

PROCEDURE MANUAL FOR PUPIL TRANSPORTATION

Larry Johnson, Director of Transportation

**Westfield Washington School Corporation
Transportation Department
17303 Ditch Road
Westfield, IN 46074
317-867-8040**



2022-2023 School Year

Preface

Successful organizations are dependent upon a clear understanding of philosophies, objectives, policies, rules, regulations, and general working knowledge of the system.

The Westfield Washington School Corporation Transportation Department procedures for employees are established by the Director of Transportation and will be in force until the next revision date. Employees are required, as part of their employment, to sign a statement agreeing to read and follow all department procedures. Employees are also required, periodically, to update their knowledge of the handbook. Changes in procedures during the year will be kept to a minimum, but when made, will be placed on a Driver Memo, and put in Employee mailboxes. It is the responsibility of each employee to check their mailboxes on a regular basis. Any employee violating policies of WWS or procedures of the WWS Transportation Department, will be subject to disciplinary action, up to and including termination. Refer to the District Handbook for additional policies dealing with personnel, leave, etc.

All employees are subject to the authority of the Director of Transportation, including assignment or reassignment. The Director's authority can be delegated to appropriate personnel if need be.

YOU ARE AN IMPORTANT MEMBER OF THE
WESTFIELD WASHINGTON SCHOOL CORPORATION
TEAM!
WE NEED YOUR EFFORTS TO SUCCEED.

Driving a school bus in the present-day traffic and congestion in the Westfield School District is a major and serious responsibility. The lives of children are entrusted to you daily.

Your first responsibility is to make sure of the safe operation of your bus and safety of the students you transport, NO EXCEPTIONS! The buses you drive are maintained to the highest standard possible. In order for this high standard to continue, the driver must thoroughly inspect and report every mechanical failure, or suspected mechanical failure, immediately. Your responsibility to the safety of the students you transport is multifaceted. You will hear and see warning signs of possible trouble in their lives that may endanger their safety and well-being, whether it is in regards to transportation or their daily lives. Your listening and caring may make a difference in a child's life. You are expected to learn each child's name, and by doing so, you show respect and are able to treat them as individuals. When you show respect, you will gain their respect. You are a teacher by example to these young, formative minds.

All transportation employees are expected to follow the procedures set forth in this publication. Failure to do so will result in the disciplinary action and/or termination of employment.

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Employment as a Bus Driver

Requirements

All Westfield Washington bus drivers are subject to Indiana Pupil Transportation Statutes (IC-2-9.1).

A. Training Sequence for Bus Drivers

1. Initial Interview.
2. Pre-employment controlled substance testing.
3. Receive study guide and BMV and Corporation physical paper.
4. Obtain class B CDL Beginner's permit, with P & S endorsements.

Tests to be completed:

- a. General knowledge.
- b. Passenger.
- c. Airbrake.
- d. School Bus

Items needed:

- a. Driver's license.
 - b. Completed DOT physical form.
 - c. Two forms of identification (birth certificate, original Social Security card).
 - d. Complete skills training with corporation trainer.
 - e. Complete skills test.
5. Attend 3 day state pre-service school bus driver training course.
 6. Send (Director) for Blue card after enrolling.
 7. Observe driver on a bus for four hours.
 8. Drive with driver on a bus for eight hours, including inspection.

ONGOING EMPLOYMENT

Driver's Certifications

Drivers are to keep a current copy of their physical and yellow card with them at all times.

- a. Physicals must be renewed every two (2) years from the date of last physical.
- b. Both a DOT physical form and Physical Fitness Certificate are to be filled out by a physician and returned to the Transportation Supervisor. The driver is responsible for sending the copy of DOT form to the Bureau of Motor Vehicles.
- c. Complete the Annual Safety Meeting to renew your Yellow Card yearly.

You, as a Bus Driver

You, as a bus driver, are one of the most important parts of the Westfield Washington School Corporation. While your responsibilities are many, these are areas of special importance:

1. Safety of the children who ride with you.
 - a. Be free from the effects of drugs, medication, or alcohol.
 - b. Be emotionally stable.
 - c. Be interested in the welfare and needs of your students.
2. Instruction of children who ride with you.

You are, in fact, a safety instructor by virtue of your specific instructions and your personal observance of safety measures.
3. Public Relations Representative of the Corporation.

Drivers are to dress appropriately for safety and for working with impressionable children. Footwear is to cover both toes and heels, have a sole and attach firmly to the foot. Heels should be no higher than 1 inch. NO sandals. Short-shorts and tight fitting shorts are not to be worn. Tops should not be of a low-cut nature and there should be no midriff showing. ***Check with the supervisor if you have any questions regarding this matter.***
4. **Use of Cellular Phones** - Most drivers carry cellular phones; however, they are not to be used while the bus is in motion. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, and then make the call or text.
5. **ATTENDANCE** – *You are an important member of the WWS team and we need you in Order to be successful. Please submit all personal days to management at least 72 hours in advance. This allows for time to generate coverage for the key role that will need to be filled.*

You are also responsible for notifying the office if you are scheduled for a field trip on any day that you are going to be absent!

*In the event of an emergency please contact the Assistant Director or Designee by phone directly. Everyone will receive a contact card. . If possible, please call in the evening by 9:30 PM or 5:00 AM – 5:15 AM on the morning of. **During that time, drivers must report any assigned trips they may have during this time***

NOTE: THE TRANSPORTATION DEPARTMENT UNDERSTANDS THAT YOUR PERSONAL LIFE IS IMPORTANT, BUT YOU ARE EXPECTED TO BE AT YOUR PLACE OF WORK DURING YOUR SCHEDULED HOURS UNLESS YOU RECEIVE THE APPROVAL. YOU ARE EXPECTED TO ARRANGE YOUR PERSONAL AFFAIRS SO THAT THEY DO NOT INTERFERE WITH YOUR WORK. ***Time off requests should be submitted at least 3 days before the requested date(s). DO NOT REQUEST THE DAY BEFORE OR THE DAY AFTER A HOLIDAY OR BREAK.
6. Drivers are to check their mailboxes before AM, Mid-Day, or PM Routes. Drivers are only to check the box assigned to them. Unauthorized tampering of another driver's box will be viewed as a base procedure violation and you could face discipline actions.
7. Drivers are **expected** to perform a pre-trip inspection prior to any route to assure the bus is road ready.
8. NO SMOKING OR TOBACCO USE IS ALLOWED ON WWS DISTRICT PROPERTY.

GUIDING PRINCIPLES FOR WWS DRIVERS

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

- 1) SAFE TRIP
- 2) EVERY TRIP RUN ON SCHEDULE
- 3) CONSISTENT/DEPENDABLE DAILY PERFORMANCE
- 4) POSITIVE ENVIRONMENT FOR EVERY PERSON

Parking

All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area. This area can become quite congested which increases the possibility of an accident. Personal vehicles are to be parked in the lot on the west side of transportation. Please Park in the Designated Areas Only.

Bus Assignments

Buses are assigned to routes by the Head Mechanic or Transportation Directors and are subject to change at any time. Consideration is given to the buses' age, number of miles it has been driven, and the length of the route. Mileage on each bus must be regulated to ensure the maximum amount of miles with no major mechanical malfunction.

Route Assignments & Route Openings

Open routes will be assigned to Unassigned drivers until a "Route Bid" is held. Routes bids will done by seniority, and held at the beginning of the school year, and just before Winter Break. It should be noted, however, that this procedure is subject to change if it is deemed necessary. All assignments for employment in WWS are conditional.

Every route is subject to change at any time through the school year. Changes may vary from adding or deleting a stop, or adding or deleting a complete route. As few changes as possible will be made to the route. The Director of Transportation or Designee reserves the right to make any changes in this process as he/she deems necessary based on the combined best interests of the students, district and department.

Driving Regular Bus Routes Regular bus routes, 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 have a printed schedule with designated stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver.

Drivers may be assigned or asked to run a shuttle within the district at any time by the Director or Assistant Director of Transportation.

