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USD 257

TRANSPORTATION

HANDBOOK

2015

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INTRODUCTION

Revised: 10/14

The transportation of students to and from school is a necessary part of a sound educational program. Competent school bus drivers and uniformity in operation of buses throughout the State of Kansas must be realized if a safe, efficient and economical transportation program is to be realized. Learning to drive a vehicle the size of a school bus is an extremely difficult task, involving knowledge of related information, visual skills, judgments, decisions and accurate responses. The way in which you learn to perform this sort of task will have a marked effect on your performance. Additionally, as an employee of USD 257 you are responsible for knowing and complying with all board policies as they relate to your job responsibilities and conduct. (See specifically policies GAAC, JCE & KN and regulations GAAC-R, JCE-R, & KN-R).

1. **You are important.** It is evident that you, the school bus driver, are a very important person, with a responsible part to play in our educational system. In many instances, you will be the first representative of the school system to meet the student in the morning and the last to see them at night. While the students are on the bus, their safety is in your hands.
2. **You are responsible.** Like the captain of a ship, the school bus driver is responsible for efficient and economical operation, for the safety of the passengers and the vehicle, and for good order and discipline. In short, you are responsible for operating a “happy, safe school bus.” A good school bus driver successfully accomplishes these assignments and is respected and appreciated as a person who is performing a difficult and necessary service. You are in a position to have a large influence on the student’s attitude toward school and his driving.
3. **You are a member of the “safety team.”** Perhaps in no other area of educational operations does a local board of education or school administrative staff member accept more responsibility for student’s life and welfare than during the mass movement of students in school transportation vehicles on the public highways, streets and roads of Kansas. Therefore, as a member of the “safety team,” it appears essential not only to provide adequate equipment, but also to constantly strive to improve operational safety and efficiency.

TEAMWORK: A MEMBER OF THE TEAM

The school bus driver is a part of the school's personnel. Every bus driver should:

- Support all school policies.
- Refrain from repeating information of a personal or confidential nature.
- Assist in solving issues such as route overload, routes needing attention, equipment needing repair, loading stops that need adjustment and general aspects of pupil safety that may need attention.

PUBLIC RELATIONS

Public relations includes the opinion people have of us, not only individually, but also as a part of our school system and of the school system itself.

1. **Courtesy.** By the way you do your daily job, each driver contributes favorably or unfavorably to our public relations. The careful, courteous driver makes good impressions. The careless, thoughtless driver creates harmful impressions. The school driver that weaves in and out of traffic attracts more attention and more comment than the one who observes proper lane usage and conforms to speed limits. One discourteous, irresponsible act reflects an unfavorable image on other members of the pupil transportation teams.

Each driver is important in the public relations picture. Give thought for a few moments to these facts:

- Each driver represents his school system before the public.
 - How you act is reflected in public opinion on school matters.
 - In running their daily routes, drivers have more contact with the public than does any other school group since:
 - a. Large numbers of student riders are involved.
 - b. Large numbers of motorists view the school buses.
 - Observers expect proficient driving, take good performance for granted, and are quick to complain of poor performance.
2. **Performance.** You should learn to call every student that rides your bus by his/her given name. Your expression of interest in each student will assist you in gaining the confidence of your riders.
 3. **Communications.** You should talk to the individual rider, explain requirements to him and secure his cooperation as a follow-up to group instructions. This type of communication between driver and passenger should be a constant activity. Passengers should be assisted to understand and voluntarily follow what is generally considered to be normal and proper behavior on the school bus.
 4. **Enforcement Officers.** You should consider enforcement officers part of the "safety team." Their job, as well as yours, is to assure safety on the highways. Their authority and experience may be invaluable to you.

5. **Attitude.** Building desirable public relations is a continuous process. It depends much on the attitude each one brings to his work each day. The driver who is proud of his part will not intentionally hurt his system's reputation, he will add to it.

This sustains public relations-- the good opinion of the public and of fellow workers.

The term "public relations" is misleading because it suggests good relations with only the public, but good relations within one's organization are essential, too. Public relations begin with fellow drivers, teachers, principals, supervisors, the superintendent and Board of Education members. An organization whose members have mutual friendliness, interest and respect has met a major requirement of good public relations.

YOUR IMAGE

Most drivers do much to promote good relations within the school system, because they prefer working under pleasant conditions. Test your own contribution by answering these questions:

- Am I courteous and friendly toward fellow workers?
- Do I help other drivers in their work?
- Do I attend and participate in meetings?
- Do I seek to improve my skill in driving and managing students?
- Do I know the principals of the schools I serve?
- Am I willing to help a principal or teacher who asks my aid?
- Do I know the officials of my school system?
- Am I proud of my record as a school bus driver and of my fellow drivers records?
- Am I attempting to cooperate with the transportation supervisor and assist in developing the best possible transportation program?
- Do I drive a school bus (a) to obey all traffic and safety regulations at all times; (b) in a manner that improves my image and the schools image; (c) so as to set an excellent example to the students that are passengers in the school bus?

DRIVER REQUIREMENTS

Revised: 10/14

Employment for any position in USD 257, Iola, Kansas will be based on the applicant's qualifications for the particular position in question without regard to race, religion, sex, or national origin.

