

SPRINGTOWN ISD

TRANSPORTATION HANDBOOK

2020-2021



Our Mission Statement

Our mission as the Springtown ISD Transportation Team is to provide a safe, effective, efficient, and courteous transportation service for the district's students, staff, and community at large. Our daily activities support and promote extraordinary educational opportunities for all.

Discrimination Disclaimer

The Springtown ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Mike Kelley, Superintendent of Schools.

**SISD Board of Trustees
2020-2021**

**President-Amy Walker, Vice President Rick Beall,
Secretary Larry Don Carter, Jody Lowery,
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Contact Phone Numbers

Transportation Office	(817) 220-1418 (817) 523-7816
Springtown ISD Administration Office	(817) 220-1700

Emergency Numbers

Springtown Police Department.....	911 (817) 220-0828 Non-emergency
Reno Police Department.....	911 (817) 221-2500 Non-emergency
Springtown Fire Department.....	911 (817) 523-7500 Non-emergency
Ambulance.....	911
Parker County Sheriff.....	(817) 594-8845
Wise County Sheriff.....	(940) 627-5971
Dept. of Public Safety – Weatherford.....	(817) 599-7631

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This document may be updated as required. An official copy is kept on file in the office of the Director. An electronic version may be viewed on the district website.

SPRINGTOWN INDEPENDENT SCHOOL DISTRICT TRANSPORTATION HANDBOOK

I. DRIVER ROLE AND RESPONSIBILITIES

Perhaps no other area of educational operations demands more responsibility for student welfare than the transportation of students in buses on public highways, streets, and roads. The driver is a very important member of the **safety team**, which includes students, parents, teachers, school administrators, and law enforcement officials. As a key member of this team, you must constantly strive to improve operational safety and efficiency.

RESPONSIBILITIES AS A DRIVER

As a professional driver, you are expected to meet high standards of conduct. A school bus driver is expected to meet standards of conduct higher than those of other drivers. Student passengers and their parents place a great deal of confidence in you. You should act deserving of this confidence, including being:

- A person at least 21 years of age.
- A dependable person who can be relied upon to carry out your duties in letter and spirit.
- Emotionally stable to work effectively and patiently with students, parents, and school officials under different weather conditions and mechanical difficulties.
- Mature enough to cope with unexpected and unusual situations.
- Interested in the welfare and needs of others.
- Willing to practice patience and understanding.
- Observant of all traffic laws, Texas Department of Transportation regulations, and local rules and regulations.
- Neat and clean, as a symbol of the entire school system.
- Careful to refrain from using profanity.
- Well rested, so that you are free from fatigue.
- Realize the need for good attendance for stability for your student riders as well as your fellow employees.
- Understand and support your written school guidelines.
- Communicate often with your immediate supervisor, office staff, and mechanics.
- Always inform your supervisor of discipline problems, bus conditions, highway conditions, and changing pick-up/discharge conditions.
- Willingly accept your responsibilities and assignments.
- Don't repeat personal or confidential information.
- Submit required forms and reports on time.
- Report all crashes, whether or not damage is apparent, including crashes with property, pedestrians, vehicles, domestic animals, and passengers.
- Be helpful, assisting others in pre-trip inspections and school loading and unloading.
- Do not use the shoulder of the road to pass other vehicles unless directed by office staff or emergency personnel.
- Do not block right of ways, which includes side streets, campus entrance and exits, etc.
- Remain available at least 15 min after departure AM or PM from the department to be contacted either by cell or home phone.
- Drivers must clean and disinfect buses on a regular basis according to local, and federal guidelines.

A school bus driver also has the following specific responsibilities:

Driving Technique

When you drive a bus load of children to school every day in all kinds of hazardous highway and weather conditions, you are charged with a serious responsibility. The vital links to safety—proper driver attitude,

knowledge and skill—are developed through your interest in safe driving. Your ability to cope with a constantly changing driving environment demands both pre-employment preparation and continual in-service activity. You must constantly re-evaluate your driving technique. It is important that you honestly evaluate yourself to ensure that you are physically and mentally prepared for driving your bus.

Passengers

Establish a positive relationship with your students. Their conduct will depend a great deal on what you say and do. If possible, learn your students' names and greet them in a personable and friendly manner. Your expression of interest in each child will help you to gain the confidence of your riders. Remember, an essential part of your job is to maintain discipline according to procedures established by Springtown ISD. Since students desire recognition of their good traits and abilities, compliment good conduct, habits, and deeds.

Under ordinary loading and unloading circumstances, communication between driver and passenger should be encouraged. You should help your passengers understand and follow what is considered normal and proper behavior on the school bus. Maintain a businesslike yet friendly relationship with all students.

DRIVER CERTIFICATION REQUIREMENTS

State Of Texas Commercial Driver's License

All drivers must keep the Texas CDL License Class A or B current and carry it at all times while working. SISD School Bus Drivers must possess a Class A or B License. Trainees must take the DPS Driving Test in a 65-78-passenger school bus in order to receive a Class B license. Drivers must inform their Supervisors any time the license expires or is revoked. Original licensing requires passing written and driving tests as well as an eye test. Renewing the license requires an eye test. SISD requires all written test complete (including endorsements) before receiving behind-the-wheel training.

The following documented behaviors may be cause for immediate termination:

1. Operating a school bus with a suspended or expired Class A or B license;
2. Operating a school bus before having completed the proper licensing procedures through DPS; and
3. Approval of such illegal operation of a school bus by anyone in a supervisory capacity such as a staff member, supervisor, shop foreman, or route coordinator.

Anyone who reports in advance that their Class A or B license has expired is not to be terminated (unless they actually have operated a school bus with an expired license), but will be suspended without pay until the license is made current.

School Bus Driver Safety Training Certification

All drivers must at all times carry with them an up-to-date state school bus driver certificate which shows that they have completed the state-approved school bus driver safety training course. New drivers must carry an enrollment certificate for the course. Each driver is responsible for keeping his/her certification current.

Criminal History Check

As a condition of employment, all drivers must submit to finger printing and a criminal history check. Additional periodic checks may be completed throughout a driver's tenure of employment.

Annual Physical Examination

All school bus drivers and monitors must complete a Texas Education Agency physical examination each school year. School bus drivers must carry a valid Medical Examiner's Certificate at all times when driving a school bus. A CDL and School Bus Certificate are not valid unless the driver has their current Medical Examiner's Certificate in their possession.

Texas Department Of Public Safety

CDL holders are responsible for maintaining all forms and paperwork required by the Texas Department of Public Safety. If you possess a non-exempt CDL, you must submit a copy of your medical card on an annual basis. Transportation can email a copy to DPS no less than 14 days prior to the current expiration

date or the driver can personally present the forms to any DPS office. DPS can and will immediately downgrade a non-exempt Class A or Class B CDL to a noncommercial Class C license if they do not receive the medical forms prior to the current expiration date. If you receive a letter from DPS regarding your CDL, please notify office staff immediately so they can assist you in resolving any problems before they affect your license.

Motor Vehicle Records Check

A pre-employment driver license check is required for school bus drivers in Texas. A driver's license review will be done by SISD at least once per year. This check covers the driver's motor vehicle record (accidents, tickets, etc.) for the past three years. No one may drive a school bus whose driving record shows 10 or more penalty points during the three-year period prior to the current driving year. Drivers who have recently moved to Texas from out of state will be required to furnish a three-year record from the state or states in which they lived for that period of time.

School Bus Driver's Penalty Point System

A comprehensive listing of traffic violations and points assessed is listed on the State MVR Penalty Point System in the *Texas School Bus Driver's Course Guide*.

An SISD bus driver's driving record must be acceptable according to standards developed by the Department of Public Safety.

In determining a driver's eligibility to operate an SISD school bus, penalty points shall be assessed for accidents and violations.

DRIVER TRAINING REQUIREMENTS

Classifications for drivers - All new drivers will be grouped into one of the following classes:

- Class 1 - Former SISD driver.
- Class 2 - Driver from another school district.
- Class 3 - Never drove a school bus.

Training requirements - The new driver's classification will determine his or her training requirements as follows:

- Class 1 - Retrain at least one hour or as needed (to be determined by the trainer).
- Class 2 - Minimum of two hours if certified by the State of Texas. If not certified, then train completely.
- Class 3 - Put driver through entire 20 hr. orientation.

Training Period - The complete training course consists of at least five hours of behind-the-wheel training, some of which is range training on an empty bus, plus a time of observation in a loaded school bus.

The field trainer must complete training of a new driver prior to assignment of a route unless approved by the Director. If the trainer realizes that the trainee will need more than five hours to complete behind-the-wheel training, the trainer must get approval from the Director to train beyond five hours.

Transfers - Any driver who transfers from a Regular route to a Special Education route must receive all extra training as required by the Director or designated staff.

Certification Class - Successful completion of the school bus driver-training course is required of all drivers. School bus drivers shall have in their possession a certificate indicating enrollment in or completion of the twenty-hour course. Drivers are responsible for renewing their certification every three years by completing an eight-hour refresher course. Effort will be made by staff to inform the driver of course offerings early; however, it is the responsibility of the driver to request refresher courses and complete the requirement in a timely manner. Drivers should register for recertification class 180 days before expiration to ensure timely completion of the course.

II. GENERAL PRINCIPLES AND ORGANIZATION

Transportation Department procedures for employees are established by the Director of Transportation and will be in force from the date of the first school program day of each fall term to the first program day of the next school year.

Any employee violating policies of the SISD or procedures of the SISD Transportation Department will be subject to disciplinary action.

Refer to the District Handbook for additional policies dealing with personnel, leave, etc.

DIRECTOR'S AUTHORITY

All employees are subject to authority of the Director of Transportation, including assignment or reassignment. Route assignments are subject to change throughout the year as determined by the Director of Transportation or his/her designee. Director's authority is delegated through appropriate supervisory personnel, including the Route Coordinator, Office Staff or Mechanics.

SENIORITY

A driver or monitor's seniority shall be determined by the total years of service to the Transportation Department at Springtown ISD. If the total number of years of service is the same, the employee with the earliest initial hire date shall be placed higher on the seniority list. Years as a substitute are not considered in seniority placement.

NOTICE OF REPORT

Often an employee's job performance may stimulate comment from parents, school employees and the general public. When received by the Transportation Department, these comments become a "Notice of Report". The Report will be given to the driver in a timely manner by the Director or his designee. The driver will have an opportunity to respond to the Report and should then sign the report and submit to the Director or his designee.

