

## **ADDITIONAL TRANSPORTATION STANDARDS FOR WESTERN HEIGHTS BUS DRIVERS**

### **Mission**

Educate Every Student for Success

### **Philosophy**

Western Heights School buses are operated to transport students safely to and from school. The experience students have with the Transportation Department is intended to be pleasant. School bus drivers are expected to be courteous.

An attempt is made to treat everyone equally. Any service provided for one student, school, or patron will be provided for any other under similar circumstances. Drivers should make every effort to give safe, courteous, efficient service.

The school district intends for all school bus drivers to be treated fairly. Every effort will be made to make the bus driver's job as pleasant as possible. A cooperative effort on the part of the driver, site principals, and central office administration should result in smooth operation of the Transportation Department.

All rules and regulations concerning school bus transportation are made for a definite reason. None are made without serious thought and all must be strictly followed.

### **Drivers Statement**

The last page in this book is a school bus driver's statement that must be signed and returned to the transportation secretary within five days after you receive this book.

### **Requirements for Bus Drivers**

1. Hold a valid Oklahoma School Bus Driver's Certificate, including CDL certification and a current physical.
2. Demonstrate the ability to operate a school bus to the Supervisor's satisfaction.
3. Have acceptable moral character.
4. Do not smoke on or near the school bus whether students are present or not.
5. Be a responsible driver.
6. Be willing to comply with all laws, policies, rules and regulations set forth by the legislature, State Board of Education, local administration, and Transportation Department.
7. Be willing to attend meetings called by the Transportation Supervisor when such meetings are not in conflict with other employment or classes of college students.
8. Show proper care and respect for the bus.
9. Show proper respect for the students.
10. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.

11. Fill out all applicable forms completely, accurately, and in a timely manner.
12. Be neat in appearance, courteous to parents and children, and cooperate with other bus drivers, principals, teachers, and all school officials.
13. Use absolutely no profanity when children are present.
14. Drink no intoxicating beverages nor ingest any illegal drugs either prior to or while driving a school bus. Any driver found guilty of operating a school bus while under the influence of intoxicating beverages or illegal drugs will be dismissed immediately.
15. Be willing to accept necessary modifications to assigned routes.

### **Dress Requirements**

1. Acceptable dress for bus drivers is the same as for teachers.
2. Every driver will wear shoes while driving a school bus.
  - a. All shoes must be secured to the feet at the heel and the toe.
3. Every driver must wear a shirt or blouse. No driver will wear only a tank top or sleeveless undershirt while driving a bus.
4. If shorts are worn, they must be of Bermuda or walking short length.
5. Vulgar or suggestive language shall not appear on any clothing worn by the driver.

**Drivers are required to report to work a minimum of fifteen minutes before time for them to leave the bus lot.**

### **Vacated Routes**

1. All full time regular routes vacated will be posted on the bulletin board by June 30.
2. Drivers desiring regular vacated routes will apply to the Supervisor of Transportation and Director of Personnel.
3. Selection to fill regular vacated routes will be based on seniority preference of the support employee, individual qualifications, and the needs and best interests of the district. At the beginning of each school year, drivers shall be assigned to routes by the Supervisor of Transportation. If a specific route opens during the year, the Supervisor of Transportation will select or hire (based upon approval by the Superintendent or designee) on a temporary basis a driver to fill the opening on the route. By July 1, any routes which have opened in the previous school year shall be open for reassignment. Drivers shall be selected for reassignment based on seniority preference of the support employee, individual qualifications and the needs and best interests of the district. and subject to the approval of the Superintendent or Superintendent's designee.
4. A current seniority list of regular bus drivers will be provided upon request.
5. The Supervisor of Transportation and the Superintendent or designee will make the final selection after reviewing the records and conducting interviews.

6. If no applications are received after five (5) working days, the Supervisor will take appropriate steps to fill the position.

### **Daily School Bus Inspection Procedures**

Complete a Daily School Bus Inspection Report for your regular routes each day. Fill out all appropriate forms completely.

State School Board regulations require the form (Appendix p. A-12) to be filled in and retained on file for one year. It is very important that they be properly completed and turned in.