1. **Job Description:** Basic duties that all school bus drivers are required to perform are as follows:
 - Operate the vehicle in a safe and efficient manner.
 - Conduct pre-trip and post-trip checks of vehicle and its special equipment.
 - Establish and maintain friendly communications with student passengers.
 - Maintain discipline among passengers.
 - Meet emergency situations in accordance with standard operating procedures.
 - Communicate effectively with school employees and the administration.
 - Maintain friendly, effective contact with the public.
 - Complete required reports and records in the prescribed manner.
 - Satisfactorily complete required training programs.
 - Complete and pass an 8 hour Medic First Aid Course every two years.
 - Complete and pass Defensive Driving Course of the National Safety Council. Then repeat the course every three years.
 - Complete and pass a physical examination every two years. After age 65 a physical examination must be taken every year.
 - Secure a CDL license for driving a school bus from the Department of Revenue, Division of Vehicles.
 - Consent to district review of driving and criminal record.
 - Consent to requirements of drug and alcohol testing. Adulterated or diluted tests will require one recollection of the specimen.
 - Federal regulations mandate 10 bus meeting a year. Bus meetings are scheduled for the second Monday and Tuesday of the month.
 - Must be able to bend, twist, climb, sit for extended periods of time, etc.
 - Must be able to work in extreme weather conditions

Additional requirements may be assigned by the local school district.

DRIVER'S RESPONSIBILITY TO PUPILS

Revised 06/11

1. The operator of any regular route school bus shall be held responsible for the orderly conduct of the students transported. Every student must be provided with a seat and each student shall have seat space of at least 13 inches. No students are allowed to stand in a school bus while it is in motion.
2. No bus operator shall require any student to leave the bus before such student has reached his destination.
3. While picking up and dropping off students along the highway, the school bus shall be driven on the paved portion of the highway to load and unload students. After the bus comes to a complete stop, the stop are should be activated. The driver should ensure that it is safe for the students to either load or unload. The pick up point should never be set up where a student is required to cross a highway to load or unload a bus.
4. Whenever a school bus stops at a point where traffic is not controlled by a human flagman or a clearly visible electrical or mechanical signal to discharge students who must cross the street or highway in front of the bus, the bus shall not be moved from such point until all passengers have crossed the street or highway. The operator of the bus shall not permit the students to cross the street or highway until they may safely do so.
5. The passengers using a school bus shall be forewarned by the operator to be on the lookout for motor vehicles when crossing the road to or from the bus.
6. Loading: When students are picked up in the morning and must cross the road, the operator shall beckon them to cross when it is safe to do so. The students must be instructed to await the proper signal.
7. Unloading: The school bus should be driven to the school grounds to the designated unloading area.
8. Never back a school bus except when no other driving action is possible.
9. The operator shall let no one, other than school educators and pupils regularly assigned to the bus, ride without a special permit from the building principal, the superintendent of schools or the transportation supervisor.
10. The routes will be established to be efficient for time, mileage, and safety.
11. In case of an accident or breakdown while the bus is transporting students, the operator shall not leave the bus. First try to contact the transportation supervisor or Superintendent's office or another bus by Commercial Band Radio. If contact cannot be made with anyone by Commercial Band Radio, make sure the bus is in a safe and secure stopped location and use a cell phone to contact the Transportation

Department. As a last resort, send two of the older students or other responsible students to the nearest house to telephone or summon help. Have them contact the:

- Transportation Supervisor;
- Superintendent's office; or
- Sheriff's Office.

The following information should be given:

- The name of the caller;
- The number ;
- The location ;
- The phone number where the call is being made; and
- The problem with the bus, if known.

If you call for help and for some reason the problem is corrected, do not leave until help arrives.

12. The exception to leaving before help arrives is, if in your opinion, it is inadvisable to wait for the help or the safety of the students are in jeopardy by remaining.

TRANSPORTATION SUPERVISOR'S OFFICE	365-4705
SUPERINTENDENT'S OFFICE	365-4700
TRANSPORTATION SUPERVISOR: SCOTT STANLEY	365-9283 Cell
TRANSPORTATION MAINTENANCE: GABE GREGG	363-2733 Home 228-1556 Cell
SUPERINTENDENT: JACK KOEHN	363-1815 Cell
EMERGENCY NUMBER	911

BUS MAINTENANCE AND UPKEEP

Revised: 6/06

Proper maintenance and preventive maintenance will provide you with a safer bus with fewer breakdowns and aggravations. As the operator of the vehicle, you are the one that knows the condition of your bus best; therefore, it is your responsibility to notify the bus maintenance of any repairs you think are needed. You are to complete routine maintenance, such as oil changes and lubrication, as our schedule calls for.

Forms for requesting repairs to your bus will be in the white policy book in each bus. Those forms need to be filled out before repairs are done.

The weekly inspection report and bus log sheets will be in your white policy book in each bus. Those forms need to be filled out each time you drive a bus.

- A school bus driver is required by law to inspect his bus daily prior to transporting pupils. All defects found to be in violation of state and federal law must be repaired before the bus is used for pupil transportation. All drivers must be completely familiar with this regulation. The vehicle inspection should be performed as a systematic search for all defects and should not be limited to only the specific items listed on the inspection sheet. Any defects found must be reported so the repairs can be made as soon as possible.
- Oil should be changed every three thousand (3,000) miles for regular and five thousand (5,000) miles for diesel. Fuel filter is to be changed every ten thousand (10,000) miles. Oil filter is to be changed at each oil change. Air filter to be changed as needed. The driver will take the bus to Fast Lube to get the oil changed or make arrangements with bus maintenance. After each oil change, bus maintenance needs to be contacted to have your bus greased.
- If you need a tire repaired, contact the Transportation office or the mechanic and we will schedule the repairs. If a tire needs to be repaired on an activity trip, schedule repairs with whomever you can get service from if it is not possible or reasonable to use the one above.
- Tire air pressure should be checked on all tires at least once a month. The tire gauge is in the box at the bus lot. If you have recapped tires on the rear of your bus, you should check your air pressure more often. It is very important to maintain the correct air pressure in a recapped tire.
- Purchase of fuel will be made at Hampel Oil in Iola. All fuel cards will require the odometer reading to be put into the computer before transaction is complete. When fuel must be purchased at a location out of town, the driver will need to have cash or credit card to pay for the fuel. The mileage should be written on the ticket. The ticket must show price per gallon, total number of gallons purchased and total amount of fuel purchased. You should sign the ticket and turn it into the office for reimbursement. Always remember

when purchasing fuel out of town, put in the minimum to get you home, then fill up at Hampel Oil.

