

# Cedar Hill

INDEPENDENT SCHOOL DISTRICT



# TRANSPORTATION HANDBOOK

2022-2023



# **2022-2023 CHISD Transportation HANDBOOK**

If you have difficulty reviewing the information in this document because of a disability, contact the human resources department.

NOTE: In the event of a discrepancy between any information contained in the transportation handbook and board policy, board policy will govern.

## **Non-Discrimination Statement**

It is the policy of the Cedar Hill Independent School District not to discriminate on the basis of race, color, national origin, religion, sex, disability or age in its employment, admission, or in providing education or access to benefits of educational services, activities, and programs. The following person is designated handle inquiries regarding non-discrimination policies:

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment 9. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

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# Notice to Employees Regarding Reports of Child Harassment or Abuse

Sexual abuse and harassment of students by district employees are forms of discrimination and are prohibited by law. Sexual abuse of a student is a crime punishable by imprisonment. These behaviors will not be tolerated by the Cedar Hill Independent School District's Administration or Board of Trustees. Employees engaging in inappropriate conduct with students will face possible termination.

All students, ***regardless of their age***, are protected and shall not be sexually abused or harassed by an employee. Romantic or inappropriate social relationships between students and district employees are prohibited.

The law requires that any suspicion of child abuse be reported to the appropriate agency. Any person having cause to believe that a student's physical or mental health or welfare has been or may be adversely affected **shall** make a report to Child Protective and Services or a law enforcement agency, and inform his or her immediate supervisor or a central office administrator.

**Failure to make a report is a crime punishable by a fine, imprisonment, or both. Suspected abuse must be reported to the appropriate agency within 48 hours.**

A person who makes a report in good faith is protected by law from civil or criminal liability and will be protected from retaliation for reporting.

# INTRODUCTION

Welcome to Cedar Hill Independent School District. We are situated in one of the fastest growing communities in the area. Families from around the state are drawn to our historic area for its scenic beauty and the educational value. They are inspired by our district's reputation of providing students with a quality education.

Cedar Hill ISD focuses on making a positive and significant difference in students' academic performance while stressing achievements and excellence at all levels. The district's curriculum is balanced with extracurricular activities that offer students the opportunity to explore their various interests as well as develop and sharpen their skills and talents. The effectiveness of these programs relies on people like you who give students the desire to learn and excel. The purpose of this handbook is to inform you of important information about your employment in the district and working with students of the CHISD. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the human resources office.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. Nothing in this handbook supersedes or contradicts district policy or changes any aspect of the employment relationship.

All district employees serve on an at-will basis unless they have received, signed, and returned a written contract authorized by the Cedar Hill ISD Board of Trustees. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. CHISD policy is available online through a direct link at [www.chisd.net](http://www.chisd.net).

# **CEDAR HILL INDEPENDENT SCHOOL DISTRICT'S CORE VALUES**

## **Pertaining to: Customer Service**

- As employees of this district we understand that everyone with whom we come in contact is our customer and we will care for them and treat them with common decency, courtesy, and respect.
- We will take actions to exceed the expectations of our internal and external customers.
- We will strive to make a personal connection and form a partnership with each customer.
- We will eliminate the causes of customer dissatisfaction and transform the disgruntled person into a satisfied customer.

## **Who Are Our Customers?**

Who are our customers, really? Too often we limit our definition of customers as someone who is outside of our organization. If we look up the word customer in the dictionary, we will find two definitions: 1) someone who buys, and 2) a person with whom one has dealings. It is this second definition that we will focus on in this manual.

Customers fall into external and internal categories and the success of our organization in part depends on how we treat all of our customers.

### **External Customers**

These are people who we deal with either face-to-face or over the phone, and do not necessarily work for the organization but have other business with us such as our students, parents, volunteers, delivery persons, and vendors.

### **Internal Customers**

These people work inside the organization and rely on you for the services, products, and information that they need to get their jobs done. They are not traditional customers, yet they need the same care you give to our external customers.

By expanding our definition of customer to include your co-workers, we are taking a vital step toward excellent service.

The internal customer chain works both ways. Sometimes you are the customer and other times you are the service provider. For example, a co-worker may come to you

and ask for a printout of a report. In this case, you are the service provider because you are giving what is needed. However, 10 minutes later you may turn around and go to that same co-worker and ask for help on a project; now you are the customer. Your definition of service shapes every interaction you have with your customers. If you hold the common idea that service is only giving the customer what he wants, you may well paint yourself into a corner every time a customer asks for something that is impossible for you to provide. If, on the other hand, you expand your definition of service to include *fulfilling the multitude of less obvious customer needs*, you will never encounter a time when you can't provide the customer with some level of service. By addressing the less obvious customer needs such as listening with empathy to customers when they have a problem or providing options and alternatives when you can't give them exactly what they want, you are ensuring that the customer leaves with some level of satisfaction.

One employee from our district is recognized at each regularly scheduled board meeting for providing stellar customer service. Our goal is to have our customers satisfied and saying good things about us; we can only reach that goal with each of us doing our part.

# Table of Contents

|  |    |
|--|----|
| INTRODUCTION   | 4  |
| CEDAR HILL INDEPENDENT SCHOOL DISTRICT'S CORE VALUES | 5  |
| DEPARTMENTAL ORGANIZATION                            | 7  |
| GENERAL PRINCIPLES                                   | 9  |
| CERTIFICATION GUIDELINES                             | 10 |
| DRIVER TRAINING REQUIREMENTS                         | 11 |
| MOTOR VEHICLE RECORD (MVR)                           | 11 |
| ASSIGNMENTS  | 14 |
| ATTENDANCE INCENTIVES                                | 16 |
| DISTRICT DRUG AND ALCOHOL POLICY                     | 17 |
| GUIDING PRINCIPLES FOR DRIVING                       | 20 |
| EMERGENCY PREPAREDNESS                               | 35 |
| MAINTENANCE AND INSPECTION PROCEDURES                | 40 |
| EMERGENCY PROCEDURES FOR MECHANICAL BREAKDOWN        | 41 |
| ACCIDENT PROCEDURES                                  | 42 |
| MAINTENANCE SHOP PROCEDURES                          | 43 |
| SPECIAL EDUCATION ROUTE SERVICE                      | 43 |
| FIELD TRIPS  | 47 |

# DEPARTMENTAL ORGANIZATION

The Cedar Hill ISD Department of Transportation members are listed below. The **Director of Transportation** will be responsible for all aspects of the Transportation Department.

|  |                      |  |
|--|----------------------|--|
| <b>Assistant Superintendent of Student Services/ Administration</b>  | Tellauance Graham    | <a href="mailto:tellauance.graham@chisd.net">tellauance.graham@chisd.net</a><br>(972) 291-4249 |
| <b>Executive Director of Student Services</b>                        | Dr. Norbert Whitaker | <a href="mailto:norbert.whitaker@chisd.net">norbert.whitaker@chisd.net</a><br>(972) 291-4232   |
| <b>Director of Transportation</b>                                    | Jonquez Moore        | <a href="mailto:jonquez.moore@chisd.net">jonquez.moore@chisd.net</a><br>(972) 293-5599         |
| <b>Operations Manager</b>  | Louis Mendoza        | <a href="mailto:louis.mendoza@chisd.net">louis.mendoza@chisd.net</a><br>(972) 293-5599         |
| <b>Secretary to the Assistant Superintendent of Student Services</b> | Windrell McPhaul     | <a href="mailto:windrellmcphaul@chisd.net">windrellmcphaul@chisd.net</a><br>(972) 291-4241     |
| <b>Dispatch</b>  | Stacey Webb          | <a href="mailto:stacey.webb@chisd.net">stacey.webb@chisd.net</a><br>(972) 293-5599             |
| <b>Customer Service</b>  | Sheila Terry         | <a href="mailto:sheila.terry@chisd.net">sheila.terry@chisd.net</a><br>(972) 293-5599           |



# **GENERAL PRINCIPLES**

## **HANDBOOK FOR EMPLOYEES**

Transportation Department procedures for employees are established by the Director of Transportation and will be in effect until the next revision date. Employees are required, as part of their employment, to sign a statement agreeing to read and follow all department procedures. Employees are also required, periodically, to update their knowledge of the handbook. Changes in procedures during the year will be kept to a minimum, but when made, will be posted on the bulletin board. It is the responsibility of each employee to check the bulletin board on a regular basis for updates and changes. Any employee violating policies of CHISD or procedures of the CHISD Transportation Department, will be subject to disciplinary action, up to and including termination. Refer to the District Handbook for additional policies dealing with personnel, leave, etc.

## **DIRECTOR'S AUTHORITY**

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

## **FACILITY SUPPLEMENTAL RULES**

In addition to departmental procedures, employees must abide by supplemental rules and instructions published or posted at each facility. These rules may be department-wide, but more often will be specific guidance for drivers of a particular facility, such as special parking situations, fueling procedure, etc. Drivers must check for these regulations in their mailbox, on the route sheet, email, and/or on the bulletin board before leaving on any route or field trip.

## **CALL REPORTS**

Often an employee's job performance may stimulate comments from parents, students, school principals and the general public. When received by the Transportation Department, these comments become "Call Reports". Call Reports will be discussed with the employee in a timely manner by appropriate office personnel and each discussion may result in corrective action.

## **DUE PROCESS CORRECTIVE DISCIPLINE**

The Transportation Department handles problem situations with employees through Due Process Discipline. This procedure is designed to provide the employee with information as follows:

- 1) Nature and scope of the problem
- 2) Possible solution for the problem
- 3) Consequences for future violations

## **DRIVER SENIORITY**

All Transportation Department personnel have one seniority date throughout their employment. The date is the current CHISD hire date, which is maintained in HR, for full time employment. This eliminates confusion when transferring between full time departmental positions. There is only one uniform method of determining seniority, indicating longevity within the district and not longevity within a full time job position. Employees moving to "sub" status will lose their seniority date within

the district. Sub drivers and sub monitors are not considered full time employees. Driver seniority has no bearing on assignment, hours worked, or vehicle assigned.

## **CERTIFICATION GUIDELINES**

School bus drivers hired by the CHISD Transportation Department shall maintain State of Texas certification as follows:

### **STATE OF TEXAS COMMERCIAL DRIVERS LICENSE**

All drivers must possess a Texas CDL Class A or B with the Passenger and School Bus endorsements. They must keep this current and carry it at all times while working. Trainees must take the DPS Driving Test in no less than a 71 passenger school bus in order to receive a Class B license. Drivers must notify their supervisors prior to or when next reporting to duty if their license expires or is revoked. Original licensing requires passing written and driving tests, as well as an eye exam. Renewing the license requires an eye exam. As part of their bus driver training, new drivers who do not have the correct license will receive behind-the-wheel training, which will qualify them to apply for a Class B license.

