtesy and good judgment will prevent or solve most problems before they develop into a crisis. The bus driver is the first school representative a student meets each morning. If it is a pleasant meeting and a pleasant ride to school, the student has a much greater opportunity for a successful learning experience that day. If the bus ride is unpleasant, the student often begins the day with a negative or hostile attitude toward school.

Likewise, since the last school representative a bus rider sees in the afternoon is the driver, we can send him or her home with a pleasant feeling toward school by making the trip home a positive experience. It is advantageous for all transportation personnel to make every effort to see that a student's time on the bus is as pleasant as possible. This handbook is intended to provide Lawton Public Schools bus drivers with the basic information, rules, and regulations necessary to effectively operate and maintain a school bus. The information contained in this book is to be used in conjunction with the School Bus Driver Manual

published by the State Department of Education and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

State Department of Education Requirements for School Bus Drivers in Oklahoma

School Bus Driver Certification

Standard Certificate

Qualifications of a School Bus Driver

Certification Requirements (Excerpts from OAC 210:30-5-1)

- (I) The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that each applicant submitted for a Standard One-Year Certification.
 - (i) Is at least 21 years of age
 - (ii) Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education
 - (iii) Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with the proper endorsements required by the Department of Public Safety
 - (iv) Has not been convicted, plead guilty or no contest to a felony
 - (v) Has passed a driving record check; no certificate shall be issued to a person who within the preceding three (3) years:
 - (I) Has had a license suspended or revoked, canceled, or withdrawn pursuant to the **Implied Consent Laws** at 47 O.S. § 751 et seq.
 - (II) Has a conviction for a violation of 47 O.S. § 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug
 - (III) Has been convicted or plead guilty to a violation of 47 O.S. § 761, operating a motor vehicle while impaired by consumption of alcohol
 - (IV) Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired
 - (V) Has had four (4) or more traffic violations (excluding parking tickets)

Requirements for Lawton Public Schools School Bus Driver

1. Hold a valid Oklahoma School Bus Driver's Certificate and CDL with appropriate endorsements
2. Have an acceptable moral character
3. Be a responsible driver
4. Be willing to comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department
5. Be willing to accept necessary modifications to assigned routes
6. Be willing to do the things necessary to maintain a standard school bus driver's certification
7. Attend meetings called by the Transportation Director or Transportation Supervisor
8. Show proper care and respect for equipment including inspections and cleanliness
9. Show proper respect for the students
10. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct
11. Fill out all applicable forms completely, accurately, and in a timely manner
12. Be neat in appearance, courteous to parents and students, and cooperate with fellow bus drivers/monitors, principals, teachers, and other school officials.
 - a. Acceptable dress for drivers/monitors is the same as for teachers.
 - b. Every driver/monitor will wear closed-toe shoes while driving a school bus. All shoes must be secured to the feet at the heel and the toe. Proper footwear should be worn to ensure stability for both driver and monitor.
 - c. Every driver/monitor must wear a shirt. No driver/monitor will wear only a tank top or sleeveless shirt while driving a bus. Clothing which reveals undergarments or clothing of a similar nature is unacceptable. Loose fitting clothing should not be worn by drivers or monitors for safety purposes.
 - d. If shorts are worn, they must be of Bermuda or walking short length.
 - e. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn by the driver.
 - f. Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
 - g. No halter-tops or tube tops

SCHOOL BUILDING LOCATIONS

HIGH SCHOOL

Eisenhower Senior High	5202 West Gore Boulevard
Lawton Senior High	601 NW Fort Sill Boulevard
MacArthur Senior High	4402 East Gore Boulevard
Gateway	102 E Gore Boulevard
The BRIDGE Academy	102 E Gore Boulevard

MIDDLE SCHOOL

Central Middle School	1201 NW Fort Sill Boulevard
Eisenhower Middle School	5702 West Gore Boulevard
MacArthur Middle School	510 NE 45th Street
Tomlinson Middle School	702 NW Homestead
The BRIDGE Academy	102 E Gore Boulevard

ELEMENTARY

John Adams	3501 NW Ferris
Almor West	6902 SW Delta
Carriage Hills	215 SW Warwick Way
Cleveland	1202 SW 27th Street
Crosby Park	1602 NW Horton Boulevard
Edison	5801 NW Columbia
Eisenhower	315 SW 52nd Street
Freedom	5720 Geronimo Rd., Fort Sill
Hugh Bish	5611 NW Alan-A-Dale
Learning Tree Academy	1908 NW 38 th Street
Lincoln	602 SW Park Avenue
Pat Henry	1401 NW Bessie
Pioneer Park	3005 NE Angus Place
Ridgecrest	1614 NW 47th Street
Sullivan Village	3802 SE Elmhurst Lane
Washington	805 NW Columbia
Whittier	1115 NW Laird
Woodland Hills	405 NW Woodland Drive

CLASS START AND DISMISS TIME

<u>SCHOOL</u>	<u>BEGIN</u>	<u>DISMISS</u>
High Schools	7:35 A.M.	2:25 P.M.
Middle Schools	8:05 A.M.	2:55 P.M.
Elementary Schools	8:45 A.M.	3:35 P.M.

Expected Conduct for Transportation Employees

1. Be on time for work.
2. All LPS employees are required to have a LPS ID badge daily when reporting to work. Drivers and Monitors will be required to sign-in with the time and signature on the provided rosters. If you miss signing in you must have appropriate form signed by supervisor to give to attendance secretary.
3. If you know you are going to need to be off, give the Supervisor as much advance notice as possible so that a substitute can be arranged. When you are gone, our operation suffers. No substitute can run your route as well as you can. When you are gone, it affects us all -- there is more work for the Director and Dispatcher, less quality service for your students, and sometimes, more work for your fellow bus drivers.
4. When an emergency arises, contact the Transportation office staff as soon as possible. Emergencies at home, unavoidable schedule conflicts, and sickness are understandable reasons for missing work. Absences for personal convenience or excessive absences could result in corrective action by the district.

REMEMBER: Advance notice does not guarantee time off.

5. Excessive absences for personal reasons will be grounds for dismissal.
6. The Transportation Office and Maintenance Shop are business areas.
7. NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY.
8. Profane, vulgar, or suggestive language is not permitted during or around any school activity or on school property.
9. No drivers/monitors are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Drivers/monitors are not permitted to congregate in the garage. The breakrooms are provided for drivers and monitors use prior to, and after running, their bus routes.
10. Report all school related injuries that happen either to you or to a student, immediately. An accident/incident form is available in the director's office.

COLD WEATHER OPERATING PROCEDURES

The weather and road conditions in the Lawton School District are such that it is seldom necessary to close schools because of inclement weather or street and road conditions.

However, during periods of severe winter weather, monitor the media weather reports and forecasts so you will know what conditions to expect the next morning. For Example: If the weather forecast calls for freezing rain, expect ice on the streets and roads the next morning.