### **Please report any malfunction immediately to the mechanic in the shop.**

Place a box or suitable container for trash in the right front corner of the bus, under the glove box.

Every bus is to be swept a minimum of once each day.

Do not leave the ignition key in your bus while it is parked in the bus lot during the day.

Return the key to the proper location in the Transportation Office.

Never leave the ignition key in your bus while it is parked.

If you leave your bus unattended, for any reason, even for a minute or two, take the ignition key with you.

Turn off all lights and accessories before killing the engine.

**The driver of any vehicle, including a school bus, is held responsible if the vehicle has a mechanical defect that makes it illegal or dangerous to drive. If there is a defect for which a traffic citation can be issued, the driver is responsible; therefore, it is important for each driver to inspect the bus and make certain that he or she does not leave the bus lot in a bus that is unsafe to drive. Report any dangerous defects to the maintenance supervisor and you will be assigned a spare bus.**

### **Accidents**

**Police must be called when a school bus becomes involved in an accident with another vehicle. But remember, a driver's first responsibility is to the students.**

1. Notify the transportation office who will in turn notify the school site where students are in attendance.
  - a. It is very dangerous to leave a busload of students unattended.
  - b. Drivers must know and follow emergency procedures.
  - c. If there are injured passengers, the site principal and/or Assistant Superintendent should come to the accident scene.
2. Plead guilty to **no** traffic offense. It may keep a traffic citation from being recorded on your driving record at the State Department of Public Safety.

3. Exchange basic information with the other driver (driver's license number, insurance verification, office phone number of Supervisor of Transportation).
4. Obtain the names and contact information of all available witnesses to the accident.
5. Make statements **only** to the police, school personnel and **our** insurance company.
6. A replacement bus will be brought out and, if possible, a substitute driver will complete the routes so that students can be delivered in an appropriate fashion.
7. A report **must** be made, in writing, on all accidents no matter how minor the damage. (Appendix A-13-A-16)
8. The school board carries the maximum liability insurance allowed by law.
9. Each bus driver should maintain a master list of all passengers who are riders of the bus. The Transportation Supervisor shall retain an original copy of the master list at the Transportation Office. The master lists of bus riders for each bus shall include both the parent or guardians home phone number and a secondary phone number for contact purposes. In the event of an accident, the driver should contact the Police first and the Supervisor of Transportation immediately thereafter. In case of a bus accident, it shall be the policy of the Western Heights Administration to immediately make every effort to contact the parents of students who are riders of the bus. Pertinent accident information shall be forwarded to parents insofar as officials (police) in charge approve the release of such information to school officials.

### **Mechanical Failure on Route**

1. Follow applicable procedure for an accident; a replacement bus will be brought to you.
2. Notify the Transportation Department who will, in turn, notify the principal.

### **Liability Insurance**

1. The Western Heights School Board provides the maximum coverage allowed by law.

A written report must be made on all accidents regardless of how minor they are. (Appendix A-13-A-16)

### **Designing Bus Routes**

All bus routes are designed by the Transportation Supervisor with the use of information provided by bus drivers.

All bus routes are analyzed each summer and altered to accommodate changing needs. Careful planning goes into preparing each route, but it is impossible to anticipate every need that may arise.

Needs are sometimes created by a shift in population, advancement of children from one school level to another, new housing developments and changed physical or mental requirements of the students. Transportation requirements constantly change throughout the school year creating a need to alter various bus routes.

Every bus driver can anticipate his or her route being modified at any time. The modification may vary from moving a stop or traveling a different street, to adding an additional route or, in some cases, removing stops or routes.

**Route changes will be made only by the Transportation Department and only when necessary.**

### **Driving Regular Bus Routes**

Regular bus route as used in this handbook refers to any regularly scheduled trip a bus makes for which there is a printed schedule.

All regular bus routes, except special education routes, shall have a printed schedule and map showing the path of the bus and each designated bus stop.