- Tokens for washing your bus at Jump Start may be picked up from the Transportation office. Keep your bus clean and be sure all windows are clean to insure good visibility.
- Inside of the bus should be kept as clean as possible and free of accumulation of dust.
- The school bus should not be altered in any way inside and out. The dash should be clear of all items.
- If your load will allow you, leave the last two rows of seats empty. Only use as the last resort.
- Some school buses are equipped with roof-mounted white strobe lights. If your bus is so equipped, the overhead strobe light should be used at the discretion of the bus driver.

DRIVER'S WEEKLY REPORT

Revised 06/06

All bus drivers shall fill out a weekly inspection report and bus log forms. Make sure that all information asked for is complete. Federal Regulation requires inspection sheets for each bus that was driven to be on file in this office.

These forms may be obtained from the transportation supervisor's office. A copy of these forms are on the next page. This weekly report form shall be turned in to the transportation supervisor's office every Monday morning.

Along with these forms should be the original fuel purchase slip, signed by the driver, for the fuel bought the past week. This will help to keep a more accurate expense account of each bus. Each fuel card is programmed to have the odometer reading recorded on the receipt.

Also, any repair work that needs to be done on your bus, whether major or minor, should be reported to transportation maintenance along with the repair ticket signed by the driver.

Any items such as oil, grease, filter, and wash jobs shall be listed giving the total for each item.

Weekly Inspection Report & Bus Log

CLEAN-UP KIT WITH CHLORASORB

Revised: 6/03

PROCEDURE FOR CLEANING ANY CONTAMINATED BODY FLUID SPILL

Assume all spilled blood and body fluids are contaminated and potentially harmful to your health.

1. Practicing good infection control is the key to protecting yourself and others from contracting infectious diseases. All personnel should follow these general guidelines when cleaning up body fluids/spills. Students will be removed from the area of the spill.
2. Treat all fluids, (blood, mucous, vomit, urine, feces and etc.) as if it is from an infected individual.
3. Put on disposable gloves.
4. Sprinkle ChloraSorb on spill. Let it set until all fluid is absorbed.
5. Using the pick-up spatula, scoop the congealed liquid into a red plastic bag.
6. Using the hand broom and dust pan, sweep up all traces of the ChloraSorb and soil. Try not to create dust.
7. Place sweeping into the red plastic bag. If soil is from a person suspected of having AIDS, Hepatitis, or any other infectious disease, the spatula, broom and dust pan must be discarded into the red plastic bag.
8. Spray Tor Aerosol on the contaminated area. Let set for 10 minutes, then wipe with absorbent towel. Place soiled towel into red plastic bag.
9. Secure the opening of the red plastic bag with the tie.
10. Remove the disposable gloves and place the gloves and the sealed red plastic bag into a second red bag. Secure with a tie.
11. Wash hands with Cida-Rinse antiseptic alcohol rinse. Allow to air dry.
12. Spray Asepti-Steryl on area to eliminate any lingering odor and as final step in disinfection. Allow surface to air dry.
13. Dispose of plastic bags with soil in accordance with local regulations.
14. After all handling and cleaning has been completed, rinse hands with Cida-Rinse. Allow hands to air dry.

NOTE: IF THE SOIL IS FROM A PERSON SUSPECTED OF HAVING AIDS, HEPATITIS, OR ANY OTHER INFECTIOUS DISEASE, THE INCIDENT SHOULD BE REPORTED IMMEDIATELY.

STATE SAFETY REGULATIONS FOR DRIVERS

Revised: 6/05

1. Operator of school buses shall at all times operate such vehicles in safe, prudent and careful manner with due regard to the traffic and the use of the highway by others. All requirements of the Kansas vehicle code shall be strictly observed at all times. At no time shall a school bus be driven over **70 mph**. Also school buses being driven on dirt, sand or gravel surfaced roads shall not exceed 45 miles per hour.
 - School buses driven on the Kansas Turnpike and interstate highways shall comply with the state statutes, as above.
2. Each school bus operator shall be held responsible for transporting students in a safe school bus. If an accident occurs or a defect develops while such bus is in use, the vehicle shall be immediately discontinued from service and emergency arrangements made by the school bus operator for the safe transportation of the students to their respective destinations.
3. In no case shall any school bus known to be unsafe or reported as unsafe by the operator be continued in use for transporting students until examined and if necessary, repaired and certified by a competent mechanic.
4. When transporting students no school bus shall be operated or driven with any carrier, trailer, or other vehicle attached thereto. The use of a tractor or any other motor vehicle in combination with a trailer or semi-trailer as a school bus is prohibited.
5. Lighting in the interior of each bus may be in operation whenever the headlights are on and there are passengers in the bus.
6. No person shall be allowed to occupy such a position in a school bus which will interfere with the vision of the operator to the front, side, or by means of the mirror, to the rear, or interfere with the operation of the bus. Each student must be provided with a seat. No students are allowed to stand in a school bus. No jump seats are allowed.
7. The operator shall let no one, other than school educators and students regularly assigned to the bus, ride without a special permit from the school authorities.
8. The use of tobacco and/or electronic cigarettes shall not be allowed on a school bus or on school property.
9. No intoxicating liquor or alcoholic beverages shall at any time be carried in a school bus.
10. No animals or pets shall be transported with students, unless required by law.