During these periods of severe weather the media will be notified by the appropriate school authority no later than 5:00 a.m. The only information given to the media is as follows: "Lawton Public Schools will be closed today" or "Lawton Public Schools will be open today".

For your information and so you will know how it is determined whether school will be closed or open, the following procedure is used. At 3:00 a.m. the Director of Transportation and LPS Weather Team checks conditions in each area of Lawton. At 4:45 a.m. they meet with the Superintendent and recommend the appropriate course of action. The Superintendent will make the final decision and the media will be notified by 5:00 a.m. Watch Channel 7 TV, check LPS facebook page, or listen to the local radio stations to receive notifications of school closures or regular operations.

If your bus is gasoline powered, remain with the bus until the engine is warm enough to run smoothly. If your bus is equipped with a manual choke do not leave it unattended until the engine is warm enough to run smoothly with the choke fully in.

A cold gasoline engine is unstable and will stall if not monitored. Do not leave your bus unattended with the engine running any longer than five minutes. Do not leave the engine running for a prolonged period of time. The bus can be driven as soon as the engine is warm enough to run without stalling or hesitating. Complete the warm up process while driving. If your bus is equipped with a manual choke, make sure that the choke is pushed all the way in before driving the bus.

If your bus is diesel powered, then an approximate warmup time of 10-15 minutes is needed depending on the air temperature. As the engine warms up the RPM will increase, therefore it will be necessary to adjust the RPM at least once during the warm up period. Stay with your bus until the RPM has stabilized at 1000 RPM. Excessive RPM during warm up will damage the engine. If the engine fails to start on the first try, do not continue cranking and discharge the batteries. Call the service truck for assistance. Do not leave the bus unattended with the engine running for more than 15 minutes.

During severe weather conditions, it is the policy of the Lawton Public Schools to give extra consideration to the students, especially elementary students. Leave the Transportation Department at a time that will allow you to reach your first stop on time, considering the driving conditions.

It is understood that you will be running your schedule late during these times; therefore, it is not necessary to call the office with late reports. The office will notify all schools that you are running late due to the weather.

When streets are snow or ice covered, it is very important to slow down, even as slow as five miles per hour if conditions dictate. Go around corners at 2 or 3 miles per hour rather than the usual 10 or 15 miles per hour, and clear every intersection as far back as you can see in order to give yourself extra time and distance to react and stop in the event another driver runs a red light, stop sign, or slides through the intersection. When slowing or stopping use the brakes sparingly and intermittently in order to keep from sliding. Use the transmission gears to slow down whenever possible. On mornings when there has been moisture from the previous day or night, be especially watchful for patches of ice on the street. The most dangerous is black ice because it is the same color as the pavement and it cannot be seen until you are right on top of it. This type of ice occurs mostly at intersections and on bridges and overpasses.

In order to avoid student injuries, warn the students to be careful as they get on and off the bus. **Transportation Department personnel are reminded to be extremely careful when walking across the bus parking lot and the employee parking lot. Every winter several employees are injured by slipping and or falling on the icy surface.**

When an accident occurs, it is easy to blame the rain, snow or ice, however, keep in mind that if you drive strictly in accordance with existing road conditions, there will be no at fault accidents.

**WALK SAFELY – DRIVE SAFELY – KEEP YOUR
STUDENTS SAFE**

SEVERE WEATHER PROCEDURES

During the months of April, May and June, the most severe thunderstorms and tornados occur in our area.

It is extremely important that school bus drivers and monitors be aware of the potential danger from these storms. They need to be familiar with the emergency procedures that have been designed to minimize the possibility of injury in the event that you and your students are caught in a severe thunderstorm, the ensuing flooding, if you are in a tornado, or in the vicinity of a tornado.

Following are the accepted emergency procedures for severe weather conditions:

I. **TORNADO**

- A. Tornado Watch – Weather conditions are right for the formation of tornados, but a tornado has not been sighted.
- B. Tornado Warning – A tornado has been sighted on the ground in the area.
TAKE COVER IMMEDIATELY.
- C. Normally, buses will continue to operate during a tornado watch.
- D. **BUSES WILL NEVER OPERATE DURING A TORNADO WARNING.**
- E. Procedure to be followed while in route with students aboard and a **TORNADO WARNING** is sounded. The warning will be broadcast over the two way radio, and you will hear the tornado sirens; listen for specific instructions from dispatch:
 - 1. Pull to the right side of the road and stop
 - 2. Turn on the hazard flasher lights
 - 3. Set the parking brake and shut down the engine
 - 4. Escort the students to the nearest depression
 - 5. Select a site away from the bus so the wind cannot blow the bus over on the students
 - 6. Have the students lie flat on the ground face down, with their arms protecting their heads
 - 7. Do not board the bus until you are sure the danger has passed. Since you will not be able to hear the bus radio, this will be a matter of judgment on your part. After you are back on the bus, report your status to the dispatcher.

II. SEVERE THUNDER AND LIGHTNING STORM

- A. Lightning always occurs in association with a thunderstorm, immediately preceding and during the heavy rain. Clean air lightning can occur, however, this is a very rare occurrence.
- B. The safest place to be during a lightning storm is in a building or a motor vehicle.
- C. Normally, schools will not dismiss during a severe thunderstorm. The students will be kept in the building until the storm subsides.
- D. Procedure to be followed if a severe thunderstorm occurs while in route with students aboard:
 - 1. If visibility is reduced to the point that safe driving cannot be maintained, pull as far to the right as possible and stop.
 - 2. Turn on the hazard flashers.
 - 3. Set the parking brake and shift the transmission to neutral.
 - 4. Keep the students seated and the windows closed.
 - 5. Turn off the radio to minimize the possibility of static charges, caused by lightning flashes from arcing through the radio.
 - 6. As soon as it is safe to drive, turn on the radio and proceed.
- E. Procedure to be followed if a severe thunderstorm occurs as you arrive at school delivering students, or as you arrive at a bus stop delivering students home:
 - 1. Keep all students inside the bus and seated.
 - 2. Set the parking brake and shift the transmission into neutral.
 - 3. Turn off the radio to minimize the possibility of lightning flash induced static from arcing through the radio.
 - 4. Do not allow students to lower the windows.
 - 5. Release the students only after the lightning and heavy rain has stopped.
- F. The bus will provide excellent protection in a lightning storm. The effect of a direct hit on a motor vehicle is unpredictable. In any event, it is much safer to remain in the bus than to be out in the open.