**Do not get in a hurry. Take time to drive safely.**

### **General Information and Requirements**

1. Drivers will follow the designated route exactly as printed and will make absolutely no changes.
2. Drivers will make the first stop exactly at the time printed on the map or one or two minutes later, but not even one minute early.
3. Drivers will stop for students to get on or get off the bus only at the location designated by “X” on the route map. The only exceptions are:
  - a. Changing route - blocked street or hazard in or along the street.
    - (1) Drivers will detour as little as possible, only until the street is cleared or the hazard has been removed, to complete the route. Keep the Transportation Supervisor informed.
    - (2) When the street is cleared and safe, the driver will immediately resume following the printed route.
  - b. Changing starting time - We strive for correct arrival time at school.
    - (1) Change starting time only after agreement by the Supervisor and then only after all copies of the route have been altered to show the change.
  - c. Printed routes will consist of both a printed listing of the scheduled stops and a corresponding route map with “X’s” marking the approximate location.
    - (1) To move a stop, you must first have approval from the Supervisor.
4. Observe all safety practices for the vehicle and for the students.
5. Use of tobacco by drivers or students, in any form, on a school bus is prohibited by law.
6. Drivers shall use absolutely no profanity in the presence of students.
7. See that all students are seated before moving the bus.

8. Let no student on or off the bus except at designated stops. Once a student gets on the bus of a morning, he is not to get off for any reason, except in case of an accident or mechanical failure, until he arrives at school.

Once a student gets on the bus in the afternoon, he is to get off only at a regular bus stop. Any exceptions must be approved by the Transportation Office or the principal in advance. **Elementary Students** should be prohibited from departing the bus at any stop except their own if the driver knows where they regularly get off.

9. Drivers **do not** have the authority to remove a student from the bus or deny riding privileges to a student registered on that route.
10. Drivers should make every effort to control the students on their bus and handle their own problems.
11. All drivers must use extreme caution about touching students. Unless it is absolutely necessary, bus drivers should **never** touch a student. Even though the touching is done as a friendly gesture, drivers have been accused of assault, improper advances toward the opposite sex and many other things. It is advised to keep your hands completely off students, even elementary students.
  - a. If you must counsel with a student of either sex, try to conduct it on school grounds in the **AM and** in the presence of the principal. In the event that you must counsel with a student at a stop, do so in the presence of at least two witnesses, preferably three. Under no circumstances should you counsel with students alone, particularly those of the opposite sex.
  - b. Document all counseling done with students.
12. Drivers will not carry any object on the school bus that suggests its purpose is to be used to strike a student.
13. Never swing, point or throw any object at a student, and do not threaten to strike a student with any object.
14. Portable AM or FM radios carried on a school bus by anyone must have the volume low enough to allow the driver to hear traffic sounds outside the bus.
  - a. No ear plugs or ear phones of any type are to be used by the driver.
15. In school parking lots and driveways, try to stop your bus in such a manner that others may pass.
16. Observe all traffic laws.
17. If you get out of the bus for any reason, turn the ignition off and take the key with you; never leave the ignition key in your bus while it is parked.
18. Never park your bus in front of the transportation office for any reason.
19. Two-way radios are provided for all buses. Drivers are to use Situation Report codes in case of emergency. Channel 1 is to be used for wide-range use (e.g., building-to-building);

Channel 2 is for in-house use. For purposes of increased coverage, use Channel 1 for afternoon routes.

### **School Closings (Weather)**

Refer to Western Heights Board of Education Policy 3.783 for specific procedures.