11. No loaded weapon or any weapon capable of bodily harm of any sort shall be permitted on a school bus.
12. Each school bus shall be inspected by the operator daily, before use, to ascertain that the windshield is clean and that the lights, horn, windshield wipers, heater, defroster and other equipment are in good working order. The operator shall also make a brake test before using the bus for transporting students.
13. No operator of a school bus, unless he is the mechanic charged with the care and the maintenance of the bus, shall make any repairs to the bus or its equipment except such emergency repairs as may be necessary while on the road.
14. No school bus shall stop and pick up or let off passengers except at regular designated stops.
15. No operator of a school bus shall carry on unnecessary conversation while the vehicle is in motion.
16. No person shall drive a bus more than ten (10) consecutive hours or more than an aggregate of ten (10) hours spread over a period of sixteen (16) consecutive hours.
17. Each school bus shall be thoroughly cleaned after each day's use or as needed.
18. No operator shall leave his bus while the engine is running or the brakes are released.
19. Fuel tanks shall be checked before each trip and be kept filled. The fuel tank shall not be filled while engine is running or when students are inside the bus.
20. If there is a bad intersection, sharp curve, narrow bridge or other road hazard on the school bus route, the operator shall use extreme caution at such dangerpoints.
21. The flashing warning lamps on a school bus shall be used whenever a school bus is stopped on the highway for the purpose of receiving or discharging students.
22. The operator shall drive carefully through fog, ice, snow, mud, etc. If necessary, reach school a little late, but get there safely.
23. The operator shall not turn or swerve the bus suddenly and shall go slowly over bumps and rough places and shall avoid jerky starts and sudden stops.

24. Never back a school bus except when no other driving action is possible.
25. When stalled on the highway or shoulder of the highway, the operator shall place reflector triangles to the front and rear and on the roadway side of the bus as required by law.
26. The operator shall always remember railroad crossings are dangerous; treat them accordingly and listen as well as look for trains and watch for trains on all sets of tracks. The school bus shall stop within fifty (50) feet but not less than fifteen (15) feet from the nearest railway crossing. The only times you would not stop at a railway crossing are when:
- The railway crossing is controlled by police officer or human flagman;
 - The railway crossing is regulated by traffic control signal;
 - The railway crossing is marked with a sign indicating that rail line is abandoned;
 - The railway crossing is marked with sign reading “**Exempt**”; or
 - The railway crossing is used exclusively for industrial switching purposes.
27. If the bus has known defects, no passengers shall be transported until all defects discovered have been corrected.
28. A school bus operator shall use a seat belt when the school bus is in motion.
29. All aisles and doors and emergency exits on school and activity buses being used to transport students shall remain unobstructed at all times.
30. Commercial advertising - there shall not be any commercial advertising in or on a school bus.
32. The school bus driver should never attempt to perform disciplinary functions while the bus is in motion. The very act of stopping the bus to reprimand a pupil lends emphasis to the situation.

SCHOOL BUS INSPECTION:

- All school buses must be inspected by a qualified mechanic between June 1 and September 30 of each school year.
- The Kansas Highway Patrol will inspect all school buses before the the start of school and give an official school bus sticker.

EMERGENCY PROCEDURES

Revised: 5/02

TORNADO PROCEDURES:

1. The superintendent, transportation supervisor, or the building principal shall have authority over transportation personnel in determining whether or not transportation vehicles shall leave the attendance center during severe weather alerts.
2. School buses should not leave on a morning or evening run while a tornado warning is in effect. A “warning” (tornado threatening -- take cover) is not to be confused with an alert or watch (tornado possible).
3. School buses enroute to or from school at the time of a tornado warning have these alternatives:
 - Report all plans to the transportation headquarters if communications are available.
 - If approved shelter is near, drive there immediately and evacuate students to same.
 - If the tornado is sighted and shelter cannot be reached, head the bus at right angle to the tornado and drive out of the area.
 - If caught, students should join hands, leave the bus, lie flat in the nearest depression (ditch or ravine) away from the bus.
 - Following passage of the storm, bus driver should contact school administration office, civil defense or law enforcement officials as to the safety of the students assigned to the bus.
 - Do not drive through an area where a tornado has recently passed.

EMERGENCIES NEEDING AN AMBULANCE

1. Contact the school operation’s office or the bus supervisor by radio. If the radio cannot be used, contact the law enforcement office by phone utilizing the emergency “911” call, then call the supervisor’s office.
2. Give your exact location and make sure the receiving party verifies your location.
3. Give a brief description of the emergency (car, accident, burns, etc.). Also give the number of persons needing medical assistance .

SEVERE SNOW STORMS

1. In case of inclement weather, the Superintendent's office will announce over radio stations KIKS, KKOY, and TV stations KOAM, WIBW, and KODE as early as possible if school is not to be held that day. The announcements will be repeated regularly thereafter until after regular time for the starting of school.
2. In the case of inclement weather that does not permit buses to run, school may be held in the lola schools for all students who can manage to report for classes. Local conditions may determine whether school will be held in the outlying attendance centers on such days. (See Board Policy AFC & AFC-R)
3. In case it is found necessary to dismiss school after school sessions have already begun, an announcement of this dismissal will be made over the same stations and repeated at intervals as long as the school and weather bureau deem necessary.
4. If a bus should stall in the midst of a severe blizzard, the driver should remain outwardly calm.
 - The driver must stay with his bus and keep all the students there.
 - Use the Commercial Band radio to summon help by calling the base station or whomever is within pickup distance.
 - **WAIT** for help. Normally, parents and patrons are aware when buses do not make their route and organized help will eventually get to the stalled bus.
 - The motor should be run intermittently to provide heat, but only if the bus sets so that the exhaust will be carried away by air currents. A window should be opened slightly on the side of the bus away from the storm, if the motor is running.
 - The dome light should be kept on after dark to indicate the location of the bus for any searching party in the area.
 - In our area, all or nearly all routes are accessible to telephone service and residences where help can be obtained. Parents are generally alert and aware if buses are late and will seek information as to the location or state of the bus.
5. In the case of excessive rain – each driver is aware of their low water bridges and will re-route until the low water bridge is passable.