The following documented behaviors may be cause for immediate termination:

- 1) Operating a school bus with a suspended or expired Class A or B license;
- 2) Operating a school bus before having completed the proper licensing procedures through DPS, and;
- 3) Approval of such illegal operation of a school bus by anyone in a supervisory capacity, such as a staff member, supervisor, fleet manager, or Dispatcher.

Anyone who reports in advance that their Class A or B license has expired, is not to be terminated (unless they actually have operated a school bus with an expired license), but will be suspended without pay until the license is made current.

### **SCHOOL BUS DRIVER CERTIFICATION**

All drivers must at all times carry with them an up-to-date state school bus driver certificate, which shows that they have completed the state-approved school bus driver training course. It is each driver's responsibility to keep their certification current. Failure to do so will result in disciplinary action, including possible suspension or termination. New drivers must carry an enrollment certificate for the course.

**Certification Class** – Successful completion of the school bus driver training course is required of all drivers. School bus drivers must have in their possession a certificate indicating enrollment in, or completion of, the twenty (20) hour course. Drivers are responsible for renewing their certification every three (3) years by completing an eight (8) hour refresher course.

### **MOTOR VEHICLE RECORDS CHECK**

A pre-employment driver license check is required for school bus drivers in Texas. In addition, the State of Texas requires a yearly check. This check covers the driver's motor vehicle record (accidents, moving violations, etc.) for the past three (3) years. No one may drive a school bus if their driving record shows 10 or more penalty points during the three (3) year period prior to the current driving year, or a DWI within the prior 10 years. Drivers who have recently moved to Texas from out of state will be required to furnish a 3 year record from the state or states in which they lived for that period of time.

## **ANNUAL PHYSICAL EXAMINATION**

"It shall be unlawful for any person to be employed to drive a motor vehicle while in use as a school bus for the transportation of pupils who have not undergone a physical examination which reveals physical and mental capabilities to safely operate a school bus". CHISD requires all school bus drivers to complete a physical examination each school year. All drivers must have received a physical examination before driving students in a CHISD vehicle or be subject to possible suspension of driving privileges, without pay, until the physical examination has been completed. It is the responsibility of the driver to keep their physical examination certificate current. Failure to do so will result in disciplinary action, including possible suspension or termination.

**NOTE:** Persons who are disqualified may request special consideration from the Texas Department of Public Safety. The applicant must present, in writing, "clear and convincing evidence that his or her functions are not impaired in any way which would reduce the applicant's effectiveness as a bus driver or endanger the safety and welfare of the children".

## **DRIVER TRAINING REQUIREMENTS**

**Training period** – The complete training course consists of behind-the-wheel training, completions of skills course, observation by the trainer, driving a loaded bus with a trainer, and at least 6 hours of safety films. Additional training may be deemed appropriate. All of this training is to be completed prior to the 90 day probationary period. **\*\*If a trainee has not shown an ability to perform as a CHISD school bus driver after a reasonable period of training, the instructor will not be able to certify the trainee as a school bus driver and the trainee may be terminated and or moved to an alternative position.**

**Route Transfers** – Any driver who transfers from a Regular route to a Special Education route must receive all extra training as required by the Director or designated staff.

## **MOTOR VEHICLE RECORD (MVR)**

A CHISD bus driver's driving record must be acceptable according to standards developed by the Department of Public Safety and the CHISD. Any driver who receives a citation or violation must notify the Transportation Department, in writing, prior to or when next reporting to duty. Upon conviction of the violation, a written record will be included in the employee's file, which is maintained by the Transportation Department. Failure to notify the department will result in disciplinary action, including possible suspension or termination.

In determining a driver's eligibility to operate a CHISD school bus, penalty points shall be assessed for accidents and violations. Once a driver reaches 8 points, official notification will be made to the employee, and at 10 points, the employee can no longer drive a bus, which will result in termination.

#### AFTER EMPLOYMENT

After employment, the Table II penalties may be appealed to an accident review board composed of CHISD personnel and others as outlined under the Accident Review Committee guideline. Criteria for accidents chargeable to a driver's record will be the National Safety Council Standards for Preventability.

#### MVR POINTS ASSESSMENT PROCEDURE

An applicant with more than nine (9) MVR points is not eligible for employment as a school bus driver. MVR penalty points will become an official part of a driver's CHISD records when conviction for any of the two, three or ten-point penalty violations appears on DPS records or becomes known to the department. Accidents that become known to the department, but that are not reported to law enforcement agencies CAN be counted as MVR penalty points under CHISD policy. Should a driver's MVR, using the system outlined above, reach ten (10) points, within a three (3) year period, the driver shall be terminated as a CHISD school bus driver. The driver may reapply for a non-driving position, such as bus monitor.

#### PREVENTABLE ACCIDENT/MOVING CITATION

A driver receiving a preventability rating on an accident will be assessed either a written reprimand, suspension without pay, or possible termination. A driver receiving a moving citation in a school bus (e.g. failure to yield to a traffic signal) will receive disciplinary action, including possible suspension or termination. **A driver receiving a moving citation for speeding in a school bus while in an active school zone will receive an administrative leave from their duties, with additional disciplinary action possible.** Federal law requires all drivers to immediately report to their respective supervisor all citations or violations received while driving either a school bus or a private vehicle. Failure to report any citation or violation received prior to or when next reporting to duty, will result in disciplinary action, including possible suspension or termination.

Written reprimands will be removed from a driver's file if a grievance appeal determines a preventable accident to be a non-preventable accident.

#### SEXUAL HARASSMENT

##### **Discrimination, Harassment, and Retaliation**

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been discriminated against or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor or district official is the subject of a complaint, the

employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the Board of Trustees. The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available at: <https://pol.tasb.org/Policy/Code/360?filter=DIA> .

## **PROFESSIONAL APPEARANCE / DRESS CODE**

Transportation Employees will be expected to meet dress code requirements and maintain a **CLEAN AND PROFESSIONAL APPEARANCE**. Your appearance, dress and hygiene play an important role in job responsibility and establishes a positive perception from students, coworkers, and the public.

Some requirements are:

- Clothing must be clean and in good repair and must not be imprinted with or display obscene or suggestive language, alcohol, tobacco and/or illegal drug advertisements (this includes accessories such as hats, handbags, backpacks, etc.). If it says "Winston", "Salem", "Lite", etc., even without the picture of a cigarette or beer, the interpretation of the policy is that tobacco or alcohol is what is being implied. Therefore, articles of clothing described above are not to be worn to work.
- Footwear must be in good repair, must be secured at both front and rear and must be worn properly. Heels shall not be more than 2 inches. Open toe or open heel shoes, crocs, platform / wedge / high-heeled shoes, house slippers and flip flops are not to be worn while on duty.
- The torso must be covered in good taste. See through clothing, midriff or low cut, revealing tops will NOT be allowed. No off the shoulder or spaghetti strap dresses / tops. Undergarments should not be visible.
- No form fitting garments. Spandex / stretch shorts or pants, yoga pants, pajama pants are not permitted. Jeans with rips, holes or tears are not permitted. Leggings / jeggings are NOT pants and are NOT to be worn as such. They may be worn ONLY IF they are worn under a skirt, dress, long top or long sweater that is no shorter than mid-thigh.
- Dresses, skirts and shorts must not be more than 3 inches above the knee (while standing) and cannot be distracting. No soccer / athletic style shorts.
- All Body art (tattoos) must be covered.
- Employees are allowed to wear earrings in ears as long as they are not disruptive to the workplace. No other visible body piercing (i.e. facial rings, nose, eyebrow, lip etc, or tongue ring) is allowed.

# ASSIGNMENTS

The Director of Transportation or designee, reserves the right to assign or reassign employees in the best interest of CHISD. NOTE: ROUTES AND OR TRIPS MAY BE CANCELED, ADDED OR REVISED AT ANY TIME.

## OPEN ROUTE ASSIGNMENTS

The Transportation Department will assign all new drivers and monitors to routes as needed. Selection of route assignments will be made by the Director of Transportation and is based on the combined best interest of students, district, and department.

## ASSIGNMENT OF BUSES

Buses are assigned to routes and not to drivers or monitors. Bus assignments may be changed during the year as needed.

## DUTIES AND PERFORMANCE

Multi-route and standby drivers must perform all duties assigned to them by the department. The department has the authority to assign the best driver available to any route or field trip when the regular driver is absent.

## INELIGIBILITY FOR ADDITIONAL DUTIES

Extra duties are discretionary and are based on attendance, availability, and attitude

Any driver or monitor will be suspended from Field Trips and Additional Duties for 20 consecutive calendar days from the date of:

1. A write-up for attendance
2. Multiple written reprimands for disciplinary action (or at the discretion of the Director)
3. Operating a school bus without mandated credentials
4. Receiving a ticket in a school bus, thereby generating a mandatory court appearance
5. Having a preventable accident causing injury or monetary damages

Note: Thanksgiving, Christmas, Spring Break, and summer non-work days will be skipped and not counted toward the 20 day period. A driver will also not be eligible for additional assignments should their certification or physical expire.

## SUMMER ASSIGNMENTS

In general, policies for summer will remain the same as those during the regular school year with additional considerations. Summer routes and or work are in no way final. The number of positions vary. Summer work eligibility is based upon the master availability list, which includes notations for those placed on probation, have waived summer work, employees' summer availability, and attendance record. An employee with less than 90% attendance during the regular school year is not eligible for summer work. Summer work includes but is not limited to, driving or being a monitor for summer school routes, field trips, and wash crew.

## EMPLOYEE ATTENDANCE AND INCENTIVES

The following Transportation regulations apply to all hourly employees of CHISD. Nothing in these regulations grant hourly employees a property interest in their position, nor do these regulations constitute a written contract with an hourly employee. All hourly employees are "at will employees" of CHISD.

## DEFINITIONS

1. Days - As used in herein shall, except where otherwise indicated, mean scheduled work days and scheduled work hours.

2. Excused absences - Absence from scheduled period of work, scheduled meetings, or scheduled workshops because of a supervisor-authorized leave of absence, authorized sick leave, personal leave and other absences approved by the administration.