Substitute Drivers/Unassigned Drivers

Substitute and Unassigned drivers carry the same responsibilities as a regular driver and are subject to the same rules and regulations.

There are two categories of substitutes:

1. Full time substitutes - drivers who report to the dispatch office each day. They will be able to drive any route assigned to them by the dispatch office.
2. On call substitutes - drivers who are used on an "as needed" basis, driving a specific route as assigned by the dispatch office.

Maintenance and Mechanical Responsibilities

Any damage to the bus is to be reported immediately accompanying a written explanation regarding the cause.

1. Each driver is responsible for the care of the interior of bus, mirrors (clean and adjusted) and windshields, and keeping the bus fueled.
2. Write up any mechanical problem immediately. We have a computer in the break room to submit mechanical issues or concerns.
3. Every verbal report of defects must also be submitted into Fleet Vision software.
4. Do not interfere with shop operations by parking in front of garage doors unless the mechanic has requested you to do so.
6. If a breakdown occurs, contact mechanic or dispatch. A detailed description of problem will be required.
7. If radio contact is lost use a cell phone to contact transportation.
8. If it is not necessary for you to fuel your bus each day, please fuel it when it reads 1/4 full. Do not park a bus with less than 1/4 tank of fuel in it. There is no excuse for running out of fuel on your route. In the wintertime keep your tank no less than 1/2 full just in case you break down.
9. Check instruments/gauges per the mechanic recommendations. However, do not turn on any electrical equipment until after the bus is adequately warm.
10. Water and oil levels will be checked by the Mechanics

Reporting Safety Concerns

Safety concerns should be reported to the Transportation Director or Disgnee. If imminent danger is present, please report the concern immediately by radio.

Rough roads, tree growth that impairs vision, unsafe loading and drop off areas, and other problems should be forwarded to the Assistant Director and/or Transportation Director in writing. An effort will be made to address the problem through working with state and local government officials.

Should an individual in an automobile fail to stop when the driver has signaled, attempt to get the license plate number and report the infraction. Complete a "Stop Arm" violation report and turn it in to the office.

Safe Driving Practices

1. Before moving your bus, check all the mirrors. Look in all of the mirrors for a period of at least 2 seconds. The last mirrors to check should always be the crossover mirrors.
2. The speed limit around the bus complex is 5 MPH.
3. Check all items on the inspection sheet. Daily inspections are to be complete when the driver arrives on the lot. *Drivers are **expected** to perform a pre-trip inspection prior to any route to assure the bus is road ready.*
4. Drivers must wear their seat belts when driving a bus. Cited violations can result in a fine which is the driver's responsibility and will result in disciplinary actions.
5. Drivers who receive citations for speeding, careless driving, improper passing, failure to heed a traffic control device or any other traffic violation will be subject to disciplinary action, up to and including termination.
6. Use front-door evacuation procedures for unloading every group of students for all normal busing activities, unless otherwise noted. The emergency door is for emergencies only – not for use by students or chaperones to enter/leave the bus. Side or Rear doors should only be used in the case of an emergency or Safety Drill.
7. BUS DOORS Bus doors must be closed while the bus is in motion and are to be operated only by the driver.
8. Students that must cross the street are NEVER to cross behind the bus.
9. As you approach a pickup point, be sure your flashers are operating and stoop arm is out in time to warn traffic (which may attempt to pass). The most recent state instructions are to be followed.
10. At all stops on your route, you are to stop, open the door, and look for students approaching the stop. Please do not make rolling stops. This will minimize confusion on missed stops and questions on whether a student arrived late to a stop. *Please make sure that flashers and stop arms are out at every stop.*
11. Drivers will stop for students to get on or off the bus only at the location designated by the route sheet. Let no student on or off of the bus except at designated stops. The Transportation Office must approve any exception in advance. Students should be prohibited from departing the bus at any stop except their own if the driver knows where they regularly disembark.
12. Drivers will ALWAYS be on their buses when riders or their own children are on the bus.
13. When students board the bus, they are to be seated at once. The bus is to remain stopped with the stop arm extended until all students are seated. You have the right to assign seats to students if you desire. No student is to be moving around in the bus while it is moving. Students are to keep the aisle clear at all times.
14. Always ensure that all students are seated before putting the bus into motion. Insist that all students remain seated at all times the bus is in motion.
15. Call into base/transportation or school office to report any student that acknowledges fear in regards to disembarking the bus when returning to their drop-off point. Base/Transportation office will assist. Some reasons a student may have fear are:
 - a. No one home (a young student).
 - b. No key to enter the house.

- c. They are afraid of someone in the area.
 - d. The Child on or off the appears to be in danger
16. NO UNAUTHORIZED person(s) shall be permitted to ride in any school bus at any time, except as provided by law. District Administrators may permit students to ride alternate units with the necessary documentation. Please communicate with the office for approval or questions.
 17. Verbal or written requests for student stop changes, by parent or students, are to be directed or given to the principal or assistant principal at the designated school. Any requests made after the student boards the bus for the return trip home are to be reported to the principal or administrator at the loading area or called into base/transportation office to be verified. *Do not comply with the requests until proper authorization has been received.*
 18. Turn off the bus and remove the keys from the ignition whenever you are out of your seat, especially if students are on the bus (Exception-wheelchair buses that must be left running in order to operate the chair lift).
 19. When parking in public and private parking areas, drivers are to be aware of possibly blocking customer parking. Also, they are to be aware of the fact a bus engine can be annoying to home residents if idling nearby.
 20. Backing on public roads will be necessary from time to time. This should only be done if it is a part of your route or you have communicated with dispatch for permission. If possible, have another adult stand in a safe place and guide the driver with hand signals. NEVER STAND DIRECTLY BEHIND THE BUS!
 21. Avoid using "blind" intersections where the view is obstructed by foliage, construction, or parked vehicles whenever possible.
 22. On four-lane streets, roads, and highways, always load in the traveled portion of the road closest to the curb.
 23. Drivers & Aides should walk the bus before leaving all elementary and day care lots.
 24. When you fuel your bus, stay with it. When the tank is full, replace the fuel cap, hang up the hose, and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Please do not use the fueling area to sweep or clean the bus.
 25. Close all windows, doors, and top vents, and lock the emergency door at the end of each run and after returning from field trips.
 26. It is imperative that both drivers and aides check their buses after each run, before leaving the vicinity of the school, and again during the Post Trip inspection for sleeping students. A student left sleeping on a bus due to failure to perform the Post Trip inspection is a serious mistake. Failure to do so in the heat of summer could be a fatal mistake. Corrective action, up to and including termination, will be taken with the responsible employee.
 27. Should an overload occur on your bus, notify Transportation of the situation immediately. No one may stand while the bus is in motion. No one should be sitting in the aisle. Drivers should provide a student count, by bus stop, immediately in this situation.

Railroad Tracks

1. All buses, loaded or empty, will stop at ALL railroad crossings.
2. The procedure is as follows and demonstrated during training: open service window, service doors, look and listen for an oncoming train.
3. Exceptions for crossing tracks will be as follows:
 - a. A crossing marked "EXEMPT"
 - b. A crossing controlled by police officer or human flag man
 - c. A crossing abandoned or its use discontinued and sign reading "Tracks out of Service"
 - d. A crossing controlled by a functioning highway traffic signal transmitting a green indication which under local law permits the vehicle to proceed across the tracks without stopping or slowing.
4. All drivers will stop within 50' but no less than 15' from the nearest rail.
5. Drivers are to use right-hand lane, or "pull-off" lane when one is provided, when executing RR crossing procedures

2-WAY RADIO

MAIN COMMUNICATION BETWEEN DRIVERS ON THE BUS

Remember, the radio is for communication that must be handled immediately, not for routine communication. It is mandatory that you keep your radio on and turned up at all times. Any employee whose unacceptable radio "performance" is documented will face disciplinary action, up to and including termination.

