

Transportation Department Manual

2022-2023

Tippecanoe School Corporation

21 Elston Road

Lafayette, Indiana 47909

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Preface

This manual is prepared by the Tippecanoe School Corporation Transportation Department as a means of providing school bus drivers, principals & teachers with written authoritative information that is readily available for reference and guidance.

The following written rules, regulations and procedures are designed primarily to improve the transportation system so that it strengthens the education program offered within our community.

One important characteristic of a good department is the ability to respond to new situations with a reasonable degree of flexibility. Manuals should change just as everything else does. Every attempt will be made to keep this manual posted with changes as they occur.

” Communication is a Two-Way Street.” This statement is trite, but true. If this manual is not read and studied, communication will have been aborted and complications will invariably arise. This information does not provide all the answers but should prove beneficial in establishing a foundation for executing a good transportation program.

Offices [Revised 3/2023]

Central Office		474-2481
Transportation		772-1700
Robert Bowman Interim Director		269-8464
Scott McCoy Operations Manager	cell 490-9952	269-8456
Jim Nemacheck Fleet Manager [8:00-5:00]	cell 404-6386	269-8463
Josh Brost Shop Foreman [5:00-2:00]		269-8469
Brenda Cunningham		269-8465
Christy Schutter		269-8460
Sarah Knowles		269-8458
Dave Imhof (Routing Coordinator)		269-8457
Joy Gorringer (R/S Routing Coordinator)		269-8466
Jennifer Kochert (Head Trainer)		269-8459
Liz Schmidt [GLASS Liaison for TSC, LSC & WLSC]		269-8467
Indiana State Police		567-2125
Lafayette City Police		807-1200
Tippecanoe Co. Sheriff's Dept.		423-9321

Schools

Battleground Elementary	John Pearl	567-2200
Battleground Middle	Jodi Day	269-8140
Burnett Creek Elementary	Matt Ridenour	463-2237
Cole Elementary	Mike Pinto	523-2141
Dayton Elementary	Ryan Simmons	447-5004
East Tipp Middle	Shadd Buss	589-3566
Harrison High School	Cory Marshall	463-3511
Hershey Elementary	Linda Fields	269-8280
Klondike Elementary	Scott Peters	463-5505
Klondike Middle	Deb Carter	463-2544
Mayflower Elementary	Shannon Cauble	538-3875
McCutcheon High School	Gloria Grigsby	474-1488
Mintonye Elementary	Robert Skaggs	538-2780
Southwestern Middle	Sarah Gustin	538-3025
Wainwright Middle	Mike Lowery	269-8350
Wea Ridge Elementary	Clint Wilson	471-9321
Wea Ridge Middle	Fred Roop	471-2164
Woodland Elementary	Lee Sweet	269-8220
Wyandotte Elementary	Mary Beth Fitzgerald	772-7000

ADMINISTRATION

Director of Transportation

Administers the overall transportation program to safely, effectively, and efficiently meet requirements of daily instructional programs and other programs requiring transportation assistance.

Fleet Manager

Supervises the mechanic staff. Responsible for service and maintenance of Tippecanoe School Corporation's fleet of vehicles. Purchases all repair parts and supplies. All other duties as assigned by the Director.

Shop Foreman

Supervises and assigns all work to mechanical staff. Responsible for intake and inventory of parts. Interacts with drivers regarding vehicle issues. Any other duties assigned by the Fleet Manager/Director of Transportation.

Operations Manager

Assist Transportation Director with daily operations. Oversee the student bus ridership which includes proactive student and driver education program trainings as well as student disciplinary actions. Implement and train bus drivers on bus ridership management. Assist Director with bus accidents and other detail.

Routing Specialist

Responsible for routing and ensuring staffing of all buses. Investigates route complaints and provides solutions as approved by the Director. Acts as the IT liaison for the Department.

Financial Secretary

Responsible for the accounting duties within the Department.

Operations Secretary

Responsible for the operational duties within Department.

Fleet Secretary

Responsible for Field/Extracurricular Trips and other duties as assigned by the Director.

Head Trainer

Responsible for training individuals to obtain their CDL for bus driving and our Non CDL with DOE Certification. Also responsible for on-going training of all driving staff.

Administrative Procedure for Problems

1. A driver's concerns and problems should be discussed with the **Operations Manager**. If it is a mechanical problem or concern, it should be discussed with the **Shop Foreman** first then the **Fleet Manager**. Routing issues should be directed to the **Routing Specialist**.
2. If concern cannot be resolved, it should be discussed with the **Director of Transportation**. The Director may request that the concern or problem be submitted in writing.
3. If the decision and/or response of the Director of Transportation does not resolve the problem, then the problem or concern shall be submitted to the **appropriate Central Office Administrator** by the Director of Transportation.
4. If the problem is not resolved through the above steps, then a proper remedy may be sought from the **Superintendent of Schools**. A driver's problems and concerns shall be submitted in writing to the Superintendent.
5. If the problem is not resolved through the above steps, then a driver may seek permission from the **Superintendent** to have the matter placed before the **Board of Trustees**.

Operations

AS OPERATORS OF SCHOOL BUSES, YOU ARE ENGAGED IN THE HIGHEST TYPE OF ENDEAVOR, THE EDUCATION OF THE FUTURE CITIZENS OF OUR COMMUNITY. SCHOOL BUSES ARE ACTUALLY THE FIRST CLASSROOMS OF THE DAY. A STUDENT'S EXPERIENCES ON THE BUS OFTEN ESTABLISH HIS/HER ATTITUDE FOR THE ENTIRE DAY. IN THIS RESPECT, SCHOOL BUSES ARE ALSO THE LAST CLASSROOM OF THE DAY. A STUDENT'S LAST IMPRESSION ON THE BUS OFTEN REFLECTS IN HIS/HER REPORTING OF THE DAY'S SCHOOL ACTIVITIES.

Operations

Drivers

Job Qualifications (Revised 8/2018)

1. Possess a valid Class B Commercial Driver's License with proper endorsements.
2. Pass a pre-employment drug test.
3. Must be able to utilize Corporation electronic communication system (email).
4. Must meet all Indiana and United States statutory requirements to be a school bus driver. (IC 20-9.1-3.1)
5. Must possess High School Diploma or graduate equivalent.

Job Responsibilities (Revised 8/2022)

1. Drive their assigned routes each day of the school year as prescribed by the Department. Should unforeseen circumstances arise necessitating a substitute driver, the Transportation Office should be notified prior to the start of the workday.
Deviations will be deducted from pay.
2. Conduct a pre-trip inspection of their bus prior to the start of each route and post-trip inspection at the end of each route. Driver is responsible for the cleanliness of their bus.
3. Maintain control of students while under the driver's supervision.
4. Driver must be on their bus for loading and unloading of students at the schools. Students cannot be left unattended on the bus.
5. Assign seats to all students assigned to their bus. A seating chart must be kept by the driver/folder to reflect these seating assignments.
6. Adhere to the assigned stops on their routes. Additional stops may only be created or deleted with the approval of the Director of Transportation.
7. Arrive no more than 5 minutes before or after approved arrival times at respective schools.
8. Report all accidents immediately to the Director of Transportation and complete the necessary report forms.
9. Be responsible for the cleanliness of the inside and outside of your bus.
10. Report all mechanical problems promptly to the Fleet manager.
11. Obey all laws, policies and procedures pertaining to school buses, highways and Corporation guidelines.
12. Perform other duties and responsibilities as assigned by Transportation Administration.
13. Drivers should present themselves for duty with a professional appearance that reflects positively on the Corporation (see Board Policy 4216). Administrators may counsel and require drivers to change their clothing and/or grooming habits if there is a deficiency

in these areas.

14. **Cell phone usage is only permitted when the bus is parked. This includes hands free Units or blue tooth device. Cell phone may be used when contacted by administration or in emergencies. You must pull to side of the road and secure your bus before usage.**
15. Complete all paperwork required by employer in a timely manner.
16. Attend all meetings, schools and training sessions required by employer.

General (8/2022)

1. **Tobacco use on TSC grounds or TSC vehicle is not permitted.**
2. Employees will wear appropriate clothing that is neat in appearance, clean and Conformance with normal workday standards. Examples of **inappropriate** dress are:
 - a. Halter tops.
 - b. Tank tops.
 - c. Tube tops.
 - d. **“Short”** shorts.
 - e. Undergarment-type T-shirts.
 - f. **Footwear must have toes and heels covered... No flip flops, Crocs or sandals.**
 - g. No “muscle” shirts shall be worn.

Substitutes (Revised 8/2022)

All substitute drivers will possess the same qualifications and meet the same employment requirements as regular drivers.

Full-Time Substitute

The driver reports in person to Transportation Office at **5:45 a.m.** each school day and leaves at **9:30 a.m.** and returns at **1:30 p.m.** each school day and may leave at **4:30 p.m.** unless assigned to a route.

Part- Time Substitute

“On Call” basis. Drives only when assigned by the office. The driver is paid only when he/ she drives. Part-time subs must drive at least (5) times per school year to be considered actively employed.

Evaluations (Revised 8/2018)

All TSC drivers will be evaluated at least once in a 3-year period. This evaluation will be conducted by the Director of Transportation or his designee.

Driver Discipline Procedures (Revised 8/2022)

Our employee disciplinary procedures are in place to ensure compliance with the department policies... Violations of Transportation policies and procedures will be addressed by the Director of Transportation. The severity of the violation will determine at what level the discipline procedure will begin. The administration reserves the right to act at the appropriate level of discipline for each and any violation of department policy. Listed below are the levels of discipline that can be employed by the Director of Transportation.

Verbal Warning
Documented Verbal
Documented Written
Documented Driver Conference
Letter of Reprimand
Suspension (1-30 days)
Termination

Our goal as administrators is to be able to refrain from using our disciplinary policy if possible.