## **ABSENTEEISM AND TARDINESS**

- It shall be the employee's responsibility to notify their immediate supervisor if they will be late or absent. If the employee notifies Dispatch that the absence will last all day or a specific number of days, then one notification is sufficient. If the employee cannot return to work on the date specified in the previous notification, Dispatch must be again notified. These requirements apply to all clock-ins, including mid-day and other assigned runs.
- The following guidelines will be used for handling excessive absences or tardiness. In determining whether an employee has been absent or tardy an excessive number of times, the following definitions will apply:
  - a. Tardiness - Any employee clocking in ten (10) or more minutes after their scheduled start time will be considered tardy.
  - b. Excessive Tardiness - Any three (3) occurrences of tardiness within a thirty (30) work day period will be considered excessive.
  - c. Absence - An employee that is not present at their work assignment for the entire scheduled work period will be required to use available leave or docked accordingly.
  - d. Excessive Absenteeism - Any three (3) separate occurrences of absences within a twenty (20) day period will be considered excessive.
  - e. Excessive Tardiness/Absenteeism- Any combination of four (4) absences/tardies within a twenty (20) day period will be considered excessive.
  - f. Excessive Absenteeism, Tardiness, or a combination of incidents will receive due process corrective discipline. Additionally, excessive absenteeism and tardiness will result in disqualification for summer assignments.

NOTE: The supervisor or Director should exercise prudent judgment in the determination of excessive absenteeism or tardiness. Each case should be examined carefully in reference to the absence or tardiness. This policy does not require disciplinary actions, but allows for corrective action if the Director, after examining all factors, feels that it is necessary. The purpose should be to help employees to improve their attendance, not to discipline or terminate. However, in some cases, disciplinary action, including termination, may be necessary.

## **TIME OFF REQUESTS**

Time off requests must be submitted at least three (5) days in advance of requested date except for in cases of emergency, illness, or medical appointments.

Employees that are absent for more than thirty (30) consecutive calendar days may lose their route assignment. This will affect employment with CHISD.

# ATTENDANCE INCENTIVES

Every day of instruction and learning counts. That is why attendance matters for our students utilizing school buses for transportation to school. To encourage and reward good attendance, Cedar Hill ISD will offer a bus driver & bus monitor attendance program. All full-time bus drivers and bus monitors are eligible to participate in the district's Attendance Program, which will reward perfect attendance throughout the school year with up to \$900 in scheduled pay-outs. Employees who miss zero days to one full day during a scheduled calendar opportunity will be eligible to receive an amount ranging from \$50 to \$300.

| Calendar Opportunity | Number of Days Absent         | Financial Incentive Per Calendar Opportunity |
|----------------------|-------------------------------|--|
| August - October     | 0 Days<br>½ Day<br>1 Full Day | \$300<br>\$100<br>\$50                       |
| November – December  | 0 Days<br>½ Day<br>1 Full Day | \$150<br>\$75<br>\$50                        |
| January - February   | 0 Days<br>½ Day<br>1 Full Day | \$150<br>\$75<br>\$50                        |
| March – May          | 0 Days<br>½ Day<br>1 Full Day | \$300<br>\$100<br>\$50                       |



# **DISTRICT DRUG AND ALCOHOL POLICY**

## **DRUG FREE WORKPLACE – SCOPE OF POLICY:**

Employees covered under this policy are classified as operating in safety-sensitive positions. “Safety-sensitive employees” are defined by the federal law as drivers of vehicles having a gross vehicle weight rating of 26,001 lbs. or more, or who operate vehicles designed to transport more than 15 persons. The safety-sensitive employee must act as a responsible representative for the District and be a law-abiding citizen. It is his or her responsibility to report known manufacture, distribution, dispensing, possession, sale, purchase, or use of drugs or alcohol on District premises or in District vehicles to his or her immediate supervisor.

Employees are prohibited from consuming an intoxicating beverage, regardless of its alcohol content, within six (6) hours of going on safety-sensitive duty. This prohibition extends to any prescription or over-the-counter medication that contains alcohol. If an employee has used such a medication within six (6) hours of duty, he or she should report this to his or her supervisor.

Safety-sensitive employees shall inform their supervisor of any use of prescribed medication that could affect their performance. It is the employee’s responsibility to determine from the physician whether or not the prescribed drug would impair the employee’s job performance. When reporting such use, the employee is required to have a written statement from his or her physician regarding the prescription’s effect on the employee’s performance of job duties and present it to his or her supervisor. When there is a risk of accident, the employee shall be directed to take leave, regardless of whether paid leave is available. Paid leave may be charged to sick leave and/or current personal leave, if either is available.

Each supervisor/manager shall become familiar with the substance abuse policy and its administration and shall keep good records of employee performance. Any situation involving an employee under the influence of drugs or alcohol, or the use, sale, possession, or distribution of drugs should be reported immediately to the Director of Transportation. It is the supervisor’s responsibility to document suspected or actual drug/alcohol use.

## **DUI ARRESTS (CDL)**

Employees must notify their supervisor of an arrest. If the employee is required to drive as part of their assigned duties and has their driver’s license suspended or revoked, temporarily or permanently, due to a substance related offense, they must notify his/her supervisor of the circumstances prior to or when next reporting for duty.

## **SPECIFIC ALCOHOL AND DRUG TESTING GUIDELINES AND RULES**

Only employees who agree and consent to participate in a drug and/or alcohol screen and to provide a sample for testing will be tested. All employees recognize that by continuing their employment with the District, they have consented to the District’s adoption of a drug/alcohol-testing program.

Refusal to submit a urine and/or breathe sample or specimen, will be considered a positive test. The employee will be subject to the same disciplinary action enforced when submitting a positive sample. Failure to produce an adequate sample, without a valid medical reason, or engaging in conduct that clearly obstructs the collection process, will be considered a refusal to test. This policy is not intended to, and will not, limit testing or search for drugs and/or alcohol by authorized law enforcement personnel in the performance of their duties.

## DRUG TESTING

The District will utilize a Department of Health and Human Services (DHHS)-approved laboratory in performing urinalysis for drug detection. The laboratory will provide chain-of-custody procedures and documentation necessary to meet federal standards. The specimen collection procedures and chain-of-custody ensure that the specimen's security, proper identification, and integrity are not compromised.

The employee will provide a urine specimen in a location that affords privacy. The collector will seal and label the specimen, complete a chain-of-custody document, and prepare the specimen and accompanying paperwork for shipment to the drug-testing laboratory. Each urine specimen will be subdivided into two bottles and labeled as "primary" and a "split" specimen. Both bottles will be sent to a laboratory where only the primary specimen is opened and used for testing while the split specimen remains sealed and is stored for confirmation purposes.

If the analysis of the primary specimen confirms the presence of illegal and/or controlled substances, the employee will have 72 hours to request that the split specimen be sent to another DHHS-certified laboratory for analysis. The employee shall be responsible for the cost of any additional testing, unless the second test does not detect the presence of the prohibited substance. In such a case, the District will reimburse the employee for the second test.

Sample testing procedures shall conform to scientifically accepted analytical methods and procedures and shall include confirmation of any positive test result by gas chromatography/mass spectrometry (GS/MS) before the results of any test may be used as a basis for any action. If a positive test result occurs, a Medical Review Officer (MRO) will be employed to determine if the test is indeed positive due to illicit drugs or over-the-counter drugs or food substances. The table below shows the detection limits (amount of the drug that can be reliably detected by the laboratory) that will be used to determine a positive test result.

### Initial Screening Confirmation

| DRUG (Class)         | Detection Levels | Detection Levels |
|----------------------|------------------|------------------|
| Amphetamine          | 1000 NG/ML*      | 500 NG/ML        |
| Cocaine Metabolite   | 300 NG/ML        | 150 NG/ML        |
| Marijuana Metabolite | 100 NG/ML        | 15 NG/ML         |
| Opiate               | 300 NG/ML        | 300 NG/ML        |
| Phencyclidine (PCP)  | 25 NG/ML         | 25 NG/ML         |

\*Nanogram (billionths of a gram) per milliliter. Source: U.S. Department of Transportation

## ALCOHOL TESTING

Alcohol testing will be conducted either on District premises or at a specimen collection site. Alcohol testing will be conducted utilizing an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA). Two breath tests will be conducted to determine if a person has a prohibited alcohol concentration. If the alcohol concentration is 0.02 or greater on the initial test, a second or confirmation test will be conducted. In post-accident testing, Federal Highway Administration (FHWA) permits the use of police alcohol breath or blood tests in lieu of a motor carrier test where police will make results available.

## TYPES OF TESTING

- 1) Job applicants are required to undergo drug and alcohol testing before they are hired, after an offer of hire, or when on probation or having limited rights prior to full employment status, but before actually performing safety-sensitive functions for the first time. Pre-employment testing is also required when an employee transfers to a safety-sensitive position. The purpose of this pre-screening effort is to minimize possible accidents related to drugs and/or alcohol.
- 2) The District reserves the right to screen applicants for all positions or just those applying for safety-sensitive positions. All positive test results will be confirmed by an alternative test method of higher quality. If a positive result occurs, candidates may re-apply for a job after completing an evaluation and any necessary rehabilitation as determined by a Substance Abuse Professional (SAP). Any employee who cannot maintain a drug and alcohol-free status on the job, is subject to disciplinary action, up to and including job termination.
- 3) Any driver that is involved in an accident during the course of their duties is required to submit to testing, if that accident meets any of the following conditions: a) there is more than \$2000 damage to either vehicle; b) either vehicle required towing due to damage; c) there are any injuries that require medical attention; and d) at the discretion of the Director of Transportation.

## **TESTING PROCEDURES**

The taking of a urine or breath sample, then subjecting it to chemical analysis, is permissible if it is done in such a way that privacy interests are respected. There need be no advance warning for a test if the suspicion of drug use or alcohol misuse is strong enough, and can meet objective criteria for that.

Employees will complete a pre-testing consent form each time a test is conducted as part of the drug/alcohol testing procedure. This is in addition to any signed acknowledgment form that may have been obtained at the time of employment or any other occasion.

When sending an employee who shows overt signs of impairment or intoxication to the collection site, the District will offer transportation to preclude the employee from driving, or will get assistance from a taxi, employee, family members, or the police.

