



# **Brownsville Independent School District**



2019-2020

## **Transportation Department**

### **Standard Operating Procedures Manual S.O.P.**

# Transportation Department Standard Operating Procedures Manual Receipt

Last Name	First Name	Middle Name
Official Job Title →		

I hereby acknowledge my responsibility to the following information:

The information outlined in this manual is a guide to and a brief explanation of department policies and *is subject to change*. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. The entirety of all District policies may be viewed online. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this manual.

I accept responsibility for reading and abiding by the changes, contacting my supervisor or the appropriate department if I have questions or concerns or need further explanation.

This manual is neither a contract nor a substitute for the official District Policy Manual and is not intended to guarantee continued employment. Rather, it is a guide to and a brief explanation of department policies and procedures.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

*BISD does not discriminate on basis of race, color, national origin, sex, religion, age, or disability or genetic information in employment or provision of services, programs, activities*

**Welcome to the Brownsville Independent School District Transportation Department, You are one of a select group of men and women entrusted with the lives of the BISD students. It is our sincere hope that you will find driving a school bus a rewarding experience.**

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## **INTRODUCTION**

The purpose of this manual is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be submitted to the Transportation Administrators.

This manual is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any manual provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with manual topics, confer with their supervisor, or call the appropriate district office.

## **TRANSPORTATION DEPARTMENT MISSION STATEMENT**

The Transportation Department is committed to support student academic achievement through a collaborative effort by providing a safe, dependable, and efficient transportation services for all BISD students.

## **DIRECTOR'S PHILOSOPHY:**

Project an IMAGE of a Professional Department ---. An Organized Department with experience, with a vast knowledge of our work and responsibility, and above all, an image of a department prepared with a plan of work anticipated and delineated to provide the service that is expected, safe and efficient. The Best Professional Pupil Transportation Services to the Brownsville's Independent School District.

## **2019-2020 Goals:**

1. Arrive at schools safely and on time 100% of the time.
2. Increase attendance to 100%.
3. Reduce the number of accidents and incidents to zero.
4. Increase the efficiency of the transportation services in cost and time.

## **SCHOOL CLUSTERS**

Our department operates like the rest of the district in the following six individual clusters (Hanna HS, Porter HS, Pace HS, Rivera HS, Lopez HS, and Veterans HS). Subject to change due to transportation needs.

<i>Rivera</i>	<i>Lopez</i>	<i>Hanna</i>	<i>Porter</i>	<i>Veterans</i>	<i>Pace</i>
SN Admin	OPS Admin	Head Dispatcher	Driver Trainer	Operations Foreman	Dispatcher

The Administration will assign the cluster supervisor. They are your first line of authority for questions, training, and general guidance. To the maximum extent, use the chain of command: Immediate supervisor, Assistant Administrators, and Director for Transportation.

# Employment

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Brownsville Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Employment decisions will be made based on each applicant's job qualifications, experience, and abilities. Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact the Superintendent or District Staff Attorney, the District's Title IX Coordinator at (956) 698-6379. Employees with questions or concerns about discrimination based on a disability should contact the Superintendent or Human Resources Department, ADA/Section 504 Coordinator for Employees at (956) 548-8031.

## **NON-CONTRACT EMPLOYMENT**

**Paraprofessional and Auxiliary Employees.** All paraprofessional and auxiliary employees, regardless of certification, *are employed at will and not by contract*. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

## **PERFORMANCE EVALUATION**

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

# Employee Conduct and Welfare

## **STANDARDS OF CONDUCT**

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify the dispatch and administrator(s) in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- No staff member shall possess, use or be under the influence of alcohol, alcoholic beverages, or drugs and/or narcotics while on school property or while working in the scope of assigned duties or while attending any school or District sponsored activity.
- Gossiping, using vulgar language, profanity, and the spreading of rumors is prohibited.
- All staff members will control temper and display self-discipline while on duty.

- Any employee refusing to follow a directive or assignment by staff member acting under the direction of administration such as supervisors and dispatchers will be considered insubordinate and subject to disciplinary action which may include termination.
  - Fixed asset items will stay where they are located. No one will move anything until Administration approves it.
  - Know and comply with department and district policies and procedures.
  - Express concerns, complaints, or criticism through appropriate channels.
  - Observe all safety rules and regulations and report injuries or unsafe conditions to administration immediately.
  - Use district time, funds, and property for authorized district business and activities only.
- All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and TEA Employee Standards of Conduct/ethical standards.

### **ASSIGNMENT OF PERSONNEL**

**The Director of Transportation or designee has the authority to reassign a driver or any other staff member if deemed necessary in the best interest of Brownsville ISD.**

### **REASSIGNMENTS AND TRANSFERS**

All personnel is subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this manual and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources office and must be approved by the receiving supervisor.

### **ID BADGES**

All Brownsville ISD personnel are required to wear an identification badge at all times while on duty. Replacement badges may be obtained through the Payroll Department via the Security Services Department. There is a fee for replacement badges.



# SECTION I

## BUS DRIVER AND MONITOR RESPONSIBILITIES

The district has implemented a progressive discipline model (As per BISD policy DCD-Local), (see section at the end of the manual). The transportation department will follow the procedures implemented by the district. If any employee of this department fails to follow these responsibilities, they will be subject to the progressive discipline module outlined by the district. It is the employees' responsibility to read and become familiarized with this discipline model. The outlined responsibilities in this document are all subject to the discipline model. Failure to follow any of them may result in loss of route, suspension and up to recommendation for termination.

### **SCHOOL BUS DRIVER RESPONSIBILITIES**

1. The Driver has the overall responsibility of all actions, reports, and safety of all students at all times regardless of the type of route.
2. Report to work according to the assigned work schedule during the morning, mid-day, afternoon routes, and assigned trips.
3. Accept all routes and/or parts of routes assigned by Dispatch, Route Coordinator, and/or Administrator.
4. All drivers will be assigned bus binders/keys to their buses. Binders and keys must be returned to dispatch after each activity.
5. The use of the driver seat belt is mandatory.
6. If bus is equipped with seat belts, drivers must remind students to use seat belt.
7. **Drivers, unless is necessary to use the restroom or in an emergency, will not stay at the schools. Drivers must return to base immediately.**
8. **Drivers are not authorized to stop at convenience stores or any other place.**
9. Close the loading doors whenever you are away from your bus.
10. Properly complete and submit required reports on a timely basis as requested. (ex: VCR, Students Counts, Mileage reports, seating charts, etc. as directed)
11. Administration or designee must approve any changes.
12. Drivers will not transport out of zone students unless approved by Administration. Unauthorized stops are not allowed except in an emergency, drivers must not unload students at any place other than a designated stop. Unauthorized stops at private homes, stores, etc., are not permitted. If a student gets off at an unauthorized stop, report it to dispatch and the Administrator immediately.
13. A student who is not one of your regular passengers who wants to board your bus must have a note from his parents granting him permission signed by the school principal. Report the student to Dispatch.
14. Successfully complete all required training courses. (*Certification/Recertification*)
15. Attend all required In-Services and Departmental Meetings.
16. Learn how to drive and operate **all types of buses.**
17. The driver must conduct a pre and post inspection of the bus to assess any damages. The driver is responsible to report any damages. The driver is responsible for all the damages to the bus and all the equipment on the bus while on assignment. (*Fixed Asset Policy*)
18. Demonstrate respect for all students while managing their behavior and enforcing all passenger safety rules.
19. **Driver/Monitor is not allowed to remove a student(s) off the bus. Only the school administration or a law enforcement agent is authorized.**
20. Obey Federal, State, and Local Laws and District Policy, Transportation Department procedures abide by the TEA Standards Professional Code of Ethics.
  - It is the responsibility of the driver to inform the Administration of any and all traffic violations (traffic tickets) while driving a school bus. Traffic violations should be reported immediately.
  - Violations on your personal vehicle should be reported to Administration.

➤ ***Drivers that accumulate three (3) traffic citations or 9 to 10 points as per the Texas State Law will be recommended for termination. (As per Texas State Law)***

21. Speeding or reckless driving on a School Bus is unacceptable and will not be tolerated, ***Subject to***
22. ***Disciplinary procedures, suspension from driving at the discretion of the administration.***
23. Follow all appropriate rules and regulations when transporting special education students.
24. Be physically able to evacuate the school bus.
25. Perform other duties as assigned by the supervisor.
26. Safeguard the school bus and maintain its equipment.
27. Be ultimately responsible for ensuring that no students are left on the bus at the end of a route. (Driver/Monitor should ensure Post-Trip is conducted)
28. Five (5) Minute Idling Bus Policy will be enforced.
29. It is the Bus Driver's / Monitor's responsibility to maintain a clean bus at all times. Clean and sweep your assigned bus after every route. Do not use water hose to clean the inside of the bus. This is prohibited unless authorized by the Administration. Dispose all trash in the proper container (trash can and do not litter at schools or transportation facilities).
30. If you are assigned a substitute bus or another driver's bus for a trip, or a temporary bus, you are required to complete the VCR, Pre / Post Trip Inspection, and clean the bus at the end of the trip. Mid-day run drivers are responsible to clean the bus assigned to them. Close all windows and the front door.
31. Properly complete the Vehicle Condition Report (VCR) and report all deficiencies to the shop before going on route. ***A flashlight is required for Pre/Post-Trips Inspections.***
32. In the absence of the monitor, ensure that student attendance documentation is completed. ***(Sp. Needs Driver)***
33. Drivers assist the monitor in securing wheelchair bound students at all times. Respect each other's space at all times. ***(Sp. Needs Driver)***
34. BISS buses are to be operated only by authorized employees of the Transportation Department. The school bus driver or bus monitor is to be the only person operating bus equipment (i.e. students shall not be allowed to operate the door controls, etc.)
35. At the schools, if driver needs to get off, do not leave the bus blocking the flow of traffic.

### **DRIVER LICENSE REVIEW**

**The District will review Driver License Records from state and local agencies twice per year and as required.**

**Records will be reviewed for the following citations but not limited to:**

- **Citation(s) (Different Categories)**
- **Speeding**
- **Speeding in a School Zone**
- **Unrestrained Child/Child not secured by safety belt**
- **Accidents**

**The Review of your driving record will determine your driving status of district vehicles, Fleet trucks and school buses.**

**Failure to maintain an acceptable driving record will result in immediate driving suspension and/or a recommendation for termination. An employee responsible for driving a vehicle shall notify his/her supervisor immediately upon obtaining a ticket for moving violations and any of the above-mentioned categories.**

**Drivers are required to renew/update their CDL as mandated by the State of Texas. Under no circumstance should a driver operate (Drive) a district vehicle or school bus with an expired driver license.**

**Drivers of a school bus/district vehicle shall have in possession the following up – to – date documents:**

- **Current CDL License**
- **Current Physical Exam Certification**
- **TEA School Bus Driver Certification**

## Non School Bus Drivers:

- **Current State of Texas Driver License**

### **NEWLY ASSIGNED DRIVERS**

Newly assigned drivers will have up to 30 workdays to complete their CDL requirements. You must have a CDL license to enroll in the Texas Education Agency (TEA) School Bus Driver Safety Training Course.

### **BUS DRIVER CERTIFICATION REQUIREMENTS – PS**

1. State law requires that the driver of a school bus shall have **in his possession** a certificate stating that he/she is (a) enrolled in or (b) has completed the TEA School Bus Driver training course in school bus safety education and his driver's license. To obtain the TEA School Bus Driver certificate, a driver must complete a twenty (20) hour Texas School Bus Driver training course. The certification is valid for three (3) years and then you must **successfully** complete an 8-hour refresher course every three years.
2. A driver, who is not certified, is issued a temporary "Enrollment Certificate," (Pending Region 1) which is good for three months (unless a course has not been offered in that period). A driver must complete his training and obtain certification before his "Enrollment Certificate" expires. The District will pay the cost of the certification. However, if you fail to complete the course and need to be reschedule you will be required to cover the cost of the course and provide your own transportation to the training site. **Personal circumstances are not an excuse to not to renew your certification. Drivers are subject to disciplinary procedures by the department and district**
3. It is the responsibility of the driver to see the Driver Trainer for enrollment in re-certification classes. If you miss the certification class for personal reasons, you are responsible to make up the class on your own time. In addition, you could be subject of disciplinary action: **(loss of route, suspension from driving, etc.) Failure to enroll before your certification expires could result in recommendation for termination and /or other disciplinary procedures (Administrative Leave).**
4. **It is the driver's responsibility to ensure that his CDL is current.**

### **BUS MONITOR'S RESPONSIBILITIES**

***The primary responsibility of a monitor is to assist and monitor students at all times.***

#### **The School Bus Monitor:**

1. Binder/logbooks are required at all times while working with students and document any issues that occur with the students.
2. Walk to their respective bus, unless medical excuse is presented.
3. ***Never wear large rings, earrings, or any facial earrings (i.e. nose, lip, and eyebrow) necklaces, or bracelets around students in order to avoid injuries to self or students. Fingernails should be trimmed and filed to avoid injury to students and to you. Long, decorated, or attachments to fingernails will not be allowed. (Drivers and Monitors).***
4. ***Monitors are not allowed to wear sunglasses when students are on board for better eye contact.***
5. Sit where you can better listen, supervise, and observe all students. Moving around is allowable.
6. Assist students up and off the bus as needed. If it is necessary to step off the bus, you will wait for the student by the bus doors only. Under no circumstance should a bus monitor or driver get off the bus to knock on the house doors for students to come out to load the bus or to visit with the parents at any time.
7. Ensure students have securely put on their seat belts or other adaptive devices.
8. Secure the wheelchair with driver assistance, if needed.
9. Explain and enforce bus safety rules. Complete the discipline referral form for students who repeatedly misbehave or violate bus safety rules.
10. Complete and submit reports as required (attendance report, consent forms, etc.).

11. Know and understand the operation of the school bus, lift, radio, and safety equipment (in the event of an emergency).
12. ***Be physically able to assist in the evacuation of the school bus.***
13. Assist the driver in keeping the bus clean at all times.
14. *Drivers and Monitors have equal responsibility completing the Post Trip Inspection. (No students should be left behind or alone in the bus).*
15. Follow all applicable State, Local, District and Transportation Department policies, and guidelines.
16. Successfully complete all required training courses. (***When Applicable***)
17. Attend all required In-Services and Departmental Meetings as directed.
18. ***Use of cell phones for personal use is prohibited on the bus and you must be ready to assist the driver.***
19. Employees are not allowed to be sleeping on bus with or without students on board.
20. Report to work according to the assigned route schedule during the morning, mid-day, afternoon routes, and assigned trips.