III. **FALLEN ELECTRICAL TRANSMISSION LINES**

- A. Severe thunder or ice storms can cause electrical transmission lines to break loose from their towers and fall across or hang low over streets.
- B. In the event that fallen or low hanging wires are encountered, stop the bus and examine the situation before proceeding.
- C. The fact that wires are not arcing does not mean that they are not carrying electricity.
- D. **DO NOT** drive under wires hanging low over the road until you have stopped and examined the situation, and are certain that the wires will not touch the bus as you drive under, and there is no possibility of the wires falling as you drive under them. Do not forget to consider the fact that the radio antenna extends eighteen (18) inches above the roof.
- E. In the event that electrical wires fall on the bus while it is stopped, turn off the radio. Carefully drive or back out from under the wires, keeping in mind that the wire may catch on the radio antenna or roof vent. Keep the door closed and the students in their seats. The rubber tires insulate the bus from the ground; therefore, no electricity is flowing through the bus. Persons in the bus will be in no danger as long as they remain inside the bus. The danger of electrocution exists if someone steps off the bus and touches the bus and ground at the same time.
DO NOT USE THE RADIO

IV. **FLOOD**

- A. Do not drive into water more than (1) foot deep, or if the “HIGH WATER” sign is up.
 - B. Do not drive into a body of water if there is any doubt about its depth.
 - C. Do not drive into rapidly moving water.
 - D. In the event the bus stalls while crossing a flooded area and cannot be started, call the Transportation Dispatcher on the radio and give the location and situation details.
 - E. Keep all students on the bus and in their seats.
 - F. Wait for help to arrive from the Transportation Department. Do not evacuate the students unless the water is rising and a potentially dangerous situation is developing.
 - G. In the event that the students must be evacuated immediately, notify the Transportation Dispatcher of your situation by radio, and get as much help as necessary from motorists in the area.
- V. The emergency procedures outlined herein are general guidelines. It is understood that specific procedures cannot be formulated to cover all possible situations. The most important ingredients in an emergency are a cool head, common sense, and being prepared.

Use of Cellular Phones

Most drivers carry cellular phones; however, **they are not to be used while the bus is in motion**. They are to be used only for an emergency that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, and then make the call or text.

Child Check Procedure

Before exiting the bus, the driver will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus.

Parking

All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area unless instructed by Transportation. This area can become quite congested which increases the possibility of an accident. Personal vehicles are to be parked in the lot on the south side of transportation. Please Park in the Designated Areas Only.

Bus Assignments

Buses are assigned to routes by the Transportation Director or Transportation Supervisor and are subject to change at any time. Consideration is given to drivers (seniority), the buses' age, number of miles it has been driven, and the length of the route. Mileage on each bus must be regulated to ensure the maximum amount of miles with no major mechanical malfunction. A supervisor or director must approve any permanent substitutions of a bus.

Private Property

LPS drivers should stay on public property.

Route Assignments

The Transportation Director or Transportation Supervisor assigns drivers to routes. Every route is subject to change at any time through the school year. Changes may vary from adding or deleting a stop, or adding or deleting a complete route.

Route Openings

The following procedures are the method by which Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change if it is deemed necessary.

1. Drivers desiring to fill an open route will apply to the Transportation Director or Bus Route Supervisor.
2. Selection to fill an open route will be based on (seniority), driving skills, accident records, attitude, legitimate complaint received, discipline on the bus, care of equipment and the driver's history of attendance, though not weighted in that order.
3. The Director of Transportation or Bus Route Supervisor will make the final selection after reviewing the records and conducting interviews, if deemed necessary. The Director of Transportation or Bus Route Supervisor will fill unfilled openings.

4. If a current driver is successful in their request to change routes, the Director of Transportation or Bus Route Supervisor will then fill the vacated route left by that driver.

- **Seniority is defined as the total length of uninterrupted service as a school bus driver within the District.**

Substitute Drivers

Substitute drivers carry the same responsibilities as a regular driver and are subject to the same rules and regulations.

There are two categories of substitutes:

1. Full time substitutes - drivers who report to the dispatch office at a specific time each day. They will be able to drive any route assigned to them by the dispatch office.
2. On call substitutes - drivers who are used on an "as needed" basis, driving a specific route as assigned by the dispatch office.

Evaluations

All drivers will undergo an evaluation of their performance as deemed necessary. The Transportation Director or Transportation Supervisor will conduct this evaluation. Drivers who are found deficient in any area will be put on a plan of improvement.

Driving Regular Bus Routes

Regular bus routes, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All regular bus routes, except special education routes, have a printed schedule with designated stops. Keeping these documents current is the responsibility of the driver.

General Information and Requirements

1. Drivers will follow the designated route and will make changes only after approval from dispatch office. Common sense will be used. The only exception to this is in the event that a portion of the route is closed due to roadwork, accident, or weather factors. When this happens, the Transportation Office will be notified and an alternate route formulated. When the exception is cleared, the designated route will again be followed.
2. Drivers will make the first stop exactly at the time printed on the map or a couple of minutes later but never early.
3. Drivers will stop for students to get on or off the bus only at the location designated by the route sheet.
4. We strive for correct route times. Changing of starting times will occur only after agreement of the Transportation Director or Transportation Supervisor.
5. Observe all safety practices for the vehicle and for the students.

6. Drivers must wear their seat belts when driving a bus. Cited violations can result in a fine, which is the driver's responsibility.
7. See that all students are seated before moving the bus.
8. Let no student on or off the bus except at designated stops. The Transportation Office must approve any exception in advance. Students should be prohibited from departing the bus at any stop except their own if the driver knows where they regularly disembark. Should a student insist on disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.

NO DRIVER MAY CHANGE A ROUTE ON HIS OR HER OWN. ALL CHANGES WILL BE MADE THROUGH THE TRANSPORTATION DIRECTOR, TRANSPORTATION SUPERVISOR, AND/OR MAP COORDINATOR/DISPATCHER. REMEMBER: DO NOT GET IN A HURRY. TAKE TIME TO DRIVE SAFELY.

9. Drivers should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and carried out in a timely manner.
10. Students should not be allowed to sit in the driver's seat or operate any of the bus equipment.
11. Disciplinary action is the responsibility of the school principal. If you are confronted with a situation you cannot handle, use the procedure outlined in the District's policy. Drivers do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The District discipline policy will be followed to remove a student from the bus.
12. All drivers must use extreme caution about touching students. Unless it is necessary, bus drivers should never touch a student. Even though touching is done in a friendly gesture, drivers have been accused of assault, improper advances toward the opposite sex, and many other things. It is advised that you keep your hands completely off students.
 - a. If you must counsel with a student of either sex, try to conduct it on school grounds in the morning and in the presence of two witnesses. In the event that you must counsel with a student at a stop, do so in the presence of at least two witnesses, preferably three. Under no circumstances should you counsel with students alone, particularly those of the opposite sex.
 - b. Document all counseling done with students.
13. Never swing, point or throw any object at a student, or threaten to strike a student.

NO DRIVER IS TO DISCHARGE A STUDENT FROM A BUS FOR DISCIPLINARY REASONS.