However, these steps are in place if an employee doesn't follow TSC policy and/or safe driving behavior.

Leaves (Revised 8/2022)

All leaves will be granted in accordance with Policies 4430, 4430.1 and 4437 of the Tippecanoe School Corporation Bylaws and Policies, except regarding sick leave policy.

If a driver misses a single route it will be considered ½ day absence.

Wage Schedules for Transportation 8/2022

1. Bus Driver, CDL-Class B

a. 180-day Student Schedule

b. Wage Schedule

i. Route Rate

Experience	Rate
0	\$22.50
1	\$23.03
2	\$23.56
3	\$24.09
4	\$24.62
5	\$25.15
6	\$25.68
7	\$26.21
8	\$26.74
9	\$27.27
10(+)	\$27.80

ii. Non-Route Rate = \$15.50/hour

iii. CDL Physical Exams: will be provided by the School Corporation

iv. An additional \$0.50/hour will be given for those designated as a Lead Driver for route rate only.

c. Full-Time (35-40 hours/week) Benefit Schedule B

d. Full-Time (31-34 hours/week) Benefit Schedule C

e. Part-Time (10-30 hours/week) Benefit Schedule D

f. Part-Time (less than 10 hours/week) Statutory Benefits

2. Bus Driver with DOE Certification

a. 180-day Student Schedule

b. Wage Rate

i. \$18.51/hour

ii. Non-Route Rate = \$15.50/hour

c. Full-Time (35-40 hours/week) Benefit Schedule B

d. Full-Time (31-34 hours/week) Benefit Schedule C

e. Part-Time (10-30 hours/week) Benefit Schedule D

f. Part-Time (less than 10 hours/week) Statutory Benefits

Benefit Schedule B

Benefits for less than 252-day Support Staff working 35-40 hours/week

1. Indiana Public Retirement System
 - a. Employees that are recognized as full time by the School Board and in a eligible position who work at least 1,000 hours or more participate in PERF.
 - b. Employer pays a defined contribution per Indiana code into the Indiana Public Employees Retirement System.
 - c. The employee's mandatory 3% defined contribution of his/her gross wages is paid by the employer.
 - d. Excludes: Bus Drivers, Bus Aides, Dual Positions

2. 403(b) Plan (Bus Drivers, Bus Aides, and Dual positions if not enrolled in INPRS)
 - a. Employees that are recognized as full time by the School Board participate in a 403(b).
 - b. Employer pays a defined contribution.

3. Group Life/Health/LTD/Dental & Vision Insurance
 - a. Employees in this group are eligible to participate in the group insurance plans.
 - i. Term Life Insurance
 1. Available for the employee only.
 2. Eligible for a \$35,000 term life policy with AD&D.
 3. The employee pays \$1.00/year and employer pays the remaining premium.
 - ii. Group Health Insurance
 1. The employer and employee contributions are determined annually.
 2. The employee may purchase dependent coverage.
 - iii. Long-Term Disability
 1. Pays 2/3 of monthly wages should employee become disabled and off work for more than 90 days.
 2. The employee pays \$1.00 per year and employer pays remaining premium.
 - iv. Dental & Vision
 1. The employee pays \$1.00 (single) or \$2.00 (family) per year and employer pays the remaining premium.

NOTE: All leave days will be granted on July 1.

4. Sick Leave
 - a. Employees receive five (5) days per year of sick leave.
 - b. Unused days accumulate to a maximum of 66 days.
 - i. Excludes Bus Drivers, per transportation buy back policy.
 - c. Proration will apply in the first year of employment.
5. Family Sick Leave

- a. Employees may use up to twelve (12) days of available sick leave per for the event of illness in the immediate family.
- b. Immediate family is defined as spouse, child, or any other relative as long as they are residing in the employee's household; and a parent of the employee regardless of where residing.
- c. NOTE: Family Sick does not apply to in-laws (unless residing in your home). Family Sick does not apply to being with an adult daughter/son during delivery of a child (unless adult daughter/son resides in your home).

6. Bereavement Leave

- a. Employees may take up to five (5) days off, without loss of pay, if taken within (10) consecutive calendar days commencing with the day of death for a death in the immediate family.
- b. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.

7. Personal Business Leave

- a. Employees receive three (3) days per year for personal business leave.
- b. Unused personal business leave days are added to the employee's accumulated sick leave.
 - i. Excludes Bus Drivers, per transportation buy back policy.
- c. Proration will apply in the first year of employment.

8. Adoptive Leave

- a. Each classified employee may use up to eight (8) consecutive days of accumulated sick leave for the adoption of a child(ren) commencing with the day of birth or the day the child(ren) enters the household.

9. Identification/Athletic Passes

- a. TSC employees receive an identification/athletic pass.
- b. The identification/athletic pass is valid for regular season home contests.

10. Retirement

- a. Any classified employee who is at least 55 years of age and has a minimum of ten (10) years of service to the Tippecanoe School Corporation will receive upon retirement the greater of:
 - i. \$30 per each day of unused accumulated sick leave if full-time;
 - ii. \$15 per each day of unused accumulated sick leave if part-

- time; OR
- iii. \$50 per each year of service in the Tippecanoe School Corporation.
- b. Written notice of intent to retire must be submitted within 60 days of termination of employment.
- c. Retired employees of the Tippecanoe School Corporation are eligible for an identification/athletic pass.

Benefit Schedule C

Benefits for less than 252 days Support Staff working 31-34 hours/week

1. Group Life/Health/LTD/Dental & Vision Insurance
 - a. Employees in this group are eligible to participate in the group life insurance plans.
 - i. Term Life Insurance
 1. Available for the employee only.
 2. Eligible for a \$35,000 term life policy with AD&D.
 3. The employee pays 50% and employer pays 50% of annual premium.
 - ii. Group Health Insurance
 1. The employer contributes at a rate determined at time of annual renewal.
 2. The employee may purchase dependent coverage.
 - iii. Long-Term Disability
 1. Pays 2/3 of your monthly wages should employee become for more than 90 days.
 2. The employee pays 50% and employer pays 50% of annual premium.
 - iv. Dental & Vision
 1. The employee pays \$1.00 (single) or \$2.00 (family) annually toward premium and employer pays the remaining premium.

NOTE: All leave days will be granted on July 1.

2. Sick Leave
 - a. Employees receive five (5) days per year of sick leave.
 - b. Unused days accumulate to a maximum of 66 days.
 - i. Excludes Bus Drivers, per transportation buy back policy.
 - c. Proration will apply in the first year of employment.
3. Family Sick Leave
 - a. Employees may use up to twelve (12) days of available sick leave per for the event of illness in the immediate family.

- b. Immediate family is defined as spouse, child, or any other relative as long as they are residing in the employee's household; and a parent of the employee regardless of where residing.
- c. NOTE: Family Sick does not apply to in-laws (unless residing in your home). Family Sick does not apply to being with an adult daughter/son during delivery of a child (unless adult daughter/son resides in your home).

4. Bereavement Leave

- a. Employees may take up to five (5) days off, without loss of pay, if taken within ten (10) consecutive calendar days commencing with the day of death for a death in the immediate family.
- b. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.

5. Personal Business Leave

- a. Employees receive three (3) days for personal business leave per year.
- b. Unused personal business leave days are added to the employee's accumulated sick leave.
 - i. Excludes Bus Drivers, per transportation buy back policy.
- c. Proration will apply in the first year of employment.

6. Adoptive Leave

- a. Each classified employee may use up to eight (8) consecutive days of accumulated sick leave for the adoption of a child(ren) commencing with the day of birth or the day the child(ren) enters the household

7. Identification/Athletic Passes

- a. TSC employees receive an identification/athletic pass.
- b. The identification/athletic pass is valid for regular season home contests.

8. Retirement

- a. Any classified employee who is at least 55 years of age and has a minimum of ten (10) years of service to the Tippecanoe School Corporation will receive upon retirement the greater of:
 - i. \$30 per each day of unused accumulated sick leave if full-time;
 - ii. \$15 per each day of unused accumulated sick leave if part-time; OR
 - iii. \$50 per each year of service in the Tippecanoe School Corporation
- b. Written notice of intent to retire must be submitted within 60 days of termination of employment.
- c. Retired employees of the Tippecanoe School Corporation are eligible for an identification/athletic pass.

Benefit Schedule D

Benefits for 9 Month Part-Time Support Staff working 30 hours or less

NOTE: All leave days will be granted on July 1.

1. Sick Leave

- a. Employees receive four (4) days per year of sick leave.
- b. Unused days accumulate to a maximum of 55 days.
 - i. Excludes Bus Drivers, per transportation buy back policy.
- c. Proration will apply in the first year of employment.

2. Family Sick Leave

- a. Employees may use up to twelve (12) days of available sick leave per year for the event of illness in the immediate family.
- b. Immediate family is defined as spouse, child, or any other relative as long as they are residing in the employee's household; and a parent of the employee regardless of where residing.
- c. NOTE: Family Sick does not apply to in-laws (unless residing in your home). Family Sick does not apply to being with an adult daughter/son (unless adult daughter/son resides in your home).

3. Bereavement Leave

- a. Employees may take up to five (5) days off, without loss of pay, if taken within ten (10) consecutive calendar days commencing with the day of death for a death in the immediate family.
- b. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.

4. Personal Business Leave

- a. Employees receive two (2) days for personal business leave per year.
- b. Unused personal business leave days are added to the employee's accumulated sick leave.
 - i. Excludes Bus Drivers, per transportation buy back policy.
- c. Proration will apply in the first year of employment.

5. Adoptive Leave

- a. Each classified employee may use up to eight (8) consecutive days of accumulated sick leave for the adoption of a child(ren) commencing with the day the child(ren) enters the household.