ACCIDENT AND EMERGENCY PROCEDURE

Duty to give notice:

1. A bus driver shall immediately notify or cause to be notified a duly authorized law enforcement agency, his or her employer and the transportation supervisor of the school district of any accident resulting in personal injury or property damage in any of the following circumstances:
 - The bus is involved.
 - A collision between a vehicle and a student crossing a roadway for the purpose of immediately boarding a bus or immediately after being discharged.
 - Students or driver injured inside the bus as a result of acceleration, deceleration or other movement of the school bus or while boarding or alighting therefrom.

No rules, regulations or guidelines will supplement the use of common sense by a responsible driver in any emergency situation. The driver must be prepared to meet his or her responsibility for the safety and welfare of the passengers under any situation that may arise.

WEAPONS ON BUS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

BUS EVACUATION

DRILLS:

1. At least twice during each school year, each student who is transported in a bus shall receive appropriate classroom instruction in safe riding practices and shall participate in emergency bus evacuation drills.
2. All bus evacuation drills shall be conducted on school grounds.
3. All bus evacuation drills shall be supervised by the school principal or others appointed by the transportation supervisor to act in a supervisor capacity.
4. Whenever a bus evacuation drill is conducted, the bus driver shall set the emergency brake, put the transmission in gear, if the bus is equipped with a standard transmission, turn the ignition switch off, and take the keys.

A bus shall be evacuated at any time it appears the safety of those passengers inside will be jeopardized should they remain inside.

COMMERCIAL BAND RADIOS

Each school bus in USD 257 has a commercial band radio for communication purposes. The school operation's office will have the base station to receive or transmit to the buses.

This radio is provided for the business of bus transportation and is not to be used for any purpose not relating to your function as a bus driver. **It is not to be used for idle chit-chat or as a plaything.** It can be used to communicate with other bus drivers, when necessary, besides the base station.

The following are some procedures and information to help you in the operation of the radio:

1. The base station will be monitored as much as possible between 7:00 AM and 4:30 PM. The bus supervisor will be monitoring the radio at all times. Keep the office informed of any need for help or a delay in the normal routine so that the information can be relayed to the proper place.
2. The identification will be mobile and your bus number. Example: Bus 6 would identify by saying "This is mobile 6".
3. When calling the base station, call "Base 257".
4. The call letters of KNCW 991 must be given at least once each hour.
5. When two units, such as base and mobile unit, are communicating on the radios, "**DO NOT ATTEMPT TO INTERRUPT!!!** Wait until they have completed their conversation and given the clear call, then you may make your call. Too many people trying to communicate at the same time will only hamper the conversation.
6. Squelch control when turned down will eliminate the static noise but will cut down on the distance you can transmit and receive and therefore makes the radio less effective.

RADIO COMMUNICATION SYSTEM

USE OF CODES Standard codes are to be used whenever possible. By using codes properly, entire phrases or sentences can be eliminated with no possibility of misunderstanding:

10—1 Receiving poorly	10—2 Receiving well
10—3 Give me instructions	10—4 OK; understood
10—5 Moving in traffic	10—6 Will confirm as soon as possible
10—7 Out-of-service	10—8 In-service
10—9 Repeat	10—10 Cease all calls
10—19 Return to office	10—20 Give your location
10—21 Call by telephone	10—23 Stand by
10—24 What is the time	10—40 Available for assignment
10—59 No traffic	10—98 Finished assignment
10-99 Emergency on bus	10-100 Nature-call
10-500 Accident	10-600 Need Ambulance
10-700 Need fire truck	10-800 Need wrecker

Signal 1 Weapon on Bus

“Affirmative” Yes

“Negative” No

(Be sure to sign-off with “Mobile # _____, clear”)

REPORTING AND LEAVING TIME

Revised: 6/06

In any case of an early dismissal, the drivers will be notified by the proper authority.

Bus drivers will plan their schedules to arrive at the first school at approximately 7:40 AM. If you get to your first school before 7:40 AM and there is no supervision you should keep the students on board the bus until 7:40 AM.

Drivers are to be ready to load the Middle School students at approximately 3:05 PM.

The principal of the building will see that all students riding a bus will be to the bus in plenty of time so they may depart on their evening route as early as possible.

EMERGENCY PHONE NUMBERS

Revised 1/14

Scott Stanley 365-9283 Cell

Gabe Gregg 228-1556 Cell
363-2733 Home

Jack Koehn 363-1815 Cell

Ambulance 911

WRECKER SERVICES

Lilly's Towing service 365-7860

Night calls: Call Iola Police Dept. at 365-4960. They have a paging system with Lilly's.

TIRE REPAIR

JD's Tire and Muffler 365-3163

Give district number; number and make of bus

TRANSPORTATION SUPERVISOR OFFICE 365-4705

SUPERINTENDENT'S OFFICE 365-4700

DISCIPLINE

Revised: 6/04

The matter of discipline of students is without a doubt the most difficult aspect of a bus driver's many responsibilities. It is difficult at best, but there are a number of "do's" and "don'ts" that are available that have been proven helpful and if used, make the job easier.