## **REASONABLE SUSPICION TESTING**

Reasonable suspicion that an employee may be using drugs or alcohol may be a cause for drug and/or alcohol testing. Reasonable suspicion exists when a specific contemporaneous event or observation points to recent alcohol or drug use. Objective documentation of delinquent job performance must include specific, observable facts and reasonable inferences that suggest the employee is experiencing personal problems and/or using drugs or alcohol. All documentation will be prepared by a trained supervisor. If the necessity for a search (urine/breath test) of an individual is deemed sufficiently important to justify intruding upon that person's privacy, then the search may proceed on the basis of "reasonable suspicion". Any employee may be tested for drug or alcohol use based on reasonable suspicion when:

- 1) Employee is observed on duty by the employee's immediate supervisor or higher ranking supervisor. These observations shall be documented by the observers;
- 2) Employee behavior is recognized and accepted as symptomatic of intoxication or impairment caused by controlled substances or alcohol, or addition to or dependence upon controlled substances. Symptoms of such impairment could be slurring of speech, dilated pupils, loss of balance, inability to do ordinary physical tasks, or unusual risk-taking behavior; and,

- 3) Employee behavior is not reasonably explained as resulting from causes other than the use of controlled substances (such as fatigue, lack of sleep, side effects of prescription or over-the-counter medications, reaction to noxious fumes or smoke, etc.).

## **RANDOM TESTING**

The District reserves the right to randomly test employees in positions such as: operating vehicle/equipment or working in proximity of facilities, equipment, or terrain that is generally considered as potentially dangerous and/or jobs that entail maintenance and repair of equipment. Testing will be conducted at an adjustable, performance-based rate fluctuating between 10 percent and 50 percent. When applicable, the random rate will be determined based on annual management information system reports submitted by employers to their governing administrators. "Random selection" means that some employees may be tested more than once each year; some may not be tested at all. "Random testing" for alcohol will be conducted in immediate time proximity to performing safety-sensitive functions; drug testing may or may not. Once notified of selection for testing, however, an employee must proceed immediately to a collection site.

## **POSITIVE TEST RESULTS**

Only conclusive results are to be reported to the district. The results of positive test results for employees, job applicants, or managers will be based only on written results from the laboratory or Medical Review Officer (MRO) for drugs, and the breath alcohol technician (BAT) for alcohol.

# **GUIDING PRINCIPLES FOR DRIVING**

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

- 1) Safe Trip
- 2) Every Trip Run On Schedule
- 3) Consistent/Dependable Daily Performance
- 4) Positive Environment For Every Person

## **CHISD DEPARTMENTAL RULES FOR BUS DRIVERS**

- 1) Drivers may not have a license in more than one state.
- 2) Drivers may not drive a commercial motor vehicle if CDL is suspended or revoked.
- 3) Drivers must notify employers prior to or when next reporting to duty if arrested or issued any type of traffic citation or violation (except parking). This is true no matter what type of vehicle was being driven (school bus, district-owned vehicle or personal vehicle).
- 4) Drivers must notify their employer if the license is suspended, revoked or canceled, or if disqualified from driving prior to or before next reporting for duty.
- 5) Drivers must comply with random drug testing.
- 6) Drivers must submit to a drug screen if involved in any work-related accident or injury.
- 7) Drivers must pass a complete physical examination every year.

- 8) Drivers must complete all phases of bus driver training as required by State Law and the Safety Department.

**Note:** Failure to comply with the above standards will result in disciplinary action up to and including termination. Nothing in these standards affects or changes the “At Will” status of employment with the district.

## MIRROR ADJUSTMENT

Proper adjustment of all mirrors is critical to driving a school bus safely.

**Flat mirrors:** they are mounted at the left and right front corners of the bus at the side or front of the windshield. They help a driver monitor traffic, clearances, and students on the sides and at the rear of the bus. You should be able to view the area in the back of the bus for 200-ft. These mirrors give “true vision” and are the only mirror that should be used to judge distance. Ensure that the mirrors are adjusted to see:

- 200 feet behind the bus
- Both sides of the bus
- Rear tires touching the ground

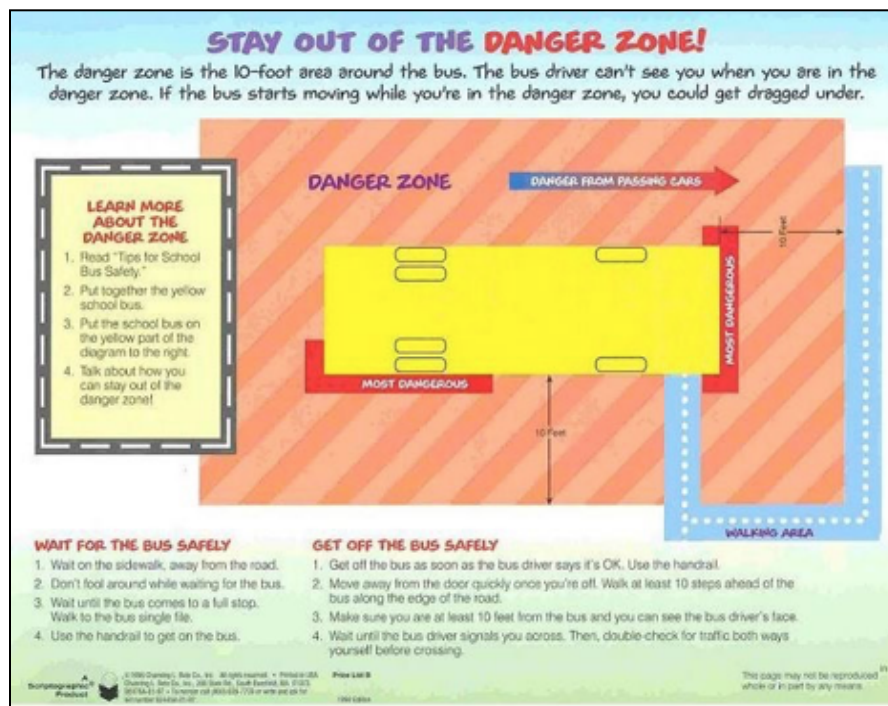
**Convex mirrors:** the convex mirrors are located below the outside flat mirrors. They are used to monitor the left and right sides at a wide angle. They provide a view of traffic, clearance, and students at the side of the bus. These mirrors present a view of people and objects that does not accurately reflect their size and distance from the bus. Ensure that the mirrors are adjusted to see:

- The entire side of the bus up to the mirror mounts
- Front of the rear tire touching the ground
- At least one traffic lane on either side of the bus

**Cross-Over mirrors:** These mirrors are mounted on both left and right front corners of the bus. They are used to see the danger zone 10-feet in all directions, as well as the service door and front wheel areas. You should see the entire area in front of the bus from the front bumper at ground level to a point where direct vision is possible. You should also see the right and left front tires touching the ground and the area from the front of the bus to the service door.

**Overhead Inside (Rearview) mirror:** This mirror is mounted directly above the windshield on the driver’s side area. This mirror is used to monitor passenger activity inside the bus.

## DANGER ZONE



The "Danger Zone" is the area around the school bus in which the driver cannot see a pedestrian. The danger zone extends 10 feet from the front bumper, 10 feet from the left and right sides of the bus and about 10 feet behind the rear bumper of the school bus. The area left of the bus is always considered dangerous because of passing vehicles. Teach the children "10 Giant Steps" away from the bus. When students are crossing, have them take "10 Giant Steps" in front of the bus, be sure to establish eye contact with them, check all traffic to make sure there is no danger, and motion them to continue to cross. Children are not to cross behind the bus (76% of the fatalities involving a school bus occur outside the bus).

## **BACKING PROCEDURES**

**BACKING SHOULD NOT BE DONE UNLESS ABSOLUTELY NECESSARY. NOTIFY DISPATCH AND REQUEST PERMISSION BEFORE ANY ATTEMPT TO BACK UP. ALL ROUTES ARE DESIGNED TO ELIMINATE BACKING UP DUE TO SAFETY**

**REASONS - IF YOU MUST ENTER A CUL-DE-SAC, BACKING MAY BE REQUIRED. YOU'LL NEED TO MAKE CERTAIN NOTHING IS BEHIND YOU BEFORE BACKING. (IF YOU NEED TO LEAVE YOUR SEAT TO WALK TO THE BACK OF THE INSIDE OF BUS, SECURE VEHICLE, TURN OFF ENGINE AND TAKE YOUR KEYS WITH YOU).**

When possible, the bus should be positioned to eliminate the need for backing; however, if backing is necessary, the following practices are recommended:

- 1) Do not back your bus unless it can be done safely. Backing in a school zone is highly discouraged.
- 2) Do not back the bus upon any shoulder or roadway of any controlled-access highway.
- 3) Get out and walk around the bus to make certain there is nothing behind you. Then back up immediately and carefully.
- 4) Use both of your side mirrors.

- 5) If necessary to back some distance, stop part way, get out, and check your progress.
- 6) If possible, have another adult stand in a safe place and guide the driver with hand signals. NEVER STAND DIRECTLY BEHIND THE BUS!
- 7) Never back around an intersection corner to turn around.
- 8) Do not depend entirely on your overhead mirror.

## **WHILE ON ROUTE**

### **ROUTE TIME SCHEDULES**

Drivers must not vary more than five minutes from the scheduled time under normal conditions, and must NEVER be ahead of schedule. All time changes must be approved by the Director of Transportation.

Drivers should wait until the time indicated on the route sheet at all schools in the afternoon, unless otherwise instructed by Dispatch. All Drivers, (including stand by) MUST follow route schedule, including the time you leave the complex for each route.

### **ROUTE CHANGES**

The staff makes every effort to avoid canceling routes or removing trips from routes, but from time to time, and with good reason, they must do so. Please remember that we are in the service business and must be responsive to the needs of the schools, parents and students. The staff will make every fair and feasible effort to fill the time voids with new riders or new trips.

All route changes must go through Dispatch and be approved by the Director of Transportation. Other personnel should not make route changes based on information from schools, parents, or students.

Drivers are expected to drive their routes EXACTLY as written. Suggestions for changes in routes must be submitted, in writing via email to the Director of Transportation.