### **Route Responsibilities of the Bus Driver**

1. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot in order that proper adjustment may be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early. Ideally, all buses would run exactly on schedule. Do not leave school sites early in the afternoon.
2. If a child does not know where to get off the bus, call Transportation for further instructions.
3. Follow the prescribed 15-step unloading procedure:
  - 1) Start amber warning lights within 300-100 feet before the bus stop.
  - 2) Turn on right directional signal.
  - 3) Pull completely off the road (or as far to the right as possible) and stop.
  - 4) Set the parking brake and shift gear to neutral.
  - 5) Turn off right directional signal.
  - 6) Visual search.
  - 7) Slightly open the bus door, starting the red light warning signal.
  - 8) Visual search.
  - 9) Open the bus door.
  - 10) Visual search and then direct students.
  - 11) Close the bus door.
  - 12) Select appropriate gear, release the parking brake.
  - 13) Visual search.
  - 14) Turn on left directional signal.
  - 15) Visual search.
4. State regulations prohibit anyone from riding a school bus except school district employees and students enrolled in Western Heights Public Schools and persons officially assigned as student sponsors or supervisors.
5. Bus routes and stops must be altered throughout the year for efficient operation. These changes will be made by the Transportation Office, in writing. **No one else has the authority to alter a bus route in any manner.** If you need any change made on a route, please report it in order that we may alter the route permanently. If you need to change the

starting time, we need to change it on the route schedules. If a route is altered in any way, and not altered on the route schedule, a substitute driver will not run the route similarly.

6. The Transportation Supervisor will evaluate each driver on a prepared form at least once each year. The driver will see the completed evaluation.
7. Drivers are expected to perform all duties and attend meetings.
8. Please do not move the bus from its regular parking space until you are ready to depart the bus lot, except to put fuel in it.
  - a. Do not park buses in front of the garage or leave unattended at the gas shack or anywhere else in the driveway.
  - b. If you return to the bus lot between runs, do not park in anyone else's parking space. Do not stop your bus in the bus lot traffic pattern unless you are waiting for traffic to clear.
  - c. Park your bus at the end of each day and after trips in its assigned parking space only.
9. **Close all windows and doors at the end of each day and after returning from trips.**
10. Before you move your bus, look around it to be sure you can begin moving without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.

#### **Activity and Educational Trips**

1. Drivers are responsible for servicing buses before going on Activity and Educational trips.
  - a. Carry an extra quart of oil if it is a long trip.
  - b. Make certain you carry reflectors, fire extinguisher and first aid at all times.
2. Buses should be serviced as soon as they return from their afternoon run to be ready for the trip. If the bus cannot be serviced upon return from a trip, service it the next morning and complete the trip sheet.
3. Drivers are responsible for leaving their bus clean inside. Drivers who leave the inside of their bus dirty may have their name removed from the activity trip roster.
4. All buses are to be returned to the bus lot after trips.
5. Teachers, coaches or sponsors on activity and educational trips are responsible for the conduct of the students and for proper routing. **Remember! You are hauling the most precious cargo in the world, therefore, please drive carefully.**
6. No activity or education trip is to be made unless there is an adult sponsor **on the bus.**
7. If the trip is taken during the day, on a school day, the bus driver will leave from the location of the trip in time to be back to the bus lot by 2:00 p.m. unless prior approval was given to arrive at the bus lot later than 2:00 p.m.

8. On activity trips, you do not have the authority to let anyone ride. If you desire to take someone with you, you must get the permission of the sponsors or site principal.
9. **Close all doors and windows after bus is parked.**
10. When more than one bus goes on a trip, all of the drivers should stay within viewing distance of each other. In other words, travel together.
11. Walk around the bus before you get in it to drive so that you can be sure and locate any post or other object around the bus and drive off without hitting something.
12. Stay away from canopies at restaurants and stations.
13. Permit no one to sit on the hood or top of the bus.
14. Do not back unless someone is there to guide you.
15. Your time belongs to your sponsor. You must be present when he is ready to depart.

#### **Repeated Infractions of the Following Offenses Will Be Grounds for Dismissal**

1. Arriving for work barefoot or without wearing a shirt.
2. Giving students cigarettes or tobacco in any form.
3. Knowingly allowing students to smoke on the bus.
4. Arriving at school sites more than five minutes earlier than your schedule calls for in the morning.
5. Leaving school site before scheduled departure time in the afternoon.
6. Altering bus routes without prior approval unless the streets are being repaired or otherwise blocked.
7. Failure to report an accident.
8. Careless or reckless driving of a school bus.
9. Excessive accidents.