1. Make sure volume is ALWAYS loud enough to be heard.
2. Know your bus # and listen for it to be used.
3. Call yourself and other drivers by bus #.
4. Keep radio traffic for business use only and to a minimum.
5. Push the button, hold for a second (long enough to take a breath) before talking.
6. Listen for someone else's conversation and wait your turn to speak.
7. Keep radio on channel one (1) unless you are on a trip or told otherwise.
8. When calling dispatch your bus # needs to be first then dispatch.
9. Do not use profane or abusive language.
10. Please do not make derogative and questionable comments when other District Administrators are using the 2-Way to communicate.

Bus Idling Procedure & Cold Weather Bus Operations

Applicability: This procedure applies to the operation of all district owned school buses.

Rationale: Diesel exhaust from idling buses can accumulate in and around the bus and pose a health risk to children, drivers, and the community at large. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies. Long term exposure is thought to increase the risk of lung cancer. Idling buses also waste fuel and financial resources.

Purpose: To eliminate all unnecessary idling by Westfield Washington School Corporation buses so that idling time is minimized in all aspects of school bus transportation.

A. Guidance

1. When the school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. No student should be exposed to harmful diesel exhaust, therefore buses should be turned off if waiting for more than 3 minutes either to load or unload. The buses may be restarted when there is a clear path to exit the drop off and pick-up area. Exceptions include conditions that would compromise student safety such as extreme weather conditions or idling in traffic.
2. At the bus terminal, the idling will be the following for AM and PM warmup:
 - a. When the temperature is 32 degrees or above, buses will be allowed to idle for up to five (5) minutes.
 - b. If the temperature is between twenty (20) and thirty (30) degrees, the buses will be allowed to idle for up to fifteen (15) minutes.
 - c. If the temperature is 20 degrees or below, the buses will be allowed to idle for up to thirty (30) minutes or until the front windows are defrosted and all safety equipment is operable.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds unless weather calls for it.
4. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The “warmed bus” is to enter the school zone as close as possible to pick up time as possible to maintain warmth and then shut down.

Starting buses in inclement weather:

Whenever the head mechanic decides it is necessary, due to weather conditions, he will start route buses before drivers begin to arrive on the bus lot for AM routes. This does not relieve drivers of their responsibility of arriving early to check out their buses, clean off windows and prepare to run routes on time. You will find a key in the ignition. **THE KEY IS TO BE RETURNED TO THE TRANSPORTATION OFFICE BEFORE YOU LEAVE IN THE MORNING AND AFTERNOON. BUSES ARE TO BE RETURNED TO THE TRANSPORTATION LOT AFTER EACH RUN.** Repairs and/or inspections are often done between routes!

STROBELIGHT USE: In the interest of safety and accident prevention, the strobe light may be activated in any restricted visibility situation including, darkness, fog, rain and snow. Please turn strobe lights off once you are on school property.

Discipline & Safe Student Practices

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

BASIC PRINCIPLES

- 1) Be friendly. Respect other people as persons, regardless of race, color, creed or economic status.
- 2) Exhibit emotional control. "Keep your cool!"
- 3) Be punctual and dependable. Show up. Show up on time.
- 4) Balance honesty and firmness. Part of being honest means recognizing that one develops special feelings "for" or "against" other people. Recognize that this happens, but try to treat everyone fairly and without "favoritism".
- 5) Practice good speech. Driver language should be free of abusive remarks and should be clear, unhurried and calming.
- 6) Establish and maintain good driving habits. This will increase a feeling of security on the part of all the other people with whom you work.

School Bus Rules and Responsibilities

1. The driver and bus aide is in charge of all passengers while they are riding, loading on or unloading from the bus.
2. All drivers are to explain safety rules, regulations and procedures to their passengers at the beginning of each school term, and as often as necessary.
3. Riders are expected to obey the driver
5. Riders are expected to keep low conversational volume
6. Drivers and bus aides will not allow riders to stick any body part out any window
7. Drivers and bus aides will expect riders to treat bus equipment with respect. Damage to seats or other parts of bus must be paid for by offender
8. Riders will be asked to report any damage to the driver immediately.
9. Driver will not allow any rider to tamper with bus controls.
10. Driver and bus aides will not allow anything to be thrown out windows. Windows can be lowered to the 2nd notch. Direct the students not to adjust them.
11. Driver and bus aide will make sure all objects are kept out of aisle.
12. All musical instruments and other personal items must be taken by the students to their seats.
13. Band instruments and other items pertaining to curricular activities (that do not have any sharp parts) may be transported if they will fit under the seat or held in the student's lap (check with Transportation Directors for clarification). **NO SKATEBOARDS ARE ALLOWED.**
14. Riders are to remain seated when the bus is in motion.
15. No glass containers, animals, pets or weapons are allowed on the bus.
16. Possession or use of smoking or chewing tobacco, alcohol or illegal drugs is prohibited. **CRIMES AND OFFENSES – REPORTING REQUIREMENTS**

School employees who witness acts relating to drugs and usage are required by Indiana Law to report the violation in writing to a member of the Transportation Administrative team. Reports should include a general description, name, or general description of violator, names of potential witnesses, and a general description of the location and property involved.

17. Swearing, use of obscene language, unacceptable signs, harassment and moral offenses are prohibited.

18. Drivers are to drive route according to lot leave times and stop times. Drivers need to be punctual, at the stops at the same time, on time every day.

19. Drivers need to instruct riders to be at the stop 5 minutes prior to pick up time. In cases of extreme weather pupils can wait in shelter but must be on the way to the bus as it approaches. Drivers should not wait beyond their regular schedule.

20. Ensure riders carry book bags for loose items. This helps ensure nothing will be lost or chased under or around the bus.

21. REFRAME FROM TOUCHING A STUDENT UNLESS YOU ARE KEEPING THEM FROM PHYSICAL HARM

Loading and Unloading Rules/Responsibilities

1. It is the driver's responsibility to be at the first stop at the same time every day.

2. All drivers are required to drive their route as it has been assigned.

3. Riders should conduct themselves in a safe manner walking to, waiting for and boarding the bus.

4. Instruct riders to walk on the sidewalk or far left hand side of the road facing traffic.

5. Never stand in the roadway.

6. Drivers will ensure their students understand and follow the rules of staying out of the danger zone and crossing the streets when loading or unloading.

8. Drivers will ensure that the children know not to come toward the bus stop until the bus has come to a complete stop.

9. Drivers will do a complete mirror sweep when bus has stopped before children are unloaded and again before the bus is put back into motion to ensure nothing is in the roadway.

10. If riders must cross the street they need to be instructed to wait until bus comes to a complete stop, the stop sign is out and driver has checked for traffic and signaled them to cross.

11. All riders will wait until bus comes to a complete stop before approaching.

12. The driver and/aide are to be in full charge of riders when they are riding, loading or unloading the bus.

13. It is the rider's responsibility to be at their designated bus stop 5 minutes early.

14. Drivers are not to pick-up riders at locations other than their specified stops without authorization nor are they to discharge riders at stops other than their own. Drivers are responsible for getting them to their bus stop.

15. Drivers should instruct riders to go quickly and quietly to their assigned seat upon boarding.

16. All drivers will arrive at his/her first afternoon school at least 10 minutes before the dismissal bell.

17. No driver should permit riders to unload once they have boarded the bus, except with permission from their attending school or transportation dispatch.

18. All drivers will follow their assigned school's unloading procedure in the morning and will

assure there is a teacher present before doing so. In the event of an emergency situation the driver should have the school notified.

19. When unloading at schools all drivers will secure their buses.

20. Drivers will count riders as they get on the bus to ensure all would be accounted for in the event of an accident.

22. Drivers will make every attempt to help identify and report any person passing his/her school bus stop sign while loading/unloading.

Discipline Tips

1. Compliment good behavior. Listen to the students, their suggestions, complaints and concerns. If you make a mistake, admit it.

2. Give commands that stimulate an action: "Do this" instead of "Don't do that."

Have a reason for what you ask a student to do and give the reason.

3. Save discipline for safety-related behavior; don't nitpick. Have an assertive attitude.

Utilize assertive communication. Don't get drawn into an argument with a student. Don't be passive.