**\*\*\*DRIVERS MAKING ANY UNAUTHORIZED CHANGES, EXCEPT UNDER ADVERSE CONDITIONS OR EXTENUATING CIRCUMSTANCES (E.G. DETOURS FOR CONSTRUCTION OR ACCIDENTS), WILL BE SUBJECT TO AN AUTOMATIC 1-DAY SUSPENSION WITHOUT PAY FOR THE FIRST INCIDENT, WITH MORE STRINGENT PENALTIES FOR LATER OFFENSES. \*\*\***

Routes must be driven exactly as written, and time points must be followed. Two legal problems arise when this is not done. First, in the case of a bus being involved in an accident while “off-route”, legal actions could be brought against the driver and the department by other parties. Secondly, the District is partially reimbursed by the State of Texas for the route service we provide and this reimbursement is based upon routes that we attest to as being driven as written (to do otherwise is a violation of State law).

Stand by drivers will be required, after each route assignment, to note any discrepancies on the route description and how the route is run. These discrepancies should be submitted to Dispatch.

If a Principal asks you to make a stop that is not on your route, ask Dispatch for authorization for that day. If the stop is needed on a continuing basis, ask the Principal to call Transportation. If a parent requests a change, refer them to Transportation also. You should report any such requests or changes to Dispatch as soon as you have completed your regular route.

### **RIDER LISTS**

The rider lists are for route documentation and are not to be used to determine who rides or who does not ride the bus. If a student is at an eligible stop in the morning, that student may ride the bus. Any problem with overload should be reported immediately to the Dispatcher. If a student is attempting to

get on your bus from the school in the afternoon (not as a guest rider) and they are not on your list, please radio Dispatch for further instructions.

Please do not tell any student they are not on your student list. Student lists are only provided periodically and there are many reasons a student may not be listed. If a student is not on the list, depending on the situation, get their full name, address, school and grade and bring it into Transportation when you get off route. We will look into the situation and get back with you on the student eligibility.

### **UNAUTHORIZED RIDERS**

CHISD employees may ride a school bus with the approval of the Director. No parents or guardians are allowed to ride the bus during regular routes. Any student who does not usually ride your bus may accompany a regular rider to his or her stop if they bring a note from their parent, the note is signed by the Principal, and if capacity is available.

### **BAD WEATHER CONDITIONS**

Students are expected to be at the bus stop on time, at least five minutes before the stop time and should be there waiting for the bus when it arrives. In bad weather conditions, good judgement and common sense will be appreciated by CHISD, students, and parents.

### **RADIOS**

All bus radio transmitters are authorized and licensed by the Federal Communications Commission (FCC). You must comply with all FCC rules governing your radio service. Violation of radio procedures will result in disciplinary action.

### **RADIO OPERATING PROCEDURES**

**POWER** – Make sure your radio is on and operational and set the volume before you leave the lot. Allow 30 seconds for warm-up before transmitting.

**VOLUME** – Affects only your reception. It does not change the signal you transmit.

**MICROPHONE BUTTON** – When placing a call, pick up the microphone and press the microphone button. Wait one (1) second before speaking! This turns on your transmitter and cuts off your receiver. You must release the button before you can receive it. Just remember: PRESS TO TALK – LET UP TO LISTEN.

**TRANSMITTING** – Speak clearly and use a normal tone of voice. All messages should be transmitted in as few words as possible. Identify yourself by your route number. Remember that only one person can transmit at a time. The radio will “beep” if the transmitter is busy; wait and try again if you hear this sound.

Some common transmission codes that may be needed are:

- 1) 10-4 OK, I acknowledge....

### **RULES FOR RADIO USAGE**



- 1) Do not use the radio to discuss scheduling problems that should be handled when you return to the facility.
- 2) Regular education routes should not use the radio to document times at stops or “no shows”, unless a staff member has specifically asked for this communication. This does not apply to Special Education routes.
- 3) Do not ask the staff to call the school to check on a student being at school. You should ask before you leave Transportation if there is a question about a student.
- 4) Do not use profane or abusive language.
- 5) Do not use the radio for personal messages.
- 6) Always keep your radio on with the volume up.
- 7) Communicate with Dispatch via radio unless special circumstances make that impossible.
- 8) Always hang the radio microphone on the microphone hook. Do not hang the microphone from the mirror, sun visor, etc.

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

## **LOADING AND UNLOADING STUDENTS**

It is a requirement of the Transportation Department that all drivers and monitors be on their respective buses when students are loading and unloading.

The Director must approve any deviation in this policy. Any unauthorized use will warrant a written reprimand for the driver responsible.

## **HOUSE BILL 508**

All regular and Special Education route and field trip buses must use red flashing lights when loading or unloading students on city, county or state streets, roads or highways. School bus drivers failing to follow State law are subject to traffic citations and suspensions of their CDL. Additionally, failure to do so will result in disciplinary action, including possible suspension or termination by CHISD.

## **DESIGNATED BUS STOPS**

Except under emergency conditions, drivers should pick up or deliver students only at stops in their designated bus stop. General Education students should be unloaded only at their regular stops. However, if they have a note from the parent, approved by the principal, they may get off with a regular rider at any designated stop. Students in Pre-Kindergarten, Kindergarten and first grade must have someone to meet them at the stop (older sibling, parent, or neighbor). If no one is present to receive the student, the student will be kept on board. Driver should radio dispatch of the situation and the Director or the Assistant Director will contact the school to notify them that the student will need to be returned.

## **POSSIBLE CHILD MOLESTERS AT BUS STOPS**

If you see or hear of activity by a possible child molester at a bus stop or see someone suspicious at a bus stop, please contact the Transportation Department at the earliest possible time. If possible, do not place the students in harm's way; this may require a change in stops.

## UNAUTHORIZED STOPS

Drivers must notify Dispatch before making any stops outside of their regular bus stops or field trips. This includes stops for essential restroom/refreshment needs. Notify Dispatch prior to the stop and upon return. These stops may be made between trips on any length route or field trip under the following conditions:

- 1) When no students are on board.
- 2) When it does not affect pay time or student schedules or the official route.
- 3) When the bus can be parked legally and safely in a public parking area sufficiently large enough to allow the bus to be parked without obstructing other vehicles or requiring backing up for the duration of the wait.

After completion of all assigned trips on a route or field trip, drivers and monitors must proceed directly to their facility, except when performing other authorized transportation duties. Under no circumstance may a driver deviate from this rule, including taking their bus home.

Unless you must wait for a vocational student, have necessary school business, or need an emergency restroom stop, all buses must immediately leave school loading zones. Please do not block school drives, crosswalks and loading zones when waiting or parked as per above; always find a safe and non-congested place to park.

## LOADING PROCEDURES ON ROUTE

- 1) Activate the 4-way amber warning light at least 300 feet from the stop.
- 2) Check for approaching traffic.
- 3) Students should be standing 10 feet back from the curb at the bus stop. If not, stop the bus 10 feet from the students and let them walk to the bus.
- 4) After coming to a complete stop, put the bus in neutral, **set the parking brake** and activate the 4-way red flashing lights.
- 5) Students must approach the bus in an orderly fashion.
- 6) After the students have boarded, close the door and make sure all passengers are seated before proceeding.
- 7) Check for traffic before pulling away from the stop.

## UNLOADING PROCEDURE ON ROUTE

- 1) Activate 4-way amber warning lights at least 300 feet from the stop.
- 2) Check for approaching traffic.
- 3) After coming to a complete stop, put the bus in neutral, set the parking brake, and activate the 4-way red flashers. Students should remain seated until the door is fully opened. Check that traffic has stopped and it is safe to unload passengers.
- 4) Open the door and allow students to exit the bus. Students crossing the road are to walk 10 feet in front of the bus and get eye contact from the driver. The driver will signal the student when it is safe to cross.
- 5) Check for traffic before pulling away from the stop.
- 6) Before leaving the area served, pull over to a safe location after the last stop to check for articles and students left on the bus and take necessary actions as appropriate.

## **LOADING AT SCHOOL**

- 1) Be at school at designated time in the route book.
- 2) Check the route book to see if there is a designated side (right or left) at schools that double stack.
- 3) Be on your bus when students are released and are entering the bus.
- 4) Do not depart before designated time unless released by a school administrator.
- 5) Once your brakes are disengaged and you are moving, **DO NOT** stop and pick up late students.
- 6) Check mirrors for traffic in the bus zone before proceeding.
- 7) **Never** pass a bus at a campus that has their loading lights activated.

## **UNLOADING AT SCHOOL**

- 1) Pull up as far as you can in the bus loop before unloading to allow as many buses as possible to unload.
- 2) Make sure students stay seated until the bus has come to a complete stop and you have opened the door.
- 3) After students have moved at least 15 feet from the unloading area, check the area around the bus to see if it is clear.
- 4) Check mirrors for traffic in the bus zone before proceeding.
- 5) Never pass a bus at a campus who has their loading lights activated
- 6) Proceed to the next route or back to Transportation, checking the bus for sleeping students and lost items as soon as possible after leaving the bus loop (find a safe location out of traffic to stop).

## **SLEEPING STUDENTS**

It is imperative that both drivers and monitors check their buses after each run, before leaving the vicinity of the school or the stop area and again during the Post Trip inspection for sleeping students. A student left sleeping on a bus due to failure to perform a student check and Post Trip inspection is a serious mistake. Failure to do so in the heat of summer could be a fatal mistake. Corrective action, up to and including termination, will be taken with the responsible employee.

## **MOTORISTS RUNNING RED STOP ARMS**

One of the most serious problems associated with loading and unloading students is that of being passed by motorists. Often a motorist will pass while the red warning lights and stop arms are activated. The student's safety is the driver's responsibility and main concern at all times. It would be appropriate to sound the horn or take other measures to warn students of impending danger. If the driver has the opportunity, he/she should get the license number of the vehicle. When the route is completed, the driver should notify the Assistant Director and/or Director. This information will be submitted to the appropriate agency.

## **ROAD COURTESY**

Drivers are not allowed to use their amber or red lights, hazard lights or the bus itself, to direct traffic.

## **OFFICIAL TIMES**

Dispatch has the official time and all routes and stops should be run on that schedule. Please radio Dispatch requesting a “time check” if there are any concerns regarding time.

## **OTHER DRIVING REGULATIONS AND PROCEDURES**

### **FOLLOWING OTHER VEHICLES**

The driver of a following vehicle must maintain a clear distance behind the vehicle ahead and observe the four-second rule:

- 1) Watch the vehicle ahead.
- 2) Pick a stationary object (road sign, lane marker).
- 3) When the vehicle ahead passes the stationary object, begin counting, “1001, 1002, 1003, and 1004”.
- 4) If your bus reaches the stationary object before you have finished counting, slow down - you are too close to the vehicle ahead.
- 5) Use the counting procedure again until you are at least four seconds behind the vehicle ahead.