Many times the person who is in charge contributes to the problem of discipline by not foreseeing a situation which is developing. Like preventive maintenance, preventive discipline saves us from more serious problems. Eliminate conditions that may lead to confrontations. Our policy and procedure in regard to discipline is:

1. Talk to the student and work with him or her for compliance.
2. If the first step is not successful, the bus driver should contact the parent and ask for their help. A discipline form should be filed at the transportation office and sent to the parents.
3. If after three (3) discipline forms the student has not complied to the rules, the student will be suspended from the bus for one (1) day and a meeting with the bus driver(s), transportation director, building principal and parents should take place.
4. If the problem is serious enough, the bus driver may suspend the student from riding the bus the next school day. The parents are to be contacted by the bus driver and a discipline form filed at the transportation office and sent to the parents.
5. If the problem is serious enough to possibly need more than a one day suspension, the driver should notify the transportation director, building principal and parents giving him/her the facts so they can be reviewed for a possible longer suspension.

Of course, there are problems that may arise that are serious enough to forego the first two steps and go immediately to suspension. It is possible to remove the student from the bus during the trip or not to take him the remainder of the trip if he is obviously a physical threat to the safety of the passengers and/or driver. **If the transportation director is dispatched to remove a student from the bus, it is an automatic next day off the bus.** The transportation director will take the student home, but it will be up to the bus driver to contact the parents to explain what happened on the bus. A discipline form should be filed with the transportation office and sent to the parents.

Some suggestions for working with students that have proven helpful:

- Be consistent! Most important.
- Don't take actions or words of students personally.
- Don't take the disciplinary action when in a state of anger.
- Have a reason for what you ask the student to do and when possible, take time to give the reason.
- Treat the student with respect and do not hold any student up for ridicule.
- Never give an order that is unreasonable or that you can't enforce.
- Remember you are the adult in charge and you can't be a pal to students and retain your image as the adult authority. However, you can be friendly and helpful.
- Do not lose your temper.
- Be fair. Enforce rules, regulations and treat all students the same.
- Follow up on all matters of discipline. If you are disciplining then carry it out. If others are to follow up, see that they have the necessary information as to what action was taken.
- Listen for suggestions and complaints from students.

When it is necessary to suspend a student from the bus for one day, the following procedure **MUST** be followed:

1. Unless the act is serious enough to result in suspension the first time, you must have:
 - a. Worked with the student previously for compliance.
 - b. Told the parents what the student is doing and that their help is requested.
 - c. Kept the transportation director and the building principal informed.
2. Student must be taken on a round trip that day unless he or she is a physical threat to others.
3. Student and parent **must** be informed of the suspension and the reason for it the day before it is effective.
4. The transportation director and building principal **must** be informed of the suspension as soon as possible. Forms are provided for this to be done in writing.
5. If the action of the student is such that more than a one day suspension may be warranted, be sure the transportation director and building principal have the necessary information.

Some reasons that a suspension for one day or longer may be advisable:

- Continued violation of bus rules after being talked to and the parent has been informed previously about the problem.
- Fighting. If truly a fight, then on the first offense.
- Use of swear words or obscene language. If directed toward the bus driver, then on the first offense.

- Use of chewing tobacco after being warned. Use of matches or smoking tobacco depending on circumstances could be a reason on first offense.
- Setting off firecrackers in the bus. On first offense.
- Harassing other students after being talked to and parents were asked for help.
- Refusal to follow directions of bus driver. After being talked to and parent asked for help.
- Items not allowed on the bus: animals, skateboards, scooters, inflated balloons, laser pointers, weapons or explosive items, any tobacco products, matches, lighters, or any item that is a health or safety hazard. The driver has authority to secure all objects. Report the incident immediately to the appropriate principal and the Transportation Supervisor.

The above are not intended to be all inclusive as there will be other reasons but it covers the most frequent problems that occur.

Always work closely with the parents and keep them informed of problems that warrant their attention. Use the principal to help with student before it goes as far as a need to discipline. Many times serious problems can be avoided.

ACTIVITY TRIP INFORMATION

Revised: 06/11

Sponsors must be responsible for the discipline of students on all activity trips. They should remind the students that there are certain rules that must be followed on any bus trip (these rules are posted in every bus). Eating and drinking on the bus should be discouraged due to the mess that is usually left for the drivers to clean up. If the sponsor feels it is absolutely necessary for the students to take sack lunches, this should first be approved by the building principal and the bus driver.

Activity drivers who drive district buses to special events are asked to follow these procedures:

1. Make sure the bus is filled with fuel before departure and then fill the bus when you return, if possible. Sign your name to the fuel ticket along with the bus number and mileage of bus.
2. In order to ensure the safety of school bus passengers in an actual emergency, every school bus driver assigned to transport students on an activity trip or field trip shall assign an evacuation team prior to each trip and explain the emergency procedures to the group. The sponsor must sign the back of the trip card that this was done.
3. Make sure the bus is cleaned out after your trip.
4. Ask students to obey the rules that apply to all students being transported on school buses. These rules are posted on the bus.
5. Return bus and keys to the proper place.
6. Never take a bus for a trip without first checking on a fire extinguisher, first aid kit, and emergency flares. We are required by law to have these items on a vehicle.
7. Due to the tremendous increase in activity trips, it is absolutely essential that we have complete cooperation by any person driving USD 257 vehicles. With a little help from all concerned, we can make sure the buses are clean, safe and ready for the next trip.
8. Commercial Band radios are available for all buses.
9. Buses are to be locked when not attended. If the bus does not lock, the driver should stay with the bus.
10. A roster of students going on the field trip must be obtained prior to departure. This roster should contain student name, address, parents

name, and phone number.

In case of an accident or break down while on an activity trip the operator shall not leave the bus. First try to contact someone on the radio or cell phone.

The following information should be given:

The name of the caller, the school district number, the bus number, the location, the phone number where the call is being made and the problem with the bus if known.

If you call for help and for some reason the problem is corrected, do not leave until help arrives or contact is made with the people coming to help.