### **FOOD AND MUSIC ON THE BUS**

1. Drivers/Monitors are prohibited to eat or drink while performing their duties and having students on the bus. This applies for all routes, practices, tutorials, mid-days, etc.
2. Students are not permitted to eat or drink on the school bus. If they board with food or drink, ask them to finish it before they board, put it away, or throw it away. Ensure that you have a box or bag for litter on your bus. On field trips, the sponsor may authorize eating of food. However, ***Sponsors are*** responsible for ensuring that any related trash is collected.
3. The only musical devices permitted to be used by students on the bus are those with earphones. Music is permitted only for the students, not for the bus driver or monitor. On field trips, the decision to allow the use of radios will be at the sponsor's discretion. Drivers will ensure that the volume of the music does not interfere with their ability to drive safely.
4. ***Only district issued electronic devices are allowed to be played on the bus. No personal electronic devices are allowed to be used.***
5. ***School buses equipped with a AM/FM/PA system:*** Drivers will ensure that the volume of the music does not interfere with their ability to drive safely and listen to the two-way radio or recording of bus cameras.

### **PERSONAL ERRANDS /PROHIBITED**

1. Law requires all school buses to limit their use to serve schoolchildren or school employees on school business ONLY.
2. School bus or district vehicle are NEVER used for personal errands, personal business and/or personal gain.
3. Drivers must not stop for refreshments or food at any time during the bus route.
5. Use of school bus for personal use/gain (i.e. banks, home, visits, personal appointments, etc.). Will result in disciplinary action.

## SECTION II

# SCHOOL BUS SAFETY

Any employee observing or having knowledge of a school bus being operated in a reckless or unsafe manner has the obligation to report it to a supervisor, or Administrator immediately. Failure to do so will result in disciplinary action.

### **LOADING AND UNLOADING PROCEDURES**

#### ***Law does not allow shoulder Driving***

Accident statistics reveal that the **highest frequency of students fatalities** associated with school buses occurs at the time of loading and unloading. The vast majority of these fatalities are associated with improper loading and unloading procedures. Also, know the Four Bus Danger Zones: 1. Directly in front of the bus, extending 15 feet from the front bumper; 2. To the left side of the bus, extending six feet out from the side of the bus; to the right of the bus, extending six feet out from the side of the bus; directly behind the bus, extending 150 feet behind the rear bumper. Driver can reduce this danger zone by using the “5-Point Mirror Check.”

The loading and unloading of students present the driver with tremendous responsibilities and requires the use of sound judgment in directing or assisting students in crossing the roadway, and in managing students as they enter and depart the bus.

**A student should never be forced to get off at a stop.** If a student is reluctant to get off the bus for any reason, contact Dispatch for assistance.

The transportation’s direction is to load and unload students on the right side of the bus at all cost and all rural routes students will be loaded and unloaded on the right of the bus.

### **USE OF RED ALTERNATING FLASHER LIGHTS**

It is intended that the loading and unloading functions of the school bus present as little disruption in traffic as possible: controlling traffic only when and where is necessary. The uniform signal for stopping traffic is alternating red flasher lights on a stopped school bus. The alternating red flasher is not to be activated until after the school bus has stopped. The flashing amber lights should be used for a pre-warning, and the bus driver may pump the brake pedal to warn drivers of the impending stop.

The alternating red flasher lights are not to be used in making turns, when stopped at railroad crossings, or during periods when the bus is stopped for reasons other than for loading or unloading students. The proper use, as well as avoiding the misuse of, the alternating amber flasher or alternating red flasher lights can contribute to the safety of students while loading or unloading.

### **PERFORMING A SAFE STOP (LOADING AND UNLOADING)**

***Approach cautiously at a safe rate of speed.***

1. Remain aware of pedestrians, bicycles, traffic, or other objects before, during, and after coming to a stop.
2. Activate alternating flashing amber warning lights at least 300 feet or about 5-10 seconds before making a school bus stop.
3. Turn on right turn signal light about 100-300 feet or about 3-5 seconds before pulling over.
4. Perform the “**5 point mirror check**” to monitor the **danger zones** for students, traffic, and other objects.

5. Pull off the roadway as far to the right as practical.
6. Bring the bus to a stop with the front bumper at least ten (10) feet away from students at the designated stop. (New law on Sec. 10-pg. 10.3 on the DPS Handbook)
7. Disengage transmission (park or neutral) and set the parking brake at each stop.
8. Partially open the service door, if possible, to activate alternating red lights when traffic is a safe distance from the school bus.
9. Make sure that all traffic has stopped before completely opening the door and signaling students to approach.
10. Use your left turning signals when you are preparing to enter the traffic flow.
11. Account for all your students. Know where they are.
12. Close your doors and secure the bus whenever you are away from your bus.
13. Supervise the safe loading and unloading of your students (handrail, dropped objects).
14. Treat students courteously and enforce bus passenger safety rules.
15. Drive defensively and think safety.

### **LOADING PROCEDURES ON THE ROADWAY**

#### **Check the traffic in the area as the Bus Stop is approached.**

1. Activate amber alternating warning lights at least 300 feet or 5-10 seconds from the bus stop.
2. Approach cautiously at a very slow rate of speed. At about 200 feet from the stop turn on your right turn signal indicator and perform “**5 point mirror check**” before pulling over.
3. (Section 10) Bring the bus to a stop at least **ten (10) feet** away from the students, place in neutral or park, set parking brakes and activate red alternating flashers. Monitor all mirrors continuously.
4. Check to see that all traffic has stopped before opening the door and signaling students to board. On some buses, the door may have to be partially opened to activate the alternating flashers.
5. Count the number of students at the bus stop and be sure that all board the bus when you instruct them to do so. Know the names of students at each stop and get to know them. If there is a student missing, ask the other students where the student is. Make certain that the missing student(s) are not be running to catch the bus.
6. Students at the bus stop are to be lined up in single file approximately six feet from the point where the bus stops. An older student should be at the front and one at the end of the line. Students should wait in this position until instructed to board the bus by the driver.
7. If students run toward the bus as it approaches the loading area, the driver should stop as soon as practical. The bus shall remain stopped until such time that the students have lined up a safe distance from where the bus is to stop.
8. Have students board the bus slowly, in single file, using the handrail and sit in their assigned seat. Turn on the dome light while loading and unloading in the dark.
9. Wait until all students are seated properly and facing forward before moving the bus.
10. When all students are properly seated and accounted for; engage the transmission, release the parking brake, turn off alternating flashing red light lights and give left turn signal.
11. When it is safe, move the bus, enter traffic flow, and continue the route.

### **LOADING PROCEDURES AT THE SCHOOL CAMPUS**

#### ***Never leave students on the school bus unattended.***

When possible, the bus should be at the assigned loading area before the dismissal of the students.

11. Perform a “safe stop” and secure the bus.
12. (**New Law: Section 10 in the DPS Handbook**) Turn off the ignition switch. Remove the key if leaving the driver’s compartment and close the doors if you will be away from the bus to prevent students from entering bus unsupervised.

13. Before the campus releases the students, you should be at your bus to supervise loading.
14. Students should approach the loading area in an orderly manner and form a single file for loading.
15. Have students board the bus slowly, in single file, using the handrail and sit in their assigned seat. Turn on the dome light while loading and unloading in the dark.
16. Wait until students are seated and facing forward before moving the bus. Do not move the Bus if students are:
  - a. Moving around inside the bus
  - b. Shouting or distracting you
  - c. Shoving or fighting
17. Perform the **“5 point mirror check.”** Make sure no one is running to catch the bus. If you **cannot** account for a student outside the bus, secure the bus and check around and underneath the bus.
18. When all students are accounted for, prepare to leave:
  - Fasten your seat belt
  - Start the engine and engage the transmission
  - Release the parking brake and when it is safe, pull away from the curb and begin your route

When students have been dismissed before the arrival of the bus, the following precautions will be taken:

- Approach the loading area in a very cautious manner and at a very **slow** rate of speed.

### **UNLOADING PROCEDURES AT THE SCHOOL CAMPUS**

*Never leave students on the school bus unattended*

*Never leave bus unattended*

1. Perform a safe stop at the designated unloading area.
2. Set the parking brake and disengage the transmission.
3. Activate alternating loading/unloading lights.
4. If the bus must stop on the street to be unloaded, the bus must approach the campus so that the students will not be required to cross the street.
5. Tell students to remain seated until instructed to unload.
6. Position yourself to supervise the unloading then open the door have the students exit- students on the front seat entrance side first, then front seat, driver side. Continue alternating sides until everyone has exited the bus.
7. Supervise students as they step from the bus to see that all move promptly away from the unloading area.
8. **Check bus for hiding/sleeping** students and items left by students. Items left behind should be held until the next day for the student. If the item is not picked up by the next day, turn the item to the school. When all students have been accounted for, prepare to leave. Perform a **“5 point mirror check”** to make certain no students are returning to the bus.
9. When it is safe, pull away from the unloading area and leave the campus.

### **WHEELCHAIR LOADING AND UNLOADING PROCEDURES:**

*Never leave students unattended.*

*Never allow parents or school personnel operate bus equipment or wheelchairs while loading or unloading.*

#### **Loading of Wheelchair**

1. Perform a safe stop at the designated loading area; does not need to be a handicap ramp.
2. Open lift door and secure to latch to remain open.

3. Lower lift.
4. Make sure student's wheelchair seatbelt is fastened, and no items such as a backpack or school bags are hanging from the wheelchair before entering the lift ramp.
5. Back the wheelchair on to the ramp; the student must be facing away from the bus.
6. Brakes are locked securely by the driver.
7. The driver will hold on to the frame of the wheelchair when raising wheelchair on lift.
8. The monitor will receive the wheelchair on the bus.
9. The monitor will disengage brakes only if wheelchair brakes are on back wheels; the driver will disengage front hand brakes.
10. Monitor and driver will secure wheelchair with retractors.
11. Once the student is loaded and lift is properly closed, driver is allowed to turn off the loading light and turn on emergency lights until student is secured. This will help traffic flow.

### **Unloading of Wheelchair**

1. Perform a safe stop at the designated unloading area; does not need to be a handicap ramp.
2. Open lift door and secure to latch to remain open.
3. The monitor will unlatch wheelchair from retractors.
4. The driver will lower the lift to midpoint to load the wheelchair.
5. Make sure student's wheelchair seatbelt is fastened, and no items such as a backpack or school bags are hanging from the wheelchair before entering the ramp.
6. The monitor will push wheelchair onto lift ramp student must be facing towards the outside of the bus
7. Monitor secures back brakes and driver front hand breaks.
8. The driver will hold on to the frame of the wheelchair when lowering wheelchair on lift.
9. The driver will push wheelchair off the lift ramp.
10. The caregiver will receive student.

### **UNLOADING PROCEDURES CROSSING A ROADWAY**

1. Perform a **safe stop**, activate lights and secure your bus.
2. Monitor all mirrors continuously.
3. If your students must cross the roadway by themselves teach them the following procedure (applies to **middle and high school** students):
  - Look in all directions before exiting the bus.
  - As they exit the bus, they should walk about six feet away from the side of the bus.
  - Walk 15 feet in front of the right bumper or until the driver can see their feet.
  - Stop at the edge of the roadway, look in all directions to make sure it is clear.
  - Check to make sure the red alternating lights on the bus are activated and wait for the driver's signal to cross.
  - Once the driver gives the signal, the student should move to and stop at the left edge of the bumper, student checks to make sure the road is safe and clear to cross, then student waits for the driver's signal to cross.
4. For **Elementary students or any grade special needs students, YOU** are required to get off the bus and supervise their crossing using the crossing flag. You will at all times, maintain eye contact with the driver's compartment and if possible, assign an older student to sit at the front to help monitor the actions of the students while you are away from the bus.

The following procedures will be followed when you are crossing students across a roadway:

- Turn off the engine
- Remove the key
- Get out of the bus



❖ *On newer bus models when turning off the engine, the alarm will go off. The Driver needs to go to the rear door to turn it off by moving the handle (Child Checkmate)*

5. Once the students have crossed the roadway safely, prepare to continue the route.
6. **After the last student is dropped off, check bus for hiding/sleeping** students and items left by students. Items left behind should be held until the next day for the student. If the item is not picked up by the next day, turn the item to the school. When all students have been accounted for, prepare to leave. Perform a “**5 point mirror check**” to make certain no students are returning to the bus.

## **RAILROAD CROSSING PROCEDURES**

**Department of Public Safety: Section 10**

**The Law 1-800-772-7677**

1. The State Law, as per the Department of Public Safety (Drivers handbook, revised February 2004) Section 10, starting on pg. 10.1
  1. Approaching the Crossing:
    - Slow down, including shifting to a lower gear in a manual transmission bus, and test your brakes.
    - Activate hazard lamps approximately 200 feet before crossing; make sure your intentions are known.
    - Scan your surroundings and check for traffic behind you.
    - Stay to the right of the roadway if possible.
    - Choose an escape route in the event of a brake failure or problems behind you.
  2. At the Crossing:
    - Stop no closer than 15 feet and no farther than 50 feet from the nearest rail, where you have the best view of the tracks.
    - Place the transmission in Park, or if there is no Park shift point, in Neutral and press down on the service brake or set the parking brakes.
    - Turn off all radios and noisy equipment and silence the passengers.
    - Open the service door and driver’s window. Look and listen for an approaching train.
2. When approaching a railroad crossing, (stay in the right lane). Activate emergency flashers **200-500 ft.** before stopping (depending on traffic) before the tracks.
3. After stopping, if you observe that the train is at a distance of fifteen hundred (1,500) feet or closer, or because of its speed, it is an immediate hazard, do not cross. If the train is seen, (1,500 feet or less) or heard approaching keep your foot on the service brake and set the parking brake.
4. After observing that it is safe to cross the railroad crossing, use a low gear (standard) that will not require you to change gears until you completely clear the hazard zone. The driver shall NOT shift gears while crossing the tracks.

**NEVER** stop on the tracks, never stop closer than 15 feet from the tracks and never try to back up once you are on the tracks. **If the bus stalls or is trapped on the tracks, evacuate everyone immediately!** Quickly move everyone as far away and opposite direction from the tracks as possible to avoid flying debris in the event of a collision.