6. Part Time Employment Proration

- a. All leave days are pro-rated according to employment terms. A "day"

is defined as 1/5 of weekly work hours. In certain circumstances, the employee may request to use 2 benefit days in exchange for 1 day used. See example below:

- i. Example: Employee works 5 hours on M, T, W each week for a total of 15 hours/week. The pro-rated benefit day would be calculated at 3 hours ($15/5=3$). Since the employee would be missing 5 hours of work, and will be paid for 3 of those hours, the employee may request to use 2 benefit days (if available) and be paid the 5 regularly scheduled hours. Employee realizes that such a request may result in forfeiture of the difference of available hours in the second benefit day.

7. Identification/Athletic Passes

- a. TSC employees receive an identification/athletic pass.
- b. The identification/athletic pass is valid for regular season home contests.

8. Retirement

- a. Any classified employee who is at least 55 years of age and has a minimum of ten (10) years of service to the Tippecanoe School Corporation will receive upon the retirement the greater of:
 - i. \$30 per each day of unused accumulated sick leave if full-time;
 - ii. \$15 per each day of unused accumulated sick leave if part-time; OR
 - iii. \$50 per each year of service in the Tippecanoe School Corporation.
- b. Written notice of intent to retire must be submitted within 60 days of termination of employment.

- c. Retired employees of the Tippecanoe School Corporation are eligible for an identification/athletic pass.

Transportation Leave Buy Back Policy

Buy back of unused leave days

6 days: \$ 1,000

5 days: \$ 900

4 days: \$ 800

3 days: \$ 500

2 days: \$ 200

1 days: \$ 100

Only full days will be bought back. Buy back will only occur if the driver serves until the end of the school year.

Compensation (Revised 8/2018)

1. Drivers will be paid for each “student day” according to the approved wage schedules. Drivers will also be compensated with a training wage for Corporation mandated training, the annual Summer Safety Meeting, annual Orientation Meeting, Back to School activities and any other detail deemed necessary by the Transportation Department.
2. Drivers will be paid on the 5th and 20th of each month, totaling 20 installments.
3. Hourly rate pay will be figured as actual hours worked.
4. Wage step increases will occur at the beginning of each school year.
5. Each individual driver is responsible for providing proof from former employers regarding experience. Our office will not be responsible for paying an elevated experience rate until we have proof on file. A maximum of four (4) experience credit will be granted to those drivers with qualifying experience.
6. Please refer to the Support Staff Wage and Benefit Schedule for all other compensation information.

Maintenance/Fueling (Revised 8/2022)

1. Drivers will be paid \$15.50 per hour for their drive **time to and from** the Service Center for scheduled maintenance. We do not pay for fueling outside of route time.

Unscheduled maintenance which includes minor bus repair and fueling should be done during lay over between routes as time allows.

Meeting Hour Rate/ 15.50 hour (revised 8/2022)

Drivers will need to set up an appointment to meet with Director of Transportation, Operations Manager or Routing Coordinator. Nonscheduled meetings will not be compensated.

Parental Route Notification

1. Drivers will receive 2 hours of meeting pay per route if calls are completed by the date assigned by transportation administration.

On-Call pay

Drivers who choose to be on-call for the weekend field trips will be selected by availability from a pool and paid a minimum of 2 hours of field trip pay. This will be paid in addition to any hours they may have to work as a result of being utilized on a call, out basis.

Time and Attendance Tablet

Each bus is equipped with a tablet for time and attendance for each driver. You will need to clock in and out before and after each shift. You will receive documentation regarding usage of tablet.

Passengers (Revised 8/2022)

1. School bus transportation is provided strictly for the transportation of authorized school children, except where provided by law or special circumstances approved by the Corporation.
2. Adult transportation is not acceptable, unless authorized by the Director of Transportation.
3. Transfers granted to schools located outside of their regular attendance areas will be required to provide their own transportation unless special arrangements are approved by the Director of Transportation.
4. Students will be assigned to buses serving their attendance area. No change in the assignment will be made without authorization from the Director of Transportation.
5. Special education students, whenever possible will be transported by regular school buses to schools in their attendance area.

Transportable Items for Tippecanoe School Corporation Buses (8/2018)

1. Tippecanoe School Corporation policy allows items that may be held on a student's lap, below the seat level without visual obstruction to the driver and which may be stored under the seat to be transported on buses.
2. Tippecanoe School Corporation policy does not allow the following items to be transported on the buses:
 - a. Flammable liquids
 - b. Animals except for service animals
 - c. Glass objects
 - d. Any other object that does not meet the criteria outlined above in #1.
3. The following musical instruments will be allowed to be transported:
 - a. Trumpet
 - b. Trombone
 - c. Bass Clarinet
 - d. Tenor Sax & Alto Sax
 - e. Flute
 - f. Clarinet

- g. Oboe
 - h. Bassoon
 - i. Piccolo
4. **All other musical instruments will not be allowed to be transported on Tippecanoe School Corporation buses.**
 5. Due to space limitations on individual buses, students may be limited on the number of carry-on bags they will be allowed to transport
 6. Items may not be transported on top of the engine compartments of transit buses, in aisle ways, or in the luggage carriers during curricular routes.

Inclement Weather Procedures (Revised 8/2018)

1. Severe Weather and tornadoes:
 - a. Do **not** attempt to outrun a funnel cloud. If possible, make a ninety (90) degree turn and move perpendicular to the movement of the cloud.
 - b. If possible, seek shelter at a nearby school or other shelter.
 - c. If no shelter is available, seek a depressed area (a deep ditch along the road or possibly a culvert) which will provide protection for the children. Direct the students to disembark the bus and **lay in the depressed area or in the culvert**. The area selected for protection should be a substantial distance from the bus since strong winds could upset it or move it from a parked position.
 - d. In all other instances of severe weather, discretion will be given to the driver's observation on how they wish to proceed. Drivers are always encouraged to contact the Transportation Office via radio for assistance and input.

Vehicle Accidents

When Accidents Occur:

- a. Secure vehicle. Stop and **turn off** the ignition.
- b. Take a quick check of the injury status of students on the bus. Then check injury status of the other driver. Perform a more in-depth secondary check of students.
- c. Notify Transportation.
- d. **Speak calmly**. Advise location and injury status of passengers.
- e. **Do not** move bus until authorized to do so by the Police or by Transportation Administration.
- f. Secure the accident scene by properly placing warning triangles.
- g. Make a list of all students on board and document seat locations at the time of the accident.

- h. If you must evacuate your bus, please make sure the side window is open and the microphone is outside the window to allow communications to continue. Follow emergency evacuation procedures.
- i. Discuss the accident **WITH ONLY AUTHORIZED PERSONS**. Investigating officer, Director of Transportation (or designee in his absence), School Administrator.
- j. Students may not be released to any other individual unless authorized by Tippecanoe School Corporation Administrative personnel who are on the scene.

Report every accident. A report is required, no matter how minor the accident.

Failure to report an accident is grounds for termination.

Office Responsibilities when Bus Accidents occur:

1. Notify 911. Advise if personal injury (PI) or property damage (PD).
2. Notify the Director of Transportation/or Operations Manager.
3. Notify next in chain of command: Safety Director Steve Tobias.
4. Notify building principal.
5. Office staff may be directed to notify parents of students involved in the accident.

Routing

Route (Revised 8/2018)

1. School bus routes will be developed according to the following criteria:
 - a. School bus census.
 - b. Personnel availability
 - c. School enrollments
 - d. Predicted school enrollments
 - e. Availability of equipment and facilities
 - f. Available funds
2. **No change, alteration or extension will be made in an established school bus route without authorization from the Routing Specialist and Director of Transportation.**
3. Pick-up points will be established by the Routing Specialist and Director of Transportation. Every effort will be made to ensure the safety of the students who ride the buses.
4. School bus turnarounds will be established in a manner that will promote the development of the most efficient route patterns.
5. A turnaround permission form will be necessary for all school bus turnarounds which utilize private property. This form will need to be completed each year.

Safe Driving Guidelines (Revised 8/2018)

1. Always extend courtesy to the other drivers
2. Drive in accordance with all State laws and “rules of the road”.
3. Always stop at all railroad tracks (with or without passengers). Open the door and the left front window, look and listen before proceeding across.
4. Always beware of vehicle positioning on roadways, intersections and railroad crossings.
5. Never operate the bus with the door open with passengers onboard. **Do not** partially open doors to activate the stop arm while the bus is in motion.
6. At no time exceed statutory speed limit (maximum forty (40) MPH on county roads and sixty (60) MPH on state highway).
7. Do not leave your bus unattended with students onboard.
8. Headlights and strobe lights shall be in operation when students are being transported on regularly scheduled route or field trip.
9. After each route/trip always check the bus for students and or damages.

Assigned Stops (8/2022)

1. You are **Required** to stop for each Elementary and Middle school bus stop on your route. This means you are to come to a full and complete stop, activating your stop arm, honk your horn, **LOOK** for a response from residence, then drive on. We recognize the need for the students to be punctual at their pick-up points, but due to the variables beyond your control in being late, we must extend the courtesy of coming to a complete stop to your students.
2. If you are early at a scheduled stop, wait until the scheduled time to depart.
3. If a High school student rides one day a week or more, you are **required** to stop **everyday** unless a prearranged signal has been agreed upon or you are notified, they are not riding.
4. Pick up and discharge students only at scheduled bus stops. Whenever necessary for pupils to cross a roadway to board or depart the bus, **the driver is responsible to determine that the roadway is clear before permitting pupils to cross.** The driver shall count the number of students needing to cross the road and not to proceed until all students have safely crossed **in front of the bus** and are visible.
5. All students should be **seated** before putting the bus in motion and remain seated until the bus has come to a complete stop.

