

# Campbell County Schools

# Transportation Manual



June 2022 Revision  
Board Consent, June 2022

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**This manual shall be kept on your bus, along with a current copy of your route sheet and roster.**

# CAMPBELL COUNTY BOARD OF EDUCATION POLICIES

## TRANSPORTATION

### 6.0 Implementation of System

The Superintendent shall develop and administer the necessary administrative regulations to implement the pupil transportation system, subject to review by the Board and consistent with 702 Kentucky Administrative Regulations Chapter 5.

**REFERENCES:** 702 KAR 005:010, 702 KAR 005:020, 702 KAR 005:030, KRS 158.110; KRS 158.115

### 6.1 Bus Fleet

#### **Public School Students**

The Board owns and operates the bus fleet primarily for the transportation of public school pupils to and from the public schools.

#### **Other Educational Purposes**

The bus fleet may be used by other state institutions and for other educational purposes as approved by the Superintendent or designee.

#### **Reimbursement**

All trips by groups or organizations not a part of the school program shall require reimbursement for the use of Board-owned vehicles at a rate established by the Board.

**References:** KRS 156.153, KRS 157.370, KRS 158.110, KRS 158.115, 702 KAR 5:060, OAG 80-390, OAG 82-392, OAG 83-294

### 6.11 Purchase Specifications

The Board requires that school buses purchased for use meet all Kentucky statutory requirements and all Kentucky State Department of Education specifications established for school buses at the time of purchases.

#### **Retirement**

Every effort shall be made to retire buses from regular service when the amount calculated for annual depreciation under state regulations reaches zero (0) percent of the state bid price.

**References:** KRS 158.110, KRS 156.152, KRS 156.153, KRS 156.154, 702 KAR 5:020, 702 KAR 5:060, 702 KAR 5:130

### 6.12 Maintenance Inspection

### **Inspection**

At least once each month when school is in session, all school buses shall be thoroughly inspected and road-tested by a state-approved inspector to ensure satisfactory mechanical conditions. Any safety defects found shall be repaired before the bus is placed back into operation.

### **Reporting Defects**

The Superintendent shall develop rules and regulations for the reporting of mechanical defects of school buses, by their drivers, and for the repair of such defects.

**References:** KRS 158.110, 702 KAR 5:030, 702 KAR 5:130

### **6.13 Fuel and Equipment**

#### **Procedure for Acquiring**

When drivers assume the duties of the position, the Superintendent shall furnish to each bus driver and other users of Board-owned vehicles the procedure and place for acquiring fuel, oil, maintenance, and repairs, both on a regular and an emergency basis.

**References:** KRS 158.110, 702 KAR 5:040, 702 KAR 5:030

### **6.14 Authority for Use of Buses**

#### **Approval from Superintendent**

Any use of school buses beyond the daily routing schedules will require approval from the Superintendent or the Superintendent's designee.

**References:** KRS 157.370, KRS 158.110, 702 KAR 5:030

### **6.2 Safety**

#### **Development of Program**

The Superintendent shall develop a transportation safety program as required by applicable law and administrative regulation. Appropriate safety information shall be disseminated annually in writing to employees, parents, and pupils of the school District.

#### **Booster Seats**

**When students who are under eight (8) years old and between forty (40) and fifty-seven (57) inches in height are transported in District-owned or leased vehicles designed for nine (9) or fewer passengers, they shall be properly secured in a child booster seat. Per [KRS 189.125](#), a child of any age who is greater than fifty-seven (57) inches in height is not required to be secured in a booster seat.**

**References:** KRS 158.110, KRS 189.125, 702 KAR 5:030, 702 KAR 5:060, 702 KAR 5:080

### **6.21 Inclement Weather**

### **Closing Schools**

The Superintendent or designee has the authority to close schools when weather or other emergency conditions would make operating the school bus fleet unsafe.

### **System of Notification**

The Superintendent or designee shall devise a system for notifying parents, pupils, teachers, and other employees when it becomes necessary to close schools because of emergency conditions.

**REFERENCES:** KRS 158.110, KRS 160.310, 702 KAR 005:030

### **06.22 Bus Drivers' Responsibilities**

**All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in Kentucky Administrative Regulations.**

### **Walkthrough at End of Run**

Bus drivers shall conduct a walkthrough of their buses at the end of each run to ensure that all students have disembarked at their designated stops.

### **Idling Control**

To conserve fuel and cut down on pollution, bus drivers shall shut down the bus engine while loading and unloading students at school or other or other destinations including, but not limited, to events such as field trips or extra-curricular activities. Buses should not exceed the manufacturer's recommended idling time when drivers are performing pre-trip or post-trip inspections. Exceptions may be made in cases of extreme weather conditions. However, idling is to be at a very minimum and occur outside the school zone. The Transportation Director shall review reports of non-compliance and take remedial action as necessary. .

Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action.

**References:** 702 KAR 005:080; 702 KAR 005:150, KRS 189.370, KRS 189.375, KRS 189.380, KRS 189.450, KRS 189.540, KRS 189.550, KRS 281A.175, KRS 281A.205

### **6.221 Bus Drivers Use of Tobacco and Other Substances**

#### **TOBACCO PRODUCTS**

While on the bus or in the presence of students, bus drivers shall not use tobacco products and shall not permit students to use them.

### **Definitions**

The following definitions apply for purposes of drug and alcohol testing required by federal and state law:

"Drugs" refers to controlled substances as prohibited by the Omnibus Act, including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

"Alcohol" refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including but not limited to, methyl and isopropyl. Alcohol use includes the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

### **Use Prohibited**

All employees subject to commercial driver's license (CDL) requirements shall be prohibited from:

1. The use of any drugs, that may affect the employee's ability to safely drive a school bus or perform other job responsibilities;
2. The use of alcohol:
  - a. While on duty;
  - b. Four (4) hours before driving;
  - c. Eight (8) hours following an accident; or
  - d. Consumption resulting in prohibited levels of alcohol in the system.

### **Required Reports**

- Drivers taking medication either by prescription or without prescription shall report to the immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities.<sup>2</sup>
- Drivers shall immediately report to the Superintendent or designee any traffic violation specified in Kentucky Administration Regulation.<sup>2</sup>

### **Testing**

All covered applicants and employees shall be subject to pre-employment testing (controlled substances only), and reasonable suspicion, random and post-accident testing for drugs and alcohol. Return-to-duty and follow-up testing shall also be required.

All offers of employment with the District shall be made contingent upon testing results. An applicant who tests positive shall not be employed.

Current employees who test positive shall be subject to immediate Disciplinary action up to and including dismissal in accordance with Board policy and administrative procedures. A school bus driver, substitute driver, school bus mechanic or anyone performing safety-sensitive pupil transportation duties who tests 0.02 percent or higher on the confirmation alcohol test immediately before, during, or immediately following the performance of these duties shall be relieved of these duties immediately. (Drivers found under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day shall be dismissed from employment in accordance with Kentucky Administrative Regulation and Board policy and shall not be eligible for reemployment for five [5] years.)

Employees who test positive shall be notified of referral services. Additionally, employees shall be subject to CDL prohibitions and penalties under the Omnibus Act and applicable Federal Motor Carrier Safety Regulations.

Applicants who refuse drug testing shall be eliminated immediately from employment consideration. Current employees who refuse to comply with testing requirements will be

regarded as insubordinate and shall be subject to disciplinary action, up to and including dismissal.

Refusal to submit to an alcohol or controlled substance test means that the individual demonstrated noncompliance, including but not limited to the following actions:

- Failed to appear for any test within a reasonable period of time as determined by the employer and consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a sample specimen for any required test;
- Failed to provide a sample in an amount sufficient for testing without an adequate medical reason for the failure;
- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

### **Testing Costs**

Pre-employment drug testing costs shall be paid for by the District. All current employee drug and alcohol testing including reasonable suspicion, random and post-accident testing cost shall be paid for by the District.

### **Materials to be provided**

The Superintendent/designee shall distribute educational materials to explain state and federal legal requirements for alcohol and controlled substance testing of CDL drivers and the District's policies and procedures to implement it and answer questions about the materials. Materials shall meet content requirements of state and federal regulations and shall be distributed to each driver prior to the start of alcohol and controlled substances testing each year and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. Each employee is required to sign a statement certifying that s/he has received a copy of these materials.

If the District recognizes an organization to represent bus drivers, the District shall provide written notice to representatives of the organization of the availability of this information.<sup>1</sup>

**References:** 702 KAR 005:080, KRS 438.050

### **Implementation**

This policy shall be implemented in accordance with KDE-1530 Drivers shall immediately report to the Superintendent or designee any revocation of their license or conviction for driving under the influence or reckless driving.



References: Omnibus Employee Testing Act of 1991, Public Law 102-143, Title V Alcohol and Controlled Substance Policy. KDE-1530, Ky. Dept. of Education. Division of Transportation 702 KAR 5.080, KRS 438.050

### **6.23 Driver and Substitute Driver Training –**

#### **Superintendent Responsibilities**

The Transportation Director shall be responsible for providing the annual required in-service school bus training in accordance with 702 KAR 5:080.

All training requirements include both regular and substitute drivers.

#### **Commercial Driver’s License – Physical Reimbursement**

After being contracted full time or completing ninety (90) days of successful employment in the District, bus drivers and substitute bus drivers shall be reimbursed for the cost of the commercial driver’s license. The Board shall not pay for the cost of obtaining a regular driver’s license. Any license certification beyond what is required to drive school buses must be paid for by the individual.

**References:** 702 KAR 005:030, 702 KAR 005:080, 702 KAR 005:010, KRS 189.370, KRS 189.375, KRS 189.380, KRS 189.450, KRS 189.540, KRS 189.550, KRS 189.580, KRS 189.635

### **6.31 Bus Scheduling and Routing**

#### **Responsibility For**

The Superintendent or designee shall be responsible for scheduling and routing all buses in keeping with applicable statutes and regulations. This shall include a system of notifying parents, pupils, and drivers of bus schedules and routes and, for those schools serving breakfast, arranging bus schedules so that buses arrive in sufficient time to provide breakfast prior to the student attendance day.

Buses shall be routed only on public roads which are safe for bus travel or on private roads approved by the Board under criteria developed by the Superintendent and approved by the Board.

#### **Regular Route Vehicles**

Except in cases of emergencies or for the transportation of students with disabilities, only school buses as defined by applicable statute and administrative regulation shall be used for transporting students to and from school along regular bus routes.

**References:** KRS 156.153, KRS 158.070, KRS 158.110, 702 KAR 005:030

### **6.32 Eligibility for Transportation**

#### **Distance Limitation**

Pupils shall be eligible to be transported to and from school if they reside more than one (1) mile by the nearest traveled road or street, from the school to which they are assigned.

If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school.

### **Preschool Transportation**

Students attending preschool programs of the District shall be transported in accordance with the provisions of 702 KAR 5:150 and other appropriate laws and regulations.