TRANSPORTATION SUPERVISOR: SCOTT STANLEY	365-4705 Office 365-9283 Cell
TRANSPORTION MAINTENANCE GABE GREGG	228-1556 Cell 363-2733 Home
SUPERINTENDENT: JACK KOEHN	365-4700 Office 363-1815 Cell
All Emergencies	911

Enter Activity Card sample here

STUDENT BUSING POLICY

Revised: 6/06

Transportation will be provided to and from school for all students within Unified School District 257 that live two and one-half (2-1/2) miles or more from their assigned attendance center. Transportation may be denied to students who are detained after school for disciplinary reasons.

All rules shall be published in the student handbook.

STUDENT BUSING REGULATIONS

Transportation will be provided to elementary students when they are placed by USD 257 in an attendance center other than the one in which they live.

Transportation for Special Education Students will be determined on an individual basis.

Transportation will not be provided when the parents request and are granted permission for their child to attend a school other than their resident assigned attendance center.

Transportation will be provided to students who live less than two and one-half (2 1/2) miles from their attendance center if all of the following are met:

- A. Another family member is eligible to be transported and does ride;
- B. There is ample seating available on the bus; and
- C. The bus makes a regular stop on their attendance center.

Transportation will also be provided for students who meet one of the following conditions:

- A. They live in the housing addition north of Haldex and they can get to one of the regular bus stops; or
- B. They live in the Gas city limits and are not 2.5 miles to McKinley.

Requests for exceptions to the above policy may be made to the transportation appeals board. This board will consist of the transportation director, superintendent, a Board member, and a parent from one of the site councils.

School bus routes will be established on public roads and highways. Students may be transported on private roads upon a signed request of the parents and the following conditions:

- A. The private road must be well maintained;
- B. There must be a suitable turn-around for the regular route bus;

and
C. A release from liability form must be signed.

Out of district students who wish to ride the bus must file a written parental request with the transportation director. Such request will include a district waiver form signed by the parent. The out of district student must be dropped off and picked up at a designated safe spot within the district limits of USD 257. Safety of the drop-off and pick-up location shall be at the discretion of the transportation director.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the transportation director who will report to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day. Any transportation other than what is provided by the school must have prior approval.

SPECIAL EDUCATION BUS TRANSPORTATION INFORMATION FOR PARENTS AND STUDENTS

Revised: 6/03

Because of the nature of special education transportation, open communications and a cooperative approach between parents, students, teachers, drivers, special education supervisors and transportation supervisory personnel needs to take place to ensure that safe, reliable and efficient services are provided.

Not all students with special needs require or are entitled to “special” transportation. To determine a student’s individual need(s), each Individualized Education Plan (IEP) team asks:

- Does the child’s condition preclude the student from walking to school?
- Does the child’s condition preclude the student from using regular transportation?
- Does the child’s condition preclude the student from using regular transportation with supplemental aids and services?
- If the condition precludes the above, what special transportation services are required?

As part of the Individualized Education Plan (IEP), a Transportation Plan will be developed for each special needs child. The Transportation Department will use the information provided in the IEP to determine personnel, vehicle, routing and scheduling assignments. All information will be handled confidentially in accordance with the Family Educational Rights to Privacy Act (FERPA) and other applicable laws.

Transportation scheduling for special needs is done on an individualized basis. Without an IEP and Special Education staff authorization, transportation services cannot be started. It may take up to three (3) days to begin or change transportation services. Routing and scheduling a student with special needs is complex and flexibility is essential. Daily changes in special needs transportation are the norm. The most efficient and economical route that effectively meets the needs of the student with the assets available to the District will be selected.

The bus driver is responsible for the operation of the bus and the safety and conduct of the students. Parents and students should think of the bus driver as similar to a classroom teacher because the driver is in charge of the student on the bus and at the bus stops. The Board and the Administration will support the bus drivers in their exercise of any necessary authority. Following are some necessary rules that students and parents should be familiar with and which all bus riders will be expected to follow. Please go over the rules with your student. **If medications are taken to school on the bus they should be in a backpack and given to the bus driver.**

BUS TRANSPORTATION INFORMATION FOR PARENTS AND STUDENTS

Revised: 5/02

The primary concern of the school district is for the safety and welfare of **all** students riding our buses. In order to carry out this concern we must have certain rules and regulations as well as the support and cooperation of parents, students and school personnel. If you have a concern about the safety and welfare of your student on the bus, please contact Scott Stanley, Transportation Supervisor at 365-4705.

The buses will be available to all eligible students who live two and one-half (2-1/2) miles from their attendance center. Special Education routes will be available as needed and will run to the appropriate attendance center.

Safe turnarounds must be provided if a student is picked up in a driveway. State regulations strongly recommend that school buses not be backed for safety reasons unless it is unavoidable. The bus driver and/or Transportation Supervisor will designate pick up points that are the safest and which best serve the efficiency of the bus while keeping in mind the convenience to students and parents.

Pupils not regularly assigned to the bus **shall not** ride that bus without a special permit from the principal or transportation supervisor. The Principal or Transportation Supervisor will sign the permit and give to the bus driver. **Special permission will be granted only for emergency situations.** Students wishing to go home with a bus student to play or stay all night will not be permitted to ride the bus.

The bus driver is responsible for the operation of the bus and the safety and conduct of the students. Parents and students should think of the bus driver as similar to a classroom teacher because the driver is in charge of the student on the bus and at the bus stops. The Board and the Administration will support the bus drivers in their exercise of any necessary authority. Following are some necessary rules that students and parents should be familiar with and which all bus riders will be expected to follow. Please go over the rules with your student.