14. Observe all traffic laws.
15. If you exit the bus for any reason, turn the ignition off and take the key with you. Students should not be left on the bus unattended for any reason.

16. Backing a school bus is very dangerous. Backing a bus on school property should take place only on rare occasions; on school ground always designate an adult outside the bus- except when backing into the Transportation parking lot.
 - a. Backing on public roads will be necessary from time to time. When it becomes necessary, always use a reliable spotter. Make sure the spotter knows what you want to do.
 - b. If you are not sure about a situation, ask questions; do not assume anything.
17. Drivers are expected to abide by the same rules as the students concerning eating and drinking on the bus. We are justifiably criticized when we break our own rules. Drivers may take bottled water on the route with them.

Traffic Violations

School bus drivers are responsible for the safety of all the students riding their bus and violating traffic laws is considered a serious hindrance to that safety. All traffic violations are considered a serious matter and will be reviewed by the Director. In addition to the regulations in effect under the State Department of Education and the State Department of Public Safety (which enforces the federal Commercial Driver's License – CDL - regulations), the following policies will be in effect as well:

1. Drivers who receive citations for speeding, careless driving, improper passing, failure to heed a traffic control device (either mechanical or static), or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified, formal complaints of the same will merit the same treatment.
2. Drivers who lose their CDL through Department of Public Safety action will immediately be suspended, pending investigation, and are subject to dismissal.
3. All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.

PURPOSE OF THE POSITION

The School Bus Driver is responsible for safely operating the school bus on a regular daily schedule.

SCOPE

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct. The School Bus Driver must also deal with district patrons, parents, and other members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The School Bus Driver must make note of, report on any such complaints, and respond in a courteous and respectful manner. It is critical for School Bus Drivers to operate the School Bus in a safe manner. Failure to ensure the safe passage of students to and from school may result in serious liabilities for the District. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and abilities required for satisfactory job performance)

Knowledge

The school bus driver must have proficient knowledge in the following areas:

- knowledge of highway and school bus regulation
- knowledge of how to deal with children
- knowledge of how to deal with children with special needs
- knowledge of scheduling system and procedures
- knowledge of record keeping system
- knowledge of equipment inspection standards and procedures skills

The school bus driver must demonstrate the following skills:

- ability to operate a school bus in a safe and responsible manner
- patron and student service and public interaction skills
- team building
- systematic and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- ability to read and write, to record pickups, and maintain daily records
- stress management skills
- time management skills

Personal Attributes

The school bus driver must demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- deal with the public in a positive, courteous and respectful manner

Routine Responsibilities of the Bus Driver

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
2. Perform and record your pre- and post-trip inspections. If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made:

Fluid leaks; cracked or broken glass; service door and/or emergency exits not functioning properly; flat tire; separated tread or cords showing; head light, stop light, or turn signal light burned out; load lights not working.

3. When you fuel your bus, stay with it. When the tank is full, replace the fuel cap, hang up the hose, and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. While the bus is fueling, check the oil and transmission fluid levels, water level, and perform all other under-the-hood inspections. Notify the mechanic if any levels are low or of any leaks or other items needing attention.
5. Maintain the accuracy of your student rider list and route map.
6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustment(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drills or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. Park your bus at the end of each run and after trips in its assigned parking area only.
11. Close all windows, doors, and top vents, and lock the emergency door at the end of each run and after returning from field trips.
12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. PROCEDURE FOR LOADING/UNLOADING PASSENGERS.
 - A. Turn on the amber traffic warning lights 100 to 300 feet before the bus stop.
 - B. Turn on the right directional signal
 - C. Pull completely off the road or as far to the right as possible and stop
 - D. Set the parking brake and shift to neutral gear
 - E. Turn off right directional signal
 - F. Visual search
 - G. On older buses crack door, start red loading lights, on newer buses flip the appropriate toggle
 - H. Switch to start the red loading lights
 - I. Visual search
 - J. Open door

- K. Visual search (direct students)
- L. Close door
- M. Select gear and release parking brake
- N. Visual search
- O. Turn on left directional signal
- P. Visual search, then proceed

THESE PROCEDURES WILL BE CONDUCTED AT ALL LOCATIONS: SCHOOL, PRIVATE, OR PUBLIC PROPERTY.

14. Check the interior of your bus after every run to make certain there are no sleeping children or forgotten items and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trashcan emptied and clean.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every route. Trash is not to be swept onto the lot or the ground. Put it in a trashcan!
17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads 1/4 full. Do not park a bus with less than 1/4 tank of fuel in it. **There is no excuse for running out of fuel on your route.** In the wintertime, keep your tank no less than 1/2 full just in case you break down.
18. Make certain your bus has a fire extinguisher, first-aid kit, clean up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, if it is initial the tag. If the fire extinguisher is not charged, notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after-hours trip. Regular drivers will have a key to their route bus issued to them; they are responsible for returning the key to the lock box each day.
22. The speed limit around the bus complex is 5 MPH.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off, and all doors are locked.

BUS KEYS

1. Route bus keys will be left in the key box in the break room when at the Transportation Department parking lot. Drivers will pick up their key every morning and afternoon unless they have an activity trip.
2. Activity bus keys will be picked up at the refueling area office.

3. When buses are away from the Transportation Department, and parked, and the driver leaves the bus, the key will be removed from the bus and kept on the driver's person.

CORRESPONDENCE BOXES

Each Driver and Monitor is provided a correspondence box located in the lobby area. Messages for Drivers and Monitors will be placed in these boxes as required.

YOUR MAILBOX SHOULD BE CHECKED JUST BEFORE HEADING OUT TO YOUR BUS TO INSURE TIMELY RECEIPT OF MESSAGES. PERSONAL ARTICLES WILL NOT BE KEPT IN THESE BOXES.

Prohibited Items and Activities on the Bus

“The Rules”

The violation of any of the following rules will immediately place the student into the bus discipline system.

All rule violations are cumulative and carry over from first semester to second semester.

1. Students are expected to behave well. Student behavior is expected to be like that in the classroom. Cell phones, cameras, and other electronic devices that may disturb others are not allowed to be used on the bus.
2. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is told to sit either permanently or temporarily at the driver's discretion.
4. Students shall only ride their regularly assigned bus and are not permitted to ride to anyone else's home.
5. When requested, students must immediately and correctly identify themselves and show a school ID.
6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and signaled by the driver to board the bus.
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.
8. Students are to remain properly seated (seat-to-seat: back-to-back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
9. No student extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.

10. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
11. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct, and bullying.
12. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
13. No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. No illegal substances, alcoholic materials, or their paraphernalia are allowed on school buses.
14. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, and no other types of food or confectionaries. In hot weather, one bottled water is permitted per student. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.
15. Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items, which cannot be held in the student's lap, will not be transported on the school bus.
16. Students will get on and off the bus only at the stop to which they are assigned.
17. If a student does not ride for three (3) consecutive days, the bus driver will complete a "no call/no show" slip and turn in to the Transportation office. After submitting the slip, the bus will not make that stop until the Transportation office notifies the bus driver that the student will resume riding.
18. No hats, no hoodies or other garment that makes it difficult to identify the student may be worn on the bus.
19. No wearing gang colors, displaying gang tags, or making gang symbols.
20. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
21. No animals, reptiles, fish, or fowl are permitted on the bus.
22. No teasing, bullying, cyber bullying, no loud talking no sexual misconduct, no unacceptable language, no standing or moving while on the bus will be permitted. For the safety of all students, every student must have and use a bus pass.

Any violation of these rules may be sufficient reason to discontinue bus transportation privileges to the student involved and may cause suspension or expulsion from school.

Transportation for Special Needs Students

An orientation for transporting students with special needs will be scheduled at the beginning of each school year. The transportation orientation will include special needs student information pertinent to the school bus driver regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students. The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers.

Some common concerns are listed below, but it is not an all-inclusive list.

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs.
2. Prior to the first bus run, drivers should be told of students with any type of disability who may require a driver's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
3. The parent (or their designee) is responsible for "door-to-curb," "curb-to-door," and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
4. The bus driver needs to be told of their passengers with epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver in case of a medical emergency on the bus.
5. Bus drivers should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
6. If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the student's needs with the bus driver and develop techniques to ensure the daily commute to and from school is safe and successful.
7. Socialization is necessary for all children. Bus drivers should share in the responsibility of assisting children and youth with disabilities to remain as "normalized" as possible with other students by developing a posture of expectation, kindness, and understanding of each individual's need while under their responsibility to and from school or other school-related activities.

Wheelchair Safety Guidelines

1. Every wheelchair must be equipped with footrest and appropriate straps, as needed.
2. All lap belts must have an auto-type buckle, not velcro-type fasteners, and should be permanently attached to the wheelchair frame.
3. The backs and seats must be secured to the frame of the wheelchairs.
4. Headrest for students who lack head control must be on wheelchairs. If the student is riding on a forward-facing bus, it is strongly recommended that the chair have a headrest.
5. If the wheelchair has a lap tray, it must be removed prior to transport and secured on the bus.
6. If the student lacks sufficient trunk control to keep him/her securely seated in the wheelchair, the wheelchair must have armrests and some type of functional chest-control harness system.
7. If a wheelchair is equipped with anti-tip bars, they should be in the down position when on the bus and on ground level.
8. All wheelchair brakes must hold, be functional, and be in good working condition.
9. Tires must be safe for mobility (i.e., inflated, correctly lubricated bearings).

10. The wheelchair should be the appropriate size for the height and weight of the student. If questions arise, please consult with the physical therapist who serves the student.
11. Electric or lead-acid battery powered wheelchairs should not be transported.

Responsibilities of Bus Drivers and Monitors Assigned to Side Lift Busses

1. Both the bus operator and monitor are responsible for loading/unloading students in wheelchairs. While one is positioning the wheelchair, the other will close the lift/door and then assist his/her coworker in securing the wheelchair, and assuring that the wheelchair brakes are locked.
2. A student in a wheelchair should never be left unattended on the bus or at the school.
3. Always park on the side of the street on which the student lives to avoid students/parents crossing the roadway for loading and unloading.
4. Make sure doors are latched open, so they do not swing over and catch the ramp or lift.
5. Always, raise the "up" button prior to operating the lift.
6. To avoid serious damage to the lift, release the switch as soon as it touches the ground.
7. Ramp should touch the ground so that chair will easily roll on or off the lift.
8. When properly loading the wheelchair, carefully pull the wheelchair onto the lift with student's back to the bus.
9. Prior to activating the lift, be sure there is adequate clearance on all sides of the wheelchair and both hand brakes on the wheelchair are locked.
10. When lowering the lift, do not allow it to hit the ground and raise the bus.
11. To prevent slipping on the metal platform, it is suggested that bus operators and monitors wear rubber-soled shoes.
12. On some of the lift buses, the ramp will not raise unless the lift is level with the bus floor. Check this before making a service call.

Brackets, Brakes, and Belts

Wheelchairs and their occupants must be secured in three ways before the vehicle is moved. For convenience, they are referred to as the three B's:

1. The securing system is only as good as the thoroughness of the driver/monitor who does the securing. Check and recheck your wheelchair securing devices (brackets) before moving your vehicle. Wheelchairs are designed to collapse or fold. If there is a fast stop involving your vehicle, a chair, which is facing sideways, will have a sideways force on it, which will result in a slight compression of the chair. As the chair compresses, the wheels come closer together. If the securement bracket was placed so that it passed through the wheel from the outside in, a chair that has compressed may pull out from the bracket and break loose.
2. The brakes on the wheelchair must be locked. Even when the wheelchair is bracketed to the bus, there may still be a slight play in the wheels. The locks on the chair will keep the wheels firmly

positioned. (Efficient brakes are needed when the wheelchair is on the lift. Report loose and ineffective brakes to your area manager.)

3. The belt attached to the wheelchair must be buckled. It does absolutely no good to secure wheelchair to the bus if the child is not secured to the wheelchair! This must be a seat belt with a clasp or buckle. Velcro-type fasteners are not acceptable.

Recommended Procedures for Absentee Parents

1. Students are returned to Transportation after at least two trips to the student's drop-off when there is no adult to meet him/her.
2. When the first unsuccessful drop off occurs dispatch will be notified. Instructions will be given at that time.
3. The driver will return for the second attempt to drop off. If unsuccessful again, dispatch will be notified before returning child to transportation.
4. No child will be returned to Transportation without approval from Supervisor or Director.

BUS MONITOR

Responsibilities of the Monitor

The driver is in charge of the bus at all times. As the monitor, you are there to assist the driver and take care of the needs of the passengers. Bus monitors are responsible for assisting children with getting on and off the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off the bus at the correct stops and that they are being released to the correct guardians.

Duties of the Monitor

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff. They must also make sure that there are not any children left behind after the bus route is completed. The bus monitor will assist the driver to pick up any trash left behind on the buses.

1. Make sure your attention is on the children. You will not have time to sleep, read, or do other things that take your attention away from the children.
2. Enforce the bus rules.
 - a. Keep feet out of the aisle.
 - b. Make sure students are sitting correctly.
 - c. Eating, drinking, or chewing gum is not allowed.
 - d. No inappropriate language.
 - e. Make sure behavior towards others is not aggressive.
3. Help students on and off the bus when necessary.

4. Make yourself available to all students; move about the bus as needed.
5. Check seats for damage or items left on the bus.
6. When you return to the lot, lock rear doors and help put up the windows.
7. The Special Needs monitors need to make sure seat belts are fastened properly and help with the harness.
8. Help with the tie down on the wheelchairs.