Caravans must allow sufficient space between vehicles to permit other vehicles to enter and occupy such space safely.

### **SPEED LIMITS AND TRAFFIC LAWS**

Drivers must operate buses within the legal speed limits for school buses in addition to observing all other traffic laws. **CHISD buses are NOT allowed to turn right on red!** The Transportation Department will not pay fines or aid drivers who violate traffic laws while operating a school vehicle. Drivers whose speeding is confirmed (especially in 20 mph active school zones) will be subject to suspension or termination. Excessive speeding will be subject to immediate corrective discipline. The maximum speed limit for school buses is 50 mph on interstate highways outside of urban areas unless the bus has a DOT vehicle inspection, in which case the maximum speed is 60 mph.

Select the lane of traffic traveling the speed of the bus. Generally on expressways, buses should favor travel in the right lane. This allows faster vehicles to pass.

**The maximum speed limit at all CHISD facilities is 10 mph.**

### **SLOW DRIVING**

In many instances, a school bus is a slower moving vehicle and should be driven accordingly. It is illegal to willfully drive a vehicle so slowly as to obstruct or impede the normal, reasonable and safe movement of traffic. A vehicle moving slower than the normal speed of traffic must be driven in the right-hand lane or as near as practicable to the right-hand curb or edge of the roadway.

### **FLASHING TRAFFIC LIGHTS**

At an intersection where the traffic lights are flashing red in the lane your vehicle is in and the traffic lights in the other direction are flashing yellow, the driver facing the red light must treat it as a stop sign and come to a complete stop. After determining there is no danger from either direction and that it is safe to proceed, it is legal to proceed across the intersection. However, if you enter the intersection, failing to yield to the traffic with the flashing yellow light and striking a vehicle with the right of way, you are legally at fault.

At an intersection where the traffic lights are flashing red in all directions, all drivers must treat it as a stop sign and come to a complete stop. After determining there is no danger in either direction and that it is safe to proceed, it is legal to proceed across the intersection.

## **RAILROAD TRACKS**

Hazard lights (not red or amber loading flashers) should be used when stopping at railroad crossings. Hazard lights should be switched on at least 200 feet before tracks and should be left on until the bus clears the tracks. Drivers must stop the bus within 50 feet, but not less than 15 feet, from the nearest rail of any railroad track before crossing. After stopping, the driver shall engage the parking brake, open the driver window, and the door. Driver then needs to look in both directions and listen for a train, even if the tracks have crossing gates. The driver shall obey every signal which indicates the approach of a train and shall not cross the tracks when a train is approaching within a distance of 1,500 feet or less due to the immediate hazard of the train. Drivers must cross the railroad tracks in the same gear and must not change gears until the full length of the bus has cleared the tracks. Drivers who fail to come to a complete stop before crossing a railroad track will be subject to automatic termination. The only exception is exempt railroad crossings.

When you approach a railroad crossing, check to see what is on the other side of the tracks. In CHISD, there are several railroad tracks that have a signal light and cross street very close to the other side of the tracks. You must be certain that you have enough roadway to clear the end of the bus, plus a safety zone of 15 feet before crossing the tracks. If you aren't certain, err on the side of caution and wait for the traffic signal to turn green before crossing the tracks.

## **HEADLIGHTS**

In the interest of safety and accident prevention, CHISD requires all drivers to drive with headlights on at all times.

## **STROBELIGHT USE**

In the interest of safety and accident prevention, the strobe light may be activated in any restricted visibility situation including, darkness, fog, rain and snow.

## **COLD WEATHER “EARLY START”**

When cold weather requires “early start” of the buses, the shop crew will be on duty as directed. The severity of the weather will dictate what time the “early start” procedures will be instituted and what personnel will be involved. Dispatch is authorized to use whatever and whomever it takes to get the buses out on time. The Director or Assistant Director will make the decision regarding “early start”.

## **LOW WATER CROSSINGS = HIGH DANGER**

Low-water crossings can be dangerous when flooded. Use extreme caution at all low-water crossings. Do not pass barriers or travel through water of unknown depth or water that is flowing swiftly. Above all, use good judgement and common sense when dealing with low-water crossings.

**REMEMBER: DO NOT pass barriers** even if the water has receded. Street and bridge crews may have determined that the bridge or road is unsafe to use.

## **NO IDLE POLICY**

CHISD has adopted a “no idle” policy for the school bus fleet. “No idle” is defined as no more than 5 minutes idling at any time. This means that everyone should shut down every bus during wait periods at campuses and events. Buses should not be idled in the facility parking lots more than the 5 minute limit unless temperatures require heating or cooling of the bus. When heating or cooling the bus, the maximum idle time will be 10 minutes, or until the bus reaches normal operating temperature, whichever comes first. The policy is not in force while waiting in traffic or at railroad crossings.

Exceptions to this policy will only be granted by the Director in unusual circumstances due to temperature requirements for specific Special Education students.

### **PASSING LOADING / UNLOADING BUSES**

THE PASSING OF A LOADING OR UNLOADING BUS BY ANOTHER BUS IS **STRICTLY PROHIBITED** EXCEPT UNDER EXTENUATING CIRCUMSTANCES AND UNDER THE DIRECTION OF THE DIRECTOR OR ASSISTANT DIRECTOR . THIS INCLUDES BUSES THAT ARE LOADING / UNLOADING AT A CAMPUS.

### **STOPPING BEHIND OTHER LOADING / UNLOADING BUSES**

When stopping behind other loading/unloading buses, please use the four-way emergency flashers and NOT the amber flashers on your bus. The amber and red flashers should be used only when you are loading/unloading students from your bus. Please try to stay far enough behind the loading/unloading bus.

Flashing four-way emergency lights within a school loading/unloading zone shall be an indication to other drivers that the vehicle will undoubtedly be idle for a considerable amount of time, allowing them to avoid being trapped behind the bus.

### **BUS DOORS**

Bus doors must be closed while the bus is in motion and are to be operated only by the driver. Students are not allowed to enter or leave through an emergency door except during an emergency.

### **UNAUTHORIZED PERSONNEL AND VEHICLES**

School vehicles are to be operated only by currently employed licensed members of the CHISD with a recent MVR check.

### **PARKING AND KEYS**

Drivers must park their buses in the assigned space at each location as instructed. All route drivers must pick up their bus keys from Dispatch before each route. Keys must be returned to Dispatch after each route unless instructed differently by the Transportation office (e.g. weekend field trips). Coaches driving field trips will pick up their keys from the Field Trip Coordinator.

When a driver leaves their bus, for any reason, the driver must turn off the ignition and **take the key**. There must be no opportunity for unauthorized personnel to start or move the bus, or use the bus radio.

### **USE OF SCHOOL VEHICLES**

Except during AM and PM route times, all school vehicles are subject and available for use by the Transportation Department. Employees shall not use school vehicles except as directed and approved by transportation supervisory staff. Employees are to use only the vehicle assigned by staff. At no time should a district vehicle be taken home.

### **BAND INSTRUMENTS, EQUIPMENT and ANIMALS**

The transportation of students' equipment (class projects, books, band instruments, etc.) is provided on a space-available basis after all students have been seated. Such equipment may be transported when it is securely held in the student's lap for the entire duration of the trip. No items too large to be held by the student may be transported. In addition, the items may not obstruct the aisle, entrance, or interfere with the driver. \*\*Drivers should not allow ANY mammal, fish, reptile, bird, etc. to be transported on the school bus at any time.

### **DECORATIONS ON BUSES**

Prior approval is needed from the Director before decorating the interior or exterior of a bus.

### **BUS VIDEO**

Video records are the property of CHISD. Any video obtained from the bus video system can be viewed by authorized personnel and may be used for training purposes of other drivers / staff members, as well as for any disciplinary action.

Unauthorized persons shall not touch or tamper with cameras or camera equipment mounted on buses. Any manipulation may be grounds for termination.

### **STUDENT DISCIPLINE, INJURIES and ACCIDENTS**

Drivers and/or monitors are required to immediately notify the transportation department if any of the following situations occur:

- 1) Student discipline problems requiring police action.
- 2) Student injuries of any type.
- 3) Accidents OF ANY TYPE involving your bus.

Failure to report accidents, injuries, or serious disciplinary problems may result in suspension or termination.

REQUESTS FOR ASSISTANCE FROM ANY LAW ENFORCEMENT AGENCY OR OTHER SUPPORT AGENCY MUST BE MADE THROUGH DISPATCH.

## STUDENT BEHAVIOR

### THE DRIVER and STUDENT BEHAVIOR

The following are general guidelines that you can use to encourage correct behavior on the bus:

- 1) Maintain a clear set of rules and enforce them consistently. Children need to know where they stand. Set rules and behavior limits early. Don't wait until misconduct occurs.
- 2) Let children know the reasons for the rules.
- 3) Stop undesirable behavior as soon as you see it. Children often cannot stop "bad behavior" themselves—you must intervene. The longer you allow it to go on, the harder it will be to stop when the behavior becomes intolerable.
- 4) When correcting children, be brief and clear. State the reason for the correction. Praise them later if they have maintained good behavior.
- 5) Don't belittle or ridicule children. It will only make them resent you.
- 6) Expect children to maintain high standards. Children will not learn the skills they need or feel good about themselves if you let them get by with unacceptable behavior.
- 7) Threats should be used sparingly. When used, a threat should be backed up with action. Don't threaten and then give in. Think before you speak!
- 8) Desired actions should be positively and specifically described (i.e., "give Diane her book and go back to your seat", instead of "cut it out and sit down!").
- 9) Don't "save up" the mistakes a child makes. Work on each one as it occurs.
- 10) Do not judge a child's ability by outward appearances.
- 11) Treat children as individuals. Learn their names. Be friendly, but not buddy-buddy. Compliment them when they do well.
- 12) Be patient.
- 13) Drivers **WILL NOT** use brakes to discipline students or get students' attention.

### RULES FOR STUDENT CONDUCT

Rules for student conduct on school buses are simple.