### **Modification**

The Board reserves the right to modify the distance limitation where conditions make it advisable to include certain geographic subdivision or neighborhood areas.

Students shall be required to walk to certain centralized bus stops on public roads where traffic hazards would not make it feasible to stop buses in front of their homes. Students who live close together shall be required to assemble themselves at a certain point to be picked up by the bus.

### **Person Not Eligible**

Persons not of school age, parents of students, and persons not associated with the Campbell County School shall not be permitted to ride without written authorization of the Superintendent or the Superintendent's designee.

**References:** KRS 158.10, KRS 158.115, 702 KAR 5:030, 702 KAR 5:040, 702 KAR 5:020, 702 KAR 5:110(Vocational Pupils), 702 KAR 5:150, OAG 80-390, OAG 82-392, OAG 83-294

## **6.33 Regular Bus Stops - Discharge of Pupils**

### **Discharge of Pupils**

The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the Principal to discharge a pupil at another location.<sup>1</sup> Preschool students shall be transported in accordance with applicable regulations.<sup>2</sup>

The Principal shall have authorization from a child's parents before permitting discharge at a location other than the regular stop.

### **Exception**

The driver may discharge a pupil for disciplinary reasons in accordance with Policy 06.34 of this manual and with 702 KAR 005:080.<sup>1</sup>

**References:** 702 KAR 005:080, 702 KAR 005:150, KRS 158.110, KRS 189.370, KRS 189.375, KRS 189.540

## **6.34 Conduct On Bus**

### **Principal Responsibilities**

The Principal shall oversee the department of students who ride on the school bus and who walk to and from the school.

## **Reporting Violations**

Bus drivers shall promptly report any violation of District policy or school rules to the Principal.

## **Discharge of Pupils from the Bus**

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.<sup>1</sup>

*Special notes and additional information from the department:* **ONLY IN THE MOST EXTREME OF CASES** and AFTER all other means of controlling the situation have been exhausted. The driver should understand that discharge from a bus for behavioral reasons that is NOT endangering to the safety of other pupils, the driver, or monitor, is an unacceptable reason for discharge from the bus.

### Discharges while bus on a school lot:

In the event a pupil is discharged for safety reasons and the bus is still on the school bus lot, the driver should notify the Transportation Dispatcher and request an Administrator come to the bus for assistance. In the event an Administrator is not present, the driver must stay with the student on the lot until an Administrator or other school staff can be notified to receive the student. The driver may not leave the site until the student is secure with the other school officials. The Administrator may make the determination of removing a student from the bus or not.

- NOTE: Requesting an Administrator to the bus on the school lots does NOT necessarily result in an automatic discharge of a student from the bus.
- All standards in regards to discharging a student from the bus must still hold true, even while on the school lot.
- ONLY DISCHARGES IN THE MOST EXTREME CASES ARE PERMITTED. However, the administrator may remove the student from the bus in other varying circumstances.

## **Withholding of Riding Privileges**

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.

### **Restitution of Damages**

The parents or guardians shall be held responsible for restitution of any damages beyond normal usage, inflicted by their child.

### **Students with Disabilities**

Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

**References:** 702 KAR 5:080, 702 KAR 5.050, PL 101-476; 707 KAR 1:051; Individuals with Disabilities Act (IDEA), KRS 158.110; 702 KAR 5:090; 702 KAR 5:100

## **6.342 Hazards in and on Bus**

### **Prohibited Items**

Passengers shall not bring an object on the school bus that may block the bus aisles or exits.

A driver shall not knowingly permit any of the following to be transported on the bus:

1. Firearms or weapons, either operative or ceremonial;
2. Fireworks or other explosive materials of any type;
3. Live animals; Note: animals that are not a risk to other bus riders and that are necessary to enable a person to safely utilize the bus transportation as documented by adequate medical evidence, or required by a student's Individual Education or Section 504 Plan, or a service animal shall be allowed on the bus.
4. Preserved specimens that would likely frighten a pupil or cause a commotion on the bus; or
5. Glass objects or helium balloons.

**References:** KRS 158.110, 702 KAR 005:080, 702 KAR 005:150

## **6.4 Insurance**

### **Limits**

The Superintendent shall recommend to the Board, after consulting with the proper officials within the Department of Education, the appropriate limits of liability insurance for all Board-owned vehicles.

**References:** KRS 160.310, 702 KAR 5:130

## **03.2326 Dress and Appearance**

### **RATIONALE**

"One of the reasons we have schools is for students to learn what is appropriate. Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate." Harry K. Wong

### **APPROPRIATE DRESS**

The following list of appropriate dress shall apply to all classified staff except secretaries and instructional assistants.

- Dress shirt (Tie optional)
- Knit shirt with collar, crew neck or turtle neck with sport coat
- Dress slacks, khakis or Dockers style
- Business suit
- Sport Coats or Sweaters
- Dresses, dress suits, skirt/jumper with dress top, denim/chambray fabric skirts, (knee length or longer with appropriate professional fit and length)
- Blouses, tops and dresses with moderate neckline
- Women's business suits and business pant suits
- Shoes
- Uniforms provided by the District or school unit
- Shorts (appropriate fit and length)
- T-shirts and sweatshirts with appropriate school-related logos
- Clothing with District logo
- Appropriate footwear for job assignment
- Jeans (not faded, frayed or holes/appropriate fit)

Consideration may be given by the supervisor based on the type of work being performed as well as the working conditions.

### **INAPPROPRIATE DRESS**

The following list of inappropriate attire is provided to the school administrator's as a guide:

- Tee-shirts and sweatshirts with inappropriate logos
- Spandex
- Sweat suits, jogging suits
- Cut-offs (jeans or others)
- Sheer or see-through clothing, backless tops
- Coaching shorts
- Blue Jeans (denim or chambray) (Certified Staff ONLY)
- Mini-skirts

### **INAPPROPRIATE ATTIRE (CONTINUED)**

- Visible Midriff

- Frayed Attire
- Visible body piercing, other than ears
- Athletic jerseys, thermal tops, halter tops, muscle shirts, leotards, tank tops
- Thongs (flip-flops, beach wear, shower shoes)
- Athletic shoes
- Spaghetti straps, strapless

There are to be no casual Mondays, Tuesdays, Wednesdays, Thursdays or Fridays.

Each school is allowed to have one (1) spirit day per month; recommended by the Principal and approved by the Superintendent.

On designated school spirit days, employees may wear Campbell County School related tee shirts, school color polos or sweatshirts, and blue jeans.

Any deviation or exception to this policy must be approved by the Board.

**REFERENCES:**

[KRS 161.170](#)

[OAG 79-158](#)

Adopted/Amended: 9/12/2016

Order #: 16-121

Note: Per consideration by the transportation supervisor, thongs, flip-flops, clogs, slippers, sandals, and any shoes with an open toe or open heel or hi-heeled are not acceptable for the job duties performed on the bus. Closed toe and closed heel shoes are required for safety reasons in the transportation department.

## **CAMPBELL COUNTY BOARD OF EDUCATION TRANSPORTATION STANDARD OPERATING PROCEDURES**

### **Unit 1: TRANSPORTATION SERVICES**

#### **Regular Bus Service**

All students who otherwise meet the criteria for receipt of transportation services, will be provided transportation service as long as conditions exist that provide for safe pick up and drop off locations for each established bus stop.

Bus stops will generally not be scheduled closer than one block. Pick-up and drop-off will be at street corners or as established by the Transportation Department routing procedures. The driver and Transportation Department have discretion where safety factors may require a stop to be at a location other than at street corners. On rural roads, door to door stops will be scheduled where safety conditions warrant. Pursuant to Campbell County Board of Education policy, pick up and drop off locations can be

established up to 2/10ths of a mile from any student's primary residence. Bus stops will be located in areas that permit students' optimal safety while walking to, waiting for, boarding, and leaving the bus.

Mid-day kindergarten, pre-school and exceptional children routes may be scheduled closer than one block as safety warrants.

The assigned school of any newly enrolled student or previously enrolled student who's transportation needs have changed, must inform the Transportation Director or his/her designee, who in turn will notify the driver of any new students on that driver's route. However, if students are waiting for the bus on a driver's route and the student's name does not appear on the current roster, the driver will pick them up, document the name, address, grade and attending school, then report the student information to the Transportation Director or his/her designee upon completion of the driver's route.

### **Transportation of Kindergarten Students**

A.M. Half-day kindergarten students will be picked up at the regular elementary school bus stop. The take-home bus stop will be as close to each student's home as possible.

P.M. Half-day kindergarten students will be picked up as close to their home as possible. The take-home bus stop will be the regular elementary school bus stop.

When transporting kindergarten students from school, the driver shall make eye contact with a parent, guardian, or someone authorized to receive the child. If no eye contact can be made, the driver is to inform the Transportation Director or his/her designee via radio and return the child to school at the end of the regularly scheduled route, unless other safe and efficient accommodations can be made and approved by the Transportation Director or his/her designee. Kindergarten students may be released with a sibling aged 12 years or older, or other authorized student with the prior express written permission from the parent or legal guardian on file with the Transportation Department.

### **Transportation of Preschool Students**

Bus stops will be scheduled as close as possible to students' homes, consistent with Campbell County Board of Education policy. Students will be transported in accordance with [702 KAR 5:150](#) Transportation of preschool children and Campbell County Board of Education policy [6.32](#).

When transporting pre-school students from school and home, the monitor will receive/deliver the child directly to a guardian or other adult authorized to receive the child. Authorization for the reception of the Pre-School student by a sibling, who is a student or other child, is *not* permitted. If the guardian or other authorized adult is unavailable to receive the child, the driver is to inform the Transportation Director or his/her designee via radio and return the child to school at the end of the regular scheduled route. For the safety of the pre-school age student, other accommodations will not be permitted and the student must be returned to school.

## **Fleet Scheduling and Routing**

1. All reasonable efforts will be directed toward the safe and efficient development of all routes and other programs serviced by the Transportation Department.
2. The number of students riding each bus, and the estimated amount of riding time will be taken into consideration when developing and/or adjusting schedules and routes.
  - Any route change or bus turn around, unless in emergency situations, must be approved by the Director of Transportation or his/her designee.
3. Arrival and departure schedules shall be arranged so as to reduce the waiting time of students as much as possible.

## **Route Assignment**

Each open/available/new regular route will be bid out and made available to all contracted drivers and non-contracted substitute drivers. Open routes will be assigned to drivers with consideration given to the length of service in the Campbell County Schools as a contracted school bus driver. In terms of seniority, a contracted driver has priority over non-contracted substitute drivers.