If you need any, help or have a question, ask the driver.

You need to be aware of the route pattern and stops in case you have a substitute driver. You also need to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

Skills needed to be a Bus Monitor

The skills required to become a bus monitor consist of active listening skills, instructing skills, speaking skills, and oral expression skills. Bus monitors should be able to give full attention to what children, parents or other staff are saying. They should be able to teach children how to do things, like put their seat belts on or sit back and follow procedures. Speaking skills come into play when communicating with children, the bus driver, parents or other staff. Bus monitors have to be able to convey information effectively. Bus monitors should also be able to communicate information that others understand which will be easier with oral expression skills. Bus monitors should also possess social perceptiveness, problem sensitivity, speech clarity and inductive reasoning skills. They need to be able to speak clearly, tell when something is wrong, be aware of others' reactions and understand why they react the way that they do. Being able to combine pieces of information to form general rules or conclusions is of utmost importance when caring for children.

Knowledge needed to be a Bus Monitor

Bus monitors should have knowledge of the English language, public safety and security policies and procedures, psychology, and personal service. Assessing the needs of children and others around them is important for a bus monitor. Having knowledge of human behavior and performance is imperative in dealing with children and their parents, as well as other staff. Being able to carry out safely and securely safety procedures when it comes to children is the most important thing to consider as a bus monitor. They should have knowledge of relevant equipment, policies, procedures and strategies.

Working Conditions

Bus monitors have hours and a work schedule that are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work part-time and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

PRE-TRIP

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver should review and sign, noting that necessary repairs have been completed.

Safety is the most important reason you inspect your vehicle.

A vehicle defect found during an inspection could save you problems later. You could have a breakdown on the road that will cost time and dollars, or even worse, a crash caused by the defect.

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396 Inspection and Repair) Federal and state inspectors also may inspect your vehicles. If they judge the vehicle to be unsafe, they will put it "out of service" until it is fixed.

Pre-Trip Inspection

APPROACH

No damage and no leaning, i.e., from flat tire, broken spring or shock absorber. Look to both sides of the bus for downed power lines, tree limbs, people or other objects in or around the bus. Look under the bus for leaks or other objects as listed above.

Examples of leaks may be water pump, power steering pump, oil filters or fuel tank.

FRONT OF BUS

Check the condition and operation of all lights and lenses.

Name all: must not be broken or inoperable

Headlights, (high and low beam)

Turn signals

4-way Hazard

Reflectors

Windshield for damage

Wipers for condition and security

Vehicle inspection for valid date

Mirrors are secure not broken

Child crossing gate for security and operation

Bumper secure

LEFT SIDE OF THE BUS

Clearance light, reflectors not broken, and working properly

Windows (NO PLEXIGLASS) Not broken or cracked

Fuse box: three spare fuses

No bare or frayed wiring

Coolant reservoir lid is secure and not leaking

Stop sign secure, no bare wires and in good working condition

LEFT FRONT WHEEL WELL

Steering wheel shaft secure

Steering gear box not leaking and securely mounted

Power steering hoses not leaking

Drag link securely mounted

Cotter pin in place and secure at the front and rear of the drag link

SUSPENSION

Spring mounts: secure to the front and rear of the axle, not broken

Spring leaves: secure not broken, bent or cracked

Shock absorber: secure not leaking

Axle is in alignment with the opposite side

BRAKES

Airline is secure not leaking

Brake chambers are secure not leaking

Slack adjuster is secure and properly adjusted

To Check Adjustment: Park on level surface, CHOCK the rear tires, release the park brake. You should not have more than one inch of play.

Brake drum: not cracked or welded

Brake pads: no obstructions and have at least $\frac{1}{4}$ inch of wear remaining

FRONT TIRES

No cuts or abrasions

No mix matched sizes or radials and bias tires

No recuts, re-grooved, recapped or re-tread on the front axle

Tread depth is no less than 4/32nd inch

Air pressure: at manufactures spec. or standard for your district

Valve stem secure and has a cap on it

WHEELS AND RIMS

No cracks or welds: lug nuts are secure to the touch

Rust around the lug could indicate a loose nut

Hub or axle seal is not leaking and nuts are secure

Space between tires is not obstructed and clear of foreign objects; tires not rubbing

Mud flap: if installed it must be secure

BATTERY BOX

Connections are tight to the touch

No corrosion on cables or battery surface

Battery secure to the battery tray

Battery tray is secure to the box and security clip is in place

UNDER THE BUS

Drive shaft is secure and not rubbing anything; (safety strap in place and secure)

Exhaust is secure not leaking

Chassis to frame mounts are secure no missing hardware

Scan for leaks

REAR OF BUS

Spring mounts are secure, not broken or missing any hardware

Spring leaves are secure, not broken or cracked

Torque bar is secure, not bent, broken or cracked and is secure

Shock absorber is secure, not leaking

Axle is in alignment with the opposite side

REAR BRAKES (IF AIR)

Two air lines: secure and not leaking

Brake chambers: secure not leaking

Slack adjuster: secure and adjusted properly; To adjust: park on level surface, chock tires, release park brake, with no more than one inch of play

Brake drum: no cracks or welds

Brake pads: at least ¼ inch wear left on them

REAR TIRE

Condition: no cuts or abrasions

No mix matched sizes or mixed bias and radial

Recaps, recuts, re-grooved are allowed on the rear

At least 2/32nd inch wear remaining

Air pressure: at manufactures spec. or standard for your district

Valve stem secure and has a cap on it

BACK OF THE BUS

Check the condition and operation of all lights and lenses

Name all lights (not broken, all operable)

Clearance lights reverse lights work properly

8-way warning lights; turn signals

Tail lights 4-way hazards

Brake lights reflectors

On top of the bus, strobe light is secure and working

Emergency exit door is secure operates properly from the outside, buzzer sounds when door is open

Bumper is secure no missing hardware

Nothing in the tail pipe, (should extend not more than two inches past the bus body)

RIGHT SIDE

All lights are secure and work properly

Windows not broken or cracked

Right wheel well assembly is the same as the left rear wheel well assembly

Fuel tank: not leaking, cap is secure not leaking, tank guard is secure

Service door is secure no broken or cracked glass

ENGINE COMPARTMENT

All belts are secure no more than ¾-inch play at the longest extension

All hoses are secure not leaking

Oil level is between add and full

Coolant level is between add and full

Power steering pump is secure not leaking and serviced properly

Alternator is secure, no bare wires

Radiator is secured, not leaking, and has fluid in the sight gauge

Water pump is secure not leaking

Cooling fan secure not cracked or broken

Transmission fluid level is between add and full

Air compressor is secure, governor secure not leaking (if equipped) (brake fluid level at full if equipped with hydraulic brakes)