Turnaround Procedure (Revised 8/2018)

1. When making a turnaround that requires you to leave the traveled portion of the roadway, the driver shall back into the turnaround and return to the traveled portion of the roadway. If you feel that a safety concern is raised by following this procedure, contact the Routing Specialist to have it reviewed. All deviations from this procedure must have the approval of the Routing Specialist or Director of Transportation.
2. When required to turnaround at an intersection, back into the secondary road and pull onto the more heavily traveled roadway.

Loading and Unloading Students (8/2022)

Approaching the stop

- 1) When approaching a stop, the driver should activate the student amber lights at approximately 200 feet.
- 2) Start slowing down to make a smooth stop and slow the traffic behind you down.
- 3) When coming to a complete stop you should:
 - A) Stop approximately 6 to 10 feet from the students.
 - B) Shift into neutral.
 - C) Set the parking brake.
 - D) Open entry door to activate the student red lights and stop arms.

The students are never to go behind the bus when loading and unloading.

Loading

When loading students, they should be a safe distance of at least 10 feet from the bus and lined up so you can see all kids. Instruct students that there should be no horse play while waiting on the bus. Instruct the students to not approach the bus till the door opens.

When students have to cross the street to load be sure to hold the students until they are all at the crossing, make sure traffic is stopped in all directions, when traffic is stopped signal students to cross the street and board the bus.

Instruct students to never pick up anything that falls by the wheel or goes under the bus.

Unloading

When unloading students, they should remain in their seats until the bus has come to a complete stop and the door has opened.

If possible, the driver should count the number of students getting off and how many remain on door side and how many are crossing the road.

When students exit the bus, they should proceed at least 10 feet from the bus.

The students that are crossing the street should all come to the end of the student crossing gate and wait for the driver to check that traffic has stopped in all directions and then signal for them to cross to the left corner of the bus. The driver and Students then check that traffic has stopped in all directions. Then the driver will signal the children to cross the street to their safe zone.

Before departing the stop the drive should check all mirrors to make sure no students or pedestrian are around the bus.

When the route is completed the driver should conduct a post trip walk to the back of the bus to make sure no students are still on the bus.

Danger Zones (8/2022)

Children are most at risk before they board and after they leave the bus. When they may be in the danger zones around the bus.

The DANGER ZONE is the area immediately surrounding the school bus. **It extends 10 feet in front and behind the bus, and 10 feet from the sides.** The area of greatest danger is immediately in front of the bumper and right wheel.

Radio Procedures:

Federal Communications Commission Rules

1. It is unlawful to interrupt any distress or emergency message.
2. It is unlawful to use profane or obscene language.
3. It is unlawful to use a business radio to send personal messages.
4. All conversations must be kept brief and confined to business.

Radio Usage (Revised 8/2018)

1. Drivers will keep their radios set on the talk channel of the school whose route they are driving.
2. When you are paged, you will return to the Transportation talk group by pressing the orange button. You will answer the page by giving your Bus Number and stating, "Responding to the page".
3. Drivers need to be clear and concise with radio traffic. If further detail is needed, they should utilize a different form of communication or go to the office.

4. Only Corporation business should be discussed on the radio system.
5. Drivers should be polite, courteous, and professional while speaking on the radio.
6. To report a vehicle issue, go to Channel 2 and request unit 3 or 4.

Field Trips

Distribution/Assignment of trips (Revised 8/2022)

1. Trips will be assigned by the Fleet Secretary under the authority of the Director of Transportation. Any issues regarding assignments should be directed to the Director of Transportation and not to the Fleet Secretary.
2. The Fleet Secretary will assign trips and emails will automatically be generated and sent to the driver. It is the responsibility of the individual driver to keep track of their own scheduled trips.
3. Upon signing up to drive for a school, you agree to drive all the trips when assigned.
4. If you have been assigned a trip and find you cannot take it, contact Transportation immediately for a replacement to be assigned by the office. **You do not secure your own replacement.** (This may be determined by the Director of Transportation as refusal).
5. You will not be allowed to drive a field trip if you do not drive your route prior to the trip.
6. Route drivers that wish to do a Field Trip during their route time will be charged an absence (will receive Field Trip Pay) and only allowable if a sub is available.
7. Trips are assigned in rotation per master list. It is the driver's responsibility to ensure they are on proper list.
8. Trips assigned during primary route times will be assigned via availability by the Fleet Secretary.
9. Trips will be offered to driver's via email through Trip Tracker System.
10. Driver's will have 24 hours to respond to offer. If no response is received, trip will be offered to the next driver on the list. No response will also put that driver at the bottom of the rotation list.
11. If time is of the essence, an assignment may be made to a driver known to be available. Times are taken from GPS. If GPS is down the driver will need to submit times to Transportation upon request.
12. Field Trips are paid on the fifth (5th) and twentieth (20th) of each month following the pay dates chart.

Behavioral Management

Indiana Code 20-27-10-2

Discipline on school bus

Sec. 2 When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation. (Pre-2005 Elementary and Secondary Education Recodification Citation: 20-9.1-5-19). As added by P.L. 1-2005, Sec. 11.

Driver Authority

The authority of the bus driver will be recognized and supported by all. For everyone's safety, the bus driver must be heard and be able to hear traffic sounds, such as sirens and horns. All passengers should obey the driver's directives quickly and efficiently.

General Considerations (Revised 08/2018)

1. Behavior Management is a team effort involving the parent, driver, transportation supervisor, and building personnel (aide, paraprofessional, classroom teacher, and administrator).
2. Drivers should strive to resolve all behavioral problems at the base level – between driver and student. When all efforts at this level have been exhausted, we then move to the next level of issuing bus discipline referrals involving the parent, building principal, and transportation department.
3. If at all possible, time of student discipline should take place in private. Drivers should resist the urge to correct the student, unless there is an immediate safety concern that needs to be addressed.
4. It is imperative that the driver attempt to develop a good rapport with parents of the students assigned to their bus.
5. If problems arise within the driver/parent relationship, the driver shall immediately contact the Operations Manager or Director of Transportation.

Professional Conduct Guidelines (Revised 08/2018)

1. Show respect for the student as an individual (use their names).
2. Be friendly, but firm and consistent. **Follow through.**
3. Be sincere in your work and with your words. Set a good example.
4. Be fair and honest: it isn't punishment, but injustice, that make a child rebel

against you.

5. Communicate with your supervisor about concerns before they become major problems.
6. Save your threats—we usually regret making them.
7. **Don't scream or yell** at students. Use other methods to get their attention.
8. Do not nag or pick on every little thing a child does. Pick your battles.
9. Don't hold a grudge.
10. Don't take negative comments personally. People will provoke you only if you let them.

Student Responsibilities (Revised 08/2018)

At the Bus Stop

1. Be on time: arrive 10 minutes prior to assigned bus pick up time. This is extending courtesy to your fellow students.
2. Students must have a written consent from a parent or guardian to get off at any stop except the assigned stop, or to ride another bus.
3. Stand 10 feet back from roadway and wait in single line to board the bus.
4. Wait until the bus has come to a complete stop, the door has opened, and the driver signals, then cross 10 feet in front of the bus.
5. Respect other people's property. Do not throw trash or destroy other people's property.

On the Bus

1. Students will obey all the driver's directives promptly and respectfully.
2. Students will walk promptly to their assigned seats and be seated.
3. Students will remain seated while the bus is in motion.
4. All books and other items shall be held on student's laps or contained in book bags and placed under the student's seats.
5. Students will refrain from using loud voices. Profanity and/or obscene gestures will not be tolerated.
6. Students will not eat or drink while bus is in motion. No chewing gum on any TSC bus.
7. Student usage of cell phones and electronics is at the discretion of the driver. If the driver prohibits usage, then it is prohibited except in emergency situations.
8. Student will be totally silent at railroad crossings.
9. Fighting, wrestling, horse playing, and harassing or derogatory remarks toward others will not be tolerated.
10. Students will not bring animals (except service animals), glass objects, hazardous materials (including flammable liquids), or weapons on the bus.

11. Students will not throw objects inside the bus, or out the windows.
12. Students will not extend head, hair, arms, or objects out of the bus window.
13. If your child's bus is equipped with seat belts, they are expected to use.

Leaving the Bus

1. Students will remain seated until the bus stops, and the door is opened. The open door is the signal to leave your seat.
2. Once off the bus, walk quickly away from the bus. If crossing the street, walk 10 feet in front of the bus, wait for the driver's signal before crossing the street. Look both directions then proceed to cross the roadway.

Behavioral Management Framework (Revised 8/2013)

1. At the beginning of each school year, a copy of the Transportation Rules will be presented to parents at online registration and they are required to sign off electronically. The list of rules is also located on Transportation website.
2. When a student is issued a Bus Conduct Form, the driver will notify the the student of the information prior to them leaving the bus, if possible. The driver will fill out the Bus Conduct Form online and submit it to the building principal, and the Transportation Department. The Transportation Department will then email the parent or guardian the copy of the form. If no email is available either the principal or driver will issue the student with a copy for parent/guardian.
3. Bus Conduct Forms will be filled out on all qualifying disciplinary incidents. A qualifying incident is one that has been addressed previously through verbal warning(s) and/or has risen to the next level of disciplinary action. Any disciplinary activities prescribed by the level of discipline (parent contact, referred to principal, etc.). must be initiated by the driver and documented.
4. Bus discipline procedures on each bus will follow TSC Transportation Policy, but will be at the discretion of each individual driver. Undocumented discipline or lack of discipline on the part of the driver on the bus can result in Employee Discipline Procedures.
5. Two documents will be used to document issues arising on the bus. Each of these documents should be submitted as soon as possible to the Transportation Department.
 - a. Incident Documentation Form is used to document damage to a bus, injuries that occur on the bus, and miscellaneous incidents that occur that are unrelated to bus conduct.
 - b. Bus Conduct Form is used to document violations of TSC Transportation Policy while students are on the bus.