Any driver considering a bid on any route should utilize all available resources in order to determine if this route is what the driver wants. These resources include the following:

- Check with the current driver/monitor about the route
- Check with the permanent substitute who may be currently servicing the route
- Check with the dispatchers about route concerns
- Request a copy of the route sheet, to allow the driver to drive the route on the driver's own time, without pay, and in their own vehicle.
- Request to review any disciplinary issues on file

The successful bidder will be determined by the following:

1. Length of service, which shall be established by the original contractual date given to the driver upon becoming a contracted employee of the Transportation Department.
2. In the event the length of service is the same for the highest bidders, the secondary determination will be the date on which a driver originally received his/her CDL license.
3. In the event the CDL date continues to be the same for the highest bidders, the Transportation Director will have the sole responsibility of awarding the route.

In the event the open route/permanent position is only bid upon by non-contracted, substitute drivers, then the successful bidder will be determined by the Transportation Director. Criteria considered will include but is not limited to the following:



- Length of Non-Contracted Service
- CDL Date
- Completed Application Date
- Interview
- District Performance during Contracted (if applicable) and Non-Contracted service

Upon acceptance by any Contracted Driver of any new route, which also constitutes resignation of that Contracted Driver's current route, that driver may not re-bid his/her resigned route during the initial bid timeline on the resigned route.

The Transportation Director has the right to assign any open route to a driver other than the bidder with the most seniority. In such case, the decision of the Transportation Director will be final.

### **Field Trips**

#### **Assignment of Trips**

"Trips" are any extra-curricular activity in which a driver and bus are requested for transportation services. These can consist of academic or athletic activities, or other school-sponsored activities.

Drivers are requested to sign up for trips at the beginning of every school year. Any driver may be added to the list throughout the regular school year. Also, any driver at his/her request may be removed from the trip lists.

The Transportation Director reserves the right to add or remove any driver from the trip lists. The Superintendent or his/her designee may also limit or eliminate trips being awarded to any driver that would or may cause that driver to incur overtime pay. The Superintendent reserves the right to establish the pay rate for any/all trips.

Trip lists are broken down into 3 categories:

- Day Trip: any trip that departs between the hours of 12:01AM and 2:00PM, Monday through Friday.
- Night Trip: any trip that departs between 2:01PM and 12:00AM, Monday through Friday
  - NOTE: Any trip departing on Friday, after 2:01PM, and carries over into the weekend will only count as 1 Night Trip, whether the trip was overnight or not
- Weekend Trip: any trip that departs at anytime on Saturday or Sunday

Triptracker and rejection documentation will be the monitoring tool for all trips. These lists will have documented information as to when the trips occurred, destination, time frame and other information such as rejected by the driver or driver unavailability.

Trips will be assigned according to the following procedures and guidelines:

1. It is understood that coaches, activity directors and faculty sponsors who are certified to drive a school bus will have first choice to drive any and/or all of their

activity's trips. Coaches, activity directors, and faculty sponsors will be paid for their drive time only. Coaches, activity directors, and faculty sponsors, when driving, have the same responsibilities as any regular driver as outlined under "Driver Responsibilities" for trips.

2. A trip will be offered to drivers on the trip list that corresponds with the departing time as defined above, and in the alphabetical order in which the driver's name appears on the given trip list in a continuing rotational basis, unless a scheduling problem requires that a driver further down the list be used. Scheduling problems can consist of the following:
  - The Employee's Contract with Campbell County Schools supersedes any trip that interferes with the regular and established scheduled route times which that driver is assigned.
  - The established route times, including the documented departure and completion times of a regular scheduled route. If a trip starts before the documented return time of any regular route, that driver cannot be used as it would interfere with the Employee's contracted time for that route.
  - The established route starting/stopping location versus the trip starting location.
3. Contracted Substitute Drivers are eligible for all trip lists. If possible, Contracted Substitute Drivers will be utilized on an alphabetical rotation to fill trips that depart during regular school hours in which Contracted Drivers may not be eligible. In consideration of the contracted service to the district, only a select number of Contracted Substitute Drivers can be utilized at the same time on any given day. The Transportation Director will have the final authorization as to the number which can be assigned on any given day.
  - NOTE: Contracted Substitute Drivers should understand that acceptance of this type of trip could result in a portion of the trip time being used to meet their total daily contracted time, as well as costing them a turn on the trip rotation.
4. Non-Contracted Substitutes are eligible for trips when a requested trip interferes with the regular route responsibilities of any Regular Contracted Driver and the unavailability of any/all Contracted Substitute Drivers on any trip lists.
5. Rejection of Trips
  - Penalty: A rejected trip penalty means that during the next rotation through the trip list, the driver under penalty may be skipped.
  - A trip may be rejected by a driver without penalty as long as the trip is turned back in prior to 72 hours of the scheduled boarding time.
  - Any trip that is rejected within 72 hours of the trips scheduled boarding time, without justifiable cause as determined by the Transportation Director, may be subject to a penalty on the given trip list on which the driver was selected.

- Any driver who rejects 3 trips within the 72 hour window, without justifiable cause as determined by the Transportation Director, may be removed from ALL trip lists for the remainder of the current school year.
- Any trip rejected by more than 3 drivers from the given trip list on which the trip falls under, as defined above, may be assigned to any driver available with approval of the Transportation Director or his/her designee.
- Any trip that occurs on any week day, Monday-Friday, on which regular school is not in session, as established by the Board of Education approved Calendar, such as spring break, may be rejected by the driver without penalty.

#### 6. Special Circumstances and Scenarios

- For any Tournament, athletic or academic, in which the departure for the first match occurs on a Friday after 2:00PM (Night Trip) while school is in session, the driver assigned to this trip must be available and willing to provide the transportation services for this tournament in its entirety and it will count as one (1) Night Trip. If the scheduled driver is not available for the possible weekend portion of the trip, that driver must reject the trip. However, that driver will incur no penalty or loss of rotation on the trip lists.
- For any Tournament, athletic or academic, in which the departure for the first and consecutive matches occur during the week, Monday-Friday, after 2:00PM (Night Trip) while school is in session, multiple drivers may be assigned to accommodate each match on each successive day and will count as one (1) Night Trip for each driver assigned.
- Any trip that occurs while school is not in session, such as Winter Break, whether athletic or academic, will only count as one (1) trip regardless of duration, such as with Tournaments.
- Any trip, regardless of departure time, that requires an overnight stay, will only count as one (1) trip.
- In the event there are more trips than there are available drivers from any of the given trip lists, on any given day, then all Contracted and Non-Contracted drivers, including those not listed on any trip lists are eligible to accept and be assigned the trip.
- In the event a trip is received under the 72 hour guideline, whether through rejection, late scheduling, or late notification, all efforts will be made to continue adhering to the trip assignment procedure. However, the Transportation Director or his/her designee, may utilize any driver available, whether on the trip lists or not, in order to fulfill the trip.
- Any driver who is serving as a chaperone on any given trip may be eligible to drive that trip, but will be paid for drive time only.
- Any driver who has arrived at the departing location on time and the requesting trip sponsor does not show, the driver will be paid for one

(1) hour, unless circumstances deem otherwise and with approval from the Transportation Director.

7. Monitors will be utilized on an alphabetical rotation whenever needed to accommodate pre-school or special need situations on any given trip. However they must have preschool and/or special needs monitor training to be eligible.
  - Mid-day Monitors will be given first priority in the assignment of trips occurring on days they are not contracted.
  - Rejections of trips by Monitors will be governed by Section 5, Rejection of Trips, above.
8. If a driver or monitor knows that he/she will not be available for a trip on any given day, the driver or monitor must advise the Transportation Department of his/her unavailability as soon as possible. If a trip occurs or is set to occur on the day on which the driver or monitor is unavailable, then the lists will be recorded as “unavailable” and may lose their turn for that particular rotation through the given lists. The driver or monitor will not be charged with a penalty in these circumstances.
9. The Transportation Director has the discretion to authorize any exception to these procedures and guidelines in order to insure the smooth and efficient operation of providing transportation services for any trip.

### **Pay Dates and Policies**

#### **Placement on Salary Schedule**

Newly hired employees will be placed on the salary schedule in accordance with the policies of the Campbell County Board of Education.

#### **Payment of Wages**

Pay periods and methods of payment will be determined by policies of the Campbell County Board of Education.

#### **Substitute Drivers**

1. Contracted Substitutes are full time employees with the Campbell County School District who work a minimum of 4 hours per day.
2. Non-Contracted Substitute Drivers are not full time employees of the Campbell County School District and are utilized in an “as needed” capacity. Non-Contracted Substitute Drivers are paid for the hours of service they provide.
3. Contracted Substitute Drivers will be used before any Non-Contracted Substitute Drivers are assigned, unless circumstances deem otherwise.
4. Non-Contracted Substitute Drivers may be called in and paid to be utilized in a standby position when all Contracted Substitute Drivers are unavailable.

5. Assignment of Non-Contracted Substitute Drivers will be made by the Transportation Director or his/her designee.

### **Inclement Weather Procedures**

All decisions regarding cancellations, delays, or early releases of school rest with the Superintendent, who may, at his or her sole discretion, consult with the Director of Transportation or other Campbell County Schools employees.

When inclement weather or other circumstance results in a cancellation, delay, or early release of school, all transportation employees will be notified by the Campbell County Schools automated phone messaging service, as early as possible. A “phone tree” procedure will be utilized as necessary for specific employees in specific circumstances.

### **Inclement Weather Pay:**

- No employee will be paid for any phone calls made in regards to cancellations, delays, or early releases.
- Any employee arriving at work on days in which a delinquent cancellation occurs (i.e., right before or after the departure of a regular or delayed schedule) will be paid one (1) hour of extra pay, or the actual departure and return time, plus 15 minutes (15 minutes drivers only); whichever is greater and within reason, as deemed by the Transportation Director.
- No time will be paid to any driver or monitor arriving at work prior to the scheduled departure time which includes Pre-Trip accommodations. In other words, if a route’s documented departure time is 5:50AM and the allowed Pre-Trip Accommodation is 15 minutes, then there will be no compensation for any arrival time prior to 5:35AM.
- In the event an employee arrives to work in accordance with documented departure time (including Pre-Trip accommodations) and a delay or cancellation is called, then the employee will be paid one (1) hour of extra pay.
- In the event an early release results in the cancellation of any/all midday routes, the Transportation Director will make the decision as to whether or not the midday driver’s hours will have to be made up or not.
- All employees who arrive for departure, then school is cancelled, must report and sign in to the main dispatch office.
- The Superintendent or his/her designee reserves the right to direct the payment of any extra pay requested as a result of inclement weather.

**UNIT TWO**  
**TRANSPORTATION DRIVER AND MONITOR**  
**GENERAL RESPONSIBILITIES**

**Knowing the Passengers**

The bus driver and monitor have a unique opportunity to provide very significant, positive influence on the lives of their passengers when transporting students, including those who are mentally, physically, or emotionally challenged. Drivers and monitors must be prepared to provide many basic tasks of meeting personal care needs, communicating, and socializing with others, and physically moving from one location to another (e.g., crossing the street).