3. Have a plan of action.

4. Set consequences, warn once, next time write up, severity clause- immediate action.

5. Don't threaten to do something you can't do.

6. Don't threaten something and then NOT do it.

7. Don't discipline the whole group; take the ring-leader aside.

8. Handle negative comments away from other students.

9. Don't show anger but do be firm.

10. Stick to your rules and don't pick ones you won't enforce, for example; chewing gum

11. If situation gets out of hand and you need to stop the bus:

A. Stop in a safe place, off the road perhaps in a parking lot or driveway and
SECURE BUS

B. Take ignition key with you if you leave your seat.

C. Stand up and speak to the offender or offenders

D. If a change of seats is needed, move the student to a seat near you.

E. Never put a student off the bus except at school or at his/her bus stop.

F. Try to refrain from confronting the students in front of anyone. This creates a lose/lose situation for the driver. Have the one-on-one conversation after all the other students have gotten off bus. Pull your bus out of the loading/unloading zone to have a one-on-one conversation to avoid holding up the other buses. If you need to confront a student about their behavior during the route you can talk at the student's bus stop prior to letting them off.

If you feel offense is serious enough that you cannot safely drive the bus, call for a school administrator to come remove the student.

Follow your district's procedure for further discipline or refusal of rights to ride the bus.

**DO NOT EVER TOUCH A STUDENT UNLESS YOU ARE KEEPING THEM FROM
PHYSICAL HARM.**

Bus Aide Responsibilities

The driver and bus aide work together as a team. Aides must assist the driver in dealing with all students on their respective routes, including student management, helping students enter and exit the bus, making sure students remain seated and are secured in their seats, and to provide assistance when students must cross the street. Aides are required to know the route, including driving directions and stops. Remember, aides are not there as a passenger or to visit and keep the driver entertained; aides are there to watch the students and ensure they have a safe ride to and from school. Aides are required to walk out to the bus with the driver, both in the morning and the afternoon.

Student Assistant/Emergencies

During the first few days of school, each driver should assign two (2) older, responsible students who agree to assist in the event of an accident or emergency. These students should be identified on rosters and told of their specific responsibilities. Selection of student assistants must be based on maturity, dependability and how regularly they ride the bus. In most cases, the driver will be familiar with the student assistant. If you have questions regarding the student assistant, ask one of the school administrators for a reference. Remember, student assistants must be told their responsibilities and given an information sheet at the start of the year.

Employee Conduct and Procedures

Drug Free Workplace

The Westfield-Washington School Corporation has adopted a Drug-Free policy. They have established an alcohol and drug-free awareness program that informs employees of:

1. The dangers of alcohol and drug use.
2. The School Corporation's policy of maintaining an alcohol and drug-free workplace.
3. The availability of alcohol and drug counseling rehabilitation, and employee assistance programs.

Policy statement required by the Federal Drug-Free Act of 1988:

1. Prohibiting the Unlawful Manufacture, Distribution, Dispensation, Possession or Use of Controlled Substances by Employees.
2. Prohibiting the Unlawful Manufacture, Distribution, Dispensation, Possession, or Use of Alcohol by Employees.
3. Driver drug testing policy.
4. Drivers taking out-of-town trips are to check that a urine drug screen test kit is on the bus before leaving. If a driver is out-of-town and is involved in an accident requiring a urine drug screen and breathing alcohol test, they are to contact Midwest/Disa Toxicology at one of the numbers listed on the Request Form in the test kit. The Transportation Supervisor must also be called and made aware of the accident and following testing..

Conduct in the Work Place

It is important to demonstrate respect for an individual's beliefs, opinions, and attitudes so long as the expression of such are in conformity with generally accepted community values and is without regard to another's race, sex, religion, national origin, handicap, and/or economic status. Consequently, administrators, teachers, non-certified staff, students, and members of the general public while visiting corporation facilities, property, or participating in a school sponsored function shall make all reasonable efforts to treat staff members and students in a respectful manner. Speech or conduct that ridicules or personally demeans another person sets a negative example, reduces self-esteem, and therefore cannot be tolerated. All staff members are cautioned that any person who demeans, insults, or abuses another person is subject to disciplinary action.

1. Complaints by a staff member should be directed to his/her immediate supervisor; complaints by a student should be directed to the teacher, Principal, or staff member who directly supervises the students. NOTE: For Transportation employees, the chain of command is: Supervisor, Business Manager, Superintendent of the school district.
2. In the event the complainant is not satisfied with the resolution of the complaint by the supervisor, the complainant should be referred to the Director of Operations.

Sexual Harassment

1. Definition: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.
2. The School Corporation will not tolerate sexual harassment. Any employee who engages in sexual harassment shall be subject to disciplinary action up to and including discharge.
3. All reports of sexual harassment shall be made in writing by completing a form obtained from his/her supervisor, any building principal, any Central Office staff administrator, or the Superintendent of the School Corporation.
4. Reporting a sexual harassment will not result in retaliation or affect the terms and conditions of the complainant's employment or status. Nor will it affect future employment decisions concerning the complainant.
5. The right of confidentiality, both of the complainant and the accused, will be maintained consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action.

EMPLOYEE MAILBOXES & BULLETIN BOARD

The employee mailboxes and bulletin board exist as a means for office staff to communicate information. The bulletin board must be checked before and after each route to ensure that everyone is operating with the most current information. Any unauthorized access, looking in or tampering with someone else's employee mailbox is strictly prohibited. Any violation of this departmental rule is grounds for disciplinary action.

Handling of Blood or Bodily Fluids

The following instructions contain the necessary precautions for handling spills of blood or other fluids. In the event of a spill of blood, bodily fluids, or tissues, the employee will:

1. Wear impermeable gloves.
2. Remove all visible material with disposable, absorbent towels.
3. If cleaning a hard surface, flood with a solution of one-part household bleach to ten-parts water, or use an approved hospital disinfectant.
4. Re-clean the area with fresh towels.
5. If rug or carpet, use a sanitary absorbent agent according to the directions.
6. Place all soiled towels and gloves in a leak-proof bag or container and dispose of in the usual manner.*
7. Wash hands. If the spill is extensive, the janitorial staff should be notified. Large facilities may choose to train selected staff to clean up any spills. NOTE: When and whether to notify a supervisor of the spill should be determined on an institutional or situational basis

*Items used in handling spills that are contaminated with small amounts of blood, such as paper towels, cotton balls, band aids, and gloves, are not considered infectious waste if they are not co-mingled with infectious waste. Items so saturated with blood that they could be considered "liquid" or "semi-liquid" as defined by the Infectious Waste Rule 410 IAC.1-3 must be considered infectious waste and handled according to 410 IAC.1-3. NOTE: Drivers are responsible for maintaining spill kit and first aid kit supplies.

Reporting Crimes Involving Drugs

IC 20-8.1-5-19 and IC 35-48-5

All employees of the Westfield Washington School Corporation are required to report to a member of the administrative staff any crimes involving drugs which occur on or within 1000 feet of a school property or bus. An administrative staff member must make a written report to a law enforcement officer. All persons making such reports in good faith are not liable for civil damages and penalties.

Students Remaining on Bus after Route or Other

School Activity When a child boards your bus, the parent is entrusting you with the child's safety and well-being until they reach their destination. School bus drivers are required to inspect the bus after each driving activity. Failure to do this has resulted in the children being left on the bus. This CANNOT and WILL NOT be tolerated. The following policy will be observed with regards to students remaining on school buses:

The school bus driver has sole and complete responsibility for the welfare of students while they are on the bus. A driver leaving a student on the bus after the driver has left the bus shall be reprimanded at the District's discretion and could be cause for termination of employment. NOTE: Students are to be transported home in a school bus or other school vehicle only. Personal vehicles are not to be used.

Video Cameras on Bus

Guidelines for production, viewing, and storing bus videotapes.