Behavioral Management Procedures (Revised 08/2013)

1. Verbal Warning:
 - a. Documentation that you have put a student on notice that his/her behavior is inappropriate and unacceptable.
2. Written Warning:
 - a. Written warning should be used if the student's behavior continues to fall outside of the guidelines of department rules. If the behavior problem continues, then the parents should be contacted.
3. Changing seat assignment:
 - a. Seating assignment changes may be necessary if previous disciplinary procedures have not resolved.
4. Contact the parents:
 - a. Contact the parent by telephone.
 - b. Parent participation and cooperation in achieving a solution to the problem should be elicited.
 - c. The driver will complete a bus conduct form detailing a parent conference and sign the form. A copy will be provided to Transportation.
5. Involve Building Principal:
 - a. If the behavior problem continues to manifest itself, then a conference involving the student, principal, and driver will be held.
 - b. A bus conduct form will be completed for each conference with the building principal.
6. Suspension of Riding Privileges:
 - a. Students may have their riding privileges suspended for the following periods of time. The suspension progress does not revert to the beginning with the change of semesters.
 1. One (1) day.
 2. Three (3) days.
 3. Five (5) days.
 4. Ten (10) days.
 5. Rest of the semester.
 6. Rest of school year.
 - b. Drivers may suspend riding privileges of a student for **one (1) day** without prior approval from the Building Principal or Transportation Administrator. Transportation Administrator must make contact by telephone or in person before suspension can be enforced. **All** other periods of suspension **must** have approval of the Building Principal or the Transportation Office **before** they can be administered.
7. Criteria for the suspension of a student's riding privileges:
 - a. The commission of any serious infraction.
 - b. The use of obscene language or obscene gestures.
 - c. Fighting.

- d. Throwing objects at another student or driver.
 - e. Verbal or physical threats or actions towards authority personnel.
 - f. Any act that endangers the safety of other students, the bus driver or other motorists.
 - g. Continued behavior problems after due process (Verbal Warning, Bus Conduct Form, and Parental Contact) has been exhausted.
8. Students who have had their riding privileges suspended from a TSC bus **may not ride any other TSC bus until the period of suspension has ended. However, if a student who is not assigned to your bus presents themselves for transportation (suspended or not) shall be transported to school and the matter resolved with the building principal.**
9. If a student has their riding privileges suspended, the parent is responsible for transporting the student to and from school. This is stated under Indiana Code 20-33-2-27. Any absence from school, because of a behavior problem may result in an absence that is not excused.

Emergency Management (Revised 08/2018)

Threats

Perception of Threat:

Event near/on bus threatening.

- a. Advise dispatch by radio of circumstances.
1. **If threat is outside bus:**
 - a. Take alternate route.
 - b. Have students take appropriate cover.
 - c. Have students move to floor.
 - d. Student helpers aid in calming younger students.
 - e. Do not open door for any reason.
 - f. Do not stop driving, keep moving away from threat.
 - g. Keep dispatch advised of ongoing situation.
 2. **If threat is on the bus:**
 - a. Remain stationary so help can arrive.
 - b. If feasible, evacuate as many students as possible.
 - c. Use student helpers to move other students away from the bus.
 - d. Do not try to negotiate with individuals.
 3. **If threat is student to student:**
 - a. Try to diffuse situation.
 - b. If a weapon is involved do not place yourself in danger.

Overt action by individual:

1. **If individual is outside bus:**
 - a. Do not open doors or windows.
 - b. Drive away from individual.

- c. Report location, description of individual, and details of incident.
- 2. **If individual is on the bus:**
 - a. If possible, report by radio that an incident is occurring.
 - b. Don't try to be a hero.
 - c. Stay calm and help maintain calm atmosphere for students.
 - d. Follow instructions: do not anger individual.
 - e. If possible, keep microphone keyed so dispatch can hear.
- 3. **Individual without weapons, forces their way onto the bus:**
 - a. Advise dispatch of situation.
 - b. Ask subject to leave the bus.
 - c. Do not allow subject access to any students on the bus.
 - d. If situation escalates, immediately request law enforcement.

Physical Assault

Fist fight breaks out on the bus:

- 1. **Student fighting student:**
 - a. Pull bus safely to side of the road.
 - b. Give verbal commands to cease fighting.
 - c. Advise dispatch of location and problem.
 - d. Attempt to separate if you have had proper training.
- 2. **Individual assaults students or driver:**
 - a. Advise dispatch and include location and description of perpetrator.
 - b. Remain with students, do not give chase.
 - c. Have student helper's assist with keeping students calm.

Armed Assault:

- 1. **If perpetrator is outside the bus:**
 - a. Advise dispatch of incident occurring.
 - b. Have students take cover.
- 2. **If perpetrator is on the bus:**
 - a. Do not try to subdue.
 - b. Remain calm: Follow instructions.
 - c. If possible, keep microphone open so dispatch can follow situation.

Hostage Incident:

- 1. **Advise dispatch:**
 - a. Location.
 - b. Name of student(s) taken off the bus.
 - c. Description of hostage taker.
 - d. Anything said by hostage taker.
 - e. Keep calm.
 - f. Use student helpers to assist with keeping students calm.

2. **Have students write:**
 - a. Description of hostage taker.
 - b. Facts about incident.
 - c. Any conversation by hostage taker.

Hijacking:

1. Advise dispatch, or keep microphone open so dispatch can be aware of situation occurring.
2. If your able to confirm your location, if not dispatch will use GPS to locate.
3. Follow instructions of hostage taker.
4. Do not try to negotiate with the hostage taker.
5. Relay hostage taker's demands.
6. Remain calm, keep students calm, avoid quick movements.
7. Treat hostage taker as normal as possible.

Medical Emergencies (Revised 8/2018)

Student Related:

1. Notify dispatch immediately with as much information as possible.
2. Attempt to ensure that student with emergency is as safe as possible.

TSC Protocol for students with Anaphylactic Reactions:

1. The school bus driver must be aware of those students who may require epinephrine treatment.
2. Identification sheets with the student's name, specify allergy (ex. peanut, bee sting, etc.), warning signs of reaction and their emergency treatment that is required.
3. Emergency treatment procedures must be prescribed by a physician for use by the school bus driver.
4. School nurses are responsible to inform and train school bus drivers with the student's care to the potentially severe nature and proper treatment of allergic problem. A review of this information should occur prior to a new school year or special activities.
5. Students that require an epinephrine should have their own epinephrine labeled with their name and expiration date. Transporting epinephrine on the school bus is a requirement for students that are subject to anaphylactic shock. Epinephrine must be administered as early as possible after the onset of symptoms of severe allergic response.
6. Epinephrine auto injectors must be kept in locations in the students personal equipment brought on the school bus which are easily accessible to the school bus driver but not to other students.
7. All students, regardless of whether they are capable of epinephrine self-administration, will require help of others because of the severity

of the reaction may hamper their attempt to inject themselves. Adult supervision is mandatory. The school bus driver must learn how to assist the student to use these auto-injectors in emergency situations on the the bus.

8. Driver should advise school by radio that a student is having an allergic reaction and request that 911 be called giving location that they have stopped to administer treatment. Route should not be resumed until medical personnel have arrived, and student is under their care.
9. Parents that allow school bus driver to administer epinephrine must sign a consent form.
10. The provision of the Good Samaritan Law in each state provides protection to the care giver in life threatening situations when they provide aid in a reasonable manner. Epinephrine is regarded as acceptable treatment for anaphylaxis.

Evacuations (Revised 8/2018)

Bus Evacuation Drills

1. School bus evacuation drills will be conducted in accordance with Indiana Code 20-27-4-6.5.
2. The Director of Transportation or his designee will designate drill times and locations.
3. If weather conditions are not conducive to a safe drill it will be postponed and rescheduled.
4. Drills will be held on school property to avoid any problems of liability or Insurance coverage.

Selection of Student Helpers

1. Qualifications for helpers:
 - a. Maturity
 - b. Respect by fellow students
 - c. Physically and mentally capable
2. Student helper Responsibilities:
 - a. Become familiar with exact locations of fire extinguishers, flags, flares and warning devices.
 - b. To assist driver in getting students off the bus in a safe and orderly manner.
 - c. Learn the proper procedure for exiting through the emergency window exits and roof hatches.
 - d. Leading students to safe location at least one hundred (100) feet away from the bus and help them stay in that location until the

- driver dismisses them.
 - e. Learn procedures to bring the bus to a safe stop if the driver becomes incapacitated.
 - f. Moving the driver from the driver's seat.
 - g. Steering (**Not Driving**) the bus to a stop.
 - h. Turning off the ignition.
 - i. Applying the emergency brake.
 - j. Activating the warning lights and stop arm and setting warning devices.
 - k. Appointing another student to assist in leading students away from the bus after they have disembarked.
3. Instructions for **ALL** students:
 - a. Identify the student helpers and instruct all students to pay attention to them as well as the driver.
 - b. Listen for instruction on exit location designated by the driver and/or helpers.
 4. Books and other belongings are to be left on the bus. After the evacuation, students are to return to the bus for proper unloading, unless instructed otherwise.

Bus Evacuation – General Considerations

1. Keep students on the school bus if possible due to safety considerations.
2. Driver should properly secure the bus in place.
3. If driver senses a hazard facing the bus, they must decide to evacuate.
4. If driver decides to evacuate, provide students with clear, concise directions to move to a safe location.
5. If time permits, driver should contact base to advise of the situation and what decision has been made.
6. Do not move a student that you believe has a neck or back injury, unless their life is in immediate danger.
7. Driver is the last person off the bus after conducting a walk through to make sure all students have evacuated the bus.
8. Conduct a roll call to make sure no students are missing.
9. Set out emergency warning devices.