By providing an atmosphere of friendly assistance and responding to the passengers and their attempts to master these basic skills, the driver and monitor often becomes an important part of the educational effort to help the students reach their greatest level of achievement.

**Bus Driver Responsibilities**

Bus Drivers should have the temperament, personality, and patience to deal with all students, including those children with special needs. Additionally, drivers have the following specific responsibilities:

1. To assist the dispatcher in preparing your route sheet. Up- to-date copies of your route sheet must be maintained on a continual basis and kept on the bus and in the dispatch office. A copy of the current route is required to also be kept on file at Central Office and the appropriate School.
2. To contact parents of pre-school and kindergarten children. The parents of pre-school and kindergarten children on the route must be informed of pick up and drop off times, bus stop locations, bus number and driver's name, prior to the start of the new school year, or at any time a pre-school or kindergarten student is added throughout the school year.
3. To coordinate with parents, school and the Transportation Department regarding special situations. Such situations may include, for example, a child who rides in AM but not PM, or where there may be a change in drop off location.
4. To contact dispatch and the absence reporting system dedicated by the district when unable to report to work in sufficient time to cover the route.
5. To verify verbally and assist as necessary with the attending monitor that all seat belts, safety vests, car seats, and wheelchair tie downs have been secured before continuing with the route.
6. To be aware that all other rules, procedures, and regulations for bus drivers, as outlined in Unit 3 apply.

7. To understand that drivers and monitors are primarily responsible for loading and unloading children. There are special situations that arise, especially with students with special needs, which present unique loading and unloading circumstances. In such cases, it is permissible for school staff to board the bus to help these children load or unload. In very specific situations, prior permission must be obtained from the Director of Transportation or his/her designee for any guardian to board the bus to assist with loading or unloading students with special needs. Drivers will assist in the operation of the lift on special need buses.
9. To perform all other duties as assigned by the Director of Transportation.

### **Bus Monitors Responsibilities**

Monitors should have the temperament, personality, and patience to deal with all students, including those children with special needs. Additionally, monitors are responsible for the following:

1. To report to dispatch for assignment
2. To assist the driver in maintaining pupil control on the bus by periodically checking the bus while in route or as instructed by the driver.
3. To consult with and assist the driver in record keeping
4. To contact dispatch and the absence reporting system dedicated by the district when unable to report to work in sufficient time to cover the route.
5. To secure all students that are required to be in seat belts, safety vests, wheelchair tie downs and car seats. Then confirm this verbally with the driver before continuing with the route.
6. To understand that drivers and monitors are primarily responsible for loading and unloading children. There are special situations that arise, especially with students with special needs, which present unique loading and unloading circumstances. In such cases, it is permissible for school staff to board the bus to help these children load or unload. In very specific situations, prior permission must be obtained from the Director of Transportation or his/her designee for any guardian to board the bus to assist with loading or unloading students with special needs. Monitors will assist in the operation of the lift on special need buses.
7. Monitors will be seated in the middle of the bus, in the seat in front of the side emergency exit door, unless special circumstances require otherwise.
8. Preschool students who are required to wear a safety vest (under 40lbs or under 40 inches in height), whenever possible, should not be seated in the first seat, last seat, or any seat that has an emergency exit window.

9. In order not to cause a distraction to the driver, monitors should refrain from any unnecessary conversation with the driver while the bus is in operation with students on board.
10. To assist the driver with emergency bus evacuations and evacuation drills.
11. To perform all other duties as assigned by the Director of Transportation.

### **Field Trip Responsibilities**

1. Unless otherwise directed, the driver should arrive at the designated boarding site no sooner than 15 minutes prior to the requested boarding time.
2. Prior to departing on a trip, the driver is responsible for seeing that a roster of the persons on board is present on the bus. This roster shall include the name, address, phone number, and date of birth of each rider. The driver should not depart without verifying this information. The attending trip sponsor may keep the roster after it is verified by the driver. The driver has the option to keep the roster with them, returning it to the sponsor at the end of the trip. At any time the trip sponsor fails to show the roster, the driver should attempt to contact the Director of Transportation and/or his/her designee. It is also the trip sponsor's responsibility to confirm the names listed on the bus are actually on the trip.
3. Prior to departing on a trip, drivers are responsible for explaining the bus emergency evacuation procedure to all riders.
4. Drivers are responsible for keeping themselves and their bus at the field trip site, unless parking space is not available. In these cases, the bus should be parked at the nearest available public parking area. The driver should supply the trip sponsor with a cell phone number or other means by which the driver can be reached in case of an emergency or early/late departure and the driver should obtain a cell phone number from the trip sponsor.
5. Upon completion of field trips, drivers are responsible for turning in their completed trip tickets to the transportation office. These should be submitted the same day of the trip, or the next available working day.
6. Post Field Trip responsibilities are to re-fuel the bus, clean the bus, and return it to its designated parking area.



**UNIT THREE**  
**RULES, PROCEDURES AND REGULATIONS**

**Campbell County Schools Rules and Procedures**

**Driver Responsibilities**

1. Safety is the paramount consideration in the operation of the school bus. Careless driving or failure to abide by traffic laws, and/or failure to conform to the regulations of the Campbell County School District and the Campbell County Schools Drivers Agreement shall be cause for disciplinary action, including immediate suspension or termination. Any driver convicted of flagrant violation of traffic regulations will be responsible for the fine and may be subject to disciplinary action, including immediate suspension or termination. Courteous driving shall be a trademark of the Campbell County School District and all drivers are to adhere to such.
2. Bus drivers are subject to the Department of Transportation Random Drug Testing. A refusal to take a drug test will be regarded as a positive test in this program. Anyone with positive test results, or who is found to have altered the specimen sample will be immediately terminated from their driving position with the Campbell County School District.
3. The driver shall be governed by established state and local traffic laws and ordinances.
4. All citations and/or arrests for traffic violations are to be reported to the Transportation Director as soon as possible. This applies to both school buses and the driver's personal vehicles. In the event a criminal background check and/or department of motor vehicle check produce an un-reported incident, the driver will be subject to appropriate actions as determined by the Director of Transportation.
5. Bus drivers must take and pass an annual DOT physical examination as required by the Kentucky Department of Transportation. Drivers are also required to submit to other physical examinations as requested, such as a Fit for Duty Evaluation, as or required by DOT guidelines. Other special examinations may be established and required by the Campbell County School District.
6. All drivers will be held accountable to all "Driver Responsibilities" as outlined in the Campbell County Schools Driver's Agreement, established and approved by the Campbell County Board of Education; approved on 06/09/08, as outlined below:
  - \* A copy of this agreement in its entirety can be found in the back of this manual.
    - To abide by the State laws, Kentucky Administrative Regulations, and the District's Regulations, Policies, and Standard Operating Procedures that

pertain to his or her responsibilities as a school bus driver or special type vehicle driver.

- To follow and abide by all instructions given to him or her by the proper District personnel to the best of his or her ability.
- To provide to the District, at the District's expense, a certificate from a physician or medical practice designated by the District attesting to his or her physical fitness to drive a school bus or special type vehicle. This certificate is to be provided prior to driving the school bus or special type vehicle in transporting pupils to and from school and at least annually thereafter.
- To report for work as the Driver's primary responsibility at the times specified by the District and to drive the route assigned and exactly established to him or her and to maintain the time schedule for the route consistent with safety and road and weather conditions.
- To drive the school bus or special type vehicle to which he or she is assigned in a safe and defensive manner at all times and in a manner that will minimize mechanical wear on the parts of the school bus or special type vehicle, and to report mechanical difficulties promptly to the person designated to receive such reports.
- To complete all pre- and post-trip tasks and documentation as required by the District and to turn in all documentation at the time specified by the District.
- To sweep or otherwise clean the inside and outside of the school bus or special type vehicle weekly or as established by the District.
- To inspect and keep all lights and safety signals clean at all times.
- To dress in accordance with the Classified Employee dress code established by the District or as established through the Transportation Department to ensure the District is represented in clean professional manner. The District, at its discretion, may require a certain type of dress or uniform for the Bus Driver at anytime.
- To complete the training required for State certification and any other training required by the District before transporting pupils to and from school or school related events. The Driver may be required by the District to pass an examination based upon the instructional units set forth in the required training course to substantiate the qualifications of the Driver to carry out his or her duties.

- To attend the school bus driver training meetings during the school year required for certification renewal, plus any additional training mandated by the Director of Transportation or their superior..
  - To not report for work when his or her physical condition is such that operation of his or her bus or special vehicle under such conditions would impair the ability of the Driver to carry out his or her duties safely and efficiently.
  - To notify the person or persons designated by the District as far in advance as possible when the Driver is unable to report for work.
  - To maintain acceptable attendance standards as established by the District or Transportation Department.
  - To not make any alterations, modifications, or add any equipment to the bus or remove any equipment from the bus without prior authorization from the District or Transportation Department.
  - To not engage in activities on District property or District-owned school bus or special type vehicle that can be construed detrimental or disruptive to the work environment or professional code of conduct established by the District.
  - To adhere to in full cooperation of all drug and alcohol screening as established by the District, including random and/or reasonable suspicion, and post accident requests of testing.
7. Route Sheets are to be maintained by the driver and kept up to date with the exact route approved and driven. A current copy of the route sheet should be kept on the bus and in the dispatch office. A Driver may not alter his or her route without prior permission from the Transportation Director or his/her designee. There may be documentations to the route sheet made by the driver which are approved. The driver should make all efforts to obtain a “clean” copy of the current route from the dispatch office as soon as possible.
  8. Rosters are to be kept up to date with the current ridership of each route. These rosters are to be verified in full within the first month of school, then quarterly or as requested by the Transportation Director. A current copy of the roster should be kept on the bus. There may be documentations to the roster sheet made by the driver which are approved. The driver should make all efforts to obtain a “clean” copy of the current roster from the dispatch office as soon as possible.
  9. Drivers shall supervise the loading of the bus, seeing to it that seats are shared fairly and that every seat is taken. Do not permit students to stand/sit on the steps or motor cover, aka “doghouse” area of the bus, regardless of load condition. State regulations allow the driver to assign seats (three to a seat) if necessary. If

students are standing in the aisle after all seats are assigned, notify the Transportation Department after that run.