## **OTHER BASIC SAFE DRIVING BUS PROCEDURES**

### **AISLES AND EMERGENCY EXITS**

Aisles and emergency exits must be clear of all objects at all times. Ice chests and other equipment should be placed on or below a seat. **(Field Trips)**

## **TREE LIMBS AND OBSTRUCTED RAILROAD**

Report to dispatch tree limbs that are hazardous. Report any railroad crossing where branches obstruct vision or the railroad crossing gate is not working properly. It may be necessary to reroute.

## **TURNS AND INTERSECTIONS**

*More bus collisions result from right turns than from any other turning maneuver. You should start preparing for the turn at least 1 to 1.5 blocks before the turn.*

1. When making a left or right turn follow the procedures below:
  - Activate the appropriate turn signal
  - Check all mirrors for clearance
  - Slow to 10 mph or less
  - Put your hands into correct turning position
  - Check all mirrors for pedestrians and other vehicles before starting turn
  - As you begin your turn check the appropriate mirror for “tail swing”
  - Make adjustments, continue monitoring your mirrors
  - Complete the turn
2. When making a right turn you also need to:
  - Check that you are between 18”- 36” from the curb or parked cars
  - Make sure you can see straight down the curb line of the lane you are turning into
3. A number of intersections have two (2) left turn lanes. When making a turn in one of these intersections follow the above procedures but also:
  - Move to the outside turning lane
  - Bring the front of the bus to the center of intersection before beginning the turn. **Do** not move into the intersection until the traffic in front of you has cleared the intersection
4. **School buses are not permitted to make right turns on a red light.**
5. School buses are not permitted to make U-Turns.

## **USE OF HEADLIGHTS**

1. You are required to drive with headlights on at all times.

## **SPEED LIMITS: CITY AND STATE HIGHWAY**

1. The speed limit in the bus terminal is 5 mph. The speed limit in a residential area is 25-30 mph unless otherwise posted. The speed limit in **ALL** school areas is 10 mph or 5 mph when students are in the area
2. The speed limit on the expressway is a minimum of 45 mph. The maximum is 50 mph. Buses with a commercial inspection may travel 60 mph only on US or state numbered highways.

*Speeding on a school bus is unacceptable and will not be tolerated. Drivers that receive a traffic citation will be subject to the district’s progressive discipline model and may result in suspension from driving at the discretion of the Administration.*
3. Drivers will reduce their speed when road or weather conditions make it unsafe to travel at the posted speed.
4. Do not race with other buses.
5. Do not drive side by side with another school bus on the freeway or any other road.
6. Law does not allow shoulder Driving.

## **TOWING**

The Shop Foreman and/or Operations Foreman will make the decision if the disabled bus needs to be towed. The Shop/Operations Forman will be held responsible for notifying administration.

## **EMERGENCY DOOR WARNING SYSTEM**

Child Safety Buzzer System – this feature is on buses purchased for 2003 on. The driver must walk to the back of the bus to disarm this mechanism. The purpose of this system is to ensure that the driver has checked the bus for any child who might have not de-boarded. On buses purchased before 2003, drivers will have to check buses for students left behind as part of their post-trip.

All of the buses have a buzzer warning system to indicate if the emergency door, windows or escape hatches are open or the brake system air pressure is too low. Immediately report any warning system buzzers/lights to a mechanic. The mechanic will determine if it is safe to proceed. You will not operate the bus if the rear emergency door buzzer does not work. Do not tamper with any buzzer warning system.

## **REFUELING PROCEDURES (FIELD TRIPS AND/OR EMERGENCIES ONLY)**

Students and/or school personnel are not permitted to remain in the bus while the bus is being fueled. Adding fuel to your bus should be done the day before not in the morning when everyone is trying to start their routes. Fueling must be done after the morning route and Maintain at least a 3/4 tank of fuel at all times. Some buses might require *the black and green keys to refuel* . .

## **FUEL PUMP AREA**

Employees must run pump manually. Do not use gas cap or other items to run the pump automatically.

1. If the driver spills fuel, obtain the cleanup materials (absorbent powder) from the Shop Foreman. It is the driver responsibility to clean up the fuel spill. Spilling of Fuel is unacceptable.
5. **The use of a cell phone near the fuel pumps it is prohibited. No passenger are allowed on the bus while fueling (including monitor or any other personnel).**

## **BACKING A SCHOOL BUS IS NOT RECOMMENDED**

Try to avoid getting in situations that require having to back up the bus. It should only be done as a last resort. If the assigned route description requires you to back the bus, report this to the *Driver Trainer, Routes Office* immediately. However, if the bus needed to be reversed follow these procedures:

- If possible, get another adult to guide you. If no one is available to guide you, ensure that the area behind your bus is clear of obstacles, people and other vehicles
- Once you are certain the area is clear, sound the horn, and begin backing slowly and smoothly
- Monitor your mirrors continuously
- *Advise Dispatch*

## **SCHOOL BUS PASSING**

1. Passing another school bus should be done only when it is necessary and extreme caution must be exercised to avoid an accident.
2. The bus being passed should slow down and allow itself to be passed quickly and safely. Buses should not run side by side because it is dangerous and obstructs the flow of traffic.

## **YIELD TO EMERGENCY VEHICLES**

School buses are required to yield to emergency vehicles. Pull your bus to the edge of the roadway and stop. In the event traffic prevents you from doing so, slow down and leave a clear path for the emergency vehicle.

### **FOLLOWING DISTANCE (“four-second rule”/“space cushion”)**

1. When following another vehicle remember that the bus will not stop quickly or in a short distance. Use the “**four-second**” rule for determining the proper following distance. Never tailgate
2. When stopping behind a vehicle maintain a “**cushion**” of space between the front of your bus and the vehicle in front of you. Stop where you can still see the rear tires of the vehicle in front of you.

### **STOPPING FOR SCHOOL BUSES**

1. School buses must stop for other school buses, which are in the process of loading or unloading students. Make sure to turn on your four way hazard lights. (Note: Do not turn on your loading/unloading lights).
2. Avoid parking alongside another bus when both buses are carrying students.
3. At school, a driver or a school staff may allow you to continue as another bus is loading/unloading students, please pass slowly and with care as assisted by another driver or administrator.

### **DRIVING IN HEAVY RAIN OR STANDING WATER**

Driving in these conditions will cause the brakes to get wet and cause a lack of braking power, pulling to one side, or wheel lockups. If you must drive through water:

- Slow down and place transmission in a low gear
- Lightly apply the brakes and increase the engine rpm’s. This presses the brake linings against the drums/discs and keeps mud, sand and water from getting into this area.
- When you are out of the water, continue to maintain a light pressure on the brakes for a short distance to heat and dry them out.
- Make a test stop when it is safe to do so. Make sure no one is behind you.

### **CURB PARKING AND SCHOOL PARKING LOTS**

1. Care must be taken when parking next to a curb. Hitting curbs damages the sidewalls of the tires. Buses with dual wheels are wider in the rear than the front. Therefore, if you pull up to a curb and the front wheels are touching the curb then the rear wheel sidewalls are being pressed hard against the curb.
2. Most parking lots are not big enough for buses. Stay out of parking lots unless you are instructed to do so.

### **BLIND SPOTS AND REAR OVERHANG**

1. The length of a 72-passenger school bus is over 37 feet. This is more than two times the length of the average automobile.
2. Due to the length and height of the 72-passenger bus three blind spots exist:
  - The first is behind the bus three (3) cars can be parked in this area before you can see them in the mirrors).
  - The other two blind spots are the area just behind the driver’s seat (a car can be in that position on the left or right side and not be seen in the mirrors)
3. The rear overhang (from the rear wheels to the rear bumper) is over 12 feet. When going around a corner you must always be aware of this to avoid striking poles, trees, cars and signs.

### **BUS SAFETY EQUIPMENT /TRAFFIC TRIANGLES REFLECTORS**

Reflectors are warning devices to be used whenever your bus is broken down on a roadway. Three red triangle reflectors should be located in the driver’s compartment. Reflectors will be used day or night as stated in the DPS CDL booklet (generally 10ft in front of/100ft and /200ft behind).

## **EMERGENCY HAZARD FLASHERS**

These flashers should be used as a warning device. They will be activated when it is necessary to draw other driver's attention to the bus. For example, they should be used in case of mechanical breakdown.

## **FIRE EXTINGUISHER**

One five (5) pound or larger dry chemical type fire extinguisher is located in the driver's compartment. (A five-pound extinguisher has approximately 60 seconds of use.) At least once a week drivers will remove the extinguisher from the bracket and shake for at least five seconds.

To use the fire extinguisher:

- Remove extinguisher from the mounting bracket.
- Hold extinguisher in vertical position.
- Release safety device.
- Squeeze handle to discharge chemicals.
- Direct chemicals discharge at the base of the flame.

## **FIRST AID KIT AND BIO BODY FLUID CLEAN UP KIT**

Each bus shall have a removable metal first aid kit container and a Bio Body Fluid Clean up Kit mounted in an accessible place within the driver's compartment. The components in these kits should be checked daily. Missing items should be reported to the Operations Foreman.

## **SPARE BUSES ASSIGNMENT**

Drivers at times may be required to use a different bus. Under no circumstances should a driver refuse a bus and/or request a different bus. Only the Dispatcher, Field Trip Coordinator, and Route Coordinator have the authority to assign drivers or buses for routes and extracurricular trips. Dispatcher, Field Trip Coordinators, and Route Coordinators are responsible for obtaining prior approval from administration. It is the responsibility of any driver who drives a spare bus to leave the bus ready for the next driver no matter what condition they received the bus in. The need to use a spare bus while your regular bus is under repairs will usually be brief. For this reason, each driver needs to do the following after using a spare bus:

- Fuel the bus
- If any deficiencies, submit the vehicle defect report to the Shop Foreman
- Park the bus in the designated area and set brake
- Turn off the radio and all other equipment
- Close all windows
- Sweep and clean
- Check for items or students/passengers left behind

## **BUS PARKING IN THE FACILITY**

1. The bus speed limit in the facility is five (5) mph.
2. Vehicles are not permitted to park in Red Zone Areas.
3. Buses are to park in their assigned space only. All drivers are responsible for keeping their parking space clean.
4. When parking your bus, make sure it is parallel with and between the yellow lines. Raise all windows by hand and close the doors to keep out dirt, dust and or insects.
5. The parking lot and/or parts room is equipped with trashcans, water buckets, brooms, and squeegees for cleaning windows. When sweeping paper and trash off the bus place the trash in the trash can.
6. When backing-up release the parking brake, shift into reverse, **SOUND THE HORN SEVERAL TIMES** unless your bus is equipped with a back-up warning device and continuously monitor your mirrors to avoid

hitting another bus. If another employee is riding with you, have him or her go to the rear of the bus to assist you in backing-up.

7. During busy times, in the morning and afternoon, supervisory personnel may be in the lot to assist with traffic control. Follow their directions and remember to be courteous to other drivers.

## **STUDENT MANAGEMENT**

### **THE ANGRY PARENT OR CITIZEN**

Occasionally you may encounter an angry parent or citizen or even be threatened by a parent or another driver. Keep doors closed, calmly inform the parent to contact the office to speak with the Administrator and report the incident immediately to Dispatch. Do not argue with parents or students. Be professional when addressing them.

### **SUSPECTED CHILD ABUSE**

If you have cause to believe that a child is a victim of physical or mental abuse or neglect you, should report it within 48 hours to a supervisor and call the 1-800 number to file a report. If you fail to report, it is considered a Class B misdemeanor. It is ultimately your responsibility to ensure the call is made (**1-800-252-5400**).

### **STUDENT RECORDS (CONFIDENTIALITY)**

Student information and records are confidential and are protected from unauthorized inspection or use.

Employees should take precautions to maintain the confidentiality of all student information and records.

1. If you transport a student with special needs you will have limited access to “need to know” confidential information about that student. You may not disclose this information to anyone who does not have a “need to know.”
2. You may not reference the student’s disability or health conditions in such a way that it identifies the student.
3. Disclosure of the student’s disability or health conditions to anyone without a need to know is cause for disciplinary action and is a violation of federal law.
4. Negative remarks in reference to students, co-workers, teachers, and public will not be acceptable.
5. Never share student information with another parent.

### **STUDENT MANAGEMENT PROCEDURES**

A Driver/Monitor, is the key player in providing a successful bus ride for your students. The entire bus riding experience starts and ends with you. Your job plays a very important role in the daily education of each student. Remember that there are cameras in the bus and they record everything that occurs in the bus.

1. The first contact a student has with our District each day is the with a Bus Driver/Bus Monitor. Be positive and consistent as you deal with your students.
2. You should be friendly with your students; however, there is a difference between being friendly and being familiar. Show an interest in each of your students by learning their name and being concerned for them. Sometimes the key is to learn an interest they have and build on it.
3. Never discipline the entire group for the action of an individual student. If an individual student cannot be identified, it is better to wait and see if you can identify the individual student(s) after further investigation (i.e. view video, talk to the school, etc.) and then take action.
4. Become informed with the procedures and sequence of events used in disciplining students. This knowledge should decrease misunderstanding and help you change unacceptable behavior.
5. All drivers are to assign seats to their students. Students are assigned seats in their classrooms and are used to seating charts. Knowing where your passengers are seating diminishes discipline issues and helps the driver identify students in various situations.

6. Never back students into a corner. If you do, they may act in an unpredictable manner or respond negatively. Treat your students with respect, and they will generally return it.
7. *Never take an entire bus back to school for discipline issues without receiving prior approval from a supervisor or administrator.*
8. Screaming or yelling at students is not an effective method of dealing with them. Always be professional in correcting students. Avoid using an inappropriate tone or language.
9. Never hit a student. Never touch a student when correcting them. Be careful and professional.
10. Be firm, fair and consistent.
11. Maintain poise at all times. Do not lose your temper.
12. Look for good qualities in students; they all have some.
13. Do not assign any student rider as disciplinarian.
14. As students load in the afternoon, the driver should stand and monitor their behavior until time to leave.
15. Bus rules are posted on your bus, which will help prevent inappropriate behavior. Think ahead and consider all possible consequences. Look for possibilities that provide positive results. These are traits of good leadership.
16. Students Shall Not:
  - a. Behave in a disruptive manner or make excessive noise.
  - b. Put any part of their body outside a bus window.
  - c. Throw objects out bus windows or on the floor.
  - d. Touch the emergency doors or tamper with any part of the school bus
  - e. Use unsafe items such as school supplies on the bus (i.e. pencils, compasses, etc.)
  - f. Students are not permitted to eat or drink on regularly scheduled routes. The only
  - g. Exception is drinking water in plastic containers during extremely hot weather. Use computers, video games, cell phones or CD players unless approved by the driver.
  - h. Use or possession of tobacco products, drugs, drug paraphernalia, or alcohol on the school bus.
17. Be clear and up front about what is and is not acceptable on your bus and why.
18. Establish your bus rules from day one and review periodically.
19. If you have too many rules, students will not remember them.
20. The more you encourage and recognize appropriate behavior, the less often you will have to deal with inappropriate behavior.
21. Basic rules should focus on safety, respect, cleanliness and courtesy towards others. Vandalism, harassment, gang related behavior or actions which are sexual in nature shall not be tolerated.
22. After you have exhausted all disciplinary measures, make sure to submit a student referral to the disciplinarian and inform the administration in-charge of student discipline.
23. Driver/Monitor is not allowed to remove a student(s) off the bus. Only the school administration or a law enforcement agent is authorized.