Mandatory Evacuation

1. Drivers must evacuate their bus when:
 - a. The bus is on fire or there is a threat of fire.
 - b. The bus is stalled on or adjacent to a railroad crossing.
 - c. There is an imminent danger of a collision.

- d. The bus may change position, thereby exposing students to increased risk of injury.
- e. There has been a hazardous materials spill.

Transportation for School Evacuations (08/2018)

1. Drivers shall report to the designated primary or secondary staging area and stand by for further instruction. Monitor radio channel 1 "Transportation" for further information. Tablet system may be used for messaging from Administration.
2. Drivers will not utilize the radio system unless there is an emergency at their location.
3. Transportation will provide information to drivers as soon as possible.
4. When advised, drivers will move to the location designated by Transportation and transport students to reunification location designated by the Corporation.

Maintenance

Care of Vehicle (08/2016)

1. Proper care of the vehicle is of the utmost importance. Proper care starts with the driver and is augmented by the mechanic. A clean and well maintained bus reflects **pride and excellence** of the driver, mechanic and the school system.
2. Bus cleanliness is the responsibility of the driver. All drivers are always expected to maintain a clean and presentable bus. Any time you use a different bus make sure there is no paper, trash or refuse on the floor or seats when it is returned either to the garage or to another driver.
3. Drivers are expected to:
 - a. Sweep our buses daily, if needed.
 - b. Clean windows weekly.
 - c. Dust the dash and instrument panel weekly.
 - d. Clean the rear exterior lights and window, as needed.
 - e. Wash the exterior of the bus monthly.
4. While performing your pre-trip, check all fluid levels, advise garage staff of any fluid levels that might need topped off before starting your route.
5. Each individual driver is assigned an identification badge, each vehicle is assigned a fuel fob, you must have your badge in order to fuel.
6. Service is calculated and scheduled using mileage and time. A schedule will be given to you of the service dates via email for your bus 3-4 weeks after the beginning of the school year.

7. Any vandalism or item stolen from a bus should be reported **Immediately** to the Transportation Office.
8. School buses should **never** be used for **personal** transportation. Buses should be parked at the drivers' homes, schools or at the Service Center when not being used for official school business.
9. School buses assigned to drivers, route buses or spare buses should not be used by anyone else **without prior authorization** from Director or Fleet Manager.

Pre-Trip/Post-Trip Procedures (08/2022)

Pre-trip Inspection

Pre-trip vehicle inspections are required by federal law (Section § 396) to ensure that vehicles like school buses are safe to operate, and verifies that its driver has the necessary knowledge and skills to operate it.

Front of the bus:

Look at the bus make sure it's not leaning to one side or the other.

Turn the key on and activate your lamp check button make sure all lights are working properly and not damaged. Make sure there are no leaks under the bus.

Look at mirror mounts and frames make sure they are not damaged or loose.

Make sure the student crossing gate is not damaged or hanging down.

Engine Compartment:

Check all hoses are secure and not missing any hose clamps.

Look at all belts make sure they are not excessively worn, bad cracks, or frays.

Look for leaks or any wet spots.

If you have a diesel bus pull the oil dipstick make sure it's at the proper level. You need to check a diesel when the engine is cold.

If you have a propane or gasoline bus you need to check the oil once the bus is warmed up. You can check at the end of the route when you do your post trip inspection. If you do not know what you are looking for **ASK!**

Check your coolant reservoir make sure the coolant is at the proper level as indicated on the side.

Look for damage on the alternator, air compressor. Steering pump, and water pump.

Pull the transmission dipstick and make sure it's at the proper level. You can check the transmission fluid when the bus is cold the dipstick is marked hot and cold. If you do not know what this looks like **ASK!**

Look to make sure the power steering fluid is at the proper level as indicated on the side of the reservoir.

Look at the steering gear box look for damage

Look at Steering linkage it should be greased and have castle nuts and cotter pins securing it.

Look at spring mounts and leaf spring make sure there are cracks and the leaf springs are not shifted.

Look at the shock absorber make sure there are no leaks

Look at brake chamber make sure it is secured and not damaged.

Look at slack adjuster and pushrod make sure it is secured by clevis and cotter pin.

Front Wheels:

Make sure your tire is properly inflated. Kick the tires. Look at the tread depth make sure not less than 4/32 of tread depth. If unsure use the penny test. Look for abrasions and bulges or any object in tire example nails or screws.

Look at your inner and outer hub seal make sure there is no fluid on the inside of the rim this would indicate a leak.

Look at your rims make sure they are not bent or cracked.

Check Lug nuts make sure there are no loose or missing lug nuts.

Check your mud flap for damage and that it is not dragging the ground

Side of the bus:

Check lights, reflectors, stop arm all are working properly.

Look for damage on windows.

Look for damage on luggage compartments.

Under the bus:

Look for anything hanging down under the bus.

Look under the bus at drive shaft make sure it's not damaged and has a safety strap. Look for debris wrapped around it. Look for cracks or holes in the exhaust and is securely mounted.

Look for damage to your frame.

Look for damage to the torque rod.

Look at the air bag make sure its inflated.

Back Wheel:

Look at spring mounts, leaf springs, shock absorber, air hose, brake chamber, slack adjuster and pushrod, hub oil seal, rim, lug nuts and tires the same as on the front. This is hard to see so do your best!

Tires can be no less than 2/32 tread depth again if not sure use the penny test. Make sure duals are evenly spaced and no debris is between them.

Check they are properly inflated look at the cat eye and also kick the tires.

Check your mud flap for damage and that it is not dragging the ground.

Back of the bus:

Check all your lights for damage make sure they are working properly.

Open the emergency exit door make sure it works properly.

Door side of the bus:

Inspect like the other side.

Look at fuel tank and cage make sure its secure and not leaking (diesel and gas)

Make sure the fuel door works and the cap is on tight. Propane bus the door must be closed or your bus will not start!

Look at driver door make sure there is no damage.

Inside the Bus:

Walk the inside of the bus make sure there is no damage.

Turn on lights make sure they work.

Key on walk back open all emergency window and back door before every trip make sure the alarm sounds and they open!

Roof hatches do not need to be checked every time. You do need to know how to open them and close them if you do not ask and we will show you so you can try it.

Start your bus watch to make sure your ABS light comes off and goes off with the other diagnostic lights on the dash.

Make sure all your switches work properly.

Check that your windshield wipers work properly.

Check the amber flasher and stop arm!

Check that all gages are functioning properly:

Water temp. 170-210

Oil operating level 40 psi while idling it can be as low as 20psi

Volt meter 12-14

Air pressure gage 120-140psi

Fuel make sure you look at this gage before every trip. We cannot bring propane to you. We cannot fuel a bus with students on. Be prepared for your route!

It is unacceptable to run out of fuel during your route.

Check that the horn works

Test that the parking brake holds in gear

Perform air brake test

1. Start at 90 psi – pump the brake until air pressure is at 90 psi and then rebuild the air pressure back up to between 120 – 140 psi and listen for the air governor to release.
2. Turn the bus off and turn the key all the way to the left position to keep the gauges activated. Release the parking brake and hold the brake pedal down. Watch for the gauges to stabilize then watch to make sure it does not lose more than 3 psi in a minute. While watching listen for an air leak also.
3. Pump the brake pedal releasing air pressure to approx. 60 psi at which time the low air indicator and alarm should come on.
4. Pump the brake pedal to approx. 40 psi at which time the air brake should set.

Additional information

Battery Box – On the driver's side of the bus is a box near the bottom of the bus under the driver window. The batteries are in here there is also a switch to turn them off during breaks if you do not know where this is please ask. We don't want dead batteries!!

Bus Height - 10 ½ feet

Overpass - If less than 13'6" they should be marked

Length of the bus – 40 feet

If you are unsure of any of these parts of the bus or where they are located, or how to perform the airbrake check please reach out we will help you!! We are here to help make your trip as safe as possible for you and your students.

Breakdown

1. When a bus experiences mechanical failure prior to being on a route the driver should **notify Unit 3 then the Transportation Office**, via radio **immediately**. This notification should occur in a timely manner to ensure a response that will not delay your departure time (i.e., if you live one-half (1/2) hour from the Service Center, notification should occur one-half (1/2) hour prior to departing time).
2. When mechanical failures occur during your route, notify Unit 3 via Radio **immediately**. If warn engine light or check engine light is on **DON'T TURN OFF YOUR BUS** unless directed by Service Department. State your exact location (i.e., the road segment you are on and Between what tow intersecting road segments. (ex. 800 S between 100 E and 200 E).
3. Whenever your bus is disabled upon the traveled roadway and/or anytime lighted lamps are required on vehicles, drivers shall display emergency reflectors in the following manner:
 - a. One reflector shall be placed on the traffic side of the vehicle at the midpoint of the bus.
 - b. Second reflector shall be placed not less than one hundred (100) feet in front of the bus (in line with the side of the vehicle exposed to traffic).
 - c. Third reflector shall be placed not less than one hundred (100) feet to the rear of the bus (in center of the rear of the bus).

After Hours and Weekends

1. When bus failures occur after hours, or on weekends, they create unique situations. Try to reach the Fleet Manager, the Director or the Operations Manager by cell phone or by radio. If no one can be reached and you are more than fifty (50) miles from the district, you are authorized an amount not to exceed \$250.00 for mechanical assistance without obtaining approval of the Director, Fleet Manager or Operations Manager.