DUE PROCESS CORRECTIVE DISCIPLINE

The Transportation Department handles problem situations with employees through Due Process Corrective Discipline. This procedure is designed to provide the employee with information as follows:

- 1) Nature and scope of the problem
- 2) Possible solution for the problem
- 3) Consequences for future violations

EXEMPLARY PERFORMANCE GUIDELINES

All employees should strive to maintain exemplary performance every day. Exemplary performance that will be used for the driver/monitor evaluation process is:

Leadership

The employee demonstrates positive personal commitment towards department goals and objectives. The employee speaks out about conditions, follows scheduling procedure, and talks and listens to parents, students, and staff to keep up on current concerns. The employee uses imagination and shared thinking to resolve problems, making suggestions and working toward common goals of the department. The employee cooperates with parents and staff to make the operation run smoothly. The employee's attitude is positive and proactive, seeking solutions to problems rather than placing blame or merely complaining.

Strategic Planning

- On-time arrivals to school and stops, clocks-out and clocks-in as scheduled.
- Runs routes and field trips on time.

Information Analysis

- Fill out required paper work accurately, completely and on time. This includes but is not limited to, weekly VIR's and seating charts.

Human Resources Focus

- Personally keeps certification, driving license, and physicals current.
- Participates in all training classes and exercises.

Process Management

- Exhibits good student management skills (student referrals may be used)

- Completes maintenance requests in a timely manner.
- Completes pre-trip/post-trip inspection of bus before/after each trip.
- Completes pre-trip inspections of safety equipment
- Keeps bus clean and orderly

Performance Results

- Attendance and tardiness records - Employee comes to work consistently, arranging appointments and personal business so as not to interfere with route duties.
- Employee performs all route duties without accidents, tickets, or formal complaints.
- Drivers and Monitors – monitors student behavior
- Drivers and Monitors – secures students on bus with seat belts, harnesses, wheelchair straps & car seats.

GUIDING PRINCIPLES FOR DRIVING

The principles listed below require the active daily attention of all drivers, including consistent attendance, high standards of driving, thoughtful attention to human relations and cooperation of bus drivers with other persons engaged in the educational tasks of SISD. All regulations, rules and procedures of the Transportation Department are related to these central principles.

- 1) A safe trip
- 2) Every trip ran on schedule
- 3) Continued regular daily performance
- 4) Positive environment for every person on a school bus

BUS MONITORS

Special Education routes will have bus monitors riding to assist bus drivers. The bus monitors' duties will be regulated by applicable procedures of the Transportation Department related to pupil transportation. Bus monitors are usually paid for route time only.

Monitors must assist bus drivers in dealing with all grade levels and special education students on their respective routes, including student management, helping students enter and leave buses and cross streets.

Monitors are subject to assignment or reassignment. They may be reassigned as often as necessary to meet changing transportation department needs.

For more information on bus monitor duties and responsibilities refer to the special section at the end of this book.

PREVENTABLE ACCIDENTS

Calling an accident 'preventable' is based on whether or not the accident could have been prevented or avoided by the driver in question, not who was primarily responsible or at fault. Preventable accidents include but are not limited to the following:

- **Backing Accidents**
- **Intersection Accidents**
- **Pedestrian Accidents**
- **Rear-End Collisions**
- **Collisions with Stationary Objects, Non-Collision Accidents, Unattended Vehicle Accidents and Miscellaneous Accidents.**
- **Accidents Blamed On Adverse Weather Conditions**
- **Seat Belts**

DISTRICT DRUG & ALCOHOL GUIDELINES

All bus drivers and monitors must complete a drug/alcohol test prior to their initial employment at Springtown ISD. Drivers and monitors will then be placed in a random testing pool. Once they have been

notified that they have been randomly selected for testing, they must report to the transportation office **immediately**.

In addition to the consequences established by federal law, a District employee confirmed to have violated the District's guidelines pertaining to alcohol or controlled substances shall be subject to District-imposed discipline. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. Failure to complete a drug/alcohol screening of any kind is considered a positive test and will result in immediate termination from the district.

Comprehensive information of the required controlled substances and alcohol testing policies may be found in the District Employee Handbook and/or Board Policy On-line at the district web-site www.springtownisd.net.

In addition, Unit 11 explains the regulatory requirements for districts in the *Texas School Bus Driver Certification Course*.

PAYROLL & TIMEKEEPING

All assignments for employment in SISD are conditional. The Superintendent or designee reserves the right to assign or reassign employees in the best interest of Springtown ISD.

NOTE: ROUTES AND/OR TRIPS MAY BE CANCELED OR ADDED AT ANY TIME.

Assignment of Buses

Buses are assigned to routes and not to drivers or monitors, and bus assignments may be changed during the year.

Time Keeping Requirements

Each driver is expected to be on the clock for four hours to be split equally between am and pm routes. Drivers should not clock in prior to 10 minutes of their departure time. If something arises that requires you to work longer than your two hours you will be compensated for this time. You must be clocked in for fueling or cleaning your buses (make office staff aware).

Equally if your route does not take the full two hours you will be expected to fill this time with additional duties, ex: cleaning bus, fueling, bus inspections, assisting office staff if needed. This can be done prior to or after your route.

Time Clock/Badge

Badges should be in the possession of the individual employee at all times. Badges should be worn and plainly visible when in public settings.

You will clock in and out each route on the tablet or computer. Any problems that arise, please contact the office staff.

Attendance and Absenteeism

1. It shall be each employee's responsibility to notify the office when they are going to be either tardy or absent. To avoid disciplinary action for late notification the employee shall make contact with the office by 5:30 am for morning route or at 1:00 pm for afternoon route. Drivers should strive to give the office as much advance notice as possible.

When calling in, the person must state the reason for the absence and whether or not he or she will be available for additional routes that day. If the person later decides not to work the additional routes, the office must again be notified at a by the times noted previously.

If the employee tells the office that the absence will last all day or for a specific number of days, then one notification is sufficient. If the employee cannot come to work on the date specified in the previous notification, the office must again be notified. (These requirements shall apply to all clock

ins, including mid-day and other assigned runs.)

If the employee has advance knowledge of an upcoming absence it is required that you complete the advance absentee notice and turn it into the Transportation office. We ask for at least a two day notice if possible.

2. The following guidelines will be used for handling excessive absences or tardiness. In determining whether an employee has been absent or tardy an excessive number of times, the following definitions will apply:
 - a. Tardiness – Any employee not having ample time to perform pre trip inspections.
 - b. Excessive Tardiness - Any three occurrences of tardiness within a twenty work day period will be considered excessive.
 - c. Absence - An employee who is not present at his or her work assignment for 50% or more of any scheduled work period will be considered absent for that period. You will receive 3 local and 5 state days each school year. You will be allowed 3 consecutive discretionary days if necessary.
 - d. Excessive Absenteeism - Any three separate occurrences of absence within a twenty day period will be considered excessive. A fourth consecutive discretionary absence will need director approval. A fifth will require medical certification.
 - e. Excessive Tardiness/Absenteeism - Any combination of four absences/tardiness within a twenty work day period will be considered excessive and employee will be subject to disciplinary action.
 - f. Dock Pay- When an employee has exhausted all of their local and leave time, their pay will be docked for any absences. An employee that has been docked 2 days shall provide a written and signed letter with a detailed explanation to their supervisor stating the reason they were absent and being docked pay. Each time beyond this, the employee will be required to submit a written and signed letter with detailed explanation for their absence to their supervisor. A copy of the employee's letter will be submitted to Administration and placed in the employees personnel file as the employee's permanent records. Discretionary absences by employees in dock pay are strongly discouraged and must be approved no less than 10 working days in advance.
 - g. Local Family Medical Leave Act - Local Family Medical Leave is an unpaid leave that runs concurrently with other paid leave for employees that are ineligible for Family Medical Leave. Springtown Independent School District will allow an employee to be absent for 6 consecutive weeks when the employee provides a "Certification from Healthcare Provider," for their need for medical leave absence.
 - h. Sick Leave Bank - An employee that has been docked pay can request days to be granted from the sick leave bank. They will need to apply with an application stating the reasons they are requesting days, medical documentation and or medical certification. An application can be acquired from SISD HR department online in forms.

If you need further information regarding leaves and absences please refer to employee handbook at Springtownisd.net.

SPECIAL REGULATIONS

Employee Parking Procedures

All personal vehicles of drivers and monitors should enter and exit the north gate and park in the designated parking lot at the northeast end of the transportation yard. Only buses, maintenance, and deliveries should enter or exit from the south gate. Employees are to park in designated areas. There are no assigned parking for personal vehicles.

Handicapped Parking Area

Handicapped parking places are for handicapped individuals **only**. If you have a handicapped parking permit on your vehicle due to a handicapped spouse or other family member, that does not entitle you to park in the handicapped parking spot if you are able bodied. Please be considerate of persons with disability that actually need to park in the handicapped parking space.

Special Event Parking

During special events at the sports complex, drivers and monitors need to park between the light poles on the north side of the transportation building. The northeast parking spots must be left available.

Employees' Children

Parents must assume complete responsibility for their children whether at the bus facility or on the school bus.

- 1) Children are not allowed to ride on a route that has not been approved by the Director.
- 2) Children are not allowed in the maintenance area for any reason.
- 3) If an employee has a child that must wait in the office area before or after school, their behavior is expected to be exceptional. If they cause disruptions, this privilege could be denied

Professional Appearance

Transportation employees will be expected to maintain a CLEAN AND PROFESSIONAL APPEARANCE. Some requirements are as follows:

1. Clothing shall be in good repair and must not be imprinted with or display obscene or suggestive language, alcohol, tobacco and/or illegal drug advertisements. (This includes headgear, i.e., caps, etc.). Articles of clothing as described above are not to be worn to work. This procedure also applies to carry articles such as handbags, backpacks, lunch boxes, etc.
2. Footwear must be in good repair, must be secured at both front and rear, and must be worn properly. Platform shoes, high-heeled shoes (more than two inches high), thongs (flip-flops), are not permitted.
3. The torso must be covered in good taste. All appropriate undergarments should be worn.
4. No spandex shorts or pants, No Pajamas.
5. Dresses, skirts and shorts must be mid-thigh or fingertip length whichever is shorter and cannot be distracting.
6. No spaghetti straps, midriffs, or halter tops. Shirts with sleeves only.

Cell Phones/Texting – Radio/Sound Systems

Drivers and monitors are strictly prohibited from using cell phone while operating the bus. This includes talking, texting, checking email, or using earphones or “blue tooth”. The driver’s total focus should be on safely driving the bus without any distractions. A monitor’s total focus should be on their students and they must not be distracted by phones or other electronic devices.