#### **Conduct Around the Transportation Office and Bus Lot**

1. Be on time for work.
2. Report to the dispatch office immediately upon arrival for work. Be sure you punch the time clock - in and out each morning and afternoon. If you forget to punch the clock, write in your time.
3. If you know you are going to be absent, give the Transportation Supervisor as much advance notice as possible. **(Advance notice does not guarantee time off.)**
4. When an emergency arises, notify the Transportation Supervisor as soon as possible.

5. Excessive absences for personal business will be grounds for dismissal.
6. Please stay out of the bus garage unless you have business there. Your presence will not only interrupt the work to be done; it is also very dangerous.

### **Discipline**

Drivers must do their best to control the students and handle their own problems, but when a driver is confronted with a discipline problem he or she cannot handle, the School Board Policy must be followed.

1. Disciplinary action is the responsibility of the principal.
2. When your efforts fail to get a student to behave acceptably, write an incident report and follow proper procedure.
3. Bus rules have been formulated to provide safe and efficient transportation of pupils to and from school and/or related activities. Specific rules are given by the bus drivers. Any violation of these rules will be reported by the driver to the respective principal for action.

Other bus rules and consequences for offenses are listed in each school site's student handbook and on pp. 20-23 of this policy.

### **Responsibilities of the Parent or Guardian**

1. **Have the student ready for school each morning when the bus arrives at the student's home.**
2. If a young child is returned home and no one is there to receive the child or no one comes to the bus to receive the child, he/she may be returned to the Security Office and the parent or guardian must go to the Security Office and get the child.
3. If the child is not picked up within 45 minutes, he/she will be turned over to the Police for the safety and welfare of the child.
4. The pick up and delivery location of the child may not change from day to day, week to week, or month to month unless the residence changes within the school district or the baby-sitter or child care center is changed.

### **Special Transportation for Students with Disabilities**

#### **Responsibilities of the Transportation Department**

1. Special transportation will be provided for those students identified by the I.E.P. team as required.
  - a. The child will be transported to and from the school in which he/she is placed by the I.E.P. Team.
  - b. Transportation will be provided only on those days when the student is in class.
2. The Transportation Department's responsibility begins and ends at the curb in front of the child's residence, unless noted otherwise.

- a. The bus will arrive at the child's home within a five (5) minute time period each morning and ten (10) minute time period each afternoon. Time will vary depending upon the number of students assigned to the bus who are absent on a given day.
3. Special equipment will be used to accommodate the transportation needs of each individual child. The equipment may include a wheelchair lift, wheelchair locks, infant seat, seat belts, special tie down straps, etc.
  - a. Every possible effort will be made to provide equipment which is as strong and safe as possible.
    - (1) The equipment is intended only to safely position the student on the bus and secure him/her under normal operating circumstances.
    - (2) The equipment is not designed nor intended to guarantee a student's safety in the event of a severe collision.
4. An assistant will ride the bus when it is deemed necessary.
  - a. The assistant will assist students who require help on and off the bus.
  - b. The assistant will provide supervision for students while they are on the bus, will ensure the safety equipment remains in place, and will see that children remain in their seats, and provide other assistance necessary for safely transporting the child.
5. Specific procedures and guidelines for drivers to follow with regard to transportation of students with disabilities are listed in the Oklahoma State Department of Education Manual for Transportation of Students with Disabilities. Every regular driver of a special bus should receive a copy of this manual and be familiar with the procedures.

#### **Responsibilities of the Parent or Guardian of Students with Disabilities**

1. **Have the student ready for school each morning when the bus arrives at the student's home.**
2. Bring the student to the bus within three (3) minutes of the time the bus arrives.
3. If the parent or guardian is unavailable to bring the child to the bus, it is his/her responsibility to see that someone else performs this duty.
4. Notify the Transportation Department when a student is not going to attend school on a given day.
  - a. The parent or guardian may notify the bus driver prior to the day the child is going to be absent.
  - b. The parent or guardian may call the transportation office before 7:00 a.m. on the morning of the student's absence. Telephone number is 745-3163 or 745-6328.
  - c. If a bus repeatedly goes to a child's home and the child does not go to school, the Transportation Office will be notified. The parents will be contacted and the building administrator may be asked to assist in resolving the situation.
  - d. A parent or guardian or designee will be at home and ready to come to the bus and receive the child when he/she is returned from school. The bus driver will not wait for

more than one to two (1-2) minutes for someone to appear to receive the child from the bus.

