Name of Handbook:	Transportation Staff Handbook		
Building / Department:	Transportation		
Page of Handbook	**Current Verbiage of Handbook**	**New / Proposed Changes to Handbook**	**Additional Notes**
Page 3 #6	Take the online safety training and the annual training for “Blood borne Pathogens.”	Take the online safety training courses assigned by the district and the annual training for **"Bloodborne Pathogens", "Epi pen", "Narcan", and "VNS"**	Adding additional training courses
Page 4 #13 A,2.	Shoes are to be enclosed	Closed toe shoes and shoes with straps on the heel must be worn.	Clarification
Page 6 Job Requirements	Always arrive 15 minutes before time to leave the bus garage. During winter months, arrive 10 to 15 minutes earlier to ensure mirrors and windows are free of frost, ice, and snow before leave time.	Always arrive 15 minutes before time to leave the bus garage. **During winter months, please arrive when directed by the supervisor** to ensure mirrors and windows are free of frost, ice, and snow before leave time.	Clarification
Page 6 #4	Employees are required to sweep their assigned bus at least once a day, dust at least once a week and keep the trash can empty. When a driver is assigned a spare vehicle, it is to be cleaned after each route. Drivers that habitually have dirty vehicles may be reassigned an older one.	Employees are required to sweep their assigned bus at least once a day, dust at least once a week and **empty the trash when needed.** When a driver is assigned a spare vehicle, it is to be cleaned after each route. Drivers that habitually have dirty vehicles may be reassigned an older one.	Clarification
Page 7 D - Attendance 1, A.	Add 1. A	**Exception: If you are approaching the 40 hour limit and the office or supervisor notifies you to adjust your work schedule.**	40 hour Policy
Page 8 H- Route/Trip Assignment	For the safe transportation of all students, and in the best interest of the district, the supervisor may revise routes at any time due to overloads, new students, boundary changes, new areas being developed, street closings, and transportation needs changing. Bus assignments are left up to the discretion of the supervisor and head mechanic, although seniority may be considered.	For the safe transportation of all students, and in the best interest of the district, the supervisor may revise routes at any time due to overloading, new students, boundary changes, new areas being developed, street closings, and **needs of transportation changing**. Bus assignments are left up to the discretion of the supervisor and head mechanic, although seniority may be considered.	
Page 8 H- Route, 1, A.	A. All unassigned routes will be posted, under normal circumstances, for 24 hours. No proxy signing of posted routes will be allowed. You must be able to drive or aide the new route immediately. Highest seniority employee signing the route will be assigned to that open route.	A. All unassigned routes will be posted, under normal circumstances, for 24 hours. No proxy signing of posted routes will be allowed **unless authorzied by supervisor.** You must be able to drive or aide the new route immediately. Highest seniority employee signing the route will be assigned to that open route.	

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Page 8 H-Route,1, B, 1.	These routes are covered with a substitute, who is picked by the regular employee. If the substitute is unable to do the route the driver will continue to ask available employee's and notify dispatch with the name of the substitute employee.	These routes are covered with a substitute, who is picked by the **assigned driver.** If the substitute is unable to do the route the driver will continue to ask available employee's and notify dispatch with the name of the substitute employee.	
Page 9 H - Route/Trip Assignment, 3,D.	D. Drivers/Aides are to clock in 30 minutes prior to departure time from school (45 minutes early when an outside temperature is below 38 degrees). Drivers are allowed 15 minutes for pre-trip and travel time and are expected to be at the school 15 minutes prior to departure time.	D. Drivers/Aides are to clock in 30 minutes prior to departure time from school (45 minutes early when an outside temperature is below 38 degrees). Drivers are allowed 15 minutes for pre-trip and travel time and are expected to be at the school 15 minutes prior to departure time. **Some trips may require an eariler clock in time due to travel time.**	Make sure driver arrive to trips on time.