### **DRIVER/MONITOR – STUDENT RELATIONSHIPS**

The relationship between the bus driver/monitor and the student is a very important part of the total school experience. Each driver must strive constantly to achieve positive student relations. The relationship between the bus driver and the student has a strong impact on maintaining proper discipline. Proper behavior is learned, not inherited.

1. Earn student respect by showing respect.
2. Drivers should address the student by proper name.
3. Students should address the driver by proper name. (i.e. Mr. Smith, Miss Green, etc.)
4. Be courteous, cheerful and reserved; never lose your cool.
5. Greet students: “Good Morning” and “Good-bye”.
6. It is your responsibility to inform students of the rules on your bus and to administer these rules consistently.

7. Listen and observe carefully to avoid problem situations.
8. Refrain from making derogatory remarks. Do not use abusive or vulgar language.
9. Try to avoid reprimanding a student in front of other students.
10. Avoid using threats; threats only antagonize students and often cannot be carried out.
11. Get to know your students.
12. Praise good behavior.
13. Drivers/Monitors are not allowed to call students from their personal phones.

## **SEATING CHARTS**

1. You shall establish a Bus Seating Chart for these basic reasons.
  - Safety
  - Proof of vandalism
  - In the event of an Accident
  - Accountability
  - Discipline Seating chart will be reviewed and subject to change by an administrator as required
2. The following guidelines should be considered when making seating assignments:
  - Allow students to choose their own seats, if possible. Make sure they understand assignments will be for the entire school year.
  - If problems arise after students have chosen their seats, the driver should make changes as necessary.
  - Male and female students should only be segregated by seating assignments if the situation dictates.
  - The driver generally places younger students up front.
  - Completed copies of seating assignments will be given to your Supervisor. An additional copy should be kept with your emergency information on your bus in the route folder.
  - Seating charts must be updated if any changes are made.
  - Drivers are to check the bus for vandalism after each run. Damage caused by inappropriate student behavior (i.e. cut or torn seats, broken windows, etc.) should be reported to a transportation supervisor. Failure to turn in mechanical deficiencies or to report interior damage caused by students will result in driver discipline.

## **BULLYING**

All employees are required to report student complaints of bullying to administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of students

## **ACCIDENT PROCEDURES**

### **REPORTING BUS AND OTHER ACCIDENTS/INCIDENTS**

*Transportation staff members should always strive to complete each day without an accident. Principles of defensive driving should always be foremost in the minds of the drivers as they transport students to and from school or on an extracurricular trip.*

1. A driver will immediately report all motor vehicle accidents/incidents regardless of seriousness or location, by 2-way radio to the dispatcher. The driver will report as many details as possible. However, your first priority is the safety of the students. Failure to report an accident/incident **will** result in disciplinary action. Dispatch will immediately report all accidents/incidents to the Administrator.
2. Regardless of the seriousness of the Accident/Incident, Drivers are not allowed to move the bus from the scene of the accident/incident. Unless instructed by a supervisor, administrator or law enforcement official.
3. Hit and run accidents by the Driver will not be tolerated and will result in recommendation for termination.
4. An accident report must be filled out upon return to the Transportation Facility. Failure to submit a written report form on the day the accident occurs **will** result in disciplinary action.



5. Dispatch will inform the Administrator, Operations Foreman, Police Department and the school to inform the school officials.
6. Driver must account for all students to include name and seating location as soon as possible to maintain positive control of all students involved in the incident or accident.

### **ACCIDENT INVESTIGATION & DISCIPLINARY PROCEDURES**

1. The **Administration**, Driver Trainer and or other designated personnel will investigate all accidents. The findings/recommendations will then be turned over to the Administrator for review, determination of the appropriate level of disciplinary action and hours of retraining necessary.
2. Repeated preventable or non-preventable(accidents/incidents) safety violations will cause the administration to increase the disciplinary action taken regardless of its category up to and including recommending termination.
3. An investigation will be conducted to determine if there are procedures that could be implemented to prevent further accidents of this nature. *An accident / incident letter will be filed.*

***Incidents that cause no damage or minor damage of no cost to the District / Department will be treated as incident and procedures will be determined by administration.***

### **ACCIDENTS INVESTIGATION PROCEDURES**

***If you are involved in an accident involving another vehicle or pedestrian, do not move the bus until authorized by Dispatch, the Administrator or law enforcement officials. If you are unable to contact Dispatch, ask passing motorists for assistance in contacting Dispatch and local police.***

The following procedures will be followed:

**Call Dispatch using the two-way radio. Announce this is an Emergency, Cell Phones to call in accidents are the last resource, and only if the two way radio is not in operation.**

1. Set hand brake and activate emergency hazard flashers.
2. Turn off the ignition switch, headlights and remove key.
3. Contact Dispatch and report your exact location, extent of injuries to students and the damage to your vehicle.
4. Remain calm and reassure students.
5. Check for fire or possibility of fire.
6. Account for all students as a check is made for injury of students, administer first aid if necessary.
7. Students should be kept on the bus unless it would be safer to evacuate.
8. Place reflectors in designated locations.
9. Protect the accident scene from further damage.
10. Facts relating to the accident should be discussed only with the investigating officers and school officials.
11. A driver at an accident is only required to give his name, address, driver's license number, and vehicle information to Law Enforcement Officials.
12. The bus driver/ **designee** should also attempt to write names and addresses of all witnesses to the accident using the form provided by the Driver Trainer.
13. ***Students will remain on the bus or at the accident scene until released by proper authorities.***

### **DRUG TESTING AFTER ACCIDENTS/INCIDENTS**

- All drivers will be required to undergo drug testing when involved in an accident or incident **(1)**.

- If accident or incident occurs while students are on board and the bus driver is at fault, the bus driver will be removed from driving until the Transportation Administrator receives the results.
- If the driver is NOT, at fault regardless of whether students are on board or not, the Bus Driver will not be removed from driving pending drug test results.
- **If NO students are on board driving privileges will not be suspended pending drug test results regardless who is at fault.**
- **An Administrator is required to be present and assist at each incident/accident.**
- **An Administrator has the discretion to remove/suspend or not suspend driving privileges.**

### **EXCEPTION TO DRUG TESTING\*:**

Accidents/incidents with a cost to repair damages is less than \$500.00 with no students on board and no citation is issued:

- The driver(s) will not be required to take the drug test and driving privileges will not be removed.
- However, the accident/incident process needs to be followed, and the documentation needs to be filled out.
- Administrators will investigate such accident /incident and if it is necessary, the proper disciplinary actions will be applied. \*(this includes road inevitable risks with or without students on board e.g. Sudden break to avoid an accident, hit a mirror, hit or go over the curb, bumpy road, etc.– Losing a mirror is like losing a cap on a windy day- nothing happen to the body).

### **ACCIDENTS IN BISD VEHICLES (NON – SCHOOL BUS DRIVERS)**

All personnel not driving a school bus that have *excessive* preventable or non-preventable accidents/incidents in BISD vehicles will lose the driving privilege. *(As per the discretion of the Administration.) In addition, citations on a district vehicle are unacceptable and will not be tolerated.*

### **ILL OR INJURED STUDENTS**

Determine the extent of the injury or the seriousness of the illness. Report the incident immediately to the dispatcher's office, if necessary stop the bus in a safe location and administer first aid. Dispatch will determine if an ambulance should be called out.

1. If possible, when you let the child off, notify an adult.
2. To reduce the risk of disease transmission when cleaning a wound or controlling bleeding you should:
  - Place an effective barrier between you and the victim's blood when you give first aid. Examples of such barriers are the victim's hand, a piece of plastic wrap, rubber or disposable gloves or even a clean folded cloth.
  - Wash your hands thoroughly with soap and water immediately after providing care, even if you wore gloves or use another barrier. Use utility or restroom sink, not one in the food preparation area.
  - Avoid eating, drinking and touching your mouth, nose, or eyes while providing care or before washing your hands.

All buses are equipped with a body fluid cleanup kit. When you need replacement, items go by the Parts Room Clerk.

# SECTION III

## SCHOOL BUS OPERATION PROCEDURES/GEO TECHNOLOGY

### **DISPATCHER DUTIES AND RESPONSIBILITIES**

*You are the first person that our drivers have contact with when they come to work. Your interaction with them can affect the rest of their day. Make it a pleasant, positive interaction.*

*The dispatcher role is extremely important. Your attitude and how well you perform your duties directly affect our drivers and strongly influences the image that school officials and the community have of our Department.*

#### **Dispatchers Will:**

1. Always conduct themselves in a professional, courteous manner with all employees, visitors and callers.
2. Work with supervisors, employees, parents, school officials and the community in a cooperative spirit to serve for the best interest of the District.
3. Receive and process radio and telephone calls from drivers, school officials, parents and community members in a professional manner.
4. Maintain, issue, and receive the driver's logbooks.
5. Ensure that the radio system is used properly and that dispatcher leads by example in the proper use of radio procedures.
6. Make temporary route assignment changes to cover routes due to driver absences/unavailability and or newly created routes.
7. Monitor the time that drivers are picking up/turning in their logbooks and going out on their route to ensure that they are complying with their route description requirements.
8. Log all bus changes and bus transfers. All buses on the road (routes) must be accounted for at all times.
9. Maintain a daily radio log of concerns reported by the drivers. As a minimum the log will include, accidents/incidents, fights, injuries, safety issues, conflicts with family members and vehicle breakdowns. A copy of the log will be provided to the Administrator as requested.
10. Coordinate with bus drivers and the Route Coordinators to keep the Master Route Description file (this file is a compilation of all the bus routes) up to date and ensure that drivers have the most AM & PM current route description in the driver's logbook.
11. Complete all reports and maintain records as required by the administration.
12. Input temporary bus changes on the On-Screen(Daily Vehicle Override) system during the AM and PM routes.
13. **Coordinate with Bus drivers in the development of route coverages plan. Double check plan and/assist the other dispatchers in reviewing the plan for accuracy.**
14. **Minimize the double runs as much as possible during the morning routes.**
15. Communicate and maintain a list of all critical information to the rest of the dispatchers and administrators.
16. If a driver reports a sleeping student, immediately, it must be reported to the administration and must be logged in.
17. Make sure that bus drivers post bus number changes on their windshields
18. Report all non-routine and or significant incidents/issues to your supervisor and/or Administrator.
19. Perform other duties as assigned by the Dispatch Supervisor, Operations Foreman, and/or Administrator.
20. Actions such as sarcasm, snapping back at rude or irritating drivers, or repeatedly calling a driver to inquire what time he will arrive at a stop should be avoided at all cost.
21. Maintain a close readiness status of all buses to include the spare buses.
22. Always say, **"Who else needs to know"**.

## **RADIO COMMUNICATION**

*The radio in your bus is a professional two-way radio system regulated by the FCC. It is not a CB Radio. The radio will be used for official business only- not for personal or individual use by transportation employees. Misuse of the 2-way radio will be taken serious and it will require disciplinary action.*

**The following procedures apply to the use of the radio:**

1. Check your radio properly prior to starting your route and make radio contact before you leave the base. The Driver Trainer will train you on how to operate the radio.
2. ***Do not turn radio off during route; you must have it at a volume that you can hear it, and monitor the radio at all times.***
3. Keep your conversation short and to the point. No personal conversations or announcements are permitted.
4. Use of profanity is strictly prohibited. The FCC can fine individuals for this type of violation.
5. Before you transmit, listen to make sure no one else is using the system
6. Talk slowly and clearly (do not shout). Speak directly into the mouthpiece. The mouthpiece should be about one inch away from your mouth
7. When giving an address or bus number, say “one-six-three”, instead of “one-sixty-three”
8. Acknowledge each message to you with a “10-4.” Otherwise, we will have no way of knowing if you heard the message.
9. In the event of an emergency that requires the system to remain open between a driver and dispatch the driver or dispatcher will announce twice, “Priority Call, Everyone Standby”
10. Once normal radio traffic can be resumed the dispatcher will announce twice, “All Clear, All Clear”
11. Turn your radio off every day after you have completed your trip and parked your bus.

**In case of emergencies, call dispatch immediately.**

***Drivers will identify the call as an emergency***

***Examples of Emergencies:***

- **An accident involving the bus**
- **A lost or misplaced student**
- **A fight inside the bus**
- **Serious mechanical problem with the bus**
- **Student in the bus with a weapon**

**Student in the bus who is choking, seizures, bleeding or seriously ill (etc...)**

## **THE TEN – CODE SYSTEM**

***You are strongly encouraged to memorize and use these codes to r shorten transmission times.***

10-1	Signal Weak	10-21	Phone Call
10-2	Signal Good	10-22	Disregard
10-4	Affirmative or Yes	10-24	Assignment complete
10-6	Busy	10-36	Time Check
10-7	Out of Service	10-45	Request for Police Dept.
10-8	Back in Service	10-50	Traffic Accident
10-9	Repeat	10-50A	Minor accident/no injuries
10-10	Negative	10-50 B	Major accident/with injuries
10-11	Radio Check	10-59	Need a Monitor

10-12	Stand By	10-75	Disturbance by students off campus
10-13A	Need an Administrator	10-75S	Disturbance by students on campus
10-13B	Need a Disciplinarian	10-77G	Subject with gun
10-20	Location	10-77K	Subject with knife

Example: Driver: “Bus 342 to base, I need a 10-11, “Over,”  
 Base: “Bus 342, read you 10-2,” “Out”

*You should learn a few other radio terms:*

“Over” means, you are expecting a response. It is said at the end of a request.