SAFETY RULES WHILE WAITING FOR BUS

Revised: 12/13

- **Be on time at your designated bus stop.** Students shall be at their assigned stops **before** the bus is scheduled to depart. The bus cannot wait for those who are tardy. Do not run after the bus. Board and exit the bus at your designated stop each day.
- **Do not play in the street or on private property.** Wait for the bus in a safe place – well off the roadway.
- **Wait until the bus comes to a complete stop before entering.** Once the bus has come to a complete stop and the door is opened, enter in an orderly manner. Go to your seat immediately. Traffic has stopped for student loading, so it should be done as quickly and safely as possible.
- **When loading at school, all students must be on their bus by departure time.** For safety, once the driver has closed the door and the buses have started to roll students **will not** be allowed to get on their bus. Do not run after the bus.
- **After leaving the bus, cross at a designated street crossing where possible.** If a designated street crossing is not available, walk **10 feet in front of the bus** and wait until your driver ensures that it is safe and instructs you to cross. **Never cross behind the bus.**
- **Students who ride on the same bus and wish to get off with another rider must have permission from both the parents of the student wishing to get off at an alternate stop and the parents of the student whom they wish to get off with. Parents must notify the transportation office prior to the route.**

- **Be on time at your designated bus stop.** Students shall be at their assigned stops **before** the bus is scheduled to depart. The bus cannot wait for those who are tardy. Do not run after the bus. Board and exit the bus at your designated stop each day.
- **Do not play in the street or on private property.** Wait for the bus in a safe place – well off the roadway.
- **Wait until the bus comes to a complete stop before entering.** Once the bus has come to a complete stop and the door is opened, enter in an orderly manner. Go to your seat immediately. Traffic has stopped for student loading, so it should be done as quickly and safely as possible.
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- **After leaving the bus, cross at a designated street crossing where possible.** If a designated street crossing is not available, walk **10 feet in front of the bus** and wait until your driver ensures that it is safe and instructs you to cross. **Do no cross behind the bus.**

RULES FOR RIDING THE SCHOOL BUS

- Riders must follow all instructions from the school bus driver. The driver is in charge of the students on the bus. Students **must** obey the driver promptly and respectfully.
- Do not extend objects, hands or head out the bus window.
- Remain quiet and orderly. Students may be assigned to a specific seat. Stay seated; seat to seat, back to back. Do not distract the driver. Keep the aisle clear. Talk quietly while on the bus. Be **totally silent** at all railroad crossings.

Items not allowed on the bus include: animals, skateboards, scooters, inflated balloons, laser pointers, weapons or explosive items, any tobacco products, matches, lighters, or any item that is a health or safety hazard. Any item which cannot be transported easily or which creates a safety concern is also prohibited. The driver has authority to secure all objects.

- Outside of ordinary conversation, classroom conduct is to be observed. No profanity or rude gestures will be tolerated.
- Do not litter, write on, or damage the bus in any way. Vandalism repair costs will be charged to the student and/or the parent/guardian.
- Eating and/or drinking on the bus is at the discretion of each bus driver. Musical instruments will only be transported when space is available and they can be transported safely.
- Students shall respect other riders. No bullying or threatening behavior will be tolerated on the bus. Threatening another student will result in a disciplinary write up and possible suspension.
- Certain actions will not be tolerated on the bus and will result in immediate suspension of the riding privileges. Fighting on the bus, spitting on other riders or any actions that threaten the personal safety or health of other riders may result in immediate suspension.

Violations of school bus rules will be handled on an individual basis between the rider, driver and the Transportation Director. If a problem continues, parents will be contacted and progressive actions will be taken by school officials and/or the Transportation Department. Immediate loss of transportation may occur depending on the severity of the violation. Multiple violations or a serious offense could result in revoked bus privileges for the remainder of the school year. Length of revocation will be decided by the Transportation Director and the Superintendent of Schools on a case by case basis. Remember, school bus transportation **is a privilege, not a right**. School bus transportation can be suspended for willful misconduct or endangering the overall safety of the school bus or its occupants.

A sample of the “Bus Conduct Notice” is attached. Students may be written up for violating the bus conduct rules. Copies of the written conduct notices will be sent home with the students and mailed to the parents. Bus drivers will contact the parents to notify them of the issues and work with the parents to resolve the issue. On the third written conduct notice the student may face a suspension of their riding privileges. This suspension will be determined by the severity of the violation or action. For serious violations, the privileges could be suspended on the first or second written conduct notice. If the violation warrants, the privileges will be revoked for the remainder of the school year.

Students riding a bus during a stormy season are advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned. (An unsafe condition such as heavy snows/ice or floods.) Safety is a prime factor in student transportation and there may be times when, in the parent’s judgment, road conditions are too hazardous for their child’s safety even though the buses are running. In such cases, the parents should exercise due caution before allowing their children to ride the bus.

Video cameras are installed and used in some of the district’s buses. Student behavior may be monitored or observed from the video system.

ENTER USD 257 EMERGENCY TRANSPORTATION FORM

ENTER SAMPLE COPY BUS CONDUCT NOTICE HERE

USD 257 TRANSPORTATION

FEBRUARY 2012 UPDATE TO DRIVER HANDBOOK

I, _____, understand the updated district policy on cell phone use while driving a school bus. I understand that I am not to operate a USD 257 school bus while talking on a cell phone. If a situation arises that I must be on the phone during operation of a USD 257 school bus, I will pull the vehicle safely off the roadway and come to a full and complete stop prior to engaging in a conversation on a cell phone, including the use of a wireless Bluetooth device. The exception to the rule would be in extreme emergency situations where the safety and welfare of the students, the driver or another individual involved with the bus are at risk.

Also, I understand that in no circumstance is it permissible to be texting while driving a USD 257 school bus or other district vehicle.

Driver Signature

Date

Scott Stanley, Director of Operations

Date