The Director must approve all sound systems. Any unauthorized sound system will warrant a *written reprimand* for the driver responsible and termination of that driver's privilege to use a radio/sound system on his/her bus for the remainder of the school year. Radio and speakers cannot interfere with operation of the bus. No TV's are permitted on routes.

Solicitation and Collection

The solicitation and/or collection of money or property from students are prohibited.

Law Enforcement and Other Support Group Requests

Requests for assistance from any law enforcement agency or other support agency must be made through the Dispatcher.

Locating in Emergencies

Employees must keep the staff informed as to where they may be contacted during the day in case of an emergency. This includes an up-to-date address and telephone number.

Immediate Notification: Student Discipline, Injuries, and Accidents

Drivers or monitors are required to notify the Director or office staff designee if any of the following situations occur as follows:

- 1) Student discipline problems requiring police action.
- 2) Student injuries of any type.
- 3) Accidents OF ANY TYPE involving your bus.

Failure to report accidents, injuries or serious discipline problems may result in disciplinary action. If a driver is involved in an accident they will be mandated to complete a training video in office off the clock on their own time. Drivers will not be permitted to drive an extracurricular activity until they have completed the designated training video. Any driver that fails to complete the assigned training will receive a formal reprimand that will reflect their end of the year evaluation.

No Idle Guidelines

Springtown ISD has adopted a “No Idle” guideline for the school bus fleet. “No Idle” is defined as no more than 5 minutes idling at any time. This means that everyone should shut down every bus during wait periods at campuses and events. Buses should not be idled in the facility parking lots more than the 5 minute limit unless temperatures are below 35 degrees Fahrenheit. When below 35 degrees Fahrenheit; the maximum idle time will be 10 minutes or until the bus reaches normal operating temperature, whichever comes first. The guideline is not in force while waiting in traffic or at railroad crossings.

Exceptions to this guideline will only be granted by the director or mechanics in unusual circumstances.

ZONAR(GPS)/TRANSFINDER

The transportation department has two very beneficial computer programs that we use to help with the efficiency of our department.

Zonar (GPS) System:

Each bus has been wired with a GPS unit that continuously tracks each vehicle. It has been a tremendous tool for our school district and will continue to be updated to our benefit.

We are watching and recording the following events on each bus:

- Power on/Power off
- Motion start and stop (wheels must come to a rest)
- Reds/Door
- Amber/Yellows
- Speed

Reds/Door – you must make a complete stop at each designated bus stop and open the door. The red lights must come on in order to track it on GPS. We do not want to have to send you back to a previous stop.

Speeds- the posted speeds are programmed in so that when you exceed the limit a message (z alert) will be sent by email to the office staff.

Each campus is “fenced” so that it is monitored as to when (time) a bus goes in and out of that campus. To accurately calculate the Idle times when the bus is not running and you are listening to the radio, turn the ignition/key to the left **Auxiliary Position** so that it will not show on the report that the bus is idling.

APPROVED DROP CAMPUS DROP OFF TIMES

- Goshen Creek Elementary..... 7:15
- Reno Elementary.....7:15
- Springtown Elementary School..... 7:15
- Springtown Intermediate School..... 7:30
- Springtown Middle School..... 7:30
- Springtown High School..... 7:30

Transfinder

The Transfinder system is being used to create and edit routing maps. There will be weekly reports printed

that will list the students assigned to each route but it does not mean that every one of them will ride. The weekly SUMMARY REPORT will need to be kept on the bus.

The Transfinder system and GPS system are now linked together to create better mapping and also will send out alerts if the route is not being followed as mapped.

The drivers will be given the Rider Roster periodically through the school year to update and double check the times and actual riders on each route. This information is vital and needed to keep both systems running smoothly and accurate.

PM ROUTE PROCEDURES

Based on campus pick-ups, buses in the afternoon will be placed in groups and are expected to travel as a group to the campuses in which they are assigned to.

The groups are as follows:

- Reno Elementary
- Springtown Elementary
- Goshen Creek Elementary
- SHS/SMS/SIS

A lead driver position will be posted for each group to sign up for. This position will be selected by seniority at SISD, and/or what is in the best interest of the district. The following are some of, but not limited to some of the duties of the lead driver:

- Organize departure times from the transportation yard and the order in which they leave (numerically).
- Make sure all drivers in your group are accounted for and radio the office if a driver is not present.
- Assist sub drivers in the absence of a regular driver.
- Make sure all buses in your group waterfall out of the parking lot daily and arrive at the assigned campus together.
- Communicate problems that may arise with your assigned group to the office staff and/or Director.

REPORTS

Drivers will be responsible for completing reports accurately and on time. Reports are uniform across the district but will vary from time to time. Seating Charts, Weekly Inspection Forms, and Student Conduct Reports etc. are essential to the proper operation of the Transportation Department. Official State forms must be accurate and signed before submitting to the office staff. These are mandatory for the purposes of state funding.

SUMMER PROCEDURES

NOTE: ROUTES AND/OR TRIPS MAY BE CANCELED OR ADDED AT ANY TIME.

In general, guidelines for the summer will remain the same as those during the regular school year, with additional considerations.

Summer route estimates are in no way final. The number of positions may vary.

The Director maintains a summer school Eligibility Roster which tracks performance criteria (attendance, preventable accidents, tickets and seniority) to rank eligibility of potential workers. Every effort is made to assign all interested workers; however, staffing requirements may not allow the use of all interested workers.

If work becomes available, and you would like to be contacted, please leave your name on the summer sign up list.

Assignment of Routes

The criteria listed below will be used for the assignment of available summer school routes.

- Seniority
- Attendance
- No Preventable Accidents

- Traffic Citations
- What is in the best interest of the District

III. STUDENT MANAGEMENT AND DISCIPLINE

THE DRIVER AND STUDENT BEHAVIOR

Following are some general guides that you can use to encourage correct behavior on the bus:

1. Maintain a clear set of rules and enforce them consistently. Children need to know where they stand. Set rules and behavior limits early. Don't wait until misconduct occurs.
2. Let children know the reasons for the rules.
3. Stop undesirable behavior as soon as you spot it. Children often cannot stop "bad behavior" themselves--you must intervene. The longer you allow it to go on, the harder it will be to stop when the behavior becomes intolerable.
4. When correcting children, be brief and clear. State the reason for the correction. Praise them later if they have maintained good behavior.
5. Don't belittle or ridicule children. It will only make them resent you.
6. Expect children to maintain high standards. Children will not learn the skills they need or feel good about themselves if you let them get by with unacceptable behavior.
7. Threats should be used sparingly. When used, a threat should be backed up with action. Don't threaten and then give in. Think before you speak!
8. Desired actions should be positively and specifically described (i.e., "give Diane her book and go back to your seat," instead of "cut it out and sit down!").
9. Don't "save up" the mistakes a child makes. Work on each one as it occurs.
10. Do not judge a child by outward appearance.
11. Treat children as individuals. Learn their names. Be friendly (but not buddy-buddy). Compliment them when they do well.
12. Be patient.
13. Do not let students be part of your disciplinary process on your bus. No student monitors.

RULES FOR STUDENT BEHAVIOR

Rules for student conduct on school buses are simple. The following list should be posted in all buses:

BE SAFE, SECURE, AND SUCCESSFUL

#1 Be Safe By:

- staying in your seats **properly** at all times
- sitting in your assigned seat
- listening to the driver's instructions
- keep head, hands, and feet inside the bus
- using a voice level of 1

#2 Respect The Bus By:

- picking up all garbage and take it off the bus
- keeping food and drink off bus
- not using tobacco products on the bus
- not throwing objects inside the bus or out the window
- not damaging the bus
- by cooperating with the driver

#3 Respect Each Other By:

- keeping hands, feet, and objects in your own personal space
- using kind words
- having zero tolerance for bullying and harassment
- All Multimedia and Cell Phone devices must have headphones/earbuds

Safety rules should be strictly enforced. Drivers may use some discretion in the enforcement of other behavior rules. However, students will often "test" a new driver. Therefore, it is recommended that all rules

be strictly enforced until a correct relationship has developed between driver and students. The driver may then wish to use some flexibility in applying the rules.

Some rules are not posted on the bus. Drivers are responsible for instructing the students about such rules. Examples are:

- (1) Loading and unloading procedures;
- (2) Emergency evacuation procedures;
- (3) Procedures for carrying students' belongings;
- (4) Any other rules that will help drivers to provide safe and efficient pupil transportation.

In explaining to students the reasons for both posted and non-posted rules, it is important for drivers to emphasize concern for safety, which is the overriding factor in all cases.

Students deserve to know that bus behavior rules are developed in order to ensure a safe and comfortable trip for everyone on board.

DEALING WITH UNSATISFACTORY CONDUCT

Current Springtown ISD procedure requires school bus drivers to request good behavior of any student involved in what drivers consider to be misconduct. Drivers should base their actions in such cases on two principles: safety and service. Parent contact must be made and documented prior to the first Bus Conduct Report, unless the behavior warrants a direct referral.

Use of "BUS CONDUCT REPORT"

If student misconduct continues after the driver points out the unacceptable behavior and requests that it be stopped, the driver is responsible for reporting the matter to the office staff on an official "BUS CONDUCT REPORT" form. Examples of types of misconduct that may be reported are mentioned on the form. Please use a separate form for each student being careful not to identify any student other than the one for which you are writing the referral.

All Regular and Special Education drivers are required to assign seats and or positions by the third week of school. All subsequent new students must ride in an assigned seat. An up to date chart of seat assignments must be maintained on the bus.

When completing a "BUS CONDUCT REPORT" be **specific** about what the student has done but keep it short and to the point. Do not write a long narrative and do not nitpick. This will only provoke the parents and appear to be confrontational from the driver.

Corrective Action By Driver--Scope And Limits

Drivers are not allowed to punish students but may require them to sit in assigned seats in order to control behavior problems. Drivers may not require any student to leave the bus before the student has reached his or her destination. However, when conditions on the bus become extremely difficult, it may be necessary for the driver to stop the bus and counsel the students until the situation is safe enough to permit finishing the route. (This type of situation should be reported to the Transportation Department at the earliest possible time, so that the school district can respond to the parents who are concerned about their children coming home late.) Also, drivers must promptly report to the transportation staff any student who attempts to carry a weapon on board a school bus. If the driver is alerted of a student having a weapon before the suspected student is discharged, the driver should attempt to keep all the students on board their bus until administrative staff or the police department arrives. If the driver is not alerted of a possible weapon after the suspected student has already exited the bus, the driver must secure the bus and go to campus administration with the reported accusation. Under no circumstances should any student be discharged from a bus except at their assigned campus or at an authorized designated school bus stop.