- 1) OBSERVE SAME CONDUCT AS IN CLASSROOM.
- 2) BE COURTEOUS; USE NO PROFANE LANGUAGE.
- 3) DO NOT EAT OR DRINK ON THE BUS.
- 4) KEEP THE BUS CLEAN.
- 5) COOPERATE WITH THE DRIVER.
- 6) DO NOT USE ANY TOBACCO PRODUCT.
- 7) DO NOT BE DESTRUCTIVE.
- 8) STAY IN YOUR SEAT.
- 9) KEEP HEAD, HANDS AND FEET INSIDE BUS.
- 10) BUS DRIVER IS AUTHORIZED TO ASSIGN SEATS.
- 11) PASSENGERS MUST WEAR SEATBELTS IF THE BUS IS EQUIPPED.

Safety rules should be strictly enforced. Drivers may use some discretion in the enforcement of other behavior rules. However, students will often "test" a new driver. Therefore, it is recommended that all



rules be strictly enforced until a correct relationship has developed between driver and students. The driver may then wish to use some flexibility in applying the rules. For example, the driver may wish to reward good behavior by allowing a snack on special occasions or by relaxing some rules on field trips.

Drivers are responsible for instructing students throughout the school year on the following:

- 1) Loading and unloading procedures;
- 2) Emergency evacuation procedures;
- 3) Procedures for carrying students' belongings;
- 4) Any other rules that will help drivers to provide safe and efficient pupil transportation.

In explaining to students the reasons for rules, it is important for drivers to emphasize concern for safety, which is the overriding factor in all cases.

Students deserve to know that bus behavior rules are developed in order to ensure a safe and comfortable trip for everyone on board.

**All regular and Special Education drivers will be required to assign seats and/or positions before the FIRST WEDNESDAY IN SEPTEMBER A chart for seat assignments must be maintained in the bus, with a current, up-to-date copy on record with the Assistant Director.**

## **DEALING WITH UNSATISFACTORY BEHAVIOR**

Current CHISD procedure requires school bus drivers to request good behavior of any student involved in what drivers consider to be misconduct. Drivers should base their action in such cases on two principles: safety and service.

## **CONDUCT REPORTS**

If student misconduct continues after the driver points out the unacceptable behavior and requests that it be stopped, the driver is responsible for completing a Conduct Report and submitting this to the Assistant Director to be forwarded to the Campus behavior coordinator or administrator. If the misconduct continues, corrective action may be necessary by others. Examples of types of misconduct that may be reported are mentioned on the form.

When filling out the report, please make sure that it is clearly legible. Be specific about what the student has done. The driver should turn the report into the Discipline Coordinator or Campus Administrator, who then works the process. The coordinator, or Campus Administrator will then notify the driver and/or Monitor if additional actions are to be taken.

## **CORRECTIVE ACTION BY DRIVER – SCOPE and LIMITS**

Drivers are not allowed to punish students, but may require them to sit in a new assigned seat in order to control behavior problems. Drivers may not require any pupil to leave the bus before the pupil has reached his or her authorized bus stop or campus. However, when conditions on the bus become extremely difficult, it may be necessary for the driver to stop the bus and counsel the student until the situation is safe enough to permit finishing the route. This type of situation must be reported to the Transportation Department at the earliest possible time, so that the school district can respond to the parents who are concerned that their children are coming home late. Also, drivers must promptly report to Dispatch, any student who attempts to carry a weapon on board a school bus.

**Under no circumstances should any student be discharged from a bus except at their school or the authorized stop (unless authorized by the Director or Police).**

Drivers may, with the permission of Dispatch or the Director, return to school on afternoon runs to get assistance from the school office. This a “judgement call” which should include such factors as:

- 1) Distance from school as compared to distance to drop off area.
- 2) Route time schedule.
- 3) Severity of the situation.
- 4) Response time for Transportation personnel to meet the bus after radio or telephone call to Dispatch. Drivers must be sure that the above return to school procedure is acceptable with the respective campus.

## **THE DRIVER and OTHER SCHOOL PERSONNEL**

Remember that you are a member of the educational team. It is important to be cooperative with all members of the school district. Respect others’ positions and responsibilities. Avoid criticizing other school personnel to students, parents, other drivers, or the public. Share information about a student with other school personnel when the student’s welfare is at stake.

Working with the Principal – The school Principals or Vice Principals will rarely become directly involved with bus service, except in problem situations. When approaching the Principal, be specific about what help you need. Be sure to document behavioral difficulty by using the Conduct Report. If a problem is very serious, or involves a large number of students, you may ask other Transportation staff to talk to the Principal along with you, or instead of you.

## **THE DRIVER and PARENTS**

Avoid the following pitfalls when dealing with parents:

- 1) Never argue with parents.
- 2) Never lose your temper when discussing matters with parents.
- 3) Never attempt to discuss or handle discipline problems with parents. Refer all problems to the Transportation Director or Assistant Director.
- 4) Never allow unauthorized individuals to step onto the bus.

In the above situations, listen as long as you can, explain that you must meet your schedule, and invite them to call Transportation.

## **STUDENT WELFARE: CHILD ABUSE and NEGLECT**

A person who has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law (Family Code 34.01).

A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed (Texas Family Code Title 5, Sec. 261). Non-accusatory reports shall be made reflecting the reporter’s belief that one or more of the following acts have occurred:

- 1) A child has been or will be abused or neglected.
- 2) A child has died of abuse or neglect.

- 3) A child has violated the compulsory school attendance laws on three or more occasions.
- 4) A child has, on three or more occasions, been voluntarily absent from his home without the consent of his or her guardian for a substantial length of time without the intent to return.

### TO WHOM TO REPORT

These reports shall be directed to any of the following:

- 1) Any local or state law enforcement agency.
- 2) The Child Protective Services divisions of the Texas Department of Protective and Regulatory Services.

### INFORMATION IN REPORT

The report shall contain the name and address of the child, the name and address of the person responsible for the care of the child, if available, and any other pertinent information.

### ORAL and WRITTEN REPORTS REQUIRED

If a professional has cause to believe that a child has been or may be abused or neglected, that person shall make an oral report as prescribed above no later than 48 hours after the hour the person first suspects that the child has been or may be abused or neglected. In all instances, a written report shall be made within five days to the same agency or department (Family code 34.02).

### INTERVIEW WITH STUDENTS

Authorized officials conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school (Family Code 34.05c).

## **EMERGENCY PREPAREDNESS**

### **WEATHER**

In the event of a forecasted severe weather possibility, all CHISD campuses will be put on notice that Transportation may send buses to their "Safe Location" if conditions warrant. Once a severe weather condition occurs, Dispatch will direct all buses to drive as safely as possible to the nearest "Safe Location" and hold in place awaiting further instructions or to immediately disembark upon arrival. Upon arrival, all drivers should notify Dispatch with their location and estimated student count.

When conditions improve, Dispatch will contact all buses either by radio, on the location's phone, or by a direct call to the driver's cell phone with instructions to continue on route. If severe weather conditions occur while a bus is on-route (hail, lightning, or very heavy rain) and a district wide designation has not been declared, the driver should contact Dispatch indicating the need to pull over and wait until conditions improve. Drivers should never place students in danger if severe weather conditions are present. In preparation for a severe weather event, all drivers should locate potential "Safe Locations" and notify the Safety Coordinator in writing of the locations.

### **TORNADO WATCHES AND WARNINGS**

The National Weather Service issues a tornado watch when tornadoes are possible in your area. Remain alert for approaching storms.

A tornado warning is issued when a tornado has been sighted or is indicated by weather radar. Occasionally, tornadoes develop so rapidly that advance warning is not possible. Danger signs are:

- Dark, often greenish sky

- Wall cloud
- Large hail
- Loud roar, similar to a freight train

Caution: some tornados are clearly visible, while rain or nearby low-hanging clouds obscure other tornados. Before a tornado hits, the wind may die down and the air may become very still. An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.

Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

## **SAFETY RULES DURING A TORNADO**

Do not get under an overpass or bridge. You are safer in a low, flat location. Get out of the bus as quickly as possible and seek shelter in a near-by building. If a building is unavailable, or there is no time, leave the bus and lie in a ditch or low lying area as far away from the bus as possible.

- Be aware of the potential for flooding.
- Be aware of flying debris.
- Never try to outrun a tornado; they can change direction quickly.

Always have a plan of action prepared and make sure you discuss this with your students. Use a generic emergency plan so as not to frighten your students.

## **FOG**

Driving in fog is like driving with a blindfold on. SLOW DOWN. Keep an eye on your speedometer and maintain a slow constant speed. Increase your following distance. Make sure that you can be seen. Turn your headlights to low beam. High beam lights direct light up into the fog, making it more difficult to see.

Use the right edge of the roadway as a guide, rather than the center line, to avoid collision with an oncoming vehicle if their lights distract you. If you must leave the road, be sure and pull off completely. Turn on Strobe Light.

## **HEAVY RAIN**

During the first half-hour after it begins to rain, the dust and oil on the roadway mixes with the water and makes the surface extremely slippery. It is important to drive slowly and carefully under these conditions. Use your low beams to reduce flare. If you cannot see a safe distance ahead, you should pull off the road and stop until visibility improves. Turn on your four-way hazard lights. Increase your following distance under these conditions.

NEVER, UNDER ANY CIRCUMSTANCE, DRIVE THROUGH WATER IF YOU ARE UNCERTAIN OF THE DEPTH. The risk is too great of the road being washed out or the water being deep enough to lose tractions to the road.

## **HYDROPLANING**

Hydroplaning is a condition caused by driving too fast on wet road surfaces. When traveling at a speed of 35 mph or less, the tires on most vehicles will “wipe” water off the road surface in the same way the windshield wipers work on your vehicle. However, as you increase speed, the tires will become less able to completely wipe off the water. This causes a film of water to form under your tires, and your tires will begin to ride on top of the water just like water skis.

To avoid this dangerous driving condition: **slow down!** If your vehicle loses traction with the road, you will be unable to brake, accelerate, or change direction. To stop a skid, the best thing is to take your foot off the accelerator and let the vehicle slow down. If your vehicle has at least partial contact with the road, you should be able to gain control. If your tires are riding completely off of the road surface the only thing you may do is take your foot off the accelerator and ride out the skid.

## **NON WEATHER EMERGENCIES**

### **FALLEN ELECTRICAL POWER LINES**

ASSUME EVERY WIRE IS “LIVE” AND NEVER ASSUME A LINE IS “DEAD”. ESPECIALLY, ASSUME ALL DOWNED WIRES ARE “LIVE”.

Similar to lightning, the flow of electrical energy is constantly striving to find a path to the ground. Severe thunderstorms and ice storms can cause electrical lines to break loose and hang low or fall across streets. In the event that fallen or low-hanging electrical lines are encountered, stop the bus short of the area and examine the situation before proceeding.