Winter Operations (Revised 11/2021)

1. Fuel tanks should be kept half-full or better prior to starting any operational function.
2. Instruments and switches should be thoroughly checked before leaving the vehicle to assure no electrical connections are left in an “on” position. This is especially important when starting a vehicle in a “cold” environment.
3. Each day during the winter months, special attention must be given to the air brake system and gear selector mechanism.
 - a. Shift the gear selector from reverse through first gear a couple times before shutting off the engine.
 - b. When shutting down bus, make sure air system is at full operating pressure.

School Bus Idling Policy

1. TSC has adopted a standard 20 minute idle time for all temperatures under 32 degrees. Extended idle will not bring the engine to operating temperature only when the vehicle is in motion with the engine loaded will heat be produced. Anything over this will waste fuel and cause undue wear to the injectors.
2. Loading/Unloading at schools:
 - a. All buses arriving at schools to load and unload students who are going to remain at the school longer than 3 (three) minutes will turn off their engines after the appropriate cool-down time and leave them off until the buses are ready to depart. This section also applies to field trips and arrival and departure from those locations.
3. Anytime there would be a delayed schedule due to inclement weather, start your vehicle at the normal time and let the engine run with the high idle set between 1200 and 1500 RPM, according to the tachometer on the instrument panel. Make sure the volt and amp meters are showing a charge prior to leaving the vehicle. Defroster blowers may be set only on low. All other electrical switches shall be in the **off** position. Advise shop staff of any issues.
4. Operating your heaters and fans during engine warm-up will result in more power being drawn from the battery than the charging system can replace, causing an electrical failure which will leave you stranded on the road. In addition it will take the engine longer to reach operating temperature. Think of it as a

- water heater in your home. If you run out of hot water and continue to take a shower, the heater will never catch up.
5. All buses are equipped with block heaters and are to be plugged In anytime your vehicle is parked and you will not be using the the vehicle within a ten (10) hour period.
 6. A diesel engine will reach normal operating temperature faster traveling down the road verses idling in a parked position and keeping the engine's RPM up around 2000. This can be accomplished by selecting a lower gear until the engine reaches normal operating temperatures.
 7. It is always important to watch the vehicle instrument panel while driving. Especially during cold weather conditions, this practice becomes more important in avoiding a vehicle break down.
 8. Whenever school is **closed** due to inclement weather **and for Winter Break** the following procedure needs to be followed.
 - a. **If you do not park at the bus garage, once school is cancelled for the day you make sure all electrical switches and two-way radios are turned off.**
 - b. **Make sure air system is back to 120 lbs. before shutting engine off for the break. This procedure will reduce the possibility of air brakes freezing.**
 - c. **Plug your block heaters in.**
 - d. Buses should be started the morning of the day before school resumes. **If your bus does not start, notify Kirk by 10:00 a.m. After your engine has started, push the accelerator pedal down and make sure the engine RPM is at 1500 and hold until your voltmeter is indicating a charge of at least 13-14 volts. If the alternator is not energized at start up, then your battery will not be recharged. LEAVE YOUR BUS RUNNING FOR APPROXIMATELY ONE-HALF (1/2) HOUR, AT 1500, BEFORE SHUTTING IT OFF. This procedure will help recharge your battery for the next morning's start.**
 - e. **Or those of you who have field trips during inclement weather, or have the need to move your bus, you should apply the above procedures 24 hours in advance of trying to start your engine.**

TSC CDL DRUG AND ALCOHOL TESTING POLICY

Administrative Guidelines

Alcohol and Controlled Substance Testing Policy

Commercial Driver's License (CDL) Employees

A. Testing of Drivers

1. All drivers, who must have Commercial Driver's Licenses, will be tested for alcohol and drug abuse in accordance with the approved procedures when directed by the Director of Transportation. Those individuals to be tested may include, but not limited to, school bus drivers, security officers, Director of Transportation, maintenance staff, school bus mechanics who test-drive vehicles, Superintendent, teachers and coaches who operate School District vehicles, and substitutes or part-time employees for these positions.
2. Department of Transportation (DOT) and the School District is implementing drug and alcohol testing under the following circumstances: pre-employment (drug only), reasonable suspicion, post-accident, random, return to duty and follow-up. Refusal to submit to the types of drug or alcohol testing employed by the School District will be grounds for refusal to hire driver applicants or to terminate the employment of existing drivers.
3. Drivers will be tested under the following guidelines:
 - a. **Pre-employment** - Under no circumstances will an individual be placed on the payroll without proof of a successful completion of a drug test. Any individual who refuses to submit to such a test, or has a positive controlled substance test result, will not be considered for employment with the School District.
 - b. **Random** - All drivers will be subject to unannounced random drug and alcohol testing. The School District, or agent, will periodically select drivers at random for testing. A School District official will notify a driver when his/her name has been selected and will instruct the driver to report immediately to a collection site for provision of a urine sample or alcohol breath test. Under DOT regulations, the School District must drug test at least fifty percent (50%) of its average number of driver positions each year, and must alcohol test ten percent (10%) of its average number of driver positions each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver's name selected at random must be placed back in the random pool for the next selection. By its very nature, random selection may cause a particular individual to be tested more than once in an employment year. Alternatively, it may happen that a particular individual is not selected at all during the same employment year. Refusal to take a random drug test or alcohol test will be considered grounds for removing the employee from service and recommending his/her termination of employment.

c. **Post-Accident** - Drivers are required to submit to drug and alcohol testing, as soon as possible, following a "DOT" accident which involves the loss of human life or the driver receives a citation under state or local law for a moving traffic violation arising from the accident. A "DOT" accident is defined as an occurrence involving a commercial motor vehicle operating on a public road which results in either a fatality, bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident or one or more vehicles incurring disabling damage as a result of the accident requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

A driver, who is subject to post-accident testing, shall remain readily available for such testing or may be deemed by the School District to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

No driver, required to take a post-accident alcohol test, shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first. If a DOT post-accident drug test is not administered within thirty two (32) hours following the accident, the School District shall cease attempts to administer a drug test, and prepare and maintain on file a record stating the reasons the test was not promptly administered.

If a driver is seriously injured and cannot submit to testing at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs or alcohol in his/her system.

The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by federal, state, or local officials having independent authority for the test shall be considered to meet the requirements for post-accident testing if the results are obtained by the School District.

1. **Reasonable Suspicion** - The School District is required to test for the use of alcohol and/or controlled substances upon "reasonable suspicion". Reasonable suspicion is defined to mean that the School District believes the behavior, speech, body odor and/or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or the Director of Transportation, if so trained. The mere possession of alcohol does not constitute a need for an alcohol test. The witness must have received training in the detection of probable alcohol and drug use of observing a person's behavior.

If it is at all possible, the witness should not conduct the alcohol test in order to protect the driver.

Alcohol or drug testing is authorized only if the observations are made during, just before, or just after the period of the work day of the driver. A written record shall be made of the

observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.

If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered.

Prior to the start of work, a driver must report to his/her immediate supervisor the use of any prescription and/or over-the-counter drugs which may affect job performance or the safety of others. It is the driver's responsibility to obtain from his/her physician a determination as to whether or not the drug could affect job performance. The driver must present the drug container with the full label on it in addition to a written statement from his/her physician.

All information obtained in the course of testing of drivers shall be protected as confidential medical information. No data concerning this information will be made a part of the employee's personnel file or will be provided to any other party without the direct written consent of the driver.

Failure to sign a release for alcohol and drug testing will be classified as insubordination and the driver shall be terminated as a driver for the School District, subject to applicable state law.

Refusal to submit to an alcohol and/or controlled substance test, as required, will be recorded and considered the same as a positive test. Refusal to submit to an alcohol or controlled substance test means that a driver:

1. Fails to provide adequate breath for testing without valid medical explanation after he/she has received notice of the requirement for breath testing in accordance with this policy.
2. Fails to provide adequate urine for controlled substance testing without a valid medical explanation after he/she received notice of the requirement for testing in accordance with this policy.
3. Engages in conduct that clearly obstructs the testing process.

Drivers testing positive for alcohol (.04% or greater) or for a controlled substance, shall be prohibited from driving or performing a safety-sensitive function for the School District, shall be referred to the Employees Drug and Alcohol Assistance Program and become subject to any other School District policies dealing with the use of alcohol and controlled substances. Drivers testing positive for alcohol (.02% or greater, but less than .04%), shall also not drive or perform safety-sensitive functions for the School District, nor shall the School District permit the driver to perform, or continue to perform, safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test. The driver also becomes subject to any other School District policy dealing with the use of alcohol and controlled substances.

A driver is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, ready to perform, or immediately available to perform, any safety-sensitive function. A safety-sensitive function is defined as:

1. All time spent at a facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the School District.
2. All time spent inspecting equipment, otherwise inspecting, servicing or conditioning any motor vehicle at any time.
3. All driving time spent at the driving controls of a motor vehicle in operation.
4. All time, other than driving time, in or upon any motor vehicle.
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded or remaining in readiness to operate the vehicle.
6. All time spent performing the driver requirements relating to an accident.
7. All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

Return-to-Duty Testing and Follow-up Testing - A driver who has been prohibited from performing a safety-sensitive function after engaging in conduct regarding alcohol misuse prohibited by U.S. Department of Transportation regulations, and before returning to duty, shall undergo a Return-to-Duty test which indicates a breath alcohol concentration of less than .02%.

A driver who has been prohibited from performing a safety-sensitive function after engaging in conduct regarding controlled substance use prohibited by U.S. Department of Transportation regulations, and before returning to duty, shall undergo a Return-to-Duty test with a result indicating a verified negative result.

When a Return-to-Duty test is required, the driver must also be evaluated by a Substance Abuse Professional (SAP) and participate in an assistance program provided by SAP.