No bare wires

Windshield washer fluid serviceable

INSIDE THE BUS

Stair well is clear of obstruction

Handrail is securely mounted

Stair well light is secure working and the lens is not broken

Walk to the back of the bus checking that each seat is secure and not missing any hardware; fire extinguisher secure and properly serviced

Emergency exit doors secure and buzzers sound when the door is opened, not obstructed

All emergency exit windows are secure and function properly; (buzzer sounds when opened)

Roof mounted emergency exits are secure and work properly; (buzzer sounds when opened)

Activity lights work and are not broken

You have three red triangles

Driver's seat area: seat is secure

Seat belt installed properly and is serviceable

Overhead bulkhead (anything mounted is secure)

First aid kit secure

Body fluid kit secure (Sept. 2004 or later)

Fans secure (if equipped)

Camera box secure (if equipped)

Radio secure (if equipped)

Mirror secure and clear

Sun visor is secure

BRAKE INSPECTIONS

HYDRAULIC BRAKES

If equipped with hydraulic brakes, Pump the brake pedal three times and hold it down for five seconds. The pedal should not move. To test the Mechanical/Manual Park Brake: put the transmission in gear, release your park brake let the bus roll forward, and reset park brake. The bus should stop rolling.

AIR BRAKES

If equipped with Air Brakes the following six-step test must be performed:

Step 1. Test Air Leakage Rate

With a fully charged air system (typically 125 psi), turn off the engine. Cover the service brake and release the park brake, and time the air pressure drop. The loss rate should be less than two psi in one minute for single vehicles. Then apply 90 psi or more with the brake pedal. After the initial pressure drop, if the air pressure falls more than three psi in one minute for single vehicles, the air loss rate is too much. Check for air leaks and fix before driving the vehicle. Otherwise, you could lose your brakes while driving.

Step 2. Test Low Pressure Warning Signal

With the engine off and you have enough air pressure so that the low-pressure warning signal is not on, turn the electrical power on and step on and off the brake pedal to reduce air tank pressure. The low air pressure warning signal (audible and light) must come on before the pressure drops to less than 60 psi in the air tank (or tank with the lowest air pressure, in dual air systems).

Step 3. Test Safety Spring Brake Lock Up

Step on and off the brake pedal to reduce the air tank pressure. The "parking brake" knob should pop out when the air pressure falls to the manufacturer's specification (usually in a range between 40-20 psi). This causes the spring brakes to come on.

Step 4. Check Rate of Air Pressure Buildup

When the engine is at operating rpm, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems. (If the vehicle has larger than minimum air tanks, the buildup time can be longer and still be safe. Check the manufacturer's specifications). In single air systems (pre-1975), typical requirements are pressure build up from 50 to 90 psi within three minutes with the engine at an idle speed of 600-900 rpm.

Step 5. Check Air Compressor Governor Cut-in and Cut-out Pressures

Continue to idle engine until governor cuts out. Compressor should engage by 100 psi and should disengage by 125 psi.

Step 6. Test Service Brakes

Wait for normal air pressure, release the parking brake, move the vehicle forward slowly (about five mph), and apply the brakes firmly using the brake pedal. Note any vehicle "pulling" to one side, unusual feel, or delayed stopping action. Also, note the first three steps of this test are required (in the correct order) knowledge to pass the skills test. Proceed on route only after the entire pre-trip inspection has been completed.

Post-Trip Inspections

A post trip inspection should be conducted at the end of each trip, day. This inspection will help your mechanics determine the need for any repairs. Drivers are required to prepare a daily written post-trip inspection report at the end of each driving day post-trip Inspection (A.M. & P.M.)

1. Turn off all lights and accessories before stopping the engine (allow it to run 2-3 minutes before shutting it off).
2. Make sure all defects are written down on the daily report sheet.
3. Check seats for vandalism and any students left on the bus.
4. Close windows, vents, and lock doors.
5. Return the ignition key (after each trip) to the box (drop key in the door slot after hours).

Field Trip Pre-Trip and Post-Trip Inspection

Each driver is required by law to perform a pre-trip inspection on his or her vehicle before leaving on a field trip. The procedures for field trip pre and post trip inspections are the same as for a route bus.

Daily Report Sheets

The Daily Report Sheet has information on it that is required for the Transportation Department to operate effectively. All the information is important. Every driver should fill in the form completely and accurately. On a routine day, this is the only form a driver is required to fill out; therefore, there should be no reason for not completing it. State School Board regulations require that the form be completed and retained on file for three months.

1. Fill out a Daily Report Sheet for your regular routes each day. Make sure to complete it fully and place it in the basket located on the dispatcher's counter.
2. If you discover something on your bus that needs immediate attention, write the problem on the bottom of the form and notify a mechanic. If you do not write it down it will not get fixed.

Activity Trips

Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.

1. ALL activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet. Make sure you have all of the required emergency equipment on your bus.
2. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling the bus, checking fluid levels, getting directions, checking out a credit card, etc.
3. Teachers, coaches, and sponsors are responsible for the discipline of the students on the trips and for the cleanliness of the bus when the trip is over. Make sure your sponsor understands what kind of conduct is expected.
4. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.
5. If you experience a breakdown, try to contact the Transportation Office or a designee. Emergency numbers are located in the first aid box. There is a network of school mechanics across the state that we might be able to contact to help in the event of bus malfunction.

Note: No charges are to be made to the school district except those on a district credit card. Do not expect reimbursement for any other expenditure.

6. No activity trip is to be made unless there is an adult sponsor on the bus. The site principal and Transportation Director may approve certain exceptions.
7. Drivers will take the group only to the destination(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, politely inform him/her that only the destination(s) on the sheet have been approved.

Please remember: you are hauling the most precious cargo in the world! Drive carefully!

8. Drivers will drive their own buses unless assigned another bus.
9. Close all windows, doors, and top vents after the bus is parked.
10. When more than one bus is assigned to a group, the buses will travel in a caravan. Each bus should stay within sight of the others; however, state law requires that you remain at least 300 feet behind the bus in front of you. In event of a breakdown or other problem, help is readily available.
11. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
12. Do not permit anyone to sit on the hood or the roof of the bus, or swing or hang from the service or emergency door.

13. Do not back your bus without a spotter.
14. Your time belongs to your sponsor. You are there to help as much as possible. The driver is not to "babysit" the bus and its contents. He/she will be expected to be reasonably accommodating. Let your sponsor know where you are and be available if needed in an emergency. You are not to leave the venue to which you have traveled.
15. **Overnight trips:**
 - a. Mileage will continue until the bus returns to the Transportation Office. Time will run until the bus returns to the Transportation Office, less eight hours for sleep. Room and board is to be provided by the sponsoring group.
 - b. Multiple-night trips - Time and mileage will begin at the normal place and time. Mileage will continue until the bus returns to the Transportation Office. Time will begin at the normal time, end that night when the group is settled in at their hotel, and no longer require your services. On the day, you are to return, time will start when they require your services and end upon your arrival at the Transportation Office. The sponsoring group is responsible for your room and board.
 - c. The sponsoring group will provide private quarters for the drivers. Two drivers of the same gender may be asked to share a room with each other.