Drivers may under certain guidelines return to school or alter their route on afternoon runs to get

assistance from the school office. The driver may return if:

- 1) The student or students in question present a danger to themselves or others. (serious fighting, or other major violence, threatening others with a weapon, displaying a weapon, threatening others while refusing the driver's instructions to cease the behavior)
- 2) The student or student's behavior creates a situation impeding the driver's ability to safely operate the bus.
- 3) The driver is in fear for his/her own personal safety.
- 4) A student becomes severely ill.

The distance from school as compared to distance to the drop off area should be considered in making the decision of whether or not to return the student to school. The driver must radio and let the office staff know of these types of situations.

HINTS FOR MAINTAINING STUDENT DISCIPLINE

1. Only issue an order you can enforce or intend to enforce.
2. Disciplinary directives should stimulate desired behavior rather than check bad behavior.
Example: Say, "please sit down" rather than "stop walking around."
3. Give the student time for reaction after disciplinary directives are given.
4. Be friendly and show interest in each student as a person.
5. Make it pay to behave by complimenting good behavior and cooperation.
6. Never use any form of physical force when dealing with a child.
7. When you ask a student to do something, explain the reason for your request.
8. Be positive, constructive, firm and assertive in all of your dealings with students.
9. Don't lose your temper and become hostile by judging the misconduct on how it annoys you.
10. Remember that a sense of humor is a valuable resource when working with students.
11. Look for a student's good qualities.
12. Always separate the child from the behavior. Praise the child and discipline the behavior.
13. Avoid "judgments" and "labels" when disciplining a child.
14. Avoid power struggles.
15. Set a good example yourself.
16. Greet students with a smile and say their name.
17. Remember that parents read the incident reports and comments should be limited to observable behaviors. We should not comment to the student's character. Appropriate example – "*The student would not sit in his seat.*" Inappropriate example – "*The student is such a bad kid. He never listens, and he wouldn't sit in his seat.*"

IV. SCHOOL AND COMMUNITY RELATIONS

A school bus is like a large yellow-and-black billboard which moves down the streets of Springtown each morning and afternoon. Remember that many citizens have no other contact with SISD except the school bus they see on the streets. The driver, the bus and the students on that route are the only basis they may have to judge the school system. Your major job in relating to the community as a bus driver is to do your job well, and particularly:

1. Be a careful and alert driver.
2. Be a courteous driver. Observe city, state and SISD traffic laws and regulations.
3. Drive a clean bus: well-kept and in good mechanical condition.

HUMAN RELATIONS

The students' first contact with school each day is when boarding the school bus. The way you treat them will determine their attitude toward you, and they will act accordingly. Let children know that you like them and want them on your bus, and you will have far fewer behavior problems. Compliment them and take an interest in what each child does.

Some children suffer from physical and/or emotional isolation and low self-esteem. They may have few friends. Your interest means a lot.

Do not hesitate to speak with parents and teachers. They can give you good suggestions for dealing with each child.

Human relations mean dealing with people. SISD has certain standards which encourage good relations. They will be listed in this section. More importantly, SISD wants to avoid developing BAD situations and seeks to have its employees trained to prevent problems before they occur and deal with them constructively.

Basic Principles

Be friendly: Respect other people as persons, regardless of race, color, creed or economic status.

Exhibit emotional control: "Keep your cool."

Be punctual and dependable: Show up. Show up on time.

Balance honesty and firmness: Part of being honest means recognizing that one develops special feelings "for" or "against" other people. Recognize that this happens, but try to treat everyone fairly and without "favoritism."

Practice good speech: Driver language should be clear and calming. Under no circumstances should employees use profanity, or any abusive remarks.

Maintain good physical condition: Never drive when severely ill or under the influence of alcoholic beverages or drugs of any kind.

Maintain good appearance: Appropriate dress and good personal appearance and cleanliness make favorable impressions on others and influence their response to what you say or do.

Establish and maintain good driving habits: This will create a feeling of security on the part of all the other people with whom you work.

THE DRIVER & OTHER SCHOOL PERSONNEL

Remember that you are a member of the educational team. It is important to be cooperative with all members of the school district. Respect others' positions and responsibilities. Avoid criticizing other school personnel to students, parents, other drivers or the public. Speak to teachers, parents and principals for information regarding students. Share information about a student with other school personnel when the student's welfare is at stake.

Working with the principal - The school principals or vice principals will rarely become directly involved with bus service except in problem situations. When approaching the principal, be specific about what help you need. Be sure to document behavioral difficulty by using the misconduct referral. If a problem is very serious or involves a large number of students, you may ask your supervisor to talk to the principal along with you or instead of you.

School buses are extensions of the classroom, and it is the responsibility of the principal or assistant to take whatever actions he or she believes necessary to ensure an acceptable disciplinary situation.

THE DRIVER & PARENTS

Share information with parents about how their children are doing on the bus. Meet as many parents as possible and establish a good relationship with them. If you show parents that you care about the welfare of their children, they will support you when you approach them for help with problems.

Avoid the following pitfalls when dealing with parents:

- 1) Never argue with parents.
- 2) Never lose your temper when discussing matters with parents.
- 3) Never attempt to discuss or handle discipline problems with a parent through the open door of a bus.

In the above situation, listen as long as you can, explain that you must meet your schedule, and invite them to call you or your supervisor. Later, if necessary, a meeting can be arranged with you, the parent, the

supervisor, and the child.

V. Safety and Student Welfare

STUDENT WELFARE: CHILD ABUSE & NEGLECT

A person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law. (Family Code 34.01)

A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith or with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed. (Family Code 34.03)

Non-accusatory reports shall be made reflecting the reporter's belief that one or more of the following acts have occurred:

1. A child has been or will be abused or neglected.
2. A child has died of abuse or neglect.
3. A child has violated the compulsory school attendance laws on three or more occasions.
4. A child has, on three or more occasions, been voluntarily absent from this home without the consent of his or her parent or guardian for a substantial length of time without the intent to return.

TO WHOM REPORTED:

These reports shall be directed to any of the following:

1. Any local or state law enforcement agency.
2. The Child Protective Services division of the Texas Department of Protective and Regulatory Services.

INFORMATION IN REPORT:

The report shall contain the name and address of the child, the name and address of the person responsible for the care of child, if available, and any other pertinent information.

ORAL & WRITTEN REPORTS REQUIRED:

If a professional has cause to believe that a child has been or may be abused or neglected, that person shall make an oral report as prescribed above not later than 45 hours after the hour the person first suspects that the child has been or may be abused or neglected. In all instances, a written report shall be made within five days to the same agency or department. (Family Code 34.02)

INTERVIEW WITH STUDENTS:

Authorized officials conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school (Family Code 34.05c).

POSSIBLE CHILD MOLESTERS AT BUS STOPS

If you see or hear of activity by a possible child molester at a bus stop, please contact the Transportation Department at the earliest possible time.

SLEEPING STUDENTS

It is imperative that we check our buses during the Post Trip Inspection for sleeping students. A student left sleeping on a bus due to a driver's failure to perform the Post Trip Inspection is a serious mistake. Failure to do so in the heat of summer could be a "fatal" mistake. Failure to comply with this procedure shall result in disciplinary action including possible termination.

VI. Care of Vehicle

MAINTENANCE & INSPECTION RESPONSIBILITIES

As a driver, you are required to make a standard inspection of your bus before starting and after completing any trip. The standard inspection procedures are listed below.

If you discover, in the course of the inspection, that your bus is UNSAFE TO DRIVE, you must have it repaired before leaving the shop area. You are neither required nor permitted to drive an unsafe bus. Each inspection form has a place to document defects for repair.

If the bus cannot be made road-safe before your route begins, you should ask to be assigned another bus while yours is in the shop.

Final determination of bus safety is the responsibility of shop personnel. You are required to drive your bus if the shop determines the bus is safe to operate. If you refuse to drive the bus after the shop determines your bus is safe, your Supervisor may take disciplinary action, which may mean that you would not be paid for the route time involved.

PRE-TRIP/POST TRIP INSPECTIONS

Take a good overall look at the bus. Check for oil, fuel or coolant leaks and vandalism. Make certain all safety systems are in operation. It is the Driver's responsibility to sweep buses and close bus windows. All window glass, windshields, turn signals and warning lights should be clean. The staff's responsibility is to make sure that this is being done and to report to their respective supervisor those drivers who have not done so. The inspection form is designed for documentation of the pre-trip and post-trip inspection of the bus each time it is in use. It is required to be completed by checking each inspection point for defects, marking each individual listing, recording a complete digit (including the decimal point) beginning odometer reading and recording the ending odometer at the post-trip inspection for which the driver signs off he or she has completed the post-trip inspection. These are turned in weekly to the office and will be accounted for by the office staff. If buses have defects, you must complete a work order for service (do not expect the inspection form to substitute as a work order).

After their PM route, each driver is required to remove the keys from his/her bus and hang on the hook on the keyboard below your bus number in the transportation offices.

Pre-Trip Inspection Pay Time

All Drivers/Monitors are given 10 minutes in the AM and 10 minutes in PM for the pre-trip inspection. Upon signing in, Drivers and Monitors must immediately proceed to their respective buses and perform the pre-trip inspection.

STATE SAFETY INSPECTION STICKER

Drivers are responsible for keeping the safety inspection stickers on their buses up-to-date. Drivers may request safety inspections on standard shop maintenance request forms. Drivers can be ticketed for operating a bus with an out-of-date inspection sticker.

BUS REPAIR ORDER

If after the first request for any type of maintenance is not satisfactorily completed within a reasonable length of time, a second request should be written indicating "second request" on the Bus Repair Order, and submitted to the Mechanics.

A "third request" should be personally given to the Director.

If after the above fails to remedy the situation, a call or visit to the Director should be made for additional assistance.

Drivers are required to submit a work order for any mechanical problems with their bus. This form is designed to give a record of the maintenance and costs related to the buses in the fleet. A verbal notice given to a mechanic will not be acknowledged as repair order, a driver must fill out a written Bus Repair Order.

VII. Loading and Unloading Students/Daily Operations

It is a requirement of the Transportation Department that all Regular Route Drivers and Monitors be on their respective buses when students are loading and unloading. A Child Check must be conducting after every trip once you suspect the last rider has exited your bus.

SAFE STOPS

Refer to the Texas School Bus Driver Certification Course guide and the Commercial Motor Vehicle Handbook TX DPS publications for comprehensive state guidelines for loading and unloading students. Springtown ISD in addition to observing these state regulated guidelines has adopted the following rules to enhance student loading safety as follows:

No SISD student may cross any divided roadway.