“Out” means that **no response** is expected or you are clear

“Roger” means that you understand

Example. Base: “Unit 225” “What is your 20” “Over”  
 Driver: “Unit 225 to Base,” My 10-20 is Paredes Line and 802”, “Over”  
 Base: “Unit 225”, “Report to Dispatch When You Get In,” “10-4, Out”

**Emergency Radio Channels:**

Channel P4 for new buses

Channel P2 for old buses

Note: to turn off the emergency, turn off the power or push the P4 or P2 button until is off.

New Buses: When going out of town use channel 12 to talk with the rest of the buses in the convoy. It only covers 5- to 10 miles. If you have problems with the radio, report it immediately to the shop.

**GOE Global Technology:**

1. GPS: Global Positioning System: is a 24-satellite navigation system that uses multiple satellite signals to find a receiver's position on earth. All buses are equipped with the GPS that allows to check for stops, speed, student stop, idling, routes, and engine diagnostics. The department also has other systems: RTA-Maintenance; Versatrans-route development; OnScreen-it allows tracking bus routes with stop and arrival times at each stop and destinations. Fuel Master it allows to track fuel consumptions and historical data on fueling operations within the fleet. All buses are also equipped with four cameras per unit. The cameras are a deterrent for misbehavior and allows the administrators to visualize the actions of the bus driver and the student’s actions and other vehicles around the bus.

**CELLULAR PHONES (Texas Law)**

**DRIVERS**

1. The use of wireless communication device, which includes cellular phones while driving a school bus, will result in recommendation for termination. Texas statutes: Transportation Code (SB1257 Sec. 545.425.), BISD Policy: DH (LOCAL).
2. ***Never use a cellular phone while driving a school bus. Using a cellular phone while driving a school bus will result in recommendation for termination. The use of headset with a cell phone is unacceptable and not allowed. Administration will follow Transportation Code (SB1257 Sec. 545.425.), BISD Policy: DH (LOCAL).***

## **MONITORS**

1. The use of wireless communication device, which includes cellular phone while on route with or without students, is prohibited and will result in disciplinary action *up to and including termination, this includes AM/FM Radios, Weather Radios, I-Pod, etc.*

## **DIRECTIVE FOR ALL SCHOOL BUS DRIVERS**

The use of all electronic communication devices, including, but not limited to, Bluetooth ear pieces, iPods and Nextel PTT radios, texting and/or cellular phones are prohibited, unless it is a qualified emergency as identified/approved by immediate supervisor and/or administrator.

**If you are required by, dispatch/supervisors to call the dispatch office Do Not Use Cellular Phones. When you get to your next assigned school, use the office phone.**

**All work related issues, situations, emergencies will be conducted through the two-way radios.**

**The above statement is not intended to supersede Texas State Law SB 1257, Sec. 545.425, District Policies or any other applicable guidelines established.**

**Drivers are considered driving a school bus, with or without students on board. Loading and unloading students is also considered to be driving.**

## **THE PRE - TRIP INSPECTION 15 minutes (MANDATORY)**

Report all damages to the school bus or other vehicle before departing the base or location of transfer.

1. Drivers are responsible for conducting a thorough Pre-Trip Inspection using the Vehicle Condition Report (VCR) before leaving the bus terminal.
2. Camera and VCR box. Ensure that the camera is on while conducting your pre-trip and post-trip inspection. Immediately report any evidence of tampering or damage to the shop supervisor or his representative.
3. Items needing repair should be noted on the Vehicle Condition Report (VCR) and written up on the Vehicle Repair Order (see appendices). The original will be submitted to the office for review and disposition. Keep a copy in your driver's book until the item is repaired.
4. **Drivers observed/reported not conducting a Pre-trip/Post-trip Inspection will be subject to disciplinary action. This is considered a serious offense.**

## **THE POST - TRIP INSPECTION 15 minutes (MANDATORY-CHECK FOR STUDENTS)**

- Post trip inspections will be conducted after each run.
- At the end of each route, walk to the rear of the bus, check underneath seats and ensure that no articles and **nor students have stayed behind on the bus**. Leaving a student on the bus after a run **will result in recommendation for termination** (Post Trip Inspection)
- Perform required pre-trip/post-trip, brake inspection and cleaning duties. Properly complete Vehicle Condition Report (VCR) and report all deficiencies to the shop before going on route. VCR must be turned in every Friday to dispatch. In case of an accident, Administration or designee will remove the VCR from the bus.
- Inspecting the interior of the bus for articles left on the bus, graffiti, and condition of seats, wall and windows. Report any damages to the Operations Foreman, Dispatch, Disciplinarians and the Administrator using a Student Discipline Referral.
- Sweeping and cleaning the interior of the bus. Close all windows and doors
- Checking the exterior of bus including the condition of tires, mirrors, lights and tailpipe, etc.

- Checking all fluid levels
- Ensuring that the bus has at least a ½ tank of fuel
- Bleeding the air tanks after the last run of the day
- *Report all damages to the Bus to Dispatch and make note on the VCR.*

### **PRE AND POST CHECKS DO'S AND DON'TS**

#### **DO:**

- Check cooling system level
- Check engine oil level
- Check air cleaner and tubing for tightness
- Check “air restriction” gauge (on dash near the key) the yellow indicator should not be up to the red line
- Check for oil pressure and temperature warning lights and buzzer
- Check for air pressure warning light and buzzer
- Check, Inspect for external leaks – oil, fuel, and coolant
- Check type of fuel needed before adding
- Check Mirrors and windshield

#### **DON'TS:**

- DO NOT tamper with fuel filter drains
- DO NOT remove air cleaner cover
- DO NOT crank the engine longer than 30 seconds. If it does not start within 30 seconds, wait 2 or 3 minutes to allow the starter motor to cool. If after three times the engine does not start, call in for a replacement bus or a mechanic
- DO NOT open a radiator cap on a hot engine
- DO NOT put regular gas into diesel engine buses or diesel into gasoline buses

### **USE YOUR SENSES TO ASSIST IN PREVENTIVE MAINTENANCE**

#### **LISTENING for Trouble**

- Sharp knock when picking up speed
- Light knock when engine is running at idle speed
- Dull regular knock
- Clicking or tapping noises
- Continuous or intermittent squeal or squeak
- Loud exhaust noise
- Engine backfiring, missing, popping, spitting or overheating
- Steaming and hissing
- Exhaust muffler plugged up or noise of a smashed tail pipe

#### **FEELING for Trouble**

- Excessive vibration in the engine compartment, steering wheel, or driveline may indicate trouble.
- Low speed or high speed shimmying.
- Hard steering and steering wander.

#### **LOOKING for Trouble**

- Sudden drop in oil pressure or excessive oil consumption (immediately shut engine off)
- Smoke coming from under dash.
- Smoke coming from under hood.

## **SMELLING for Trouble**

- Odor of gasoline, burning rubber, burning oil or burning rags
- Exhaust fumes

## **CLEANING OF THE SCHOOL BUS:**

### **The bus must be off during the cleaning.**

Keeping the dashboard and window area free of clutter and dust. The law requires the windshield to be free of articles that might obstruct the driver's view.

1. Ensuring that no papers are left on or under seats as well as between the seat and seat back.
2. Removing dirt and dust from the seats and walls of the bus.
3. Sweeping and mopping the floor (with a damp mop) as needed to maintain a clean appearance.
4. Cleaning the mirrors and front/rear windshields on a daily basis.
5. The exterior of the bus will be kept reasonably clean. Weather conditions, wash rack availability, route schedules will be taken into consideration.
6. The exterior will be cleaned using only water and rags or a brush.
7. Occasionally there is a problem with insects on the buses. If the bus has an insects report it to the Operations Foreman. Do not bring insecticide from home.
8. At no time will water be sprayed inside the bus. The floors are made of sheets of plywood and when water is sprayed inside the bus, it gets under the floor covering and damages the wood.
9. Never use Armor-All or Armor –All like products on the seats. While it looks nice, it makes the seats too slippery causing safety problems.
10. Do not store or leave any food in the bus, it will create an infestation of insects.
11. Dispose properly of all trash after each route in the trashcan container. Do not leave trash overnight in the bus.

## **STICKERS ON THE BUS**

It is not permitted for a school bus to have any type of stick-on signs or other types of advertising such as for political candidates, radio station call letters, etc. Please do not stick bumper type stickers any place on your bus. Do not place stickers on the student mirrors or any area that will obstruct the driver's view.

## **DIESEL ENGINE STARTING PROCEDURES**

1. Turn key to "ON" position
2. Wait for the "GLOW PLUG" panel light to go off
3. Then, before starting the engine, depress accelerator to the floor and release
4. With your foot off the accelerator, turn key to "START" position and release when engine starts
5. Oil pressure and water temperature warning lights and buzzer will come on
6. Air pressure warning light and buzzer will come on if air pressure is low
7. Allow for proper warm-up before moving the bus (engine temperature should be about 180 degrees or in the heavy white area of the dial)
8. If you cannot wait for complete warm-up drive slowly until the engine reaches operating temperature

## **BLEEDING THE AIR TANKS**

1. Most of the school buses use an air brake system, which includes one or two storage tanks for pressured air.
2. Air under pressure, together with the high humidity cause water to form at the bottom of the tank. If that water is allowed to remain in the tank, it will gradually work its way through the entire braking system.



3. When the water is exposed to other parts of the braking system, problems start to occur. For instance, if water gets in the modulator valve, the brakes will “lock-up” and the only way to move the vehicles is with a wrecker.
4. Because of the many potential safety problems, drivers are **REQUIRED** to bleed the water from the air tanks once a day.

### **PROPER PROCEDURES FOR BLEEDING AIR TANKS**

1. After the engine has run long enough to build up adequate air pressure, you very slowly and carefully open the bleeder valve and allow the water to very slowly drip out. If you open the valve too far, or too fast, the water and air will blast out doing two things: (1) getting you wet and, (2) stirring the water up in the tank, thus not draining all of it.
2. If your bus does not have a valve with a pull cable request one. If necessary, ask a mechanic for assistance.

### **AIR CONDITIONED BUSES**

1. Some of the buses are equipped with climate control, air conditioning. During a field trip, the sponsor reserves the right to regulate the temperature, through the driver.
2. Drivers must be thoroughly knowledgeable of the air conditioning operating procedures and must test the system prior to departure. If any problems are encountered, see the Shop Foreman.
3. **The bus is not to be used as an air-conditioned break** area while on field trips or waiting at a school. After arriving at your destination and all passengers have, departed shut the bus off. ***5 minutes idling time***. Bus should be off when being cleaned.
4. When returning from the field trip, you may start the air conditioning system ten (10) minutes prior to departure to allow the bus to cool down.

# SECTION IV

## ROUTES

### **ROUTE DEVELOPMENT**

1. Routes are developed based on several factors:
  - projections of student populations provided by Main Office and or campuses to the Route Coordinators
  - the number of schools or programs to be provided transportation
  - the availability and seating capacity of buses
  - the availability of drivers
  - time schedule requirements
  - Student needs
2. **Consequently, routes are subject to change at any time and may increase or decrease in hours and or areas (according to the needs of the District). Drivers and/or Monitors may be assigned or re-assigned to different routes at the discretion of the Administrator of Transportation. i.e., excessive absent, needs of the students.**
3. **The Driver and Monitor's routes will determine their work schedule.**

### **DISTRIBUTION / SELECTION OF ROUTES**

**The Administration reserves the right to reassign drivers and monitors based on Department needs, District or disciplinary actions.**

#### **I. OBJECTIVE**

- To establish a foundation in operations, service, opportunities, and stability for the department.

#### **II. SENIORITY**

- Seniority is based on uninterrupted years of experience in transporting/monitoring students in BISD by the last date of hire in the current position.
- Employees in training will be placed on the seniority list in the same order they obtain their CDL license.
- If an employee decides to switch from one position to another within the department, they will begin at the bottom of the seniority list in the new assignment. This includes monitors going to drivers. Drivers going to monitor when position is available/need after interviewed and hired will keep their seniority.
- The number of years an employee has with the school district will not be the determining factor for determining seniority.
- Seniority will be considered when route distribution is available.
- The Transportation Administrator has the prerogative/discretion to assign/reassign routes in the best interest of the district.

#### **III. REGULAR DRIVERS:**

- Drivers will select their routes by seniority.

- The Transportation Department does not guarantee routes or buses; they are subject to change or may be canceled.
- Tutorial the week and after school practice are assigned to regular drivers based on seniority.
- Regular drivers will participate in Field Trips.
- Field Trips take priority over and after school practice routes. If a field trip is scheduled on the same day as the tutorial, the driver will complete the Field Trip and the tutorial will be covered.
- Tutorial/After School Practice routes are assigned during the first week of October.
- At no time are drivers allowed to assign/switch/schedule routes without the approval of the Asst. Administrator for Operations.
- The Transportation Administrator has the prerogative/discretion to assign/reassign routes in the best interest of the district.

#### **IV. FIELD TRIPS**

**Field trips are to be considered extra duty assignments.** Field trips are received and processed by the Field Trip Coordinator. **However, there will be times when only certain drivers will be assigned due to their regular bus route or special requirements of the students. The Transportation Administrator has the prerogative/discretion to assign/reassign routes/trips in the best interest of the district.**

##### **A. FIELD TRIP OFFICE**

1. The Field Trip Coordinator will ensure that all field trip requests are complete and that the Trip Ticket given to the driver includes:
  - Name of the sponsor or lead teacher
  - Specific pickup and drop point time and location
  - The number of students/adults on the field trip
2. The Field Trip Coordinator, with the approval of the Administrator, will post the upcoming trips in a visible, secure location. ***Do not expect Dispatch, or Field trip Coordinator to be looking for you for a trip assignment. It is the Driver's responsibility to check for field trips. Drivers must fill out the trip ticket completely and accurately.***

##### **B. FIELD TRIP PROCEDURES**

**A School Official is required for all field trips, not a parent**

1. Drivers and monitors are responsible for checking the field trip list and coordinating with the Field Trip Coordinator, or Dispatchers for assistance as needed. Ensure that you are prepared to complete the field trip in a safe, professional manner. Your performance reflects on the rest of the Department.
2. Trips are normally assigned 1 day ahead of time. However, there will be some that come in and are accepted at the last minute. You will receive notice of a trip, as soon as possible.
3. Drivers will notify Dispatch for authorization when sponsors want to make changes to the field trip plan.
4. **Never change the destination of a field trip unless approved by the Administrator or Trip Coordinator.**
5. **Bus Drivers will not proceed with the field trips under any circumstances unless there is an official school sponsor, not a parent that will travel with you on the trip.**
6. The Trip Coordinator will assign drivers to the standby list or emergency list.
7. **Weekends or other non-school days-** If the assigned driver fails to show up and or does not provide timely notification of his absence he/she will be subject to disciplinary action for failure

to perform assigned duties. Excessive absences *will* jeopardize field trip assignments. ***Refusing Trips will jeopardize your trip assignment.***

8. **If you fall behind schedule on a field trip and will not be able to run your regularly assigned route, DO NOT speed to make up the time. Notify Dispatch immediately and proceed on your scheduled trip at a normal rate of speed.**
9. **A driver or other responsible adult must ALWAYS remain with the bus (for security purposes). All day activity drivers may rotate this responsibility.**
10. **Students may not use the bus as a dressing room. Any such incidents will be reported to Dispatch immediately. Cameras continue to record after the bus is turned off.**
11. When you arrive at a school, report to the office and ask the secretary to notify the teacher of your arrival. Do not sit outside.
12. Mid-Day Filed Trips, inform the teacher in charge of the time that you must return to the campus (2:00 PM).
13. If a driver or monitor refuses or fails to report for three (3) assigned trips, (for any reason), you will be removed from the trip list for thirty (30) working days. Personal absences will not be a reason for trip replacement.