1. Video equipment may be used on any permanent bus at any time to monitor student behavior and driver performance. The Transportation Supervisor, school administrator, or driver may request videotaping.
2. Video cameras and tapes, as well as DVR's, will be installed and removed by a mechanic as authorized by the Director of Transportation and/or Designee. Drivers are not authorized to remove the hard drive for the DVR. Drivers are not to manipulate or cause any DVR to be inoperable by unplugging any wires or any means that would cause the system to be inoperable. Drivers found manipulating or shutting off the recording devices during paid work time may be subject to disciplinary actions.
3. Used video tapes will be stored in a locked box in the Transportation Office. The Transportation supervisor will maintain the keys to the storage box.
4. Video tapes will be considered a school law enforcement record and viewed only in the presence of a school official.
5. Students and parents will be allowed to view the video at the discretion of the administrator in charge of student discipline for the students appearing on the video only after it's determined that the other students' privacy will not be violated.
6. Parents and students will receive notification of the use of video equipment through each school's handbook and signs posted on the buses.
7. Tapes will be maintained for viewing until no longer needed for the resolution of an incident.

Bus Evacuation

School bus drivers have a specific responsibility under Federal Standard 17 (III:C:2). Personal requirements for pupil instruction: At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency FRONT/REAR DOOR evacuation drill. The instructions in this handbook shall be given each trimester to comply with the above requirements. In spite of all precautions, unanticipated emergencies may occur at any time necessitating orderly student evacuation of the vehicle. Periodic instruction will help develop an intelligent, automatic response in student behavior patterns in emergencies.

1. You, the driver, may be the ONLY adult available during the first moments of an emergency. For this reason, drills must be conducted under your direction.
2. Periodic instructions help develop automatic, intelligent responses in behavior patterns during emergencies.
3. REVIEW the evacuation procedures, disembarking patterns, etc., with each load of students BEFORE the day of the drill.
4. Disembarking pattern: Alternate entering aisle – seat by seat. Students on the door side enter first – then the driver side. This is to be the same as the normal daily unloading except the students are to be encouraged to move more quickly. This pattern would be the most orderly during a “panic” evacuation.

NOTE: TIME STARTS AT THE DRIVER’S COMMAND TO “EVACUATE.”

TIME ENDS WHEN THE DRIVER’S FIRST FOOT TOUCHES THE GROUND.

Evacuation Procedures

Objective: A prompt, orderly evacuation, NOT just speed alone.

General Rules:

- a. Exit from the door that is the closest.
- b. Disembarking pattern: alternate entering aisle seat-by-seat students on the door side enter the aisle first-then the driver’s side.
- c. Emergency door exit:
 - (1) First student holds door; extends hand for help.
 - (2) Second student assists other students. NOTE: Helpers extend hand palm-up and avoid grasping. A person will hold on if they want/require help.
 - (3) Third Student is to lead the group at least 100 feet away from the roadway.
- d. Front door exit:
 - (1) First student leads the group at least 100 feet away from roadway. NOTE: TIME STARTS WITH THE DRIVER COMMAND TO EVACUATE AND CONTINUES UNTIL THE BUS DRIVER’S FIRST FOOT TOUCHES THE GROUND.

3. Tornado Watch in effect during your route time:

- a. Keep your radio tuned in to a local station.
- b. Check your two way radio for reception and make sure it’s turned up so that you may hear it.

4. Tornado Warning (a tornado has been sighted) during route times:

- a. IF AT SCHOOL, DO NOT LOAD STUDENTS. Direct all students into the school and to their designated safe areas.
- b. IF DRIVING-IMMEDIATELY CONTACT DISPATCH FOR INSTRUCTIONS. If directed to remove students from the bus, direct them to lie flat in the lowest place (gutter, ditch, etc.) immediately available. Instruct the students NOT TO LOOK

Field Trip Procedures

1. Field trips will be assigned to regular drivers who desire to drive.
2. All drivers are eligible to take trips.
3. Extra-Curricular trip sign-ups are held on Tuesday afternoons at 1 P.M. in the break room. Sign up numbers will be drawn by seniority.
4. The driver shall not have relatives or personal friends accompany them on any trip unless the relatives or friends are approved drivers, chaperones, or members of the school group sponsoring the trip. REMINDER: Only one driver will be paid for the trip in cases where a spouse who is a corporation employee relieves the assigned trip driver.
5. Drivers are to arrive at pickup point 10 minutes before departure time. We must always be on time!
6. Pick up and drop off students at designated points only.
7. Driving in Caravan on Field Trips.

It is not the responsibility of the buses following to catch up on the lead bus. It is the responsibility of the lead bus to keep the caravan together. If the lead bus driver sees that a light has been green they need to slow down and try to wait for the red. Of course, sometimes the lead bus will make it through the intersection. If the lead bus makes it through an intersection the lead bus needs to slow down until the other buses catch up. It makes sense that if the lead bus makes it through a stop light, etc., and continues at regular speed, the buses following may have to driver faster than the posted speed limit in order to catch up with the lead bus. Other vehicles following the caravan would be farther back and would have to driver even faster than the buses in order to catch up.

Trip Ticket Distribution Procedure.

1. Field trips will be scheduled by each school building and submitted to the Transportation Office via Trip Tracker.
2. Trips will be divided into "in county after route," "out of county after route," between AM and PM routes, weekends, and "overnight."
3. Eligible regular drivers will have the opportunity to sign up for one or all trip ticket categories.
4. For sports trips, drivers will be listed by seniority and the trip tickets arranged by categories, then date. For sports trips, seniority will be used to assign and or bid on trips.

- a. Tickets arriving in the office, dated during an already assigned period, will be assigned immediately per distribution procedure.
- b. If a driver finds it necessary to return a trip for reassignment it is to be returned within 3 full days prior to the trip taking place (unless there is an extreme emergency) and it will be reassigned to the first available driver.
- c. If an emergency occurs and a trip ticket is returned within 48 hours before the trip, it will be assigned to the first available driver.
- d. Trip tickets are not to be traded with or passed on to another driver without the approval of the Transportation Directors.

Coaches and Chaperones on Field Trips

On trips, coaches and chaperones are expected to be alert and positioned on the bus so all students are in view.

- 1. At least one coach or chaperone should sit in the rear half of the bus in order to monitor student behavior.
- 2. Coaches and chaperones are in charge of student behavior on the bus.
- 3. Students are not to enter the bus without a coach or chaperone present.
- 4. Students are to ride bottom-to-bottom and back-to-back on the bus. This means their bottoms are on the seat and their backs are against the back of the seat in which they are sitting.
- 5. All passengers are to remain seated during the trip.
- 6. All passengers are to enter and leave by the front entrance.
- 7. The Westfield Washington School Corporation Transportation Department is not responsible for any electronic devices reported lost or stolen while on school property or at school events.
- 8. If during the trip it is necessary for food or beverages to be consumed on the bus, the coaches and chaperones are responsible to monitor food consumption. Coaches and chaperones also are expected to see that all trash and food is removed so the bus is left in a clean condition. Garbage bags are available on all buses.
- 9. Only authorized school personnel are allowed on buses. To address non-authorized personnel, coaches and chaperones should step off the bus while advising the bus driver to close the door behind them.

Equipment and Other Field Trip Items

1. Equipment and other items needed for a field trip are to be placed in undercarriage boxes. Items that will not fit in undercarriage boxes are to be transported by the sponsoring group in another vehicle.
2. If students on a trip are to be returned to the point of origin and then are to board route buses to return home, the driver will designate the departure time from the trip destination. The return departure time will allow for variable conditions of traffic and weather and will allow an adequate safety margin to return and unload students before route buses are present. For trips after school on non-school days, chaperones or sponsors will determine the return departure times.
3. If a field trip is on a limited time schedule for an activity outside of the Westfield area, it may be necessary for food or beverage to be consumed during the trip. It is the responsibility of the chaperone/sponsor to monitor food consumption and see that all trash and food is removed and the bus is left in a reasonable clean condition.
4. If the bus or items on the bus are needed during the time the students are at the trip destination, the chaperone/sponsor is to confer with the driver. The chaperone or sponsor and driver are to agree on when and where to load for the return trip,
5. Students may not enter the bus without a chaperone/sponsor in attendance whether parked or during the trip.