No SISD student may be allowed to cross any roadway with a speed limit of over 35 mph.

No SISD student may be allowed to cross more than one lane of traffic.

Special needs students shall be picked up and dropped off on the right side of the road so they will not have to cross over in front of the bus.

UNAUTHORIZED RIDERS

Students who do not usually ride your bus may not ride your bus unless approved through the transportation office. Send the student into the campus office in the afternoon when this happens.

USE OF FLASHERS WHILE LOADING OR UNLOADING

All buses must use red loading flashers (alternately flashing lights) when loading or unloading students on city, county or state streets, roads or highways. Red loading flashers do not have to be used when loading or unloading on a school or private driveway or parking lot. School Bus drivers failing to follow State Law are subject to traffic citations and suspensions of their CDL licenses. Drivers should make every effort to minimize traffic congestion by operating alternating red flasher lights while being sensitive to surrounding traffic.

OFFICIAL TIMES/WATCHES

Drivers are required to have in their possession a watch and/or clock while performing their driving duties. All drivers are required to set their time by the tablet in the hallway or the dispatcher's computer before driving each route.

OVERLOADS

Should an overload occur on your bus, notify dispatch of the situation immediately. No one may stand or sit in the floor while the bus is in motion.

Drivers are required to provide student counts by bus stop immediately in this situation to the Route Coordinator.

BAND INSTRUMENTS AND EQUIPMENT

The transportation of students' equipment (class projects, books, band instruments, etc.) is provided on a space-available basis after all students have been seated. Such equipment may be transported when it is securely held by the student for the entire duration of the trip. Items too large to be held by the student may be transported if the item does not obstruct the aisle or entrance or interfere with the driver.

LOADING/UNLOADING AT A SCHOOL CAMPUS

All buses are to stop by the curb to unload students. Drivers may not double-park and allow students to walk between buses or cars to the curb. A bus may only pass another bus in a loading zone after obtaining the other driver's permission. No driver shall pass a bus with a student on a wheelchair lift under ANY circumstances. After all pupils have moved at least 15 feet from the unloading area, check the area around the bus to see if it is clear. Start engine, check the mirrors and, when safe to do so, move off to parking area or next campus.

UNLOADING AT PLACES OTHER THAN SCHOOL CAMPUS

When all pupils are at least 15 feet from the bus in all directions, close door, check mirrors and traffic, turn off alternating flashers, give left-turn signal and, when safe to do so, pull into the roadway and proceed.

REMEMBER:

1. Keep bus windows clean for good visibility.
2. Set the emergency brake at each campus for loading and unloading students.
3. Stop the engine when parked in the school loading zone if you are there over five minutes (unless told otherwise by the mechanics or director).
4. Slow down to a crawl in school loading zones.
5. Move the bus only after all students are at least fifteen feet from the bus in all directions.

ROUTE TIME SCHEDULES

Drivers must not vary more than five minutes from the time schedule under normal conditions, and must NEVER be ahead of schedule. All time changes must be approved by the office.

ROUTE SCHEDULE CHANGES/DELETIONS

When the Route Coordinator sends route changes, please add to your route. Update route sheets weekly.

The staff makes every effort to avoid canceling routes or removing trips from routes, but from time to time and with good reason they must do so. Please remember that we are in the service business and must be responsive to the needs of the schools, parents and students. The staff will make every fair and feasible effort to fill the time voids with new riders or new trips.

All route changes must come through the Route Coordinator. Drivers should not make route changes based on information from parents or students.

Drivers are expected to drive their routes exactly as written. Suggestions for changes in routes must be submitted, in writing, to the Route Coordinator. **DRIVERS MAKING ANY UNAUTHORIZED ROUTE CHANGES EXCEPT UNDER ADVERSE CONDITIONS (E.G., EXTREMELY HAZARDOUS CROSSING) OR EXTENUATING CIRCUMSTANCES (E.G., DETOURS FOR ACCIDENTS OR CONSTRUCTION) WILL BE SUBJECT TO DISCIPLINARY ACTION.**

Routes must be driven exactly as written, and time points must be followed. Two legal problems arise when this is not done. First, should a bus be involved in an accident while "off-route", legal actions could be brought against the driver by other parties. Second, the District is partially reimbursed by the State of Texas for the route service we provide, and this reimbursement is based upon routes that we attest to as being driven as written. (To do otherwise is a violation of State Law).

If a principal asks you to make a stop that is not on your route notify transportation. If a parent requests a change, refer them to the Route Coordinator. You should also report any such requests or changes to the Route Coordinator as soon as you have completed your regular route.

DESIGNATED BUS STOPS

Except under emergency conditions, drivers should pick up or deliver students only at stops in their designated stop area.

BAD WEATHER CONDITIONS

Under normal conditions, students are expected to be at the bus stop on time and should be there waiting for the bus when it arrives. However, during bad weather (when it is raining hard, thunder and lightning, or snowing and sleeting) students are not expected to be waiting at the stop. If the regular riders are not at a stop during bad weather, you should wait a few moments at the stop, anticipating that the students are waiting in nearby houses and will come out when they see the bus. When taking students home, you may make more frequent stops during bad weather. Good judgment and common sense will be appreciated by students and parents.

RIDER LISTS

The rider lists is used to determine who rides or who does not ride the bus. If a student is at an eligible stop and is not on the approved rider list, that student may ride the bus with approval by radio with the office staff. Any problem with overloads should be reported immediately to the Route Coordinator by writing down counts at each stop.

ASSIGNED SEATS

Drivers are required to have all students assigned to a seat by the end of the third full week of school. Assignments should be kept on the seat assignment form in the driver's folder. Folders should be updated weekly.

VIII. Other Driving Regulations and Procedures

FOLLOWING OTHER VEHICLES

The driver of a following vehicle must maintain a clear distance behind the vehicle ahead and observe the four-second rule:

- 1) Watch the vehicle ahead.
- 2) Pick a stationary object (road sign, lane marker).
- 3) When the vehicle ahead passes the stationary object, begin counting, "1001, 1002, 1003, 1004."
- 4) If your bus reaches the stationary object before you have finished counting, slow down--you are too close to the vehicle ahead.
- 5) Use the counting procedure again until you are at least four seconds behind the vehicle ahead.

SLOW DRIVING

In many instances a school bus is a slower-moving vehicle and should be driven accordingly. It is illegal to willfully drive a vehicle so slowly as to obstruct or impede the normal, reasonable and safe movement of traffic. A vehicle moving slower than the normal speed of traffic must be driven in the right-hand lane or as near as practicable to the right-hand curb or edge of the roadway.

TRAVEL LANE SELECTION

Select the lane of traffic traveling the speed of the bus. Generally, on expressways with three or more lanes of traffic, buses should travel in a center lane. This allows faster vehicles to pass and avoids interfering with traffic coming on or off the expressway.

RAILROAD CROSSINGS

Hazard lights (not red or amber loading flashers) should be used when stopping at railroad crossings. Hazard lights should be switched on at least 200 feet before tracks and should be left on until the bus clears the tracks. Drivers must stop the bus within fifty feet but not less than fifteen feet from the nearest rail of any railroad track before crossing. After stopping, the driver shall obey every signal which indicates

the approach of a train and shall not cross the tracks when a train is approaching within a distance of 1,500 feet or less and such train, by reason of its speed or nearness to the crossing, is an immediate hazard. Drivers who fail to come to a complete stop before crossing a railroad track will be subject to automatic termination.

SPEED LIMITS AND TRAFFIC LAWS

Drivers must operate the buses within the legal speed limits with the maximum speed limit for school buses. The Transportation Department will not pay fines or aid drivers who violate traffic laws while operating a school vehicle. Drivers whose speeding is confirmed (especially in 20-mph school zones) will be subject to disciplinary action.

MAXIMUM LEGAL SPEED FOR SCHOOL BUSES

The maximum legal speed limit for school buses is 50 mph on interstate highways outside of urban areas unless the bus has a DOT vehicle inspection and then the maximum speed limit is 60 mph. All other highways have a 50-mph speed limit. Regardless of the posted speed limit, the maximum speed may not be a speed that is greater than what the existing road conditions will allow. Excessive speeding will be subject to immediate corrective discipline.

BUS YARD SPEED LIMIT

Maximum speed limit inside the Transportation Yard is 5 mph.

HEADLIGHTS ON WHILE DRIVING DAY OR NIGHT

In the interest of safety and accident prevention, drive with headlights on at all times. Wheelchair lift buses may turn off headlights when stopped and using lift.

PASSING LOADED BUSES

The passing of one loaded bus by another loaded bus is prohibited except under extenuating circumstances and approval by the bus in front of you.

BUS DOORS

Bus doors must be closed while the bus is in motion and are to be operated only by the driver. Students are not allowed to enter or leave through an emergency door except during an emergency or when loading or unloading large equipment (band, athletic, etc.).

STOPPING BEHIND OTHER LOADING/UNLOADING BUSES

When stopping behind other loading/unloading buses use the four-way emergency flashers and not the loading flashers on your bus. The loading flashers should be used only for your bus's loading/unloading of students. Please try to stay far enough behind the loading/unloading bus that others can see the other bus's loading lights. When stopped behind another bus that is loading or unloading, be patient and wait for the bus to load or unload. Do not pass the bus and do not use the radio to "harass" or interrupt the driver while he/she is unloading.

BACKING THE BUS

Back your bus **ONLY** when you have **NO** other safe way to move the vehicle. Backing is dangerous and increases your risk of a collision. If you have no choice and must back your bus, follow these procedures:

1. Post a lookout in one of your back seats. The purpose of the lookout is to warn you about obstacles, approaching persons, and other vehicles. **The lookout should not give directions on how to back the bus.** Choose the lookout carefully. You want a mature and reliable person who can be heard clearly.
2. Signal for quiet on the bus so you can hear the lookout.
3. As you back, constantly check all mirrors and rear windows.
4. Back **slowly** and smoothly.

5. If no lookout is available:
 - a. Set the parking brake.
 - b. Turn off the motor and take the keys with you.
 - c. Walk to the rear of the bus to determine whether the way is clear.

***This does not include the parking lot in the transportation yard**
6. **A driver entering the Bus Yard must activate their 4 way hazards and announce they will be backing prior to the maneuver.**

IF YOU MUST BACK AT A STUDENT PICK-UP POINT:

- Pick up students BEFORE backing
- Watch for latecomers at all times

IF YOU MUST BACK AT A STUDENT DROP-OFF POINT:

- Unload students AFTER backing

EATING, DRINKING AND SMOKING

It shall be the guidelines of the Springtown Independent School District to maintain a healthy environment for students and staff. In keeping with the concept, the use of all tobacco products shall be prohibited in all SISD facilities owned by or under the control of and used by SISD.