- (1) If a young child is returned home and no one is there to receive the child or no one comes to the bus to receive the child, he/she may be returned to the Security Office, and the parent or guardian must go to the Security Office and get the child.
- (2) If the child is not picked up within 45 minutes, he/she will be turned over to the Police for the safety and welfare of the child.
- (3) The pick up and delivery location of the child may not change from day to day, week to week, or month to month unless the residence changes within the school district or the baby-sitter or child care center is changed.

### **MANAGEMENT OF A PERSON DURING A SEIZURE**

Nothing can stop a seizure once it has started; the main objective is to protect the person from injury.

1. Remain calm and stay with the person.
2. Do not attempt to restrain movement and do not attempt to lift them. Ease them to the floor and try to put something soft under their heads.
3. Don't attempt to put anything between the teeth after a seizure has started.
4. After a seizure, keep the head turned to the side, keep the passenger warm, and have someone stay with them or check them frequently.
5. Do move sharp objects out of the way.
6. Do remember that, even though the student may look as if he/she is in pain, he/she actually feels nothing during the seizure.
7. Do remember, if he stops breathing for a few moments or shows temporary blueness or paleness, this doesn't mean he is in danger. It is a naturally occurring part of the seizure.
8. Do loosen tight clothing, especially around the neck, and wipe away saliva around the mouth.
9. Do turn the passenger on his/her side in case the passenger vomits during the seizure. The passenger will not swallow their tongue: being on their side will keep the airway clear.
10. Don't try to bring him/her out of the seizure by using cold water, slapping or shaking him. It won't work and the water could be harmful.
11. Don't try to hold him/her down or restrain his movements in any way.
12. Don't try to give him/her medicine or any other substance during a seizure.

## **USE OF SCHOOL BUSES FOR ACTIVITY TRIPS**

Following are the regulations that govern the transportation for activity trips. Please familiarize yourself with these regulations in order that we may serve you and the rest of the district as effectively and efficiently as possible.

Please remember to instruct your staff that sponsors are responsible for the conduct of the students on the bus, that the sponsor's spouses and children are not allowed to ride the bus unless they are "designated" sponsors or chaperones, that all passengers should refrain from eating, drinking, or using tobacco in any form, and all passengers must remain seated while the bus is in motion.

Failure to comply with these simple rules could result in a great liability to the school district.

Feel free to reproduce portions or all of these rules for staff.

According to State Department of Education regulations, a school bus may be used "for group movements within the State for **PARTICIPANTS** to and from contests, athletic games, or other school functions under the direct auspices of the Board of Education".

The following uses of a school bus are specifically **prohibited** by State regulations:

- A. Transportation for adults to and from programs, contests, athletic games, or other non-supervised school functions.
- B. Transportation for non-participating pupils to and from contests, athletic games, or other school functions.
- C. Any Oklahoma school district which transports pupils in a district-owned bus or a district-owned body on out-of-state excursions, or permits it to be done, shall be violating the transportation regulations of the State Board of Education and shall forfeit its State Aid for the time of non-compliance.

Information required to be completed by the driver on the trip request form is very important. If the information, mileage and departure, and return times are not completed properly, the driver will not be paid. It is impossible to calculate salary for the driver and mileage charge for the trip unless the information on the request form is accurate.

### **Sponsor - Definition**

In order that no misunderstanding exists concerning the term "sponsor", the following definition is given: "Sponsor - an employee of the school district and one who has the authority to speak and act on behalf of the district and the students for whom responsibility has been given." This definition does not mean that parents cannot accompany student groups on trips. However, it does mean that a school employee must also be present ON THE BUS.