10. Drivers shall pick up and discharge pupils at designated stops only. If a driver feels a stop needs to be moved or added, the driver shall discuss it with the Transportation Director or his/her designee. However, if a new family moves into the district, on the driver's route, and the children are waiting for the bus, the driver should pick them up, document the name, grade, attending school, then report the student information to the Transportation Director or his/her designee upon completion of the driver's route.
11. A driver is not permitted to establish various communication methods with a parent or guardian that indicates a pick up or not. Drivers should not wait for pupils at a bus stop (unless the driver is running early). If students are seen coming to a bus from a waiting vehicle or house, drivers may wait a reasonable period if traffic conditions permit. Examples not permitted; if the porch light is on, then the student is riding. In addition, cell phone communication by the driver or monitor with the parent, guardian, or student, while on the route and with intent of advising pick up or drop off times is prohibited unless advised to do so through the transportation office under varying circumstances. Any communication of this type should be made through the dispatch office first. Drivers should adhere to a consistent time line and advise their riders to be at the stop up to 5 minutes early and waiting.
12. No unauthorized adults may be transported on a Campbell County School's bus without the prior written permission of the Superintendent. This rule does not apply to school personnel riding the bus. Parents enlisted by the school to chaperone field trips may ride for the field trip, but not to or from school on the daily regular route. Chaperone's information should be included on the rosters given to the driver for any trip.
13. During routine operations, drivers should not permit pupils to get on or off the bus through the emergency exits.
14. In general, the driver shall not exit the bus at any time when either the engine is running, while there are students on the bus, while students are loading or unloading (including on school grounds), or while the brakes are released. This rule does not include when performing pre-trip responsibilities before the run of any route or trip. In the event of a circumstance that requires you to exit the bus, you should put the hazards on, set the parking braking with the transmission in Neutral, turn the bus off, and remove the key from the ignition. The Transportation Office should also be notified of your intent to exit the bus.
15. Doors on school buses must be kept closed at all times when the bus is in motion. In various situations in which safety warrants, the door may be opened in order to clearly see out when entering roadways, crossing railroad tracks, etc., but must be closed before moving the bus.

16. Drivers shall not use any tobacco products while on the school bus or while in any buildings owned or operated by the Campbell County Board of Education or while in the presence of students. The driver shall not knowingly permit any student to use tobacco products while on the bus.
17. The school bus driver must have a watch or other time piece and should periodically verify the accuracy of such time piece with the Transportation Department.
18. No personal radios are permitted to be in use by the driver while the bus is in motion, with or without students on board.
19. Drivers are not permitted to be in use of any cell phone while operating any Campbell County School bus, in accordance with state law.
20. Drivers are required to adhere to the Campbell County Schools Anti-Idling Policy.
21. Upon completion of any bus assignment, regular route or trip, drivers shall check their buses for things such as sleeping students, vandalism, and lost articles. This must be done prior to exiting a bus for any reason, including fueling any bus.
22. Drivers shall drive with headlights on at all times.
23. In accordance with Kentucky Guidelines in reference to the Driver Training Manual, Campbell County Schools Transportation Department buses will not turn right on any red light.
24. Drivers are expected to take care of transportation equipment, including not only mechanical parts, where any problems should be reported in writing on the forms provided, but also to the interior cleanliness of the bus. Drivers shall not sweep garbage from a bus or other special vehicle out into the bus lot. The cleanliness of the lot is just as important to the appearance of Campbell County School District as is each bus.
25. Damage to bus or other property:
  - The driver will report any and all bus and/or property damage resulting from any accident in which they are involved. The driver should verbally notify the Transportation Office dispatcher at the time the damage occurs. The driver will follow up by completing the necessary written forms (KY Incident Report, etc.). The forms used to report such damage are available in the transportation office.
  - Any time a driver knowingly has an incident that results in damage to bus and/or personal property, regardless of how minor, it must be reported to the Director of Transportation or his/her designee. If an incident in extensive damage to the bus or personal property, the driver should remain at the site of the incident until released by the Director of Transportation or his/her designee.

- If during a pre-trip or post-trip inspection, a driver discovers damage to their bus for which the driver has no knowledge of its occurrence, the driver shall be responsible for reporting such damage to the Director of Transportation or his/her designee.
26. Littering from buses can be a great problem. Drivers shall inform all students that they are subject to disciplinary action if caught throwing any objects from a bus or on a bus.
  27. Bus drivers are required to attend in-service meetings when notified.
  28. Drivers shall maintain adequate (i.e., half a tank or more) fuel in their bus upon parking each day.
  29. At the end of each day's route or trip:
    - The bus should be secured.
    - The bus should be prepared for the next day's operation.
    - All Post Trip activities performed and documented.
      - Any bus returning from a trip must be re-fueled unless the driver is in his/her own appointed bus for regular daily transportation.
    - Upon returning from regular daily routing, buses are not to be parked at anytime there is less than ½ tank of fuel remaining.
    - The keys of the bus should be returned to the identified key board. If unable to access the building, the keys should be immediately placed in the key drop-box.
  30. Two-way radios are in vehicle for the purpose of getting assistance, directions or other necessary help, and shall not be used to facilitate foul language, criticism, or discussion of personal problems. Two-way radios shall be treated business radios. Personal, non-business related communication is prohibited.

### **Campbell County Schools Student Conduct Rules**

The privilege of riding a school bus will depend upon students obeying the following rules and procedures. Please keep in mind that riding the school bus is a privilege, not a right. In order that drivers are made aware of the rules governing conduct of student riders, the following excerpt from the Campbell County Schools Student Disciplinary Code is provided:

1. Students should arrive at the bus stop 5 minutes prior to the bus's arrival time.
2. Students are to ride only their assigned bus and leave the bus only at their regular stop or at school. Exceptions will be made only with permission from the principal or his/her designee in writing on the district approved alternate transportation bus pass.
3. Students are to sit in the seat assigned by the bus driver. If no seat has been assigned, students should sit in any, but preferably the first available seat.

4. Students should obey the driver and/or monitor promptly.
5. Students are not to use tobacco on the bus, nor are they to be in possession of any flame igniting objects such as lighters, matches, etc.
6. At no time are students permitted to eat or drink on any bus.
7. Students are to help keep the bus clean by cleaning their feet before entering the bus and keeping wastepaper and rubbish off the floor and off the seats.
8. Students are to avoid unnecessary conversations with the driver or conduct which may interfere with the driver's vision.
9. Students are not to use loud, abusive, disruptive, or profane language while on the bus.
10. Students must keep their arms, legs, head, hands, and personal property inside the bus.
11. Students are to remain seated until the bus comes to a complete stop.
12. Students who must cross the roadway upon entry or exit should cross in front of the bus at a distance of 10 feet after the driver signals them that it is safe to do so.
13. Students are to respect the people they pass while on the bus. They are not to yell or make signs to those the bus passes along the road.
14. Students are not to damage the bus and should report any observed damage to the driver. If a student causes damage, their parents or guardians may be held responsible for restitution.
15. Students are not to block the aisle of the bus or place any carry on objects in the aisle or in front of any emergency exit on the bus.
16. Live animals may never be transported on the bus. No preserved specimens are allowed on the bus, in accordance with 702 KAR 5; 080, section 14 (2a).
17. Students may not bring any carry-on objects on the bus that:
  - (a) Cannot be held on the lap without taking more seat room than the student in the seat. Objects must be lower than the student's neck.
  - (b) If placed on the floor between the legs, the height of the object must be below the height of the student's neck.

- (c) Certain musical instruments because of their size or shape, such as the following cannot be transported in the passenger compartment of the bus while transporting students:
- Tuba
  - Cello
  - French Horn
  - Baritone Horn
  - String Bass
  - Drums
- (d) Skateboards, pole vault poles and flags for drill teams are not permitted in the passenger compartment of the bus.



## UNIT FOUR EMERGENCY PROCEDURES

### Procedures

Drivers should follow the following procedure in the event of an emergency where the driver believes assistance will be needed from fire, ambulance, or police authorities and/or when an emergency evacuation of the bus will be necessary. **Specific emergencies such as a fire, etc., which may require immediate evacuation, may cause the driver to deviate from this procedure.**

1. Contact dispatch with your bus number and state “I have an emergency.”
2. Dispatch will then declare an emergency and ask that all radio traffic be cleared for emergency communication only.
  - **ALL DRIVERS MUST ADHERE TO THIS COMMAND.**
3. State your emergency.
4. State your location.
5. Indicate any injuries.
6. Indicate if it is necessary to start an emergency evacuation.
7. The driver should remain on the bus unless an emergency evacuation is to be performed. The driver’s first priority is the safety of the students aboard the bus.
8. If an evacuation is necessary and being performed, the driver should evacuate only after ALL students have been evacuated. When the driver evacuates, he/she should, if possible, place the radio microphone out the driver side window. The driver should turn the engine off, turn the key to ACC, and set the emergency brake.
9. The driver should appoint one student helper to safely lead all others to a safe location at least 100 feet from the bus.

### Special Needs and Various Situations

#### **Extreme Physical Limitations**

In the case of an actual emergency where an evacuation of a special needs bus is necessary, the following procedure should be used when evacuating a student with extreme physical limitations:

1. The driver/monitor will get the fire blanket out of the pouch from the appropriate wall location of the bus. Both the driver and monitor of the special needs bus should be familiar with the location of this blanket.

2. With a student in a wheelchair, the driver/monitor should cut the lap/shoulder seat belt on the side closest to the aisle. The wheelchair's lap belt must also be unbuckled or cut.
3. Place the fire-blanket on the floor of the bus and place the physically limited student on the blanket with his/her head preferably towards the exit door that will be utilized.
4. The driver and monitor should take the handles on either side of the blanket and drag the student to the nearest available exit door.
5. The student should then be pulled out of the bus, preferably head first, and taken to a spot safely away from the bus.

### **Students in Vests, Harnesses, or Car Seats**

- For pre-school or other students in vests, harnesses, or car seats, there are several types of restraint systems utilized.
- The driver/monitor should cut or unbuckle the necessary belts in order to free the student.
- The driver/monitor should try to be familiar with the different types of restraints utilized on buses along with the best cutting or unbuckling locations on the vests, harnesses, or car seats.

### **Emergency Communication**

In the event, total communication has been lost due to natural disaster or other mechanical failures, all drivers are to utilize the best means necessary for emergency communication currently available on the bus. The first or foremost method would be through personal cell phone use. Other means in emergency cases would constitute requesting use of a student's cell phone, or finding the nearest residence to contact the Transportation office or Emergency Personnel, 911.

In the event a cell phone is being utilized, the driver must have the bus stopped in a safe location or at the location of the emergency. The cell should not be utilized while the bus is motion at all cost due to Kentucky State Law.

### **Bus Emergency Evacuation Drills**

School bus emergency drills are important to a safe and orderly evacuation in the case of an actual emergency. The drills are designed to train bus riders to get off and away from a school bus quickly, safely, and orderly. Evacuation drills help familiarize bus riders with the types and locations of emergency equipment and their uses. Emergency evacuation drills must be held four times per school year. In addition, drivers will be responsible for providing the emergency evacuation procedure to students and chaperones on all field trips.

All bus rider evacuation drills should be documented. The evacuation document should be completed in full and include the following information: Date, Bus Number, Length of Time to perform the evacuation, Driver's and Witnesses' signatures. The completed document should be submitted to the Transportation Office.