**Limited replacement of trips (one day only) occasion will be as follows:**

- ***Under Hospitalization***
  - ***Employee***
  - ***Wife / Husband***
  - ***Son / Daughter***
- ***Death in the Immediate Family***
  - ***Wife / Husband***
  - ***Son / Daughter***
  - ***Mother / Father***
  - ***Brother / Sister***
  - ***Grandparents***

### **C. WEEKEND TRIPS & TUTORIALS**

1. The driver will report to dispatch 45 minutes before the time the campus has requested the Bus. Failure to report on time will be handled according to the guidelines established by the Administrator.
2. Drivers and monitors must report on time and in the proper uniform.
3. Dispatch may not authorize anyone else to perform the pre-trip inspection of the bus.
4. Upon completing the trip the driver will ensure that the bus is left fueled up and that the interior of the bus is left clean and free of paper, dirt or other debris.
5. Failure to follow these procedures will result in disciplinary action up to and including removal from the field trip list at the discretion of the Administrator.
6. Saturday Tutorials, a list of volunteers, by cluster, will be created at the beginning of the year. Trip will take priority.

### **D. FIELD TRIP TICKET**

1. Complete and properly fill out the trip ticket for each trip and turn it in as soon as you return to the Accountant/Billing Clerk. The "In and Out" mileage, number of students transported, purpose of field trip should be legible and correct. -
2. Complete a post-trip inspection when you have finished using the bus, fuel it and clean it.

3. Due to the nature of a trip, it may be necessary to qualify a driver for a trip. If a driver comes up for a trip that the administration has determined requires special qualifications then that driver will be replaced and put back on the list for the next available trip.
4. New drivers and monitors will not be assigned trips until they have received the proper trip training and determined by the Driver Trainer
5. ***If you fail to turn in three (3) trip tickets, you will be suspended from the trip list until the Administrator has cleared you for trip assignments.***

## **F. OUT OF TOWN – BREAKDOWNS TRIPS**

1. If you have a breakdown or accident contact Dispatch. You may also contact one of the nearest school districts. School district Transportation Departments have agreed to assist one another.
2. If your bus becomes operational before maintenance arrives immediately, contact dispatch and await instructions.

## **G. SATURDAY STAND – BY LIST**

**Stand by list is determined by the trip Coordinator.**

## **H. TUTORIALS/ACTIVITIES**

- Tutorial/activity routes are assigned to drivers based on seniority. If a tutorial/activity, driver is absent or on a trip, Dispatch will cover the tutorial using the standby list, M-F.
- Three (3) absences per semester will be allowed. On the fourth (4) absence or any additional absences, the driver will be removed from the Trip/Activity list for the rest of the semester. Tutorial route will not be affected.
- Three (3) refusals will be allowed. On the fourth (4) refusal or any additional refusals, disciplinary action will be taken (add limitation).
- If an assigned driver refuses to do the tutorial, they will be allowed to keep their regular route, but will be removed from the trip/activities list. In that case, the tutorial route will be assigned to the next available driver with seniority within the cluster.
- The Transportation Administrator has the prerogative/discretion to assign/reassign routes in the best interest of the district.

## **I. FIELD TRIP ASSIGNMENTS**

- Trips will be assigned within a cluster and in alphabetical order by the last name to regular drivers.
- The list of trips will include both in-town and out-of-town trips by the cluster.
- Transportation requests for trips will be marked with a sequential number and given to the Trip Coordinator.
- The number will be used to assign trips in sequential order by the number it was stamped.
- When a driver reports to pick up students for a field trip, the driver will have *30 minutes* to report that a trip has been *cancelled*.
- **Cancelled trips** will be **replaced** on the next available date, if reported within the 30-minute period.
- Failure to follow the 30-minute period for cancelled/no show trips will result in disciplinary action.
- If for any reason a driver is absent, they will be skipped, and the trip will not be replaced until the list rotation is complete and they are next by alphabetical order by last name.

- Trips with multiple days, 1-2-3-4 day trips, the driver will not be placed in the rotation during these multiple day trip, and he or she will be skipped until the next trip is assigned according to the normal rotation.
- Once the trip list is published, If a driver for any reason cannot do any day of a multiple day trip, the driver will not be replaced these missed trip days. The trip will be assigned by the dispatch using the list of tutorials and practices during the week. During the weekend, the standby list provided by the Trip Coordinator will be bused. No changes will be made to the regular trip rotation.
- Multiple trips to one sponsor cancelation; The Department will follow the order of assigning trips according to the list used by the trip coordinator. The last one on the assigned trip by alphabetical order will be the one to be cancelled.
- At no time, drivers are allowed to assign/switch/schedule trips. Both drivers must be present to switch field trips, both must be from the same cluster, both trips have to be for the same day with the commitment to execute the trip with the approval by the administration.
- Saturday Certification and Recertification counts as a trip. Only the driver operating the bus will be paid the time of driving and the eight hours, the rest will only be paid eight hours.

## **V. SPECIAL NEEDS DRIVERS – MID DAYS ACTIVITIES**

The Transportation Administrator has the prerogative/discretion to assign/reassign routes in the best interest of the district.

- Drivers select Special Needs Education (SNE) routes by seniority.
- Neither SN Routes nor buses are guaranteed, and BOTH are subject to change or cancellation.
- SN drivers participate in Mid-Day Routes and SE Trips ONLY.
- Mid-day Routes are selected by driver seniority list and by assigned route cluster.
- SN Driver will remain in the SE route cluster for Mid-Days.
- Mid-day Routes are available for distribution as soon as the route is requested, and the Cluster Meeting is scheduled.
- If a Cluster Meeting cannot be immediately scheduled, the Mid-day Route is assigned by the seniority list by cluster by the Monitor Coordinator and SE Administrator.
- Three (3) Refusals per semester from a Mid-Day are allowed for SE Drivers.
- On the FOURTH (4) refusal and any additional refusal, SE drivers are suspended from Mid-day participation for thirty (30) working days.
- If a SN driver is absent, then the following available driver from seniority list within the cluster will cover the Mid-Day route.
- SN Driver has a **THIRTY (30) minute time** limit to report trip cancellation.
- Failure to follow the 30-minutes period for canceled Mid-day/SN trips will result in disciplinary action.
- SN Driver, who is ABSENT during an assigned Mid-Day, will not have the missed Mid-Day replaced. Mid-Days are not CANCELED by the driver only by the school sponsor/teacher
- SN Field Trips will be assigned within their cluster and in alphabetical order by the last name of SN drivers.
- If SN Field Trip is canceled that same day and SN Driver had had an assigned Mid-Day, Mid-Day will not be returned.
- At no time are drivers allowed to assign/switch/schedule/amend SN field trips and Mid-Day

## **VI. BUS MONITORS – MID DAYS ACTIVITIES**

- **The Transportation Administrator has the prerogative/discretion to assign/reassign routes in the best interest of the district.**
- Monitors will select SN routes by seniority.
- Neither SN Routes nor buses are guaranteed, and BOTH are subject to change or cancellation.
- SN monitors participate in Mid-day/SN Trips ONLY.
- Mid-day Routes are selected by seniority list and by assigned route cluster.
- SN Monitor will remain in the SE route cluster for Mid-Days/SN Trips.
- Mid-Day Routes are available for distribution as soon as the route is requested, and the Cluster Meeting is scheduled.
- If a Cluster Meeting cannot be immediately scheduled, the Mid-Day Route is assigned by the seniority list by cluster by the Monitor Coordinator and SN Administrators.
- Monitors are allowed THREE (3) refusals per semester for Mid-day/SN Trips.
- On the FOURTH (4<sup>th</sup>) refusal and any additional refusals, monitors are removed from the Mid-day/SN Trip for thirty (30) working days.
- SN Monitor has a **THIRTY (30) minute time** limit to report trip cancellation.
- Failure to follow the THIRTY (30) minute CANCELLATION limit will result in disciplinary action.
- At no time are SN Monitors allowed to assign/switch/schedule/amend SN Field trips and mid days.
- Mid-Days are not CANCELED by the Monitor only by the school sponsor/teacher
- SN Trips for Monitors will be assigned within a cluster and in alphabetical order by the last name of SN Monitor.
- If SN Trip for Monitor is canceled that same day and SE Monitor had had an assigned Mid-Day, it will not be returned.

## **VII. SUMMER EMPLOYMENT Drivers**

The following are the guidelines for summer employment:

- Attendance during the regular school year
- No Warning Stage (exclude verbal stage) received during the regular school year. (Progressive Discipline)
- Seniority
- Trips will be assigned in alphabetical order **regardless of the amount of hours selected**: Even Year (A-Z) Odd Year (Z-A)

Other Classified Employees

- BISD summer jobs will be posted on the BISD website.
- Applicants must submit their application online.
- Applicants must meet summer job pre-requisites.
- The allocated budget determines the number of employees and the work period.
- When necessary, factors such as, but not limited to, attendance, seniority will be used to select summer personnel.
- In special circumstances, summer jobs might take place on other B.I.S.D. Facilities; schools, department...

## **VIII. BUS ROUTES AND SCHOOL SCHEDULES**

1. Schools have different starting and dismissal times.
2. Bus Drivers will be allotted 15 minutes to conduct the pre-inspection and depending on the route, a travel time will be allotted to arrive at their first stop. Drivers will be given their authorized punch in and punch out times.
3. In the morning, avoid running your route ahead of schedule. Note, the time of the first pick up and stick with that time. The rest of the stops should fall in place at the proper time. You may find it helpful to have the times of several stops noted on your route sheet/log
4. Drivers will be given 15 minutes after their morning route to execute the post inspection, check for sleeping students/or left items and 15 minutes to fuel, clean, and complete discipline referrals total of 30 minutes.
5. In the afternoon, for dismissal, you want to arrive approximately fifteen (15) minutes before the dismissal bell. You should not have to wait more than ten (10) minutes after dismissal time before leaving unless instructed by a campus official. If you are arriving later or earlier at the school, report the problem to Dispatch, Operations Foreman, and/or an Administrator so that adjustments can be made.
6. Campuses should load students quickly and safely. If you observe that a school repeatedly releases students early, late, or in an unsafe manner, report this to dispatch, Operations Foreman, and/or Administrator.
7. Provide the name(s) of students who repeatedly delay your loading to the Operations Foreman. Do not use the horn only in emergencies.
8. In the event of inclement weather or other unforeseen circumstances, your route is running ahead of schedule, and you need to stop to avoid arriving too early to your next campus you will:
  - Wait at the campus
  - notify dispatch and inform any school officials that are monitoring the loading/unloading zone of the situation
9. Drivers and monitors with accumulative tardiness or absent without calling in for their route **will be called in by an Administrator, and will result in disciplinary action. The assign / or selected route will be evaluated and reassigned at the discretion of the administration.**

## **VIII. COVERING ROUTES**

### **Be Extra Careful when dropping off students- Double check with Dispatch when in doubt**

Because of field trips and absences, it will become necessary for drivers to “cover” routes. Dispatch will ensure campuses are notified of changes on a timely basis. To the extent possible, drivers will be notified in advance and at times, you will be notified through the radio to cover routes. In selecting drivers to cover route and develop a plan of coverage, dispatchers will consider:

- Refer to the ABC and & D coverage plan developed by cluster
- The proximity of the covered route to the drivers regularly assigned route
- The amount of time that students of the covered route will be required to wait
- The number of students on the covered route (for combining routes)

### **Drivers notified to cover a route will:**

- Complete regular assigned route first unless you can complete the “covered” route and still be on time for the regularly assigned route.
- Display the number of the bus for which you are covering and inform school officials supervising bus loading/unloading.
- Inform Dispatch of any problems that will result from “covering” another route. However; if Dispatch determines that having you cover a route is in the best interests of the students, you are expected to comply.



## **IX. ADDING NEW STUDENTS**

1. Campuses may add a new student to a bus provided the campus administrator, or his designee has provided you a completed and signed New Student form.
2. However, if you feel that the student has been erroneously assigned to your bus, take the student home and inform dispatch immediately. Otherwise, add the student's name to your description and turn in the New Student form to your cluster's route coordinator.
3. Special Needs students- The driver will inform the teacher and student that he will take the child home that day. However, further transportation services will not be provided until the appropriate documentation has been received and processed by our **Routing Office** (this may take 2-3 days).

## **X. COMBINING / COLLAPSING ROUTES**

1. Routes will be ***combined or collapsed*** when it is in the best interests of the District or the student. Preference will be given to the driver and monitor with the most seniority. **(Whenever possible)**
2. In the area of Special Needs routes, the students' emotional/physical needs must be taken into consideration before making changes. If buses changes are needed in the Special Needs area, the Administrator in a conference review will make them.

## **XI. ELIGIBLE RIDERSHIP**

1. Special Needs, Magnet students, students living two (2) or more miles from their assigned school or students in areas that are designated as hazardous or any other group approved by the Board are eligible for transportation services.
2. Only eligible students and school officials are authorized to ride in a school bus. News media and parents are ***NOT*** allowed on the bus. –No Family Members–
3. Under special circumstances, eligible bus riding students are permitted to ride a different bus other than their assigned bus. The student must have a signed and dated note from his parent approved by the School Principal. The driver will notify dispatch whenever this occurs.