Eating or drinking by any employee should be done cautiously while the Transportation Department vehicle is in motion. Employees may not smoke tobacco at any time while in a Transportation Department vehicle. (Violation of State Law) Smoking within line of sight of campus personnel and/or students is prohibited.

TRANSPORTING ANIMALS

Drivers should not allow any mammal, fish, reptile, bird, etc. to be on the school bus at any time without permission from the school principal or transportation staff. Exception will be made for animals that assist special needs students.

UNAUTHORIZED PERSONNEL AND VEHICLES

School vehicles are to be operated only by currently employed licensed members of SISD.

PARKING AND VEHICLE CHECK-OUT

Drivers must park their buses in the assigned space at each location as instructed. All vehicles must be checked out through the transportation office before moving out of the bus yard. Keys must be returned to the keyboard after each route.

FUELING PROCEDURES

The driver will normally be responsible for fueling their bus. The driver should follow the following procedures when fueling the bus:

- Fuel tank caps must be securely screwed on and firmly seated to prevent leakage.
- Latex gloves are provided.
- Don't leave your bus unattended while fueling.
- Use the assigned fuel card for the vehicle you are driving.
- Maintain a half tank of fuel in your bus at all times.
- Keep bus fueled properly when you know you are going to be absent.
- If you are assigned a spare bus, keep it fueled properly after use.
- Do not back when leaving the fuel island, always pull forward.

USE OF SCHOOL VEHICLES

Except during A.M. and P.M. route time, all school vehicles are subject to use by the transportation staff for picking up sick students, assignment to mid-day runs, searching for lost students, assignment to field trips, etc. Employees shall not use school vehicles except as directed and approved by transportation office staff. Employees are to use only the vehicle assigned by staff.

CLEANING BUSES

The drivers and monitors will be responsible for keeping the exterior and interior of their buses clean regardless if it is their regularly assigned bus or a spare.

LOW WATER CROSSINGS

Use extreme caution at all low water crossings. Do not pass barriers or travel through water of unknown depth or water that is flowing swiftly. Above all, use good judgment and common sense when dealing with low water crossings.

REMEMBER: DO NOT pass barriers even if the water has receded. Street and bridge crews may have determined that the bridge or road is unsafe to use.

DRIVERS' MAILBOXES

Drivers are required to check their mailboxes at each clock-in time. Instructions from staff, special information about routes, new route sheets, etc., often are placed in mailboxes. Do not stuff mailbox with large personal items such as Tupperware, shoes, cans, bottles, etc.

CARE OF ELECTRICAL SYSTEM

At idle, alternators only put out enough amperage to charge the battery. Therefore, do not start and leave your bus idling with all the lights and heaters on except to make your daily walk-around inspections. Stop engine only after turning off all electrical switches (except emergency flashers during accidents and breakdowns).

INCLEMENT WEATHER EARLY START

When inclement weather requires early start of the buses, both shop and operations crews must be on duty as directed. The severity of the weather will dictate what time early starting procedures will be instituted and what personnel will be involved. Office staff is authorized to use whatever and whomever it takes to get the buses out on time. The Director or his designee will contact transportation personnel as early as possible (usually the day before) for "early start". All personnel are reminded to listen to local media stations by radio and television in case of possible school closings. The announcement will be made on radio stations WBAP (820 AM) or KPLX (99.5 the Wolf) and on television stations KDFW (Channel 4), KXAS (Channel 5), WFAA (Channel 8), and KTVT (Channel 11). Contact will be made by phone to transportation personnel through parent link and a calling tree if needed.

LEAVING THE BUS: TAKE KEY

Should a driver, for whatever reason, have to leave the bus, (e.g., at a school or field trip site) unless specifically instructed otherwise (e.g., temporary engine restarting problem), the driver must turn off the ignition, take the key and drain the air tanks. There must be no opportunity for unauthorized personnel to start or move the bus or use the bus radio.

DECORATIONS ON BUSES

When decorating the interior of your bus, for safety purposes, do not decorate the windshield, windows, driver's window, passenger door, or back glass. Also, do not decorate with glass or metal ornaments, icicles, etc. Do not place any items on the dashboard that are tall enough to rise above the line of the hood when viewed from the driver's seat, obstruct any portion of a window or mirror, or that will in any way impede the driver's view. Drivers are not permitted to decorate the exterior of their buses, unless approved by the director for special occasions.

Use of Two-Way Radios

All bus radio transmitters are authorized and licensed by the Federal Communications Commission (FCC). You must comply with all FCC rules governing your radio service. Violation of radio procedures will result in disciplinary action.

Operating Procedures

Power - Turn on and set volume before you leave the terminal (OFF-ON SWITCH).

- Conduct a radio check at the beginning of each route. This provides verification that the radio is operating and that the bus route is covered.
- Volume - Affects only your reception. It does not change the signal you transmit
- Microphone Button - When placing a call, pick up the microphone and press the microphone button. Wait one second before speaking. This turns on your transmitter and cuts off your receiver. You must release the button before you can receive. Just remember: PRESS TO TALK - LET UP TO LISTEN.
- Transmitting - Speak clearly and use a normal tone of voice. All messages should be transmitted in as few words as possible. Identify yourself, "This is Bus Number ____".
- Remember: Only one person can transmit at a time. Wait until all transmissions are cleared before replying or calling. The word "clear" indicates the end of a transmission.

Rules

- 1) Do not use radio for bus-to-bus communication for personal conversation.
- 2) Do not use the radio to discuss scheduling problems that should be handled when you return to the facility.
- 3) Do not ask the staff to call the school to check on a student being at the school. You should ask before you leave the base if there is a question about a student.
- 4) Do not use profane or abusive language.
- 5) Always keep your radio **on**.
- 6) Always hang the radio microphone on the microphone hook. Do not hang the microphone from the mirror, sun visor, etc.

Remember, the radio is for communication that must be handled immediately (accidents, breakdowns, etc.), not for routine communications.

NOTE: Occasionally we hear four or five buses call in the same accident or breakdown on another bus or private vehicle. Drivers should continually listen to the radio. By doing so, not only will a driver avoid an unnecessary, redundant radio call, but also the driver will have knowledge of a possible traffic congestion situation.

Always listen for your bus number in radio calls. Occasionally, staff, a shop truck, or dispatcher may need to contact you by radio. You may be asked about a lost child, traffic condition, etc.

Before transmitting, make sure that the previous users of our radio system have completed their transmission. This avoids the unnecessary "walking on" of another's transmission.

The Federal Communications Commission (FCC) licenses the Transportation Department to operate its radio system. The FCC prohibits any and all types of curse words or obscene language in any language. Our failure to follow the FCC requirements could result in a fine to the Transportation Department or the loss of our license and the loss of our radio system. Any Transportation Department employee who has knowledge of anyone violating the FCC rules should report that person immediately to their supervisor. Anyone who violates FCC laws will be subject to disciplinary action.

IX. Emergency Procedures

VEHICLE COLLISION / ACCIDENT PROCEDURES

Turn off ignition switch and remove keys. Set hand brake. Remain calm, and reassure students.

Account for all students as a check is made for injury of students. If students are injured, follow recommended first aid procedures as outlined in your emergency section of your folder.

Students should be kept on bus unless safety hazards warrant evacuation. Safety of students is highest priority. If evacuation is necessary, the recommended procedures for evacuation should be followed.

Notify your Dispatcher as soon as possible, by radio if possible. **YOU MUST REMAIN AT THE SCENE OF THE ACCIDENT.** If your radio has been damaged in the accident, ask a passing motorist to assist you in notifying the dispatcher. If there are no passersby, send two reliable students to the nearest telephone.

The dispatcher should be told the exact location and cross street, bus number, names of injured students and whether you need fire department or ambulance. The dispatcher will call them for you and notify police. You need make only one call to the dispatcher.

NOTE: It is very important that the names of seriously injured students be given to the dispatcher in order that parents may be located to give permission for emergency hospital treatment.

The Dispatcher will notify the police, sheriff or the TxDPS, will send a bus or ambulance if necessary, and will notify the principal of the schools involved.

If you have an emergency (breakdown or accident) after your facility has shut down for the evening or on the weekend, please use the contact numbers on the back of your clip board.

Do not say anything to anyone except SISD personnel, Emergency Workers, Police, Fire Department, Sheriff, and/or DPS officers.

Protect the accident scene from further damage.

Check for fire or possibility of fire.

Activate emergency hazard flashers and place reflectors in designated locations. Place reflectors as follows: One reflector approximately 10 feet behind the bus, a second reflector approximately 100 feet behind the bus, and a third reflector 100 feet in front of the bus on a two lane street

When appropriate recruit adult assistants to flag approaching vehicles from all directions. Flagmen should take positions and operate approximately 100 running steps from the accident.

Headlight beams should be directed on vehicles involved in the accident, if the accident occurs at night.

Facts relating to the accident should be discussed only with investigating officers and school officials, no one else!

Drivers in an accident are required to give their names, addresses, driver's license numbers and vehicle information to others involved in the accident. If you become aware that the other driver is going to leave, try at least to jot down the license plate number of the other vehicle. The bus driver should also get names and addresses of witnesses to the accident. Also, get the name, address, telephone number and name of the insurance company of the other driver. Get the make, model and license number of the other vehicle. Note the time of the accident and the date and mark down any unusual weather or street conditions. This plus additional information will be asked for on the accident report.

Written Report: In addition to the immediate verbal report given to the Dispatcher, drivers must submit to their Supervisor within 24 hours of the accident a written report discussing the details of the accident. Supervisors must check the accident reports of their drivers for completeness, particularly the narrative accident description.

Non-report of an accident, bus damage and/or citation received while driving an SISD school bus will result in disciplinary action.

SERIOUS INJURY PROCEDURES

If one of your students is involved in a life-threatening or hazardous situation, use your radio or go to the nearest phone, call your Dispatcher, and request an Emergency Medical Service unit. Examples of such an emergency are the following: a student stops breathing; a pregnant student begins delivery, etc. Do not

return to the home or school for help in such emergencies.

If a driver has a student with minor injuries or illness they must head immediately to the school in the A.M., or home in the P.M., after contacting the office with a full description of the injury or illness.

If a student is injured on the bus, or if any incident occurs which may result in any injury (such as student falling, bumping head, etc.), the incident must be reported as soon as possible to transportation, the school and/or the parent(s).