### **The Sponsor is Responsible for the Conduct of Students**

Teachers, coaches or sponsors on activity and educational trips are responsible for the conduct of the students and for proper routing. No activity or educational trip is to be made unless there is an adult sponsor ON THE BUS. The principals and Athletic Supervisor are responsible for making sure every sponsor is aware of these regulations. Bus drivers cannot and should not be expected

to function in a judiciary or disciplinary role unless the behavior of one or more students threatens to jeopardize the safety of the students being transported. Drivers must devote their attention to the operation of the vehicle. It is unsafe to have their attention distracted from their job. The bus driver will take the group ONLY to the destination or destinations written on the trip sheet with the exception of stopping for lunch or dinner. If a sponsor asks to be taken to additional destinations, they will be informed that only the destinations on the trip sheet have been approved. A list of Transportation Supervisor, Assistant Superintendent, and Transportation Secretary is in the first aid kit. These numbers are to be called in case of an emergency.

## **Responsibilities and Duties of the Driver**

### **Pre-Trip**

The transportation office is open from 6:15 a.m. until 4:30 p.m. on school days. If an activity trip is to depart at a time when the office is closed, it is the responsibility of the driver to come to the Transportation Office when it is open and allow enough time to check out required equipment as well as inspect the bus. If the bus needs gasoline, oil or coolant, those things will have to be taken care of while someone is working in the Transportation Department.

The driver must obtain the Activity Trip Request, and if the trip is long enough to require the purchase of gasoline, turnpike fees, motel charges, or any other necessary expenses, the driver must obtain a Request for Purchase for cash.

The driver will be required to return to the District treasurer, cash and/or receipts, which total the amount of the Request for Purchase.

Many times purchase orders can be issued to vendors in advance. The determination of whether to use a purchase order(s) or cash to cover expenses will be made by the Supervisor of Transportation and be subject to the purchasing guidelines.

### **Pre-Trip Bus Inspection**

After the driver has been assigned a bus and issued the keys, he or she MUST conduct a pre-trip inspection of that bus prior to leaving the bus lot. A list of the items to be inspected will be attached to the trip sheet. The inspection must be done while the transportation office is open so that someone will be present to make available anything that may be found in need.

The driver is responsible to fill the bus with fuel prior to departure.

### **Responsibilities of the Driver While on Activity Trip**

While on a trip, the driver and the sponsor will be responsible for the care of the bus. Every bus is expected to be returned in a clean condition, with windows closed, floors swept, and a MINIMUM of one-fourth (1/4) of a tank of fuel. District personnel are requested to use school district fuel when possible. The district is able to purchase fuel at less cost than it can be purchased from dealers.

### **Post-Trip Requirements**

After each trip, the bus must be returned and stored inside the bus lot. The driver, coach or teacher of an activity trip is responsible for seeing that the school bus is CLEAN inside and the windows are closed when it is parked in the bus lot upon return from a trip.

The morning of the first school day after a trip is taken, each bus used on an activity trip will be inspected and if the bus is found to be dirty inside, the Athletic Supervisor or Principal of the site

for which the bus was used will be notified and the one who is notified will be responsible for sending the individual who drove the bus to the bus lot to clean the interior of the bus within four hours from the time they were notified. If a specific driver makes a habit of leaving the interior of a bus dirty, he/she will be denied the use of a school bus.

The Transportation Department will see that regular route drivers clean the inside of buses they use.

### **Payment for Driving a School Bus on an Activity Trip**

The principal/Supervisor must write on the trip request the amount of time for which the driver is to be paid, i.e., either full time or driving time only. If this information is not on the trip request, the driver will not be paid.

If a coach or teacher is willing to drive an activity bus without pay to reduce the cost of the trip, there must be a note on the trip request NOT TO PAY THE DRIVER.