**4. Drivers must not allow any animal on the bus at any time, unless authorized by the Administrator of Transportation.**

## **XII. ROUTE DESCRIPTIONS AND CHANGES**

Drivers will follow the route description as provided and report any discrepancies to the **Route Coordinators and Administration** for action.

**Any changes to a route description will be requested using the existing route description with the recommended changes and submit it to the Routing Office for approval.**

1. The driver will make no changes to his route until he has received approval in writing. Any verbal approvals will be good only for that day.
2. The driver should never change the location of a bus stop without written approval from the operations office routing coordinators and transportation official. (DPS Handbook- Section 10-2.1, pg. 10.3)

## **SECTION V**

### **WORKPLACE SAFETY**

#### **DISTRICT SAFETY POLICY**

It is BISD policy to provide a safe and healthful work environment for all employees. Employees are directed to familiarize themselves with all safety guidelines and policies implemented or adopted by the district, and to act in accordance with those guidelines and policies at all times. Questions regarding any of the guidelines or policies should see their immediate Safety Foreman and/or the Administrator.

#### **GENERAL SAFETY PROCEDURES**

*Listed below are some important general safety rules and practices that should be followed regardless of work assignment. Employees who violate safety procedures are subject to disciplinary action.*

1. It is expected that all employees will work in a safe manner at all times and not endanger themselves, other employees or students.
2. Employees getting on or off a school bus will use the “Three Points of Contact” to avoid injuries associated with slipping or falling down the stairwell.
3. Drivers/monitors are prohibited from climbing onto the hood of the bus for any reason.
4. Employees will report observed unsafe acts or conditions to their immediate supervisor.
5. Employees should be mentally alert and physically fit at all times. If you feel ill, report this to Dispatch and/or Foreman before working hours, if possible. If already on the job, report any signs of illness to Dispatch and/or Foreman immediately.
6. All spill, leaks, mud, rainwater, etc. should be wiped up immediately. If this is not possible, mark the area and report it immediately to a supervisor. Petroleum based product spills will require that absorbent be thrown on the spill, ground in and then swept up and disposed of in the appropriate container. Absorbent is available in the shop, (see the shop supervisor).
7. Broken glass should be swept up or picked up with a pan or dampened paper towel or gloves. You should never use your bare hands.
8. The plug to remove from an outlet should grasp electrical cords. They should never be yanked out.
9. The employee should not operate any equipment that he is not familiar.
10. All products will only be used for its intended purpose unless otherwise temporarily authorized by the Administrator. Safety must not be compromised.
11. All equipment will only be used for the purpose it was intended unless otherwise temporarily authorized by a supervisor. Safety must not be compromised.
12. An employee assigned safety equipment is required to use it as directed (safety belts, etc.).

#### **SHOP SAFETY PROCEDURES**

1. All of the above listed general safety practices also apply to the shop.
2. MSDS guidelines will be maintained and location posted in a visible area.
3. Mechanics will not work underneath any vehicle supported by only a floor jack. Jack stands will be appropriately placed to ensure the vehicle remains supported in the event that the floor jack goes out.
4. Movement through the shop area will be limited to the Administrator and shop employees. A supervisor or his designated representative must escort any other personnel.

5. Tools and equipment will only be used for the purpose intended unless otherwise temporarily authorized by the shop supervisor. Safety must not be compromised.

### **ON THE JOB INJURIES**

1. If an accident occurs while you are on duty, you are protected under Workmen's Compensation. Any injury sustained by an employee while on school property, no matter how small, must be reported immediately (within 24 hours) to the Safety Department.
2. An Accident/Injury Report must be completed and submitted to Driver Trainer. Any accidents not reported within 24-hour period may be termed "questionable" and are subject to investigation by the insurance carrier.
3. You are not eligible for compensation if the accident is not reported. All Workmen's Compensation accidents are subject to investigation.
4. If an employee is absent due to an on the job injury (Workmen's Compensation), the employee's position may be filled at the discretion of the Director of Transportation.
5. An employee's failure to return to work after a doctor's release shall be construed as a resignation of their position.

### **WORKMAN'S COMPENSATION**

Employees shall be permitted to use any state and local sick leave and other leave benefits to which they are entitled under the school district policy while they are recovering from a job-related injury and receiving worker's compensation benefits.

### **Workman's Compensation Fraud**

1. Any employee who commits fraud will be recommended for termination. Under Section 415.008 of the Texas Labor Code, a person commits fraud if he knowingly or intentionally:
  - Makes false or misleading statements
  - Misrepresents or conceal material facts
  - Fabricates, alters, cancels or destroys a document
  - Conspires to commit an act described above
2. Fraud may also be prosecuted under the penal code for criminal liability

### **POSSESSION OF FIREARMS AND WEAPONS**

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their immediate cluster supervisor and/or report to an administrator immediately.

### **ANNUAL PHYSICALS EXAM**

#### **CDL Medical Certification:**

All CDL holders are required to pass annual DOT Medical Certification and meet all DOT CDL requirements.

If a CDL holder does not pass the annual DOT Medical Certification, a ten (10) working day letter will be issued. During the ten (10) working day period, a temporary job placement will be assigned.

Upon expiration of the ten (10) working day period if the driver is still unable to pass the DOT Medical Certification, CDL Holders will be referred to BISD Human Resources Department for other options and/or further disciplinary measures including possible termination of employment.

### **DRUG AND ALCOHOL TESTING**

Any employee refusing or not reporting as required for a drug test as scheduled will be recommended for termination.

## **SECTION VI**

### **Transportation Department**

### **GPS – TRACKING SYSTEM**

Keeping the safety of students first, the District has implemented a GPS Tracking System on all school buses. (White Trucks included)

Everyday Wireless is a School Bus tracking system that allows the department to monitor the entire bus fleet on real-time status.

A. Some of the maps and reports currently available are:

- Real-Time Status Map
  - Trip Summary Report
  - Trip Times Report
    - Trip Activity
    - Route Detail
  - School Times Reports
    - School Summary
    - School Detail
  - Route List Report
  - Bus Event Report
  - Average Arrival and Departure Time Report
  - Bus Stop Report (planned vs. actual)
  - Route Mileage Report
  - Planned vs. Actual Map
  - Idle Time Report
- 
- Vehicle History: The vehicle history display is generated for a particular vehicle or set of vehicles for any time of the selected day. The display generated includes vehicle stops and the travel path.
  - Vehicle Activity Report: This report provides time interval, duration, miles traveled, average speed, maximum speed and maximum stop time for each vehicle or trip for a particular day.
  - Emergency Alarm: The emergency alarm will pop up a system modal message box whenever the emergency button is depressed on a particular vehicle. The list of emergency vehicles is displayed in a dialog box.
  - The system provides vehicle position updates every 10 seconds while the vehicle ignition is on.(motor running)
- B. The Everyday Wireless Real Time Tracking System can capture all the following:
- Location – Latitude and Longitude
  - Speed

- Heading
- Route Miles
- Door Opening Event
- Bus Stop Event(red 8-way light activation)
- School Stop Event
- Ignition On Event
- Ignition Off Event
- Door Open Event
- Emergency Button Activation Event
- Emergency Door Activation Event
- Other Sensor Information (as available)

C. The GPS System is able to capture up to eight (8) sensors, as well as four (4) additional peripheral products/functions. The sensor include:

- Red 8- way lights
- Amber 8-way lights
- Ignition
- Front door
- Emergency button
- Battery
- Emergency Door
- Other

The system captures the on/off status of these items and transmits them every 10 seconds.

## **FUEL CONSERVATION PROCEDURES**

### **5 MINUTES IDLE PROCEDURES**

1. Buses parked for any reason are allowed to idle for a maximum of five (5) minutes.
2. Drivers are required to **Turn Bus Off after 5 minutes** of idle time.
3. The FIVE (5) MINUTE idle time applies to ALL buses during all routes/ trips (Mid-day/Tutorials/Field Trips).
4. Drivers must remain on the bus at all times when the engine is running.
5. Failure to follow the five Minute Idle Procedures will result in disciplinary action.

## **SECTION VII**

### **GENERAL ADMINISTRATIVE PROCEDURES**

#### **WORKLOAD AND WORK SCHEDULES**

Paraprofessional and Auxiliary Employees. Support employed are at will and will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work more than their assigned schedule without prior approval from their supervisor.

There is no state law regulating breaks and rest periods. The option to allow an employee to take a break or rest period is left entirely to the discretion of the administrator. If authorized, breaks should be a maximum of 15 minutes, up to twice a day.

All BISD bus drivers and monitors are employed to work a minimum of thirty-five (35) hours per week. All extra trips and assignment hours will be added to this amount on a bi-weekly basis by our payroll department and Accountant. All employee overtime will be closely monitored and regulated to meet departmental, District, and External Audit expectations and goals. Failure to follow guidelines will result in disciplinary.

Clerical technical staff will work a full eight (8) hours of actual work with at least a ½ hour break for lunch. The lunch break should be duty-free and may be taken on or off the facility.

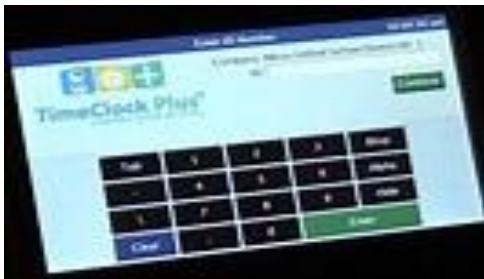
#### **CLOCKING IN AND CLOCKING OUT**

1. All Transportation employees MUST comply with the BISD district is “clocking in and clocking out” procedures.
2. Drivers/ monitors are required to follow the selected route descriptions and time scheduled for their routes.
3. Drivers are required to “CLOCK-IN” a maximum 45 minutes (15 minutes for pre-inspection and 30 minutes to arrive at the first stop) prior to the TIME for the first student pick up.
4. Monitors are required to “CLOCK-IN a maximum of 30 minutes prior to the TIME for the first student pick up.
5. Monitors are NOT allowed to clock-in before the driver. NO EXCEPTIONS.
6. “RIDING THE CLOCK”/”MAKING TIME” IS STRICTLY PROHIBITED.
7. The following actions are defined as “riding the clock/making time”:
  - Clocking in/clocking out early/late/incorrectly;
  - Returning to the base and waiting for a particular time to clock-OUT;
  - Parking the bus at another location without reason;
  - Driving excessively slow;
  - Failure to report cancellation of a Mid-day; tutorial; field trip;
  - RR breaks longer than 5 minutes;
  - Returning to personal auto to “get something”;
  - Visiting in buses/clerical staff/mechanics/Dispatcher/offices.
  - Employees are not permitted to loiter in the lounge(s) while “on the clock.”
  - Employees in the break room for more than five minutes MUST be “off the clock.”
  - Employees “loitering” in the lounge while on the clock are subject to disciplinary action

8. Employees who engage in “riding the clock/making time” are falsifying records (time) and are subject to disciplinary action, including a recommendation for termination.

**TIME CLOCK PLUS (New Version)**

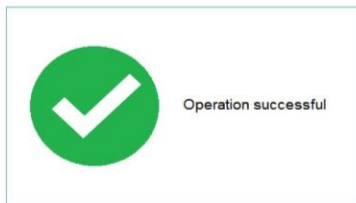
- 1. All employees are required to use the BISD District biometric clocks.
- 2. The BISD Biometric clocks monitor time and attendance of all employees.
- 3. **Employees who fail to adhere to the time and attendance requirements will be subject to disciplinary action, up to and including, termination.**



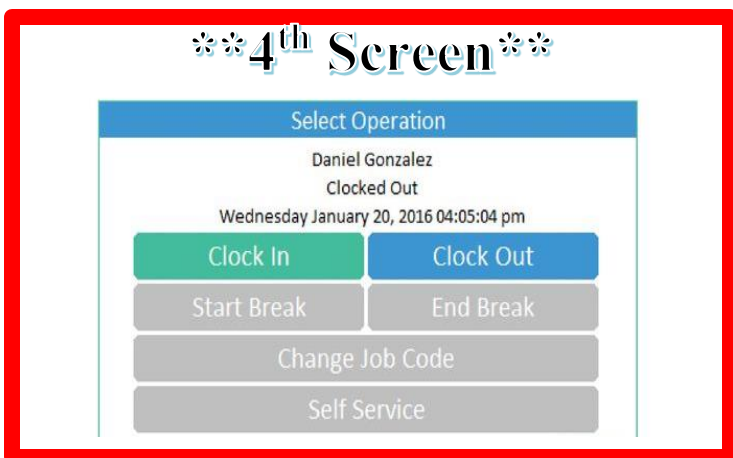
**1. Use Employee ID number**  
Touch the keys



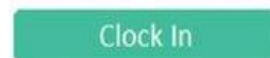
**2. SENSOR**  
Place the finger on the sensor  
and wait until it accepts the  
finger print.



**3. Accepted Finger Print**  
Wait for message



**4. Very Important!!**  
select the Options



**5. success**

4. Employees are required to follow the instructions on the clock screen to avoid errors or miss punches.
5. Employees are required to report to the payroll office **before/or after** an absence to complete the district Absence from Duty Report form.
6. Failure to follow the **CLOCK-IN/OUT** procedures will result in disciplinary action, including a recommendation for termination.

### **REPORTING ABSENCES**

1. Absenteeism is defined per BISD policy as “not reporting to work as scheduled.”
2. Employees absent during a day **before or after a holiday** are required to submit a **DOCTOR’S EXCUSE/NOTE FOR THE ABSENCE**.
3. Unexcused/Excessive absences are not acceptable and may result in recommendation for termination.
4. Employee are required to submit medical excuses to the Payroll Department within three (3) working days after returning to work from absence.
5. **ABSENCE from DUTY forms MUST BE** submitted on the Monday following the absence.
6. Payroll **DEADLINE** for Absence from Duty forms is **EVERY MONDAY**.
7. Planned absences must be reported as soon as possible to the appropriate administrator.
8. Chronic or excessive absenteeism as (defined by BISD policy) may result in loss of selected route; disciplinary action; and possible recommendation for termination.
9. Employees are required to call-in absences daily; unless you previously notified your supervisor.
10. Excessive absences during the school year, affects summer employment eligibility.
11. Excused Absences are determined by:
  - Hospitalization: Employee; Spouse; Son/Daughter
  - Death: Spouse; Son/daughter; parent; Sibling; Grandparents

### **EARNED VACATION DAYS**

Earned vacation days for classified personnel must be taken as required by the BOARD approved BISD Classified Calendar (i.e., Christmas, Spring Break).