The evacuation procedure to be used by the Campbell County Schools utilizes four methods of evacuating a bus. The methods involved are front exiting, side exiting, rear exiting, and simultaneous exiting from multiple doors. The procedures that could be utilized are described below.

- Front Exit: Utilizing the Front Exit Door.
- Rear Exit: utilizing the Rear Emergency Door Exit.
- Side Exit: Utilizing the Side Emergency Door Exit.
- Multi-Door Exit: Utilizing the Front, Side, and/or Rear Emergency Exits.

### **Evacuation Drill Instructions to Driver**

1. Stop the bus in a pre-selected location on the school grounds. NOTE: Be sure that ample adult supervision is present at this location before drills are held.
2. Secure parking brake
3. Place the transmission in neutral
4. Shut off the engine and turn the ignition key to accessory
5. Stand, face the students and get their attention.
6. Inform the students the type of evacuation being performed, example: "front door", "side exit", etc.
7. The driver should utilize the monitor if available and appoint an appropriate number of helpers, one for each side of the exit door or doors being used. These helpers will assist the students and/or others in getting off the bus and, if possible, count the total number of passengers exiting the bus.
8. Direct two helpers to their places beside the door, or doors being utilized.
9. Initiate the drill, checking the time involvement and overall evaluation procedure of the students.
10. When the last seat is empty, the driver should walk through the bus and check to ensure that every one is out. The driver would then close any doors used for the drill.
11. During an evacuation drill, the driver would not exit the bus.

**Special Notes:** Every precaution must be taken during the drill to prevent injury.

- On Special Needs Buses, all students, except for those students with extreme physical limitations who cannot evacuate on their own, should participate in the drill.
- If a student is unable to exit via an emergency exit because of illness, physical condition, or for any other valid reason, he/she should not be forced to do so. That student should exit through the front door and join the other students when the drill is completed.
- The driver should evaluate the evacuation performance, pointing out any improvements needed and commending the students on those activities done well.
- The purpose of this exercise is not to see how fast the drills can be done, but to train the students to leave the bus in a safe and orderly manner.

**DO NOT USE EMERGENCY WINDOWS OR EMERGENCY ROOF HATCHES FOR ANY DRILLS USING STUDENTS.**

**Guidelines to Remember when Planning an Evacuation Drill**

1. Never plan or conduct a surprise drill. Conduct the drills on the dates specified by the Director of Transportation or his/her designee.
2. Conduct the drill on school grounds, away from traffic, in an area designated by the school or the Director of Transportation or his/her designee.
3. Arrange for suitable help in supervising the drill.
4. Select a spot to the right well away from the bus where the students are to assemble and await the “All Clear” signal. Because of lot limitations and proximities, the following should be adhered unless advised otherwise from the Director of Transportation:
  - For AM evacuations, students should proceed into the school upon clearing the bus if they have no belongings left on the bus and are at their designated school. All others should return to the front entrance door and wait for the driver to advise them to re-enter the bus.
  - For PM evacuations, students should return to the front entrance door and wait for the driver to advise them to re-enter the bus.
5. Use the monitor, if available and the student helpers in evacuation procedures at bus exits and in guiding students to a safe refuge area.

6. Let each student decide for himself/herself if possible how much assistance is needed when exiting the bus from the emergency exit. It is not advisable to reach up and pull the student out of the bus. If a student refuses to evacuate the bus by an emergency exit, allow the student to exit by the front door.

### **Disaster Procedures**

Campbell County Public Schools' bus drivers are designated responsibility for the implementation of regulations for the protection of students while being transported to and from school.

All Campbell County Public Schools' bus drivers should establish for their passengers the following emergency action plans:

1. Emergency escape procedures and emergency escape route assignments
2. Procedures to account for all students after emergency evacuation
3. Means to report all emergencies to the Transportation Office

It is generally accepted that there is no standard procedure that will apply to all natural disaster situations. Physical conditions prevailing will control the procedure.

### **Alternative Emergency Loading Plans**

In the event an Emergency is taking place at a school where limitations exist in regards to the loading or unloading of students, alternative procedures as outlined below will be necessary. Radio communication to all drivers affected will be commenced and all other radio traffic must stop, unless another emergency, such as an accident, occurs.

Once it is determined that alternative bus loading will take place, as soon as possible, utilize the emergency call out system to inform parents of possible delays.

Hand held radios must be utilized by school staff and Transportation to facilitate loading instructions between buses and staff.

In the event an emergency exists during the morning arrival of buses to a specific location, radioed or onsite communication will instruct the drivers where to locate and hold with their students on board. Drivers will await further directions at this point for the UNLOADING of the students. Situations may occur which result in students being taken to an alternate school until the emergency subsides.

Example: Grants Lick students may be bused to Reiley Elementary. Again, instructions will be radioed and communicated in regards to an emergency occurring during the arrival of the school buses.

The following are LOADING LOCATION procedures in the event an emergency occurs during or at the end of the day, when the buses are to be coming to the bus lot in order to PICK UP the students of the school affected.

#### Reiley Elementary

Contact Campbell County Police Department and request that old US 27 in front of the school be closed to bus only traffic between Cooper Bain and Bob Huber.

Instruct all buses to approach Reiley from the south using Cooper Bain. This will allow door side loading at Reiley. The loading will take place at either the south or north driveway, whichever is accessible and closest to where the students are being held. The north drive is the most optimal allowing more buses to stage for loading directly in front of the school.

Students will be escorted to the loading zone by school staff. Once loaded, buses will continue north on old US 27 to use the traffic light at Camel Crossing and US 27 to begin their routes.

#### Grants Lick Elementary

Contact Campbell County Police Department and request traffic control for Clay Ridge Road at Grants Lick Elementary.

Buses will stage in the parking lot of the Grants Lick Baptist Church. Buses will park directly behind one another to load. Buses will relay via radio to Grants Lick that they are in position to load. Once all buses are staged, students will be escorted by the school staff across Clay Ridge Road to the buses.

#### Cline Elementary

Make contact with school administration at NKCES and city officials of the City of Cold Spring to request permission to use their parking lots for loading.

Buses will stage in the back lower lot of the Cold Spring City Building and along the East Alexandria Pike side of the building at NKCES. Buses will be instructed by base where they are to load. Buses will relay via radio to Cline Elementary that they are in position to load and their location.

Students will be escorted along the sidewalk to either location by school staff.

#### Crossroads Elementary

Buses will stage at the outer lot of Home Depot, parking side by side and directly behind one another in the outer lot. Drivers are to report to Crossroads Elementary via radio that they are staged to load.

Students will be escorted to the loading zone by school staff via the sidewalk.

#### Campbell Ridge Elementary

With only one way in/out and no sidewalks present, alternative loading is complicated.

Buses can stage on Ridgewood Drive in Brookwood. Instructions will be communicated via 2 way radio communication or onsite guidance if necessary.

#### Campbell County Middle School/AEC

If access is not available to the north lot, loading will take place on Orchard Lane for all students.

First wave buses will stage at the Maintenance lot. Special needs buses will stage on the ramp at the AEC and load first. Buses will pull up to the stop sign at the corner of the Vocational building to load. Buses will load in the parking order of the north lot, with 51 loading first, 97, 44, etc. Students will be escorted by school staff across the south lot to the loading zone. Students are to be dismissed by bus number. Buses will load and continue to CCHS via Orchard, turning right on Washington to US 27 south.

First wave CCHS buses are to be held at CCHS until cleared to proceed to CCMS. CCHS first wave special needs buses are to be released first. If loading is still not available at the north lot of CCMS, all first wave buses at CCHS are to approach CCMS using E. Main and Washington. First wave buses coming in from CCHS would then use the ramp at AEC to circle around on Orchard to load at the designated loading zone. This will permit loading of 2 – 3 buses at a time. The Transportation Director or his or her designee will assist with the loading and will radio CCMS which buses are in the loading zone.

#### Campbell County High School

Contact the Campbell County Police Department and request that old US 27 from Camel Crossing to Bob Huber be closed to bus only traffic. Buses will approach CCHS turning right on Bob Huber, then right on old US 27. This will allow staging and loading on a closed roadway as there will not be door side pickup. Buses are to stage in the order they typically depart CCHS. Students will be escorted by school staff to the loading zone. Buses will exit via Camel Crossing to continue to CCMS.

First wave CCMS buses will approach and load at CCHS in the same manner.

## **Tornado**

### **Definitions**

Tornado Watch - Conditions are favorable that tornadoes may occur; however, no tornado has been sighted.

Tornado Warning - Conditions are occurring that a tornado is likely; take cover immediately.

Warning Sirens – Most sirens throughout Campbell County are triggered by a severe weather threat or a combination of severe weather threats and other watches and warnings. For example: A tornado “WARNING” will trigger the sirens in most areas. However, severe thunderstorm “WARNING” in combination with a tornado “WATCH” will also trigger the sirens.

### **Recommended Procedure**

If a school bus is en route to or from a school when a tornado warning is received, the driver shall determine the course of action to be taken.

1. A TORNADO WARNING will be given in several ways:
2. By siren system of Department of Emergency Management
3. By the Transportation Department 2-way radio
4. By public radio and television
5. Students will be kept at school during a TORNADO WARNING if the alert comes at dismissal time and students cannot reach home before the storm is expected to strike
6. During the TORNADO WARNING, no bus shall be permitted to leave the school until the “all clear” signal is given.
7. The students aboard the bus at the time of the tornado warning is received shall:
  - Evacuate to a nearby ditch, culvert, or low depression.
  - Take refuge away from the bus so that it cannot topple on them.
  - Avoid areas that are likely to be subjected to fallen power lines, electric or telephone poles, and trees.
8. In the event of a TORNADO WARNING, which is activated through the two-way radio, all drivers should clear the radio for communication of



procedures and guidelines to the drivers. Only in EXTREME emergency or in case of injury, should the driver try to communicate by the two-way radio. If a driver has an emergency, the emergency procedures shall be utilized.

9. In the event of an injury, remain where you are and have the emergency vehicle or police come to you.
10. In the event there is no two-way radio communication, the driver should notify dispatch via cell phone, or any other method, to communicate their current situation before proceeding.

## **Earthquake**

### **Recommended Procedures**

1. The possibility of an earthquake should be discussed with the students, and they should be instructed in the guidelines.
2. In the event of an earthquake, stop and secure the bus in a safe area away from buildings, overpasses, and electrical wires. Keep the students on the bus.
3. Instruct the students to assume a safe body position: lean forward, head down with arms over the head.
4. After the tremor(s) stop(s), first check for injuries to any student. Then check around the bus by use of the mirrors. Proceed ahead if the area is safe.
5. If you cannot continue driving the bus, keep students aboard until help arrives.
6. If it is unsafe to stay aboard the bus, evacuate the students. Use the two-way radio to advise dispatch of your status. If two-way radio communication is unavailable, drivers should use a cell phone, or other method, to communicate their status.
7. When evacuating the bus, take the first-aid kit and fire extinguisher.
8. Stay out of buildings, away from electrical wires, overpasses, and openings in the ground.
9. Keep students together, remain calm, and use your own good judgment to make common sense decisions.