Clearly state the address or approximate location of where you are located. Remain at the scene. Do not unload students. Notify the office immediately if EMS is needed.

EMERGENCY PROCEDURES AND EQUIPMENT

Know evacuation plans. If you are a substitute on a different bus, discuss the evacuation plan for each run with the driver. Know where all emergency equipment is located including:

- 1. Seatbelt cutter**
- 2. First Aid Kit**
- 3. Fire Extinguisher**
- 4. Emergency Triangles**
- 5. Rubber Gloves**
- 6. Body Fluid Kit**
- 7. Location and operation of the emergency/parking brake and radio**

BOMB THREAT PROCEDURE

If school district receives notification of a bomb being placed on an unloaded school bus; the driver will be notified and driver will pull bus over into a safe and open area and evacuate the bus at least 300 ft. away.

If students are on the bus when the district is notified of a bomb on a bus; the driver will pull bus over into a safe and open area and evacuate the bus of students and themselves in a safe manner to a distance of at least 300 ft.

SECURITY CODE WORD

A code word may be designated for situations that may arise on the bus where discretion is needed. A security code word may be designated each year and drivers and monitors would be informed of this word.

MATERIAL SAFETY DATA SHEETS

The Shop Foreman maintains Material Safety Data Sheets for hazardous materials that are in use in the Transportation Department. The Maintenance Department also maintains notebooks of Material Safety Data Sheets. You should use only cleaners and chemicals approved by SISD. Unauthorized products could cause a serious allergic reaction to students. If you have products in question, see the director for approval.

HEAD LICE

The district guidelines in dealing with head lice is that a student will be sent home when the head lice is discovered. The parent is required to bring the student back to school when they believe they are lice free (they cannot ride the bus to school until the student is cleared by the nurse). In an extreme instance when a parent is unable to come and get a student from school and they have to ride the bus home, the student is to be isolated in the front seat confidentially. Lice die within 24 hours of not being on a human. They can only be transferred by clothing or hair, therefore Lice will **not** be able to live on a bus seat. When you return to the bus yard, wipe down/disinfect the seat in which the student was riding.

PREVENTION OF INFECTIOUS DISEASES

Universal Precautions

Under the following recommendations, blood and other body fluids containing visible blood of all persons should be considered potentially infectious for the human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens. Scientific studies indicate the risk of transmission of HIV and HBV from feces, nasal secretions, sputum, saliva, sweat, tears, urine and vomit is extremely low or nonexistent unless they contain visible blood. Because blood is the single most important source for such pathogens in the occupational setting, infection control efforts must focus on preventing exposures to blood.

Although unbroken skin provides a good barrier to prevent HIV and HBV from entering the body, whenever possible, use some sort of protective barrier to avoid direct contact with blood. If you have cuts, sores, abrasions or eczema, it is best to avoid direct contact with blood or open wounds. People who are bleeding can often stop the bleeding themselves. The first responder should show the person how to apply pressure to the wound using a clean cloth. However, bleeding children or people who are confused or unconscious may not be able to help themselves. In such cases, the first responder should use a thick cloth, several dressings, a piece of plastic wrap, or other protective barrier whenever possible to avoid coming in direct contact with blood.

GUIDELINES FOR CLEANING UP BODY FLUIDS (Bio-Hazard Spills)

Using the Kit

1. Put on gloves
2. Use paper towels to clean up student.
3. Put used paper towels into garbage bag.
4. Pour absorbent over spill and wait a few minutes to allow the spill to be absorbed.
5. Use provided broom and scoop to scoop absorbent into the garbage bag.
6. Dry the surface with additional paper towels.
7. Place all used paper towels into garbage bag.
8. Remove disposable gloves by turning them inside out by pulling the cuff over the fingertips. Discard into garbage bag.
9. Saturate paper towels with disinfectant and scrub surface where spill occurred.
10. Wash your hands thoroughly with soap and water, scrubbing at least 20 seconds with soap before rinsing.
11. Replace the disposable items in your kit as soon as possible so that you will have a complete kit ready for the next use.

MECHANICAL BREAKDOWNS

If possible, move bus off roadway to prevent additional accident. Turn off ignition switch and remove key. Set parking/emergency brake.

Activate emergency hazard flashers, and place reflectors in recommended positions if conditions warrant.

Use radio if operating. If not, use a cell phone if available or request assistance from a passing motorist to notify your Dispatcher. Give the bus location, suspected mechanical failure, number of children on the bus, number of children left to pick up or deliver, and schools served. The driver should remain with the bus and the bus should not continue until help arrives. .

If you have an emergency (breakdown or accident) after your base has shut down for the evening or on the weekend, please follow the accident guidelines.

Keep pupils on the bus in most cases. Pupil safety is the highest priority. Safety conditions may warrant evacuation of bus. If students are evacuated, the driver should give precise instructions as to where students should relocate and what they should do.

Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus.

Drivers of both buses will activate the alternating red flasher lights prior to transferring students from one bus to the other.

The driver of the disabled bus will open the door, get out of the bus and stand to the left of the door. The

driver of the relief bus will open the door, get out of the bus and stand to the right of the door of the relief bus.

The driver of the disabled bus will instruct pupils to change buses in an orderly manner staying in single file.

The alternating red flasher lights on each bus should be deactivated as soon as all students are on the relief bus.

After all pupils have been loaded on the relief bus, the regular driver should finish the route. The relief bus driver will assist in getting the disabled bus back on the bus yard.

X. Transporting Special Needs Students

This section contains guidelines and procedures that are specific for drivers and monitors of special needs students.

Parents, drivers, and the schools should all work together to make sure students get to and from their homes safely. Schools are responsible for seeing that students get to and from the bus, but in many instances they do not do so. As the school principals are responsible for the safety and transportation of their students, you, in effect, are working for them and should cooperate fully with their requests. You should not leave the bus when students are on board except under unusual circumstances and should never be out of sight of the bus.

PRE-TRIP MONITOR DUTIES

The monitor should assist the driver in pre-trip inspections of the bus. Upon boarding the bus, proceed to the rear of the bus while pushing back and forth on the seat backs. At the rear, open the emergency door, checking the amber warning lights, brake lights, back up lights and turns signals. Close door and check that the wheelchair straps and lap belts are in proper position. (There must be a set on every bus) Fire blanket must be in its box. In going to the front, check seatbelts and make sure that seat cushions and any other special equipment are secured. Check the lift from the inside of the bus.

POST TRIP MONITOR DUTIES

1. Return seatbelts to their normal position.
2. Close bus windows
3. Pick up any items left on the bus.
4. Assist the driver in post-tripping the bus
5. Take care of any housekeeping duties.
6. Make sure no child is left on the bus.

MONITOR HOUSEKEEPING DUTIES

Monitors are required to share the following duties with the driver from the front to the back of the bus:

1. Sweep
2. Wipe windows
3. Wipe seats including car and booster seats
4. Empty trash cans

WAITING TIME FOR SPECIAL NEEDS STUDENTS

When you stop to pick up your students, wait about one minute. If someone appears and asks you to "wait a minute," use your own judgment as to how long you can wait without inconveniencing the other students on your route by running late. As a general rule, do not wait more than three minutes. If no one appears, document the time at the stop and proceed with the route. Radio the Dispatcher of "no call-no show" students for documentation purposes.

NOBODY HOME (LOST PARENTS)

If no parent or other responsible adult is at the child's home or usual drop-off location, keep the child on board and radio dispatch to make a call to the parent/guardian. Wait for further instructions from dispatcher.

LOADING AND UNLOADING

Drivers and monitors must be at their respective buses when students are loading and unloading

The door of the bus must face the student's home or school when loading or unloading Special Education students. Special Education students must not cross the street when boarding or leaving the bus. Red loading flashers must be used when bus is loading or unloading on a city street, county road or state highway. Red loading flashers do not have to be used when loading or unloading students on a school or home driveway or parking lot.

When waiting for a Special Education student to come out of his or her home, please do not open your door (turn on loading flashers) until the student actually comes out of the home. This will help reduce traffic problems.

Monitors must assist ambulatory students in boarding and unloading the bus. Greet students and parents outside of the bus door. Stay at the curb. Do not go on the property to get the student without your supervisor's prior approval. Let the student accomplish as much as the abilities will allow. Enter the bus behind the student. Be prepared to block the student in case they should trip or fall. Follow the student to their assigned seat. Make sure the student's seat belt is securely fastened. (Let them do this themselves if possible)

All drivers/monitors must **check off names** of all PM students when they board the bus at their respective campus. **Do not count heads.** Check with the campus for any missing students before leaving.

ASSISTING AMBULATORY STUDENT EXITING THE BUS

The monitor should depart the bus first after it has come to a complete stop and the emergency brake set. Remind the student to hold the handrail and watch their step. Check for articles left on the bus. Check the seat for damage. Check for sleeping students at the end of the route.

ASSISTING NON-AMBULATORY STUDENTS EXITING THE BUS

After the driver has stopped the bus and set the emergency brake, the monitor should go to the wheelchair. Remove the securement straps and release the wheelchair brakes. When the lift is level with the bus floor, push the wheelchair onto the lift. The driver or student will lock the wheelchair brakes on the lift. Monitor the student on the lift. Return to the wheelchair area and secure straps so that no one may trip on them.

Never leave children in front of their homes or the school if there is any question of their ability to safely enter the building by themselves. If the child is unable to walk, transport him or her to and from the bus in a wheelchair whenever possible.

When lifting, bend your knees and lift with your legs, not with your back. Seek assistance rather than risk injury to yourself or the child.

Do not allow anyone other than transportation personnel to operate the lift or ramp on wheelchair buses or to carry other students on or off the bus.

Someone must be at home to receive any child who is unable to care for him or herself.

WHEELCHAIR STUDENT SEATING

Assist wheelchair students in boarding the bus. The driver will secure the bus and go outside to open the lift door. The monitor will go to the lift area inside the bus to receive the student. When the wheelchair has been raised to the floor level, the driver or student will release the wheelchair brakes to allow the monitor to pull the wheelchair inside the bus. Place the student between the proper floor securement devices and set

the brakes of the wheelchair. Attach and secure the front wheelchair securement straps to the frame of the wheel chair. Secure the rear wheelchair securement straps to the frame, making sure to tighten them snugly to prevent wheelchair movement. Never attach straps to the wheels, footrests, or other removable parts of the wheelchair. Do not cross the straps behind the wheelchair. Check the securement by trying to move the wheelchair. The lap belt must be used. If the bus is equipped for shoulder straps they must be in place and secured properly. Sit as close to the wheelchair as possible during the trip. If the wheelchair student is to be transported in a regular seat on the bus, school personnel should place the student in their seat. **Monitors and drivers are required to complete wheelchair securement training annually.**

MAINTAINING STUDENT MANAGEMENT

Monitors should position themselves on the bus in such a manner that maximizes efficiency as it relates to student control and conduct. Sit with the student that needs attention. Give verbal instructions to correct behavior. Be aware that students may be taking prescribed medications that affect his/her behavior. Also, let the school principal know of any behavior changes immediately. Make sure every student has ARD paperwork designated by the school so that monitors will be prepared to control any behavior problems. Be fair, firm and consistent.