Trip Ticket Pay Calculation

1. Trip ticket starting time will commence at the departure time stated on the ticket.
2. Trips cancelled after a bus driver has reported to pick up the bus or students will be paid \$40.00, flat rate. EXCEPTION: If you forget about a trip and we call you to pick up students you will only be paid the actual time of picking them up and delivering them.
3. Trip ticket ending time will be the time the bus is returned to the transportation lot.
4. It is the driver's responsibility to meet any driving needs of the sponsoring group for the duration of the trip.
5. Chaperones are to accompany students at all time while present on the bus.
6. All safety and corporation rules apply during field trips.
7. All trip tickets should have a sponsors signature on them.

Accident Procedure

Accident with students onboard:

1. Turn off your ignition.
2. Set the brake.
3. Remain calm, check for injuries, and reassure the students.
4. Bus drivers must contact the Transportation Department and report that a bus accident has occurred. The driver will clearly report their location and a brief description of the accident.
5. Check for possible hazard from a fire. If there is leaking fuel or an electrical fire, evacuate the bus and move the students to a safe location as far away from traffic that is safely possible.
6. If available place triangles around the bus to protect the accident scene.
7. Transportation will contact the Westfield Police Department (WPD) and First Responders when needed. The Transportation Director or Supervisor reports the accident scene.
8. Do not move the bus unless directed to do so by a law enforcement officer.
9. Provide all necessary information to law enforcement officers. DO NOT discuss the facts with a non-involved party. DO NOT express or accept fault.
10. Students should remain on the bus unless there is danger of fire or another collision.
11. Transportation contacts the Director of Operations and the appropriate school Administrator. When necessary, the appropriate school administrator may come to the accident site.
12. First responders will make the determination whether any students are, in fact, injured. If there are not injuries, the administrator in charge may sign the appropriate First Responder documents.
13. The Transportation Supervisor will release the bus to finish its route or send another bus to the accident site to transfer students and continue the route.
14. If custodial parents/guardians arrive at the scene requesting to remove their child, the child may be released after the parent/guardian have signed the appropriate forms (they are on each bus). The school Administrator or Director of Transportation shall verify that a particular child can be released to the parent/guardian.
15. The Transportation Supervisor makes a written report to ASC regarding the incident.
16. Make a list of all students onboard. The list is to be clearly written. Do not use nicknames. If the accident occurs outside of the Transportation Office hours or out of town, and there are passengers on board, call the supervisor and follow their instructions.

Accident with NO Students Onboard:

1. The bus driver will contact the transportation department reporting that a bus accident has occurred. The driver will report the location of the accident and give a brief description to the accident.
2. Transportation contacts the Westfield Police Department (WPD) and First Responders if needed. The transportation Supervisor will report to the accident scene.

3. The Transportation Department will contact the Director of Operations. Determination is then made whether ASC personnel need to report to the scene.
 - A. A driver involved in an accident is required to provide their name, address, driver's license number, and vehicle information to the other driver involved in the accident. The same information should be acquired from the other individuals involved in the accident. VEHICLE INFORMATION IS LOCATED IN THE FIRST AID KIT.

NOTE: Indiana State Police must be notified by the Director if:

1. Personal Injury.
2. Property damage due to vehicle failure.
3. Property damage in excess of \$1000

Remember:

Do Not Admit Fault. Do Not Accuse.

Exchange only pertinent information with the other driver.

- a. Name.
- b. Address.
- c. Driver's license number.
- d. Make of other vehicle.
- e. Insurance information of other vehicle.

Accidents \$1000 or over must have an accident sheet filled out by the driver. A copy is retained at the transportation office and then forwarded to the State Police.

The Supervisor of Transportation will make a copy of the written report of the accident on the form provided by the State Department of Public Instruction.

- B. Special Note: (Accident involving Corporation owned equipment)
Disclosure of details of an accident, which you observed or were involved in, should be discussed with the investigating officer at the scene ONLY AFTER consulting with the school administration, school attorney, or the Indiana Insurance Company.
- C. A driver that is convicted of a moving violation while driving a corporation vehicle is subject to disciplinary action up to and including termination.
Post-Accident Testing – If you are in an accident and you are subject to post-accident testing as described in the Alcohol Controlled Substance Testing Program section of this Procedure Manual, you will need to report to the Transportation Office immediately.
We will call Midwest/DISA Toxicology Services and they will either send their mobile unit or direct us to an alternate site. Locally the alternate site is Burlington Clinic. If you are out of town, Midwest Toxicology will instruct us as to where you are to report for testing. If you are out of town and you are subject to post accident testing, try to contact the supervisor first and if the supervisor cannot be reached, call the secretary of one or the mechanics. During working

hours, call the office. If the incident occurs outside of office hours, call the Transportation Director and/or Assistant Transportation Director at their home. Leave a message where you can be reached and stay in that location. There are kits on your bus that you are to take to the alternate site.

***FAILURE TO REPORT AN ACCIDENT MAY BE GROUNDS FOR IMMEDIATE
TERMINATION!***

License (CDL Employees)

Westfield Washington School Corporation Transportation Services

SUBSTANCE ABUSE PROCEDURES

For

Employees with Commercial Driver's
License

For Compliance With

49 CFR Part 382.601 and 49 CFR Part 40

STATEMENT OF PURPOSE AND PROCEDURE

Employees are an extremely valuable resource for Westfield Washington Schools. Their health and safety are a serious concern of the Corporation. Drug or alcohol use may pose a serious threat to employee health and safety. It is therefore the policy of the Corporation to prevent substance use or abuse from having an adverse effect on our employees. The Corporation maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on Corporation property. Furthermore, employees have a right to work in an alcohol and drug-free environment and to work with employees free from the effects of alcohol and drugs. Employees who abuse alcohol or use drugs are a danger to themselves, their coworkers, and the Corporation's assets.

The federal government has recognized the adverse impact of substance abuse by employees. The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require the Corporation to implement a controlled substance testing program. The Corporation will comply with these regulations and is committed to maintaining a drug-free workplace. All employees are advised that remaining drug-free and medically qualified to drive are conditions of continued employment within the Corporation.

Specifically, it is the policy of the Corporation that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on Corporation premises, engaged in Corporation business, while operation Corporation equipment, or while under the authority of the Corporation is strictly prohibited. FMCSA states that mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement.

The execution and enforcement of this policy will follow set procedures to screen bodily fluids (urinalysis) conduct breath testing, and/or search all employee applicants for alcohol and drug use. Those employees suspected of violating this policy who are involved in a US Department of Transportation (DOT) reportable accident are periodically or randomly selected pursuant to these procedures. These procedures are designed not only to detect violations of this policy but also to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees or applicants involved. Disciplinary action will, however, be taken as necessary.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. The Corporation retains the sole right to change, amend, or modify any term or provision of this policy without notice. This policy is effective August 1, 2001, and will supersede all prior policies and statements relating to alcohol or drugs.

Administration Guide to Westfield Washington Transportation Personnel Alcohol and Drug Testing Procedures

Purpose

The purpose of this administrative guide is to set forth the procedures for the implementation of controlled substance and alcohol use and testing of employee applicants, current employees and employees pursuant to the Corporation's Alcohol and Drug Abuse Policy. These procedures are intended as a guide only and are in no way intended to alter any existing relationship between the Corporation and any employee.

The Corporation's alcohol and drug program administrator designated to monitor, facilitate, and answer questions pertaining to these procedures is Larry Johnson, Assistant Director of Transportation.

Provisions

Application

This policy applies to all Corporation Employees that utilize a Commercial Driver License (CDL) in the course of their employment. A valid CDL is required to operate the type of equipment listed below:

1. A vehicle having a Gross Vehicle Rating (GVWR) assigned by the manufacturer of 26,001 pounds or more.
2. A combination vehicle having a Gross Combination Weight Rating of 26,001 pound or more.
3. A vehicle that is designed to transport 16 or more passengers including the driver; or a vehicle requiring a placard to sport hazardous materials.