## **First Aid**

First aid is the initial treatment given until more advanced medical assistance can be obtained.

The school bus driver should be primarily concerned about providing basic first aid until more advanced medical assistance arrives. To do this, the driver must be able to control bleeding, restore breathing, and to prevent or treat for shock.

1. Controlling bleeding. Send for medical help immediately. Bleeding is best controlled by direct pressure over the wound. \* Use gloves when treating a bleeding injury. The best method is to place a clean dressing directly against the wound and apply pressure. It is important to adhere to and follow the Blood Bourne Pathogens' Procedures.
2. Should a student stop breathing; Chest compressions should be delivered immediately at a rate of 30 compressions to 2 breaths with the ultimate goal of administering at least 100 compressions per minute. Do not give rescue breaths prior to the initial compressions, administer 30 compressions as soon as the student is noted to be not breathing and then give 2 rescue breaths at a rate of 1 sec. each using a mouth barrier. During chest compressions, hands should be placed on the center of the chest with compressions delivered at a depth of at least 2 inches for adults & teens and 2 inches for children. Push hard & push fast and allow for complete chest recoil between each compression. Avoid interruption of compressions as much as possible. Continue administering CPR at a rate of 30 compressions to 2 breaths until emergency medical personnel arrive or the student begins breathing normally.

Should a student be choking, use the abdominal thrust procedure.

3. Treating for shock. The symptoms of shock are cold, clammy, and moist skin; perspiration on the face; and a fast, weak or absent pulse. A vacant stare is a characteristic of shock, as well as a person complaining of illness.

Have the student lie down and keep them calm. The student should be kept warm enough to prevent chilling. Elevation of the legs can keep the flow of blood to the heart and head. Someone should stay with the student until help arrives.

## UNIT FIVE DRIVER TRAINING

### **Introduction**

The transportation of pupils to and from school is a necessary part of our educational system. Perhaps in no other area of education do we accept more responsibility for student safety and welfare than during the mass movement of children in school buses on public highways, streets, and roads.

The school bus driver is the most important single factor in achieving safety, economy, and efficiency in student transportation. School bus drivers must be the best professional drivers on the road and must be able to deal favorably with students, parents, school officials, bus maintenance personnel, traffic officers, and the motoring public. School bus drivers must be effective public relations persons.

It is crucial that school bus drivers be excellent professional drivers.

This instructional guide has been written and designed to interface with the existing training program. The textual material contained in this guide is basic information that is necessary for all Campbell County Schools' bus drivers. It will further reinforce the District's objective to provide the safest, most economical form of transportation service for all children attending the Campbell County Schools.

### **Current Training:**

The Kentucky State Training Program currently consists of a minimum of twenty-five (25) hours of bus driver training. This training entails a minimum of fourteen (14) hours of classroom training and a minimum of eleven (11) hours of driving training for a total of 25 hours. However, it can take up to 60 hours or more to certify a new driver. Drivers trained by CCS are paid \$700.00 when certified and meet one of the following: 1. Contracted full time employee or 2. Employed 90 days for CCS.

Due to the fact that the training program mandated by the Commonwealth of Kentucky is so comprehensive, it would be impractical to include the entire program in this manual. However, this manual does address basic driving and certain critical safety procedures. A complete and up to date text of the Driver Instructor Training Manual can be reviewed with a Driver Training Instructor in the Transportation Office upon request.

### **The Bus Driver:**

It is very important that you honestly evaluate yourself to determine if you are physically, mentally and emotionally able to drive a school bus.

#### ***A Bus Driver must:***

- Be sufficiently rested and free from fatigue.
- Be neat, clean and appropriate for working with young people at all times.

- Keep his/her personal appearance, grooming and language acceptable.
- Report to the Transportation Director or his/her designee any prescribed medicines that may affect his/her driving performance.
- Be free of alcohol/drug use.
- Shall not use tobacco products while on the bus or on school property in the presence of any student.
- Have an interest in the welfare and needs of others and be willing to practice patience and understanding.

### **The Driver/Passenger Relationship:**

#### **A Bus Driver must:**

- Establish a positive relationship with the students on your bus. Your conduct and attitude will reflect how the students will respond to you.
- Greet and count the students entering the bus. It is reasonable to expect that within a month of acquiring an assigned route, you should have learned your students' names.
- Be fair, firm and consistent with every student when using disciplinary procedures.
- Always notice and compliment the positive actions of the students.
- Refrain from ordering or conducting a search of students or their personal possessions. You may ask the students to display the objectionable items you suspect they have. If the student objects, the driver should notify Dispatch or the appropriate school personnel of their concerns.
- Recognize when you may need assistance from school officials in solving student or parent/guardian concerns. When dealing with students and/or parents/guardians, always explain the safety issue involved or included in the problem you are trying to solve, and be receptive to their suggestions. *Remember: a child's safety is the most important issue to any parent.* If the parent/guardian is too distraught to discuss the issue in a calm manner, refer them to the Transportation Office.
- Refrain from repeating gossip and/or rumors. Communicate the facts to the proper authorities, as you have witnessed them.
- Maintain a professional, yet friendly relationship with all students while remaining fair, firm and consistent.

### **The Co-Worker Relationship:**

The people you work with desire the same friendliness and courtesy that you do.

To make everyone's job more rewarding, **a Bus Driver must:**

- Be courteous to co-workers at all times.
- Be helpful to all employees.
- Use safe driving practices at all times.
- Cooperate to promote a pleasant working environment by complimenting good works and deeds.
- Refrain from personal attacks.

### **The Vehicle:**

Your bus is a special vehicle. It is expensive and designed with many safety features to protect the passengers you will transport. You must be sure that your bus is kept in a safe, clean condition and document any defects. Understand that the vehicle is the property of Campbell County Schools and liability to any damages to the vehicle can be held against the driver.

### **Public Relations:**

“Public Relations” is the opinion people have of individual bus drivers, the Transportation Department, and the District itself.

Be a careful and courteous driver at all times. A careless, thoughtless driver creates harmful impressions and attracts unfavorable attention. One discourteous, irresponsible act can reflect unfavorably on our pupil transportation team and on the entire District.

### **Pre-Trip and Post-Trip:**

*All bus drivers will perform pre-trip and post trip inspections on each and every bus they drive every day; in accordance to 702 KAR 5:080 Section 20 and Section 28.*

**Pre-Trip: (See “Walk Around” procedures if you drive subsequent trips on the same bus on the same day.)**

- Start the engine.
- Turn on headlights and interior lights (if necessary).
- Check fuel gauge and other gauges.
- Make sure two-way radio is on.
- Activate the yellow loading lights.
- Walk through the bus to the back, and, on most buses, open the rear door to check lights on the rear of the bus, including the yellow loading lights (on rear-engine buses, the driver will need to check all lights from the outside).
- Check the interior of the bus for any persons, animals, backpacks, cell phones or any other items not belonging on the bus.
- Remove the “Bus Empty” sign from the rear window.
- Check the brakes by turning the engine off, leaving the key on and releasing the parking brake. Check the air gauge and pump the service brake until the alarm sounds and the parking brake pops out.
  
- While the air is building up, open your door, activating the red loading lights, and walk around the exterior of the bus, checking for flat tires, leaks and damage. Make sure all lights are working, including the red loading lights.

### **Walk around:**

If you drive a subsequent trip or route on the same bus, on the same day; you will only have to do a walk around inspection.

- Start the engine.
- Activate all lights, including the yellow loading lights.

- Check the fuel gauge and other gauges.
- Make sure the two-way radio is on.
- Walk through the bus to the back, checking for people, animals, cell phones, backpacks or other items that do not belong on the bus.
- Remove the “Bus Empty” sign from the rear window.
- Open the door, activating the red loading lights.
- Walk around the exterior of the bus checking for damage, leaks and flat tires. Make sure that all lights, including the red loading lights, are working.

### **Post Trip:**

- Walk through the bus checking for students, backpacks, cell phones or any other items not belonging on the bus.
- Close all windows and roof hatches.
- Place the “Bus Empty” sign in the rear window.
- Turn the engine off.
- During cold weather season, the driver should ready the bus for the next day. This would include placing the heater switches in the “on” position, placing the door switch in the “off” position and turning on the dome light. Also, when advised by the Dispatchers, buses should be plugged in.
- Return the bus key to the key board inside the garage.
- Deposit any necessary maintenance paperwork in the proper box inside the garage.

### **Loading/Unloading Students:**

#### **Loading Students**

While loading students, **the Bus Driver shall:**

- Activate the yellow loading lights when at a distance of 150-200’ from the location of students to be picked up.
- Tap brakes several times.
- Scan mirrors.
- Stop approximately 10’ from the students, keeping the service brake depressed during the stop.
- Set parking brake.
- Put transmission in neutral.
- Scan mirrors again.
- Open the door. (The red loading lights will activate at this time.)
- Scan mirrors again.
- Motion the students to board, count and greet them.
- When all students have been seated: close the door; put the transmission in drive; release the parking brake; scan mirrors and continue on the route.

#### **Unloading Students**

The procedure will be the same as above, except for the following: the students should exit the bus in an orderly manner only when the bus has come to a complete stop and the door is opened,

activating the red loading lights. The bus driver should not close the bus door until the students are 10' away from the bus or in their driveway, if they live on the opposite side of the road.

### **Railroad Crossing Procedure:**

When crossing railroad tracks, a **Bus Driver must:**

- Activate the hazard lights/4-ways when at a distance of 200' from the nearest track.
- Tap brakes 4-5 times.
- Stop no closer than 15' and no farther than 50' from the nearest track.
- Set the parking brake and shift to neutral.
- Open the driver window and entrance door
- Activate the noise kill switch, if available, or turn off all heaters/defrosters.
- Ask all students to please be quiet.
- Look both ways, listen for train.
- Verify area is visually clear from any oncoming trains.
- Close door, shift to lowest gear, and release the parking brake.
- Look/listen again and proceed with caution across the tracks without stopping.
- Shift back to drive and turn off the hazards/4-ways when the rear of the bus has cleared the last track.
- De-activate Noise Control Switch if the bus being driven is so equipped.

### **Turning Right on Red:**

In accordance with the Kentucky Driver Instructor Training Manual, Campbell County Schools Transportation Department buses will not turn right on any red light.