When a driver has been determined to be in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, the driver will be subject to unannounced follow-up alcohol and/or controlled substances testing. The driver will be subject to a minimum of six (6) follow-up tests in the first twelve (12) months. The follow-up testing period shall not exceed sixty (60) months. Follow-up testing for alcohol shall be performed only when the driver is performing safety-sensitive functions.

B. Testing Procedures Regulations (Revised 8/2000)

The following testing procedures are to be strictly observed by any collection facility and/or laboratory contracted with by the School District in order to carry out its drug and alcohol testing program.

Controlled substance testing procedures:

1. **Chain of Custody** - Chain of custody is defined as procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final testing and disposition of the specimen. These procedures will require an approved chain-of-custody form.
2. **Preparation for Testing**
 - a. Use of tamperproof seal system designed in a manner that a specimen bottle top can be sealed against undetected opening and the bottle has a means for identification of the test subject, either by number or some other confidential manner.
 - b. Use of a shipping container in which one or more specimens and associated paperwork may be transferred and can be sealed and initialed to prevent undetected tampering.
 - c. Written procedures and instructions for collection site.
3. **Specimen Collection** - Specimen collection will be done at collection sites designated by the Director of Transportation.
4. **Laboratory Analysis** - Laboratory analysis of all specimens collected will be performed by qualified laboratories appointed by the School District under all Federal guidelines.
5. **Review of Results of the Laboratory Tests** - The laboratory selected by the School District shall report the test results directly to the school District's MRO within an average of five (5) working days.

Both positive and negative results must be reported. The report, as certified by the responsible laboratory, shall indicate the drug/metabolites tested for, whether the results are positive or negative, and the cut-off one (1) level for each drug analyzed, the specimen and the drug testing laboratory identification number. The laboratory may transmit the test results to the MRO by various electronic means such as tele printer, facsimile or computer, so long as those methods established are designed to maintain confidentiality. Results cannot, at any time, be provided verbally by telephone. The laboratory must also transmit to the MRO the original or a certified copy of the urine chain-of custody and control form and must identify the individual responsible for the day-to-day management of the laboratory process.

6. **The Role of the Medical Review Officer** - The MRO must be a licensed M.D. or D.O. and principally serve as an arbiter between the laboratory and the School District. The MRO must possess a knowledge of drug abuse disorders. It is the primary role of the MRO to review and interpret positive results obtained from the laboratory. The MRO must access and determine whether alternate medical explanations could account for the positive test results.

To accomplish this task, the MRO may conduct medical interviews of the individual, review the individual's medical history and review other relevant biomedical factors. Additionally, the MRO must examine any submitted medical records for evidence of prescribed medications.

The MRO must give the individual testing positive an opportunity to discuss the test results. If the tested individual provides sufficient medical documentation that the positive result derives from the use of legally prescribed medication, the MRO may allow the driver to continue to operate, or the MRO may request the opinion of another physician.

After the individual testing positive has been given the opportunity to provide sufficient information, and the MRO makes a final decision, the School District is notified of the results of the substance test.

7. **The Appeal Process Available to Drivers Testing Positive** - If a driver tests positive for drug or alcohol use, he/she has the right to question the results by:
 - a. Contacting the MRO to verify the sample number of the urine sample to the MRO's form.
 - b. Requesting split-sample be tested within seventy-two (72) hours of the original testing.
- b. Alcohol testing procedures include the following:
 1. **Testing Devices** - Alcohol tests are to be conducted with only Evidential Breath Testing devices (EBT's) approved by the National Highway Traffic Safety Administration (NHTSA) on its Conforming Products List (CPL). The rules allow the use of EBT's for the initial screening test that are on the CPL, that do not meet the additional requirements for the confirmation test (e.g., sequential numbering and printout capability).
 2. **Test Administrators** - Only a Breath Alcohol Technician (BAT) who has had proper training may administer breath alcohol tests. Reasonable cause tests may not be conducted by the person making the determination that reasonable suspicion exists to conduct an alcohol test.
 3. **Test Procedures** - The BAT will perform an initial alcohol screen. If the initial screen results in a Blood Alcohol Concentration (BAC) of .02% or above, a confirmation test is required. Any tests resulting in a BAC of less than .02% will be considered negative. The BAT will wait a minimum of fifteen (15) minutes before administering the confirmation test. Confirmation tests must be performed within twenty (20) minutes.

The Director of Transportation will be responsible for maintaining in the School District files, and on a confidential basis, all records required by Federal regulations under this testing program.

C. Training of Supervisors and Drivers

1. **Supervisor Training** - The Director of Transportation and supervisors are the keys to a drug and alcohol-free environment. At a minimum, the Director of Transportation and supervisors will receive basic training and orientation on:

- a. The identification of behavioral and physiological signs of alcohol and drug abuse.
 - b. How to recognize, counsel and document employees whose performance has deteriorated.
 - c. How and when to suggest and/or require the services of an Employee Assistance Program (EAP), or any other drug/alcohol assistance program.
 - d. Documentation of training.
2. **Driver Training** - The driver's training program will consist of:
- a. Explanation of the effects and consequences of alcohol and controlled substance use on personal health, safety and work environment.
 - b. The manifestations and behavioral causes that may indicate alcohol and controlled substance use or abuse.
 - c. Information and materials required by federal regulations.
 - d. Documentation of training.

D. Retention of Records

1. The following records relating to the School District's drug and alcohol testing program are required to be maintained:
 - a. Records related to the collection process.
 1. Collection logbooks.
 2. Documents related to the random selection process.
 3. Calibration documentation for testing apparatus.
 4. Documentation of Breath Alcohol Technician (BAT) training.
 5. Documentation of reasoning for reasonable suspicion testing.
 6. Documentation of reasoning for post-accident testing.
 7. Documents verifying a medical explanation for the inability to provide adequate breath or urine sample for testing.
 8. Consolidated annual calendar year summaries.
 - b. Records related to the driver's test results.
 1. Employer's copy of the alcohol test form, including results.
 2. Employer's copy of the drug test chain-of-custody and control form.
 3. Documents sent to the employer by the Medical Review Officer.
 4. Documentation of any driver's refusal to submit to a required alcohol or controlled substance test.
 5. Documents provided by a driver to dispute test results.
 - c. Documentation of any other violations of controlled substance use or alcohol misuse rules.
 - d. Records related to evaluation and training.
 1. Records pertaining to substance abuse professionals (SAP's) determination of a driver's need for assistance.
 2. Records concerning a driver's compliance with SAP's recommendations.
 - e. Records related to education and training.
 1. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse.

2. Documentation of compliance with requirement to provide drivers with educational material, including drivers signed receipt of materials.
 3. Documentation of supervisor training.
 4. Certification that training conducted under this rule complies with all requirements of DOT regulations.
- f. Records relating to drug testing.
1. Any agreements with collection site facilities, laboratories, medical review officers (MRO's), and consortia.
 2. Names and positions of officials, along with their role, in the employer's alcohol and controlled substance testing program.
 3. Monthly statistical summaries of urinalysis test results.
 4. The employer's drug testing policy and procedures.

2. All required records shall be maintained in a secure location with limited access. Records shall be made available for inspection at the School District's central office within two (2) business days after a request has been made by an authorized representative of the Federal Highway Administration.

3. All required records must be maintained for a minimum of five (5) years. Those records relating to the collection process and required training are kept for two (2) years. Negative substance test results and alcohol test results indicating a breath alcohol concentration of less than .02% are kept only for one (1) year.

OPERATION OF CORPORATION-OWNED VEHICLES (per Board Policy 4122.01)

A. Regulations

1. Licensing.
 - A. Any employee that operates a Corporation-owned vehicle must possess a valid driver's license.
 - B. If an employee has their driving privileges suspended or revoked, he or she is required to report that information to their immediate supervisor.
 - C. Any employee that operates a Corporation-owned vehicle must agree to have their Motor Vehicle record checked 2 times per year.
2. Motor Vehicle Record
 - A. Any employee who has a conviction for Driving While Intoxicated on their Motor Vehicle Record will be automatically disqualified from operating a Corporation-owned vehicle.
 - B. Employees with excessive driving convictions or active points on their Driving Record will have their ability to drive a Corporation-owned vehicle reviewed by Central Office Administration.
3. Operation of Vehicle

- A. Any employee that operates a Corporation-owned vehicle will do so only after ensuring that the vehicle is in proper working order. If the employee is unsure of how to define proper working order of the vehicle, they may make an appointment with the Transportation Department for training. Any deficiencies that are found in the vehicle will be reported immediately to the Transportation Department.
- B. All employees that operate a Corporation-owned vehicle will adhere to the driving laws of the state in which the vehicle is located.
- C. Employees will not be allowed to transport non-Corporation affiliates without the express Permission of their immediate supervisor.
- D. Employees should operate Corporation-owned vehicles in a safe and courteous manner. Most Corporation-owned vehicles are marked with Corporation logos or identification and their operation reflects directly on the Corporation.

4. Accident Protocol

- A. Secure vehicle and check status of all passengers
- B. Notify Transportation and/or local authorities with crash location and vehicle information
- C. Notify immediate school or department supervisor of incident
- D. Make a list of all students/passengers that are located in your vehicle
- E. Report any and all accidents, no matter how minor.

B. Drug/Alcohol testing policy

1. Accidents

- A. Testing of employees involved in accidents is mandatory by state law when the accident involves serious bodily injury or death.
- B. Testing of employees may take place at an accident scene if the Administrative personnel on Scene have reasonable suspicion to believe that the employee is under the influence of a controlled substance or alcohol.

2. Non-accident testing

- A. A member of the Administration of TSC may offer a drug or alcohol screen to an employee if that Administrator has reasonable suspicion that the employee has operated a Corporation-owned vehicle while under the influence of a controlled substance or alcohol.