STUDENTS NOT RIDING

Drivers should inform the office staff when it comes to their attention that a student will be missing for several days. Students who do not ride for five consecutive days should be reported so that staff can check for long- or short-term address change, long-term illness or other conditions that a substitute driver might need to know. Please inform the office staff of any students who no longer ride your bus.

APPROVED MONITOR SEATING

The use of chairs or stools on wheelchair buses is prohibited. The monitor should sit in a bus seat equipped with a safety belt.

MEDICATION FOR STUDENTS

No medications will be allowed onto the bus unless approved by the director.

EMERGENCY PROCEDURES AND EQUIPMENT

Know your evacuation plans. If you are a substitute on a different bus, discuss the evacuation plan for each run with the driver/monitor. Know where all the emergency equipment is located, including:

1. Seatbelt cutter
2. Fire blanket
3. First Aid Kit
4. Fire Extinguisher
5. Emergency Triangles
6. Rubber Gloves
7. Body Fluid Kit
8. Location and operation of the emergency/parking brake and radio.

TEAMWORK – SHARED RESPONSIBILITIES

1. Drivers and Monitors must be CPI trained annually.
2. Familiarize oneself with the operation of each bus assigned.
3. The driver and monitor should work together cooperatively.
4. Express genuine concern for the students.
5. Establish a respectful relationship with the parents of each child, so you can work cooperatively with them.
6. Learn and refer to the students by their names as quickly as possible.
7. Go over the bus rules and what is expected from the students as soon as possible.
8. The driver has the final authority regarding the operation of their assigned bus

XI. Field Trips

DRIVER ELIGIBILITY

Drivers who want to be considered for field trips must sign up for the Field Trip Driver Roster during the first two weeks of the school year. Drivers will be placed on the list in random order. Field trips will be assigned from the drivers on this list. Other drivers will only be considered if all drivers on the roster have been exhausted. If a driver during the year wants to be added to the roster, it must be approved by the director and if approved their name will be added to the bottom of the roster. New drivers hired during the school year will be offered the opportunity to be added to the field trip driver roster and if they elect to do so, their name will be added at the bottom of the current list. New hires without previous CDL driving experience will be limited to local trips for the first 30 days and to out-of-town trips that will have multiple buses with senior drivers who can mentor them for the next 30 days. If their performance on routes and trips has been satisfactory during that 60 day period, they will be included on the field trip roster without restriction. Drivers who are in DOC pay may lose 1 trip for every day into DOC Pay. Drivers involved in an accident involving another vehicle and deemed at fault will lose 30 days of eligibility. Drivers who are involved in minor accidents involving no other vehicle will lose 15 days of trip eligibility.

Drivers Appearance

Drivers must be neatly groomed and dressed accordingly to the Transportation Handbook requirements. If SISD has provided a shirt it must be worn on trips. If a shirt has not been provided then some type of SISD apparel must be worn. During the hotter months short may be worn. Shorts must be of kaki or jean material and must be hemmed. All shorts must be at least fingertip length as your arms are placed beside your torso. During colder month's kakis or jean material are only permitted. Failure to comply will result in loss of field trip privileges.

ASSIGNMENT OF FIELD TRIPS

1. Local, in-town trips will be posted and drivers on the Field Trip Roster can sign up for consideration. Local trips will not affect a driver's standing on the Field Trip Roster.
2. When an out-of-town trip becomes available, it will be offered to the driver at the top of the Field Trip Roster. If they decline, their name will be moved to the bottom of the list and the trip will be offered to the next driver. Discretionary absences without prior arrangement being made or an absence when a driver is in dock pay status will cause their name to be moved to the bottom of the rotation. Exceptions to the assignment policy may be made when there are not enough drivers available, when a driver has a child on the trip, grandchild, or when it is in the best interest of the district.
3. A driver must drive their previous route assignment prior to a scheduled field trip. A driver that does not drive the previous route assignments will not be allowed to drive their field trip.
4. If a field trip is multiple days (UIL Contest, Tournament, etc.), the driver will be the same for those days.

EMERGENCY/UNASSIGNED TRIP(S)

If a trip is received as or becomes an "emergency trip" (unassigned with 24 hours of the date and time of the trip), the office staff will announce to drivers the available trip. The first driver who selects the trip and contacts the office staff will be assigned the trip. This trip will not count against the driver in the assignment of future trips.

CANCELLATIONS

1. Drivers that show up for a field trip which is cancelled without prior notice will be paid for 2 hours. Trips that are cancelled with prior notice, the driver will not be compensated for.
2. If it is a multiple bus trip, and one bus gets cancelled at the pick-up location, the driver of that bus will still get paid two hours of compensation.
3. If the driver has to cancel a trip, then trip will count against them.

Consequences

1. **No Show/No Call:** Drivers who do not report for the field trip they were assigned will not be allowed to sign up for field trip for **60 working days** on the first occurrence. The second occurrence will result in suspension from the field trip list for the remainder of the school year.
2. **Drivers who arrive late for field trips are subject to suspension from field trip privileges.**
3. Drivers who are involved in a preventable accident or receive a traffic citation while on a field trip are subject to suspension from field trip privileges.
4. Drivers unable to maintain field trip schedule and/or responsibilities are subject to suspension from field trip privileges.

FIELD TRIP DRIVER RESPONSIBILITIES:

Arrival at the Pick-up Location:

Field Trip drivers are required to be at the campus 15 minutes (30 minutes for band only) prior to departure time. Do not accept a trip that departs earlier than you can arrive at the campus. If you are going to be late to a campus for a field trip due to unexpected delays, such as an accident or other unforeseen incidents, radio the dispatcher so that they can call the campus. Failure to properly notify the dispatcher of a late arrival at a campus for a field trip may result in a loss of field trip privileges.

Standards of Behavior:

1. Drivers should expect the same basic standard of student behavior for trips as on routes. Expectation may include permission for restroom breaks or stopping for food and/or drinks, based on sponsor requests. Drivers are expected to exhibit good judgment and be courteous while following department and district policies and procedures.
2. Driving safely and getting cooperation from passengers concerning appropriate bus behavior are the two (2) primary responsibilities of drivers on trips.

Additional Passengers:

Prior approval from the Supervisor and trip sponsor is required to transport any additional passenger(s).

Route:

Planning the route destination to and from the school and field trip site is the driver's responsibility. Assistance may be obtained from the Route Coordinator or office staff.

Multiple Bus Field Trips:

Any field trip that requires multiple buses, a lead driver and a caboose bus driver will be assigned.

- Lead Driver - Will be responsible for planning route and discussing with office staff. They will be also responsible for coordinating route with other drivers involved in the trip. They must make sure that all buses have the same arrival and departure times, and also communicate with other drivers by radio during the trip.
- Caboose Bus – Must keep up with the other buses, and help the others in front of them by changing lanes first.

Leaving Field Trip Site:

Drivers are expected to remain at the trip sites. However, with the sponsor's knowledge and approval, the driver and bus may leave briefly (no longer than 1 hour) at appropriate times for a meal. The **driver must leave information (phone #, bus #, name, where you are going, how long you will be gone, etc)** and be available to be contacted should the group's return transportation needs change. The distance shall be no farther than 2 miles in the city or 5 miles in a rural area. If it is necessary to travel a greater distance, please notify dispatch.

Bus Condition:

Drivers should make certain that the interior of the bus is clean prior to the run and after the run.

Loading/Unloading Times:

Be sure to check the loading and unloading times (this is the time to be at the school or pick-up location), pick-up location, destination, and any additional supervisor's instructions before you leave the bus yard. You should arrive at the pick-up site at least **15 minutes (30 minutes for band)** prior to the printed departure time on the trip ticket.

Completing Trip Mileage Report:

Drivers are to turn in their completed Trip Mileage Report and keys to office staff upon completion of their assigned field trip. After hours, the clipboard with the report and keys shall be deposited in the locked mailbox. Please note any meals purchased on the trip in the appropriate space, write your name on the receipt, and attach it to the clipboard.

Toll Roads:

All toll fees are the responsibility of the requesting school if the school sponsor requests that a toll road be used.

Parking Fees:

All parking fees are the responsibility of the trip sponsor.

Compensation:

Field trip drivers will be paid their regular hourly rate of pay. Drivers of local field trips are guaranteed a 2 hour minimum. Drivers of overnight trips will be paid for driving and wait time, but will not be paid for times during which they have no assigned duties.

Meals and Fees:

1. Drivers will be reimbursed for out of town meals only according to Springtown ISD guidelines. Each driver must submit their meal receipt. There will be a maximum of \$10 a meal.
2. Entrance fees, tickets, etc. for the activities in which the student group is participating may be offered by the sponsor to the driver as a courtesy; however, there is no obligation to do so.

Transportation Handbook Acknowledgement Receipt

Name: _____

Employees have the option of receiving the handbook in electronic form by accessing www.springtownisd.net and clicking on Transportation Department and looking under handbooks and policies.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the handbook in electronic format and accept responsibility for accessing according to the instructions provided.
- I choose to receive a hard copy of the employment policies.

Signature

Date



A Message from the Director

To All Transportation Employees:

Our job of safely transporting children to and from school plays a major part in the total educational experience of our students at Springtown ISD. Since the school bus driver is the first employee of the district to usually see a large population of our districts students in the mornings and the last one in the afternoons, their experience on the bus helps set the tone for the entire day. Please try and make a tremendous effort to make sure that your students have a positive experience while riding your bus.

This handbook has been developed to help ensure a safe and positive experience for our students. It will also help you understand your job duties and responsibilities as a member of the transportation team. The guidelines in this handbook are based on the Springtown ISD Board Policies, along with state and federal regulations.

Thank you for your commitment and willingness to be part of our transportation team. I appreciate your service to our precious cargo in our students, and to our community. I wish each of you a great school year.

Sincerely,

Micheal Chavez
Director of Student Services
Springtown ISD