### **Student Management Procedures:**

**The Bus Driver and Monitor** is to use student management procedures and is responsible for student behavior while transporting students. Drivers and Monitors will use the following steps to address behavioral problems:

- Document the behavioral situation.
- Ask student to refrain from the inappropriate behavior.
- Move student to the front seat, or other designated seat.
- Report any continuing problem student to the principal via a Bus Conduct Form. This form should be turned into the Transportation Office so that the Transportation Director may review and make the submission to the school administrator either in paper or electronic form.
- **Extenuating circumstances that require immediate Administrative intervention should be turned directly into the school.**

**Note:** Some behavioral issues may require a more accelerated or more severe discipline to be administered.

## **UNIT SIX FLEET MAINTENANCE SCHEDULE**

### **Fleet Preventive Maintenance Schedule**

The Preventive Maintenance Inspection system is designed to give shop management (Vehicle Maintenance Manager) an improved method for scheduling and controlling the necessary cycles of maintenance inspection performed for the vehicle fleet of the Campbell County Schools.

### **Repair Procedure**

Drivers should submit repair requests on the proper form to the shop. The shop will determine if the bus needs to be out of service and for how long. During daily pre-trip inspection, report any problems with the bus to the shop or to dispatch, which will contact the shop foreman.

### **Preventive Maintenance Inspections**

Preventive maintenance inspections will be scheduled as follows:

Inspection A--Safety inspection w/air brake adjustment - Monthly

Inspection B--Inspection A plus oil change - Gas 3000 miles, Diesel 6000 miles

Inspection C--Inspection A plus B plus tune-up - 12,000 miles

Inspection D--Inspection A, B, C plus transmission - 24,000 miles

Using this system will enable the District to certify at least once each month that each school bus used during the month has received the proper safety inspection.

### **Fleet Breakdown Maintenance Program**

Service runs will be made to any disabled vehicle. Emergency repairs will be made so that a bus may continue its route, as appropriate. Sometimes such repairs will necessitate the bus returning to the garage. A substitute bus will complete the route; other buses in the area will assist as able.

### **Wrecker Service**

When it is determined that a wrecker is needed, the Vehicle Maintenance Manager will order from the commercial service with whom the District has contracted.

### **Persons in Maintenance Garage Area**



No unauthorized persons, including drivers and visitors are permitted in the garage area unless requested by appropriate personnel, which can be the Transportation Director, Lead Mechanic, or any Mechanic.

## UNIT SEVEN DISPATCHER PROCEDURES

1. The dispatcher must be able to communicate via the two way bus radio, explicit instructions in a clear, concise and calm manner. The dispatcher must be able to obtain and relay factual information and assist bus drivers in emergency situations. Must also provide a means of communication between parents, guardians, school officials, and bus drivers.
2. Duties include identifying departmental absences through the utilized District Wide Attendance system and phone messages; then assign sub drivers/monitors to fill all absences as necessary. These absences must also be reconciled with their substitute in the District Wide Attendance system.
3. Provide substitute drivers with route documentation and other pertinent student information vital to driving the route. Provide substitute monitors with meeting time and place for the bus route. Also provide the substitute monitor with pertinent student information.
4. On a daily basis, verify that all assigned driver physicals and licenses are current and valid. Provide notification as necessary to drivers whose physical, or license is due to expire.
5. Must have a basic knowledge of traffic laws, rules and state regulations pertaining to school buses. Must also be knowledgeable of Board policies and procedures.
6. Must be knowledgeable in bus routing and the geographic area in order to analyze situations and provide alternative routing instructions in the event of road closures, flooding, accidents, etc. Coordinate assistance from neighboring routes if delays are incurred, arrange for additional shuttles if needed. Provide any necessary assistance to a driver facing unusual circumstances on the route.
7. Must assist Transportation Director in planning and scheduling bus routes for both regular and special education school schedules. Periodically check bus routing to ensure integrity of schedules either through time checks or utilizing technology advancements (GPS).
8. Coordinate various school calendars and keep drivers updated to the calendar changes. Must provide alternative busing for contracted programs that vary from our calendar.
9. Input new student information into the District Routing and Planning software programs and provide drivers/monitors with updated information. Provide the driver/monitor with other pertinent student information changes, such as student withdrawals, new contact information, changes in medical conditions, etc. Update bus route sheets if the change in student information generates a routing change.

9. Address route and safety concerns and other issues as reported by bus drivers, monitors, and parents. Try to resolve these concerns if they do not require the immediate attention of the Transportation Director. Forward the more serious issues/concerns to the Transportation Director.
10. Maintain field trip schedules and assign drivers, monitors and the necessary equipment for completion of field trips.
11. Maintain a variety of records and files related to the transportation program.

# Driver's Agreement

(Board-Owned Vehicles, BUS)

**STATE OF KENTUCKY  
COUNTY OF CAMPBELL**

**This agreement entered into this \_\_\_th day of \_\_\_\_\_, 20\_\_\_, by and between the Campbell County School District whose address is 101 Orchard Lane, Alexandria, KY 41001, hereinafter known as the District and (name, print) \_\_\_\_\_, hereinafter known as the Driver.**

**WITNESSETH:**

The District hereby employs the Driver to drive one of the school buses or special type vehicles owned by the District during which the District's public schools remain in regular session following the signing of this agreement subject to the conditions set forth in the subsequent provisions of this agreement (in conjunction with the Campbell County Schools Classified/Certified Contract), to wit:

The duties to be performed are to commence on the first day as required by the school calendar adopted or amended by the District and approved by the State Department of Education for the current contracted and each following school year or as requested by the District for special arrangements, for the number of days required by such calendar, to end no later than June 30, of the each current school year or as terminated by the District.

**THE DISTRICT AGREES:**

1. To pay the Driver for his or her regular day-to-day services rendered at the rate established by the Classified Contract or as a flat rate as established by the District for special arrangements.
2. To pay the Driver for a maximum of 1 "Driver Training Days" during this current school year. The exact number of "Driver Training Days" for which the Driver will be paid shall be determined by the District based upon that portion of this current school year during which the Driver is employed. The District shall determine the number of "Driver Training Days" during which the Driver shall be engaged in training and preparation prior to driving the bus or special type vehicle in transporting pupils to and from school and the number of days to be spend in additional training during this current school year. Any payment to the Driver for these days is contingent upon the Driver being present and taking part in the training activities. Payment for days shall be at the rate established by the Classified Contract or as a flat rate as established by the District.

3. To pay the Driver for his or her services during the pay period time, for the period of time covered by each established pay period by the District.
4. To maintain the school bus or special type vehicle to which the Driver is assigned in a safe mechanical condition at all times, at all possible.
5. To provide the Driver with a copy of the State laws as requested, Kentucky Administrative Regulations as requested, and the District's Regulations, Policies, or Standard Operating Procedures as requested, that pertain to the Driver's responsibilities in driving a school bus or special type vehicle.
6. To provide the Driver with training required for State certification and any other training the District deems necessary for the Driver to carry out his or her duties as a school bus driver or special type vehicle driver.
7. To direct the Principals of the schools, the Teachers, and other school personnel who are assigned responsibility for pupil transportation, to provide their reasonable assistance to the Driver in maintaining order and discipline on and about the school bus or special type vehicle.
8. To provide bodily injury, property damage, medical payments, and uninsured motorists insurance coverage on the school bus or special type vehicle to which the Driver is assigned up to at least the minimum amounts recommended by the Division of Pupil Transportation.

**THE DRIVER AGREES:**

1. To abide by the State laws, Kentucky Administrative Regulations, and the District's Regulations, Policies, and Standard Operating Procedures that pertain to his or her responsibilities as a school bus driver or special type vehicle driver.
2. To follow and abide by all instructions given to him or her by the proper District personnel to the best of his or her ability.
3. To provide to the District, at the District's expense, a certificate from a physician or medical practice designated by the District attesting to his or her physical fitness to drive a school bus or special type vehicle. This certificate is to be provided prior to driving the school bus or special type vehicle in transporting pupils to and from school and at least annually thereafter.
4. To report for work as the Driver's primary responsibility at the times specified by the District and to drive the route assigned and exactly established to him or her and to maintain the time schedule for the route consistent with safety and road and weather conditions.

5. To drive the school bus or special type vehicle to which he or she is assigned in a safe and defensive manner at all times and in a manner that will minimize mechanical wear on the parts of the school bus or special type vehicle, and to report mechanical difficulties promptly to the person designated to receive such reports.
6. To complete all pre- and post-trip tasks and documentation as required by the District and to turn in all documentation at the time specified by the District.
7. To sweep or otherwise clean the inside and outside of the school bus or special type vehicle weekly or as established by the District.
8. To inspect and keep all lights and safety signals clean at all times.
9. To dress in accordance with the Classified Employee dress code established by the District or as established through the Transportation Department to ensure the District is represented in clean professional manner. The District, at its discretion, may require a certain type of dress or uniform for the Bus Driver at anytime.
10. To complete the training required for State certification and any other training required by the District before transporting pupils to and from school or school related events. The Driver may be required by the District to pass an examination based upon the instructional units set forth in the required training course to substantiate the qualifications of the Driver to carry out his or her duties.
11. To attend the school bus driver training meetings during the school year required for certification renewal, plus any additional training mandated by the Director of Transportation or their superior..
12. To not report for work when his or her physical condition is such that operation of his or her bus or special vehicle under such conditions would impair the ability of the Driver to carry out his or her duties safely and efficiently.
13. To notify the person or persons designated by the District as far in advance as possible when the Driver is unable to report for work.
14. To maintain acceptable attendance standards as established by the District or Transportation Department.
15. To not make any alterations, modifications, or add any equipment to the bus or remove any equipment from the bus without prior authorization from the District or Transportation Department.

16. To not engage in activities on District property or District-owned school bus or special type vehicle that can be construed detrimental or disruptive to the work environment or professional code of conduct established by the District.
17. To adhere to in full cooperation of all drug and alcohol screening as established by the District, including random and/or reasonable suspicion, and post accident requests of testing.

**MUTUAL AGREEMENTS:**

1. It is mutually agreed by and between the District and the Driver that the District will release the Driver from this agreement upon the presentation of a written request to the District at least 10 days prior to the release date requested except in an emergency.
2. It is mutually agreed by and between the District and the Driver that the Driver will release the District from this agreement, if for reasons of economy or efficiency the District determines that is no longer necessary to operate the school bus or special type vehicle to which the Driver is assigned, provided that the District presents to the Driver a written notice of the District's intent to discontinue the operation of the school bus or special type vehicle at least 30 days in advance, and the Driver is given an appropriate opportunity to respond to such.
3. It is mutually agreed by and between the District and the Driver that the failure of either party to carry out their respective obligations in good faith as set forth in this contract shall cause this agreement to become cancelable for cause at any time.
4. It is mutually agreed by and between the District and the Driver that either party may terminate this agreement by giving the other party at least 10 days written notice when the provisions of this contract have been violated by the other party, provided that party is given an adequate and appropriate opportunity to respond to the proposed termination.

**WITNESSETH THESE SIGNATURES:**

**Campbell County School District**

\_\_\_\_\_, **Superintendent**

Driver (Signature) \_\_\_\_\_, **Driver**