Prohibited Conduct

The following shall be considered "prohibited conduct" for purposes of this policy.

1. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions, unless free of alcohol and controlled substances. An employee is considered to be performing a safety-sensitive function if he/she is actually performing, ready to perform, or immediately available to perform any of the following on-duty functions:
 - a. All time spent at a facility waiting to be dispatched.
 - b. All time inspecting, servicing, or conducting any commercial motor vehicle at any time.
 - c. All driving time or time spent at the driving controls of a commercial vehicle in operation.
 - d. All time spent loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, including completion of any related paperwork; and remaining readiness to operate the vehicle.

- e. All performing those duties required of an employee involved in a vehicle accident.
- f. All time spent repairing, assisting, or attending to a disabled motor vehicle.
- 2. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.
- 3. No employee shall use alcohol while performing safety-sensitive functions.
- 4. No employee shall perform safety-sensitive functions within six (6) hours after using alcohol. Indiana state law requires drivers to refrain from alcohol consumption six(6) hours prior to duty.
- 5. No employee required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident test, whichever occurs first.
- 6. No employee shall refuse to submit to a post-accident, random, reasonable, suspicion, return-to-duty, or follow-up alcohol or drug test.

Prescription Medication and/or Other Medication Use

- 1. An employee is prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, except when the use is pursuant to the written instruction of a physician who has advised the employee that the substance will not adversely affect their ability to safely perform their duties. The employee must provide the Corporation with proof of such medical advice. The Corporation can decide if the employee can remain at work or on the Corporation premises and what work restrictions, if any, are deemed necessary.
- 2. Any employee who is using a prescribed drug or other medication which is known or advertised as possibly affecting or impairing judgement, coordination or other senses (including dizziness or drowsiness) or which may adversely affect the employee's ability to perform work in a safe and productive manner, must notify the Corporation prior to starting work or entering any Corporation premises. The Corporation will decide if the employee can remain at work or on the Corporation Premises and what work restrictions, if any, are deemed necessary.
- 3. Ingestion of products that contain hemp will not be an acceptable explanation for testing positive for marijuana.

Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by the Corporation will be grounds for refusal to hire employee/applicant(s) and to discipline existing CDL employees. A refusal to test would include any of the following situations:

1. Failing to appear for any test within a reasonable time after being directed to do so.
2. Failing to remain at the testing site until the testing process is complete.
3. Failure to provide a breath sample, saliva sample, or urine sample as directed.
4. Failure to permit, if the situation requires, the observation or monitoring of providing a urine specimen.
5. Failure to provide a urine, breath, or saliva specimen within required time frames may be considered a refusal. If an employee cannot provide a sufficient quantity of urine or breath, he/she will be directed for evaluation by a physician of the Corporation's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either breath or urine) it will be considered a refusal to test. In that circumstance, the employee has violated one of the prohibitions of the regulations.
6. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of a "shy bladder" or "insufficient breath" situation.
7. Failing or declining to take a second test as required by DOT regulations.
8. Failure to cooperate with any part of the testing process and/or conduct that would obstruct the proper administration of a test (refusing to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process).
9. Refusing to sign step two (2) of the alcohol testing form.
10. A report from the MRO that you have a verified, untouched, or substitute test result.
11. Admission to the collector or MRO by the employee that they altered or substituted their specimen.
12. For an observed collection, fail to follow the observer's instructions to raise your clothing above the waste, lower clothing and undergarment, and turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
13. Possess or wear prosthetic or other device that could be used to interfere with the collection process.

Types of Testing

Pursuant to regulations publicized by the Department of Transportation (DOT) the Corporation has implemented six circumstances for drug and alcohol testing:

1. Pre-employment (drug testing only).
2. Post-accident testing.
3. Random testing.
4. Reasonable suspicion testing.
5. Return-to-duty testing.
6. Follow-up testing.

A. Pre-Employment Testing

As a condition of employment, the employee applicant shall provide the corporation with a written authorization from all previous employers within the past three (3) years to release drug and alcohol testing records, as the regulations require. Within thirty (30) days of performing a safety-sensitive function, DOT regulations require that the Corporation obtain, to the extent available, certain drug and alcohol testing records from the employee's previous employers for the previous three (3) years. All applicants who are required to have or obtain a CDL must submit to a urine drug test unless a qualifying pre-employment exemption can be documented.

B. Random Testing

The corporation conducts random drug and alcohol testing. The corporation will submit all employees' names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time a random selection occurs. Random selections will be reasonably spread throughout the year. The Corporation will drug test, at a minimum, fifty (50) percent of the average number of employee positions in each calendar year or at a rate established by the DOT for the given year. The Corporation will select, at a minimum, ten (10) percent of the average number of employee positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection by its very nature may result in employees being selected in successive selections more than once in a calendar year.

If the employee is selected at random, for either drug or alcohol testing, a Corporation official will notify the employee. Once notified, the employee must proceed to the designated collection site immediately. If the employee does not go to the collection site as soon as possible after notification, such conduct may be considered a refusal to test.

C. Post-Accident Testing

Following any accident, the employee must contact the Corporation as soon as possible. The employee must submit to a Federal DOT drug and alcohol test any time he/she are involved in an accident where a fatality is involved or; the employee receives a citation for a moving violation arising from the accident that involved: Injury requiring medical treatment away from the scene, or one or more vehicles having to be towed from the scene. The employee shall follow the instructions from the Corporation or representative to complete required testing.

For other accidents not covered by the DOT definition above, the Corporation may require a non-regulated drug and alcohol test when:

- 1. The employee's actions may have contributed or cannot be completely discounted as a contributing factor to an accident.**
- 2. In this case, an accident shall mean an incident which results in damage over \$1000.00 or personal injury.**
- 3. An incident results in a lost time injury.**

Any time a post-accident drug or alcohol test is required, it must be performed as soon as practical. If no alcohol test can be made within eight (8) hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for the purpose of post-accident drug testing within thirty-two (32) hours, attempts to make such a collection shall cease. An employee is prohibited from consuming alcohol between the time of the accident and the test.

In the event that federal, state, or local officials conduct breath or blood test for the use of alcohol and/or urine tests for the use of controlled substances following an accident, employees must comply with law enforcement personnel requests. The Corporation may request testing documentation from such agencies, and may ask the employee to sign a release allowing the Corporation to obtain such test results.

In the event an employee is so seriously injured that the employee cannot provide a sample of urine, breath, or saliva at the time of the accident, the employee must provide necessary authorization for the Corporation to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the employee's system at the time of the accident.

Reasonable Suspicion Testing

Reasonable suspicion for requiring an employee to submit to drug and/or alcohol testing shall be deemed to exist when an employee manifests physical, behavioral, speech, or performance symptoms or reactions commonly attributed to the use of controlled substances or alcohol. A supervisor who is trained in compliance with Part 382.603 of the Federal Motor Carrier Safety Regulations must witness such employee conduct.

A supervisor observing such conditions will take the following actions immediately:

1. Confront the employee involved, and keep under direct observation until the situation is resolved.
2. Secure the DER's concurrence to observations. After discussing the circumstances with the DER, arrangements will be made to observe or talk with the employee. If he/she believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will immediately be required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any reason, the employee will be informed that continued refusal would result in the disqualification from performing any safety-sensitive function.
3. Employees will be asked to release any evidence relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline or suspension from driving duties. All confiscated evidence will be receipted with signatures of both the receiving supervisor, as well as the provider.
4. The DER shall, within twenty-four (24) hours or before the results of the controlled substance test are released, document in writing the particular facts related to the behavior or performance problems that led to the reasonable suspicion test maintain this documentation in appropriate DOT files.
5. The DER shall remove or cause the removal of the employee from the Corporation-owned vehicle and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence or, where appropriate, a place of lodging. Under no circumstances will that employee be allowed to continue to drive a Corporation vehicle.