Use of Two-Way Radios

Most of our buses are equipped with two-way radios. These are not "CB's", this is a federally licensed, UHF, high-technology radio system. These radios are to be used for school business only; personal use is not only against policy, it is also illegal. Your radio should be on at all times while you are driving. It is available to allow us to contact you as well as letting you contact us. You will receive in-service on a periodic basis on the proper use of our radios.

Below are some suggestions to help you communicate more efficiently on our system:

1. Always, identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Transportation" and "Bus 29 Clear".
2. Adjust the volume and squelch on your radio and leave them at that setting.
3. Leave the microphone in its hanger unless you are using it.
4. Remember, many people monitor the radio waves; don't say anything over the radio that would compromise our position as a school district or that could impact you in a negative way. Do not make jokes, or wise cracks, do not describe accident scenes, and avoid identifying locations if possible.
5. If you have any questions, ask someone. Do not assume you know what you're supposed to do.

Two-way radios are to be used for the following:

1. To report heavy traffic congestion
2. To report vehicle accidents (including those we are involved in)
3. To report severe discipline problems -- on and off the bus
4. To report maintenance problems or breakdowns
5. To report difficult or hazardous road conditions
6. To ask for directions
7. To report or receive special education rider information
8. To report or receive weather conditions
9. To report an angry patron approaching or attempting to board the bus
10. To report bus loading zone problems
11. To report or receive field trip information or problems
12. To report vandalism
13. To report medical problems
14. To report questionable behavior on the part of a patron
15. To report or receive route information

These reasons are not all-inclusive but should provide parameters by which the driver can properly use the system.

Accidents

Statistically, most of the accidents involving school buses are found to be preventable on the part of the school bus driver. Most of them could have been avoided if the driver had been alert, taken time to analyze the situation, and used good defensive driving skills and judgment. A key factor in accident avoidance is DO NOT GET IN A HURRY; take enough time to drive safely. Simple accidents such as hitting stationary objects should cease to occur. ANY time a bus is damaged in ANY way it is considered an accident. Even if another vehicle is not involved and there is ANY damage to the bus it MUST be treated as an accident or if ANY student is hurt in ANY way it MUST be considered an accident. When a driver is involved in an accident, these steps are required:

1. Stop and secure the vehicle. Do not let your vehicle become involved in another accident or be the cause of another accident.
2. Render aid - first to your students and then to any other injured people.
3. Notify the Transportation Department and/or the local law enforcement (if out of town) immediately. Be prepared to provide Transportation office with pertinent information such as location, injuries,

description of other vehicle, etc. The Transportation Department will in turn notify the school site, central office administration, and/or the police, when deemed necessary.

4. Do not leave the students unattended.
5. Do not release students to leave the bus until released by the police and then only to their parents (you must have positive identification and approval of the Director or Route Supervisor).
6. Drivers are required to know and follow emergency procedures provided in the accident folder.
7. Exchange information with the other people involved. Insurance and vehicle information is located in the accident folder.
8. Make statements only to the police, school personnel, or our insurance company.
9. A report must be made, in writing, on all accidents no matter how minor the damage.
10. Failure to report an accident will be grounds for dismissal.
11. Be sure the reflective triangles are properly placed.

Mechanical Breakdown

The procedure for handling a mechanical breakdown (including being stuck) is much the same as with an accident.

1. Secure the bus in a safe location, if possible. Let the students know you are having mechanical problems. Place the reflective triangles according to state law.
2. Notify the Transportation Office. Try to have some idea of the problem and relay that information.
3. Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
4. If the bus is stuck, do not allow anyone to attempt to pull it out except school personnel or their designees.
5. Under no circumstance should you leave the location until Transportation personnel have arrived.
6. Do not release students to anyone except their parents or guardians (you must have positive identification and approval of the Director or Route Supervisor).
7. Do not allow students to walk home.
8. Take special care in the transferring of the students from your bus to the replacement bus.

Drug Testing

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the Lawton Public Schools has implemented Drug and Alcohol Testing.

Dr. Dan Horton, 4417 West Gore Blvd., Suite 6, Phone 353-3920

Complete the annual drug test before the first day of school.

Allied Laboratory, 5243 Cache Road, Phone 248-9679

Any Driver or Monitor who "no shows" their appointment with Dr. Horton and has not notified the transportation department in advance - will have \$40.00 deducted from their payroll to cover the "no show" appointment.

Compliance will consist of the following:

1. Pre-employment drug and alcohol testing - every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.
2. Random testing - all district drivers who hold an Oklahoma Commercial Driver's License will be put into a pool from which the random selections will be made. Selections are computer generated. Once the selection for that particular test is made, those names will go back into the pool this means that it is possible that a driver could be tested two times in a row.

This test is a condition of your employment. LPS does not pay overtime beyond the normal workday to complete a drug test.

Note: Testing will be conducted without prior notice.

3. Post-accident - under certain conditions, post-accident drug and alcohol testing is required when an accident is involved. Contact the Transportation Office immediately after every accident for further instructions.
4. Reasonable suspicion - Supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing. For further information regarding the policies and procedures, ask for a copy of the district drug and alcohol testing policy.

The Following Offenses Will be Grounds for Immediate Dismissal

1. Arriving for work barefoot or without wearing a shirt
2. Using tobacco in any form while on the bus or while on school property, whether students are present or not
3. Giving students cigarettes or tobacco in any form
4. Knowingly allowing students to use tobacco in any form while on the bus
5. Using alcohol or abusing drugs on the bus or while on school property, whether students are present or not

6. Giving students alcohol or drugs in any form
7. Knowingly allowing students to use alcohol or drugs in any form while on the bus
8. Arriving at the school site more than five minutes before your scheduled student discharge time
9. Leaving school sites before the scheduled departure time in the afternoon
10. Altering bus routes without prior approval, unless the roads are impassable
11. Excessive accidents
12. Knowingly letting a student off of or on to the bus at any place except their assigned bus stop
13. Failing to perform driver pre- and post-trip inspections and fluid level checks
14. Any other offense as addressed by district policy
15. Failure to report an accident in which the driver is involved
16. Failure to report a driver's license suspension
17. Careless or reckless driving of a school bus
18. Insubordination

Information is subject to change and it is your responsibility to keep up with changes.

I have received and acknowledge the information in the
Lawton Public School Bus Driver's and Monitor's Handbook.

Print Name _____

Signature _____ DATE _____