### **TARDINESS/ABSENCES (BISD Employee Handbook)**

1. Tardiness – Any employee arriving ten (10) or more minutes after his/her scheduled starting time is considered tardy and dispatch will cover the route.
2. Excessive Tardiness - Any three (3) occurrences of tardiness within a thirty (30) working day period is defined as excessive.
3. Absence – An employee who is not present at his/her work assignment during any scheduled work period is considered absent for that work period.
4. Excessive Absences – Any three (3) separate occurrences of absence within a thirty (30) **working** day period will be considered excessive.
5. Employee Personal Illness – Absences in excess of five (5) consecutive workdays must be accompanied by a doctor’s **EXCUSE**.
6. On the sixth (6<sup>th</sup>) absence and any additional absence will require an Authority to Report to Work letter from the Human Resource Classified Personnel office before returning to work.



7. Family Medical Leave Act (FMLA) requests MUST be submitted to the Human Resource Classified Personnel Office for approval.

### **AUTHORITY to RETURN TO WORK LETTER**

1. All employees returning from a leave of absence for temporary disability, FMLA, transferring, reassignment or promotion must obtain an Authority to Report to Work letter from Human Resources Classified Department before reporting to their department.
2. Employees, who are absent from work more than six consecutive (6) days, are required to submit a doctor's excuse to **Human Resources Classified Personnel Office** to be allowed to return to work.
3. Employees MUST receive an "Authority to Report to Work" Letter from Human Resources Classified Personnel to return to work. **NO EXCEPTIONS.**

### **DRESS CODE**

1. All Transportation Department employees must adhere to the dress code.
2. Staff member's facial hair must neat and trim.
3. Hair/hairstyles shall be neat, clean, and not be worn in a style which disrupts the work or instructional environment. Unnatural hair color will not be allowed.
4. Employees must be wearing their uniform issued.  
Uniforms must be clean and in good condition at all times.
5. Uniforms are required to be worn as intended and issued.
6. Uniforms may not be altered; uniforms are the property of the BISD/Transportation Department.
7. Shoes/boots with slip-resistant soles are required.
8. **OPEN-TOE SHOES** are not allowed.
9. Shoes/boots must be constructed of leather, leather-like material or canvas and to provide adequate protection to the feet.
10. Footwear **NOT ALLOWED**: clogs, moccasins, sandals, slippers, wedges, pumps, open-toe shoes, flip-flops, open-back shoes and shoes with 2 inches (or higher) heels.
11. **No Capri Pants, Shorts, or leggings are allowed as part of the uniforms.**
12. **Pants must be black, brown, navy, khaki, jeans ONLY.**
13. **Jeans (denim pants) as per BISD approved policy.**
14. Wearing clothing that solicits drugs, alcohol, and cigarettes while on duty is prohibited. **NO Exceptions.**
15. **LOST** or **ALTERED** uniform are re-issued with replacement **COST** to the employee.
16. Employees **MUST** wear department issued **UNIFORM** while on duty. (**Includes Mid-Day; Tutorials; Field Trips**)
17. Uniforms are issued every year.
18. Uniforms must be returned to be replaced; uniforms are the property of the BISD/Transportation Department.
19. Only official B.I.S.D. identification tags and school bus transportation-related pins may be worn on the uniform.
20. Uniform checks by the administration can occur without notice; randomly; by cluster; by campus.
22. Monitors are not allowed to wear large rings, earrings, or any facial earrings (i.e., nose, lip, and eyebrow) necklaces, or bracelets while on duty to avoid injuries to students and self.
23. Fingernails should be trimmed and filed to avoid injury to students and self. Long, decorated, or attachments to fingernails are not allowed. (Drivers and Monitors)
24. Transportation Administrator is the only one authorized to change the uniform policy for special occasions.

### **EMPLOYEE LOUNGE(S)**

1. Employee Lounge areas are provided for all Department employees.
2. Employees are required to maintain a clean and orderly lounge area.

3. Items left in the refrigerator must be removed at the end of the week.
4. Refrigerators are cleaned/emptied every Friday.
5. Employees are not permitted to loiter in the lounge(s) while “on the clock.”
6. Employees in the break room for more than five minutes MUST be “off the clock.”
7. Employees “loitering” in the lounge while on the clock are subject to disciplinary action.

### **EMPLOYEE PARKING**

1. All personal vehicles must park in the designated area only.
2. Only one parking spot per car is allowed.
3. Motorcycles must park in the designated motorcycle parking spots.
4. Handicap Parking Laws apply at all times: only vehicles with handicapped permits are allowed to park in designated Handicap parking spaces. One vehicle per parking space.
5. No personal vehicles are allowed to travel through the facility unless authorized by the Administrator.
6. Vandalism is illegal. All applicable laws are enforced.
7. Failure to follow employee-parking procedures will result in disciplinary action.

### **FACILITY CLEANLINESS**

1. ALL employees are responsible for maintaining a clean department/grounds/base.
2. Employees are reminded to dispose of all trash in the appropriate container, the trashcan.
3. If you see, something on the ground pick-it-up.
4. Employees’ cooperation is imperative for maintaining a clean department/grounds/base.
5. Maintain the restrooms clean.

### **VISITING WITH STAFF-PROHIBITED.**

1. Employee(s), who have “CLOCKED OUT” must leave the premises.
2. Employees MAY NOT VISIT/SIT/ LOITER with personnel assigned as office personnel (Dispatch/Routes/Trips/Payroll/Office/SE).
3. OFFICE STAFF (Dispatch/Routes/Trips/Payroll/Office/SE) are “clocked-IN” and have duties to complete.
4. Office Staff is available for transportation business only.
5. Drivers are required to clock out upon arriving from the assigned route(s) according to the set schedule.
6. DO NOT socialize in Office Areas.

### **EMPLOYEE FAMILY MEMBERS**

1. Employee’s children are not allowed SPECIAL PRIVILEGES.
2. Employee’s children are to follow the same BISD procedures for “riding and discipline.”
3. NO EXCEPTIONS are allowed for an employee’s children.
4. Employee’s other family members (cousins, nieces, nephews, godchildren) are not permitted to ride any bus unless regularly assigned.
5. Failure to follow Employee Family Members procedures will result in disciplinary action.

### **PUBLIC IMAGE –10 RULES for ALL EMPLOYEES**

1. Good personal hygiene daily.
2. Friendly and courteous to all.
3. Fair and consistent discipline.
4. Honest and Integrity; no gossip/lies.
5. Obey all traffic laws and regulations in a clean bus.
6. Dependable attendance and punctual.

7. Maintain self-composure
8. Respectful at all times to everyone; NO name-calling, sarcasm, insults regardless of gender/race/ethnicity
9. Use proper names.
10. No sales of any kind are authorized within the Transportation facilities.

### **COMPUTERS AND OTHER OFFICE EQUIPMENT**

1. All-District equipment must be used for district business only.
2. Personal phone calls to employees received by Transportation personnel will be delivered to the employee via message.
3. Emergency calls will be forwarded to the administration.
4. Computers, phone calls, copiers, are NOT for employee personal use.

### **FRAUD AND FINANCIAL IMPROPRIETY**

1. District policy prohibits fraud and financial impropriety by district employees as defined below. Fraud and financial impropriety are defined as:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Any other dishonest act regarding the finances of the district

### **PROGRESSIVE DISCIPLINE**

See BISD policy DCD(Local) In the exercise of the discipline process, the District's values of honesty, ethical behavior, and mutual respect should guide the content, presentation, and handling of all disciplinary situations and actions. The progressive discipline purpose is to retain not to terminate the employee. The employee shall always be asked to sign the document to demonstrate that he or she discussed with the employee's supervisor. A signature is not intended to imply or indicate agreement of the issues noted. An employee may submit within 10 business days of the applicable step meeting a rebuttal statement to the supervisor to explain the employee's point of view. **In addition, the department's leadership will implement a (Driver In Need of Assistance-DINA & Monitor in Need of Assistance) to those drivers & Monitors whom need assistance in areas of low performance to make sure that they provide the transportation services safely and efficiently to the community of BISD.** The following is a chart of rules and disciplinary actions:

- 1<sup>st</sup> Offense =(Blue) Verbal Stage*
- 2<sup>nd</sup> Offense =(Yellow) Written warning stage*
- 3<sup>rd</sup> Offense = Orange) Final Written Warning*

**4<sup>th</sup> Offense = (Red) Recommendation for Termination**  
**\*\*\*DINA/MINA = Driver in Need of Assistance/Monitor in Need of Assistance**

## VIII. Rules and Disciplinary Actions

<b>RULE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
1. Falsification of Employment Application	Red			
2. Punching in for another employee	Yellow	Orange	Red	
3. Failure to sign the timesheet	Blue	Yellow	Orange	Red
4. Missed punches in TimeClock Plus (Assessed Monthly)	Blue (=3)	Yellow (=6)	Orange (=9)	Red (+9)
5. Failure to clock in/out as required-time clock.	Blue	Yellow	Orange	Red
6. Use of tobacco products (Zero Tolerance)	Blue	Yellow	Orange	Red
7. Excessive Tardiness (Assessed Monthly)	Blue (=3)	Yellow (=6)	Orange (=9)	Red (+9)
8. Excessive Absences (Assessed 30 working days)	Blue (=3)	Yellow (=10)	Orange (=15)	Red (+15)
9. Failure to report to work	Yellow	Orange	Red	
10. <b>Improper</b> UseTwo-Way Radio Communication System while driving.	Yellow	Orange	Red	
11. Failure to use appropriate facilities for purpose of personal hygiene and sanitation	Orange	Red		
12. Reporting to work under the influence of drugs/alcohol. Drinking alcohol during work.	Red			
13. Possession of firearms/weapons at work	Red			
14. Leaving the job without permission	Yellow	Orange	Red	
15. Insubordination	Blue-Red			

16. Placing/receiving unauthorized personal calls.	Blue	Yellow	Orange	Red
17. Gambling on the job	Blue	Yellow	Orange	Red
18. Failure to observe the dress code	Blue	Yellow	Orange	Red
19. Theft or removal without authorization of any school district property.	Red			
20. Deliberately destroying school property.	Yellow	Orange	Red	
21. Failure to use a seat belt.	Yellow	Orange	Red	
22. Selling or seeking contributions without the prior consent of Director	Blue	Yellow	Orange	Red
23. Threatening or intimidating an employee	Yellow	Orange	Red	
24. Performing unauthorized work on school time.	Blue	Yellow	Orange	Red
25. Failure to notify the director of anticipated absence due to medical condition 5 days of receiving doctor's notice.	Blue	Yellow	Orange	Red
26. Failure of an employee to report to work 48 hours after a doctor's release.	Blue	Yellow	Orange	Red
27. Use of school property without proper authorization.	Yellow	Orange	Red	
28. Failure to obey safety rules and procedures.	Blue	Yellow	Orange	Red
29. Making false or malicious statements concerning any employee or the department.	Blue	Yellow	Orange	Red
30. Abusive verbal comments to anyone while on duty or school property.	Blue	Yellow	Orange	Red
31. Failure to follow written or verbal instructions.	Blue	Yellow	Orange	Red
32. Falsifying invoices on receipts or materials.	Red			
33. Failure to perform duties as outlined by your job description and/or director.	Blue	Yellow	Orange	Red

34. Absence without permission.	Blue	Yellow	Orange	Red
35. Fighting on school premises	Orange	Red		
36. Endangering or distracting others through shouting, screaming, or	Yellow	Orange	Red	
37. Getting a moving violation with students on/off-board.	Orange	Red		
38. Getting a non-moving violation (Any motorized vehicle)	Blue (=3 points)	Yellow (=6 points)	Orange (=9 points)	Red (+9 points)
39. Picking up students across the main street/highway without Director	Yellow	Orange	Red	
40. Not cleaning the bus after trips/routes.	Blue	Yellow	Orange	Red
41. Misuse of two-way radio	Blue	Yellow	Orange	Red
42. Passing through the unauthorized area.	Blue	Yellow	Orange	Red
43. Failure to observe safety rules	Blue	Yellow	Orange	Red
44. Sleeping while on duty is strictly prohibited (duty means while on the clock)	Orange	Red		
45. Failure to submit a binder/key folder (emergency packet) as required.	Yellow + removal for 1 week of extra duty	Orange + removal for 2 weeks of extra duty	Red	
46. Failure to comply with pre/post-trip inspections. (Example, failure to properly complete, verified, and timely submission)	Blue (=1 )	Yellow (=2)	Orange(3)	Red (+3)
47. Failure to comply with state and federal child securement guidelines	Blue	Yellow	Orange	Red
48. Failure to comply with car seat sanitation requirements and schedule	Blue	Yellow	Orange	Red
49. Failure to utilize back support belt as directed by Administration	Blue	Yellow	Orange	Red

50. Failure to follow route description and timelines set by routes administrator	Blue	Yellow	Orange	Red
51. A preventable incident/accident with students	Blue + Retraining (Min. 2 hrs.) and reassigned to a no-driving position	Yellow + Retraining (Min. 8 hrs.) and reassigned to a no-driving position	Orange + Retraining (Min. 8 hrs.) and reassigned to a no-driving position	Red + Retraining (Min. 8 hrs.) and reassigned to a non-driving position
52. Preventable incident/accident without students	Blue + Retraining (Min. 8 hrs.) and possible reassigned to a no-driving position	Yellow + Retraining (Min. 8 hrs.) and reassigned to a no-driving position	Orange + Retraining (Min. 8 hrs.) and reassigned to a no-driving position	Red + Retraining (Min. 8 hrs.) and reassigned to a non-driving position
53. Tampering, splicing, or connecting personal electronic items to any school bus or a district-owned vehicle is prohibited (electronic items include cellular phones, laptops, portable televisions, etc.)	Orange	Red		
54. Tampering with school bus equipment or electronic hardware is strictly prohibited (including disconnecting GPS units, moving camera angles, radio antenna, etc.)	Orange	Red		
55. Failure to report traffic violations required by state law	Orange	Red		
55. Failure to check the bus for sleeping student(s) at school or after the last stop (secured or safe stop).	Red			

### **COMPLAINTS AND GRIEVANCES PROCEDURES**

Employees must follow the Transportation Departmental protocol/chain of command procedures listed below for all concerns or complaints in an attempt to resolve issues:

- Immediate Supervisor(Operations Foreman)
- Appropriate Assistant Administrator

- Administrator for Transportation
- Assistant Superintendent for Operations
- Superintendent of Schools