**Western Heights Schools Transportation  
New Drivers Check List**

Name \_\_\_\_\_ SS# \_\_\_\_\_

Application received \_\_\_\_\_ Supervisors Interview \_\_\_\_\_

Check out drive \_\_\_\_\_ Supervisors Interview \_\_\_\_\_

Date Hired \_\_\_\_\_

1. Drivers packet \_\_\_\_\_
2. W-4 \_\_\_\_\_
3. MSDS training \_\_\_\_\_
4. Teachers Retirement \_\_\_\_\_
5. Training Video \_\_\_\_\_
6. Drive Training \_\_\_\_\_
7. Physical \_\_\_\_\_
8. Mechanics Orientation \_\_\_\_\_
9. Pictures
  - a. Board \_\_\_\_\_
  - b. ID \_\_\_\_\_
10. Proof of Age \_\_\_\_\_
11. CDL Training \_\_\_\_\_
  - a. written \_\_\_\_\_
  - b. driving \_\_\_\_\_
12. Route Training \_\_\_\_\_
- 12A. Special Education Transportation Manual, if applicable \_\_\_\_\_
13. Recommendations \_\_\_\_\_
14. Released to drive \_\_\_\_\_

Use completion dates to fill in blanks.

## EMPLOYMENT DISCUSSION SHEET

Name: \_\_\_\_\_

Date: \_\_\_\_\_

- \_\_\_\_ 1. Transportation Officials
- \_\_\_\_ 2. Driver's Manual
- \_\_\_\_ 2A. Special Education Transportation Manual, if applicable
- \_\_\_\_ 3. Dress Code
- \_\_\_\_ 4. Parking Place
- \_\_\_\_ 5. Driver's Room
- \_\_\_\_ 6. Time Clock
- \_\_\_\_ 7. Bus Key
- \_\_\_\_ 8. Cleaning Bus
- \_\_\_\_ 9. Daily Trip Sheet
- \_\_\_\_ 10. Route Signs (window)
- \_\_\_\_ 11. Departure Schedule P.M.
- \_\_\_\_ 12. Drop Schedule A.M.
- \_\_\_\_ 13. Activity Trips
- \_\_\_\_ 14. Route Sheet
- \_\_\_\_ 15. Route Map
- \_\_\_\_ 16. Incident Report
- \_\_\_\_ 17. Bus Evacuation Drills
- \_\_\_\_ 18. Bus Stop Procedures
- \_\_\_\_ 19. Radio Use
- \_\_\_\_ 20. Bus Problems While in Route
- \_\_\_\_ 21. Windshield Covers
- \_\_\_\_ 22. Gas-Oil-Servicing
- \_\_\_\_ 23. Physicals, Meetings, Drive Record, Background Check, Drug Screen

- \_\_\_\_\_ 24. Bus Driver Meeting
- \_\_\_\_\_ 25. Accidents
- \_\_\_\_\_ 26. Reporting Illness - 6:30 a.m.
- \_\_\_\_\_ 27. Payroll Information
  - \_\_\_\_\_ Time Card
  - \_\_\_\_\_ Pay Period
  - \_\_\_\_\_ Authorized Extra Time
  - \_\_\_\_\_ Deductions
  - \_\_\_\_\_ Pre-paid Legal
- \_\_\_\_\_ 28. Driver Communication Form
- \_\_\_\_\_ 29. Termination - 60 Day Probation

**WESTERN HEIGHTS TRANSPORTATION OFFICE**  
**8401 Southwest 44<sup>th</sup> Street, Oklahoma City, Oklahoma 73179**  
**Office Phone (405) 350-3425 Fax (405) 745-6345**  
**Office of the Transportation Supervisor**

**TO:** All School Bus Route Drivers  
**FROM:** Dwight D. Moore, Supervisor of Transportation  
**DATE:** 2002-2003 School Year  
**SUBJECT:** Inspection of Your Bus and Policy Information

Along with your pre-trip and post-trip inspections, it is vital that you conduct an inspection of the interior of your bus to check for any passengers who may have fallen asleep.

Practically every elementary route carries pre-kindergarten and kindergarten students. These students are most likely to fall asleep on your bus; that is why an interior inspection is necessary after delivering students at each school site. This inspection is important for student safety and the protection of the school district.

Please sign this form indicating that you will conduct interior inspections before leaving your AM school sites. An interior inspection should also be done at your last PM site.

Please return this form to the transportation secretary. This form will be kept on file for the 2002-2003 school year.

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I have read and understand the School Bus Driver Policies by the Western Heights Board of Education. I also agree to comply with its contents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date