Controlled Substance Testing Protocol

Urine Collection Procedures

1. The testing procedure starts with the collection of a urine specimen.
2. Collection procedures will follow the specific guidelines set forth by the US Department of Transportation as outlined in the published collection procedures guidelines.
3. Employees will be directed to empty their pockets and display the contents to the collector.
4. Employees will be allowed privacy during the collection process except as noted below. Observed collections are required by the DOT if:
 - a. The specimen is determined invalid and there is no medical explanation.
 - b. The collector observes evidence of an employee's attempt to tamper with the specimen.
 - c. The temperature of the specimen is out of range.
 - d. The specimen appears to be tampered with.
5. Observed collections will be required on return-to-duty and follow-up tests.

6. As part of the collection process, the specimen provided would be split into two portions: a primary specimen and a secondary (split) specimen.
7. If the employee is unable to provide 45 ml of urine, the DOT “shy bladder” rule will apply. The employee will have up to 3 hours to provide the required 45 ml, and may consume up to 40 ounces of fluids during the time period. The employee will be required to be monitored during the waiting period.
8. After Collection, the specimen will be submitted to a SAMHSA certified laboratory for testing.

Laboratory Procedures

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances:

- Marijuana
- Cocaine
- Opiates (including codeine, morphine, and heroin)
- Amphetamines (including methamphetamines, MDMA (Ecstasy), MDA and MDEA (Ecstasy metabolites))
- Phencyclidine (PCP)

The SAMHSA certified laboratory would perform initial screenings on all primary specimens. In the event that the primary specimen tests positive, a confirmation test of that specimen will automatically be performed. If the confirmatory test is positive, it will be reported to the Medical Review Officer (MRO) as positive.

Validity Testing

The laboratory must also perform validity testing on each specimen received. The purpose of validity testing is to determine whether certain contaminants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. The following will be measured: creatinine level, specific gravity, and pH. In addition, all specimens will be tested for known contaminants. An initial validity test is performed first, followed by a confirmation test if required.

All laboratory results will be reported by the laboratory to a MRO designated by the Corporation or its agents.

MRO (Medical Review Officer) Procedures

1. All test results will undergo a review process by the MRO.
2. Negative test results will be reported directly to the Corporation by the MRO.

3. Positive, adulterated, or substituted results will be handled in the following manner by the MRO:

- a. Before reporting a positive, contaminated or substituted test result to the Corporation, the MRO will attempt to contact the employee to discuss the test result.
- b. The employee is required to discuss the result with the MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of drug.
- c. For contaminated or substituted results, the employee must demonstrate that he/she did produce or could have produced urine, through physiological means, a specimen meeting the creatinine and specific gravity criteria of a substituted or contaminated specimen.
- d. If the MRO is unable to contact the employee directly, the MRO will contact the DER designated in advance by the Corporation, who shall, in turn, contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if the MRO is unavailable, at the start of the MRO's next business day.
- e. If, after failing to contact the MRO within 72 hours after being instructed to do so by the DER, or if the employee cannot be contacted at all within ten (10) days, or the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive or a refusal.
- f. At the MRO's sole discretion, a determination will be made as to whether a result is verified as positive, negative, or considered a refusal.
- g. After any verified positive or refusal to test determination, the employee may petition the MRO to reopen the case for reconsideration.

4. Diluted Specimens: If the laboratory reports a specimen diluted, the MRO will report this information to the DER. The Corporation policy will require an immediate recollect for another test.

5. Medical Information Disclosure:

Pursuant to DOT regulations, if, in the MRO's opinion, any information provided may mean a medical disqualification or represent a safety hazard, such as the use of certain prescription drugs, the MRO must disclose this to the employer. Individual test results for employee applicants and employees will be released to the Corporation and will kept strictly confidential unless consent for the release of the test result has been obtained. Any individual who has submitted to drug testing in compliance with this procedure is entitled to receive the results of such testing upon written request.

Split Specimen Testing Protocol

An employee may request that the “split” portion of his/her specimen be tested at a different SAMHSA laboratory if he/she was notified by the MRO that his/her test result was positive, contaminated, or substituted. The request must be made to the MRO within 72 hours of being notified of a verified positive, adulterated, or substituted result. The MRO will arrange for all procedures to be done in accordance with split specimen testing procedures.

The Corporation will pay the cost of a split specimen test. If the employee makes a timely request (within 72 hours) to the MRO for the split portion to be tested, the MRO shall immediately make arrangements with the laboratory to initiate the process.

Alcohol Testing Protocol

A trained Breath Alcohol Technician (BAT) or Screening Test Technician (STT) will conduct the alcohol tests. Screening tests may be done using an evidential breath-testing device (EBT) or non-evidential screening device approved by the National Highway Traffic Safety Administration. A trained BAT using an evidential breath-testing device will do confirmatory tests. The employee shall report to the alcohol testing site as notified by the Corporation. The employee shall follow all instructions given by the alcohol technician.

If the result of a screening test is a breath alcohol concentration (BAC) of less than 0.02, no further testing is authorized. Any initial test indication of .02 or greater will be confirmed on an EBT operated by a BAT. The confirmation test will be performed no sooner than fifteen (15) minutes and no later than thirty (30) minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of .020 to .039, the employee shall be removed from duty for twenty-four (24) hours or until his/her next scheduled on-duty time, whichever is longer. Employees with tests indicating a BAC of 0.04 or greater are considered to have engaged in prohibited conduct, which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after performing a safety-sensitive function.

Educational Materials

The Corporation shall provide educational materials that explain the requirements of Part 382.601 of the Federal Motor Carrier Safety Regulations, consequences of violating the regulations, and the Corporation’s procedures with respect to meeting these requirements. The materials supplied to the employees may include information on additional Corporation procedures with respect to the use or possession of alcohol or controlled substances. For example, the consequences for an employee found to have specified alcohol or controlled substances level based on the Corporation’s authority independent of Part 382.601 of the Federal Motor Carriers Regulations. Materials will also be provided concerning the effects of alcohol and controlled substances use on an individual’s health, work and personal life.

Employees are required to attend an educational meeting(s) to discuss the Corporation's procedures and to review all materials covered by this procedure. Each employee is required to sign a statement (certificate of receipt) certifying that he/she has received a copy of these materials described in Part 382.601 of the Federal Motor Carrier Regulations. The Corporation shall provide these materials to each employee prior to the start of alcohol and controlled substance testing and to each employee subsequently hired or transferred into a position requiring driving a commercial vehicle.

Disciplinary Procedures

Any employee testing positive for alcohol or who has a positive controlled substance test, or has refused to test, is considered in violation of this policy and is not qualified to drive a commercial motor vehicle. He/she will immediately be removed from service, and could face termination.

Substance Abuse Evaluation

Any employee who has been terminated shall be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals.

Confidentiality and Release of Information

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written consent from the applicable employee. The Corporation may release the information as follows:

1. Copies of the results of alcohol or drug testing to an identified person provided by the employee has provided written consent.
2. Copies of information requested by the Secretary of Transportation, any DOT agency, or any state or local official with regulatory control over the Corporation or any of its employees.
3. The results of post-accident testing when requested by the National Transportation Safety Board as part of an accident investigation.
4. Records shall be made available to a subsequent employer upon receipt of a written request from the driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request.
5. Records shall be made available to a driver, the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or controlled substance test administered under this part, or from the employers determination that the driver engaged in conduct prohibited by this policy including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to benefit sought by the driver. Employees are entitled, upon written request, to obtain copies of any records pertaining to their use of alcohol or controlled substances, including any records pertaining to his/her alcohol or controlled substance tests.

Responsibility

Employee – All Corporation employees that hold a valid CDL are responsible for abiding by this procedure as a condition of their employment.

Management Officials and Supervisors – All supervisors and Corporation officials are responsible for being alert to employee conduct that raises a reasonable suspicion that an employee is using or is under the influence of alcohol or controlled substances while on duty or otherwise performing Corporation business.

This policy is not intended, nor should it be constructed, as a contract between the Corporation and the employee. This policy may change at any time at the sole discretion of the Corporation and/or to comply with the changes in Federal DOT regulations.