If electrical lines are lying on the road stabilized in positions and the bus can clear them, carefully drive around them. **DO NOT DRIVE OVER THE ELECTRICAL LINES.** Do not drive under electrical lines hanging low over the road until you have examined the situation and are certain that the bus will not touch the lines as you drive under them and there is no possibility of the lines falling on the bus (remember roof hatches add height to your bus).

If electrical lines fall on the bus while it is stopped, turn off the radio and drive carefully out from under them. If traffic stalled and you are unable to move, keep the students in their seats and the doors and windows closed. Persons on the bus will be in no danger as long as they remain seated.

### **NIGHT DRIVING**

One of the most important differences between day and night driving is the way we view our surroundings; we become totally dependent on artificial light at night. We are also much more sensitive to bright lights and other distractions on the road ahead. For this reason, you should study road maps and other written directions carefully before starting out at night. Watch carefully for highway signs, pedestrians, animals, slow-moving vehicles, motorcycles and bicycles that may be on the road ahead of you. All of them are more difficult to see at night. Eye fatigue is a particularly difficult problem when driving at night. To relieve this problem or prevent it from happening, keep your eyes moving from side to side, near and far.

Keep all windows and mirrors on your bus clean and free of defects. Your vision should never be obstructed by dirt, condensation, or frost.

### **HEADLIGHTS**

Use your high beam lights when you can; it will greatly increase your night vision. Remember: Texas state law requires you dim your headlights when you are within 500 feet of an oncoming vehicle (approximately one and one-half football fields) and within 300 feet when approaching the rear of a vehicle (approximately one football field).

Do not “overdrive” the headlights of your bus. Drive at a speed that will enable you to stop within the distance that you can clearly see ahead of you by the light of your headlights. Low beam headlights provide light for about 250 feet. High beam headlights provide light for about 350-500 feet. Keep your bus lighting equipment clean and in good condition.

## GLARE

Glare can seriously affect your ability to see after dark. If you turn your eyes away from the glare, it will become less serious. You can do this with oncoming traffic by looking toward the right side of the road and watching the white line marking the outside edge of the traffic lane. Reducing your speed until your eyes recover from the glare can also be helpful. Be careful not to reduce your speed drastically when you have vehicles following you.

## BLOWOUTS

A blowout is the sudden collapse of a tire that can throw your vehicle out of control. Warning signs are:

- Thumping sound from one of the wheels caused by a bulge in the tire
- A pull on the steering wheel to one side of the road

What to do when you have a blowout:

- Hold tightly to the steering wheel
- Ease your foot off the accelerator to reduce speed
- DO NOT BRAKE UNTIL THE VEHICLE IS BACK UNDER YOUR CONTROL

## STEERING FAILURE

If the steering wheel no longer responds to your turning movements, ease up on the accelerator. DO NOT BRAKE until absolutely necessary. Your vehicle may have enough natural balance to keep it moving forward as you slow it down. As the vehicle slows down, you may be able to brake very gently to help bring it to a stop.

## BRAKE FAILURE

**Hydraulic Brakes:** You will usually receive advance warning that your brakes are starting to fail when the pedal feels spongy and slowly continues to sink after you have stopped applying pressure. A warning light should come on if there is a serious problem with the brakes. If your brake pedal suddenly sinks all the way to the floor, try pumping the pedal to build up pressure. If you can, shift into a lower gear. The engine will slow down the bus. With power steering and/or brakes, you will lose any power you have left in them when you turn off the engine.

**Air Brakes:** Vehicles with air brakes have a dual brake system. The air pressure in each system is indicated on the air pressure gauge. Periodically check the gauge while you are driving. Pressure should range from 100-120 psi (pounds per square inch). Should air pressure drop to 60 psi, a warning light will light up on the dash and a buzzer will sound. This condition may be caused by excessive brake application depleting the air system. If this occurs, stop the vehicle until the air system is built back up to 100-120 psi. If you are unable to build pressure back to normal and the light and buzzer are ignored, when the air pressure drops to 30 psi, the parking brake will automatically set. This will make it impossible to move your vehicle unless it is repaired or towed.

## STUCK GAS PEDAL

If your accelerator pedal sticks, you may be able to free it by hooking your toe under the pedal and trying to raise it. If this does not work, you can shift into neutral or turn the engine off and slow the vehicle down.

Remember if you have power brakes and/or power steering, they will lose power when you turn the engine off. Keep your eyes on the road and continue steering the vehicle straight ahead until you can safely pull the vehicle over to the side of the road.

## HEADLIGHT FAILURE

If your headlights suddenly go out, try your parking lights, emergency flashers, or turn signal; one of them may work and give you enough light to guide you until you can get off the road. If your headlights fail on a busy or well lit road, you will probably have enough light from other sources to guide you off the road.

If all your lights fail on a dark, deserted road, slow down and try to keep your vehicle on the pavement until you have slowed down enough to move onto the shoulder.

## WINDSHIELD WIPER FAILURE

If your windshield wipers suddenly stop, slow down immediately, apply your 4 way hazard lights and be careful not to reduce speed too drastically when you have vehicles following you. Get your vehicle off the road as soon as possible.

## EMERGENCY RESPONSE PLAN

In the event of a weapon or hostage situation on a school bus, the Emergency Response Plan for CHISD Transportation Department will be activated. Once the initial alarm has been signaled to dispatch from the affected bus, a 9-1-1 call will be made initiating the emergency response. Due to the sensitivity of each situation, this plan has been designed to keep radio traffic to a minimum, but still allowing enough details to assist emergency personnel.

- Minimum radio traffic lowers the risk of bringing attention to the situation
- Always be aware of your surroundings
- Safety plays a vital role
- Know your students
- Keep calm

The following procedure should be used **ONLY IF A WEAPON** (i.e. gun, knife, etc.) **or HOSTAGE SITUATION IS TAKING PLACE ON YOUR BUS:**

**1. Push and hold down** the Alert Button located on the radio for **5 seconds**.

**2.** Dispatch will receive a special Alert Message

**3.** Dispatch will contact the driver with the following dialog:

*"Dispatch to route# \_\_, do you have **your new student on board?**"*

**4.** The driver will respond **ONLY WITH:**

**"YES, dispatch, HE or SHE is on board."**

-OR-

**"NO, dispatch. ALL is clear, false alarm."**

**5.** In the case of a **"YES"** response, dispatch will respond with the following: "10-4 #.

How much longer until your next stop?"

**6.** The driver will now use to 10 Code System to identify the situation, however, **only** using the second part of the 10 Code

- 10:25 (knife on bus)
- 10:30 (hostage situation)
- 10:32 (gun on bus)

“Dispatch, I will be at my next stop in about **30 to 32**”.

The driver has identified whether it is a male or female, the “30” signifies that it is a hostage situation and “32” indicates there is a gun also involved.

At this point, dispatch will already be in contact with local responders and will notify them with the details given along with the GPS location of the school bus.

Further instructions will be given by the police department or Dispatch during the event.

## MAINTENANCE AND INSPECTION PROCEDURES

As a driver, you are required to make a standard inspection of your bus before starting, and after completing any route or field trip. The standard inspection procedures are listed below. If you discover, in the course of the inspection, that your bus is unsafe to drive, you must have it repaired before leaving the shop area. You are neither required nor permitted to drive an unsafe bus. If the bus cannot be made road- safe before your route begins, you will be assigned another bus while yours is in the shop. Final determination of bus safety is the responsibility of shop personnel. You are required to drive your bus if the shop determines the bus is safe to operate.

### PRE-TRIP/POST-TRIP INSPECTION

Take a good overall look at the bus. Check for oil, fuel, or water leaks and vandalism. Check bus for suspicious articles and devices, as per anti-terrorism training. All window glass, windshields, turn signal, headlights and warning lights should be cleaned. **It is the driver’s responsibility to sweep the bus and close bus windows, doors, and roof hatches daily and mop weekly.** Please do not use the tire thumper or broom handle, or your hands to close windows from the outside of the bus (this breaks the latches). Also, please check the seats on the bus for graffiti, cuts, and tears on a DAILY basis.

Please don’t try to clean ink stains yourself, just write them up. Complete the pre/post-trip using the Zonar tablets, or a manual form if the Zonar system is inoperable. Complete repair or maintenance requests as needed, using the Zonar table and be sure to place it back in the docking station to complete the inspection report. Maintenance will receive maintenance requests electronically in Zonar and update the defect status accordingly. Manual inspection forms will be turned into Dispatch to make a copy then submitted to maintenance if repairs are required.

All drivers are given time for the pre-trip inspection. Upon clocking in, drivers must immediately proceed to their respective buses and perform the pre-trip inspection. When arriving back on the lot, drivers must perform the post-trip inspection, making sure the bus is cleaned before clocking out in a timely fashion.

### MAINTENANCE REQUESTS

If, after the first maintenance request, any type of maintenance is not satisfactorily completed within a reasonable length of time, contact the Director or Assistant Director for additional assistance.

### STATE SAFETY INSPECTION STICKER



Drivers are responsible for ensuring the safety inspection stickers on their buses are up-to-date. Drivers can be ticketed for operating a bus with an out-of-date inspection sticker.

### **INTERIOR/EXTERIOR WASHING OF BUSES**

You are responsible for seeing to it that your bus is cleaned on a regular basis. Buses can be mopped out, but unless you are otherwise instructed, never should bus interiors be hosed out, as this may cause damage to the bus body and/or electrical wiring system. Bus exterior washing will be arranged by the Transportation office.

### **STRIKING TREE LIMBS and OTHER OBJECTS**

Striking tree limbs or other objects which damage the bus is considered an accident and must be reported on an accident report. Notify dispatch immediately and notify the Safety Coordinator when you return to Transportation.

## **EMERGENCY PROCEDURES FOR MECHANICAL BREAKDOWN**

- If possible, move the bus off the roadway to prevent an accident. Turn off the ignition switch and remove the key. Set emergency brake. Contact Dispatch immediately.
- Activate emergency hazard flashers and place reflectors in recommended positions if conditions warrant.
- Use radio to contact Dispatch if operating within range. If not, you may use your personal cell phone to notify Dispatch. Before calling, you must have secured the bus and not be seated in the driver's seat. Given the bus location, suspected mechanical failure, number of children on the bus, number of children left to pick up or deliver, and school served. The driver should remain with the bus.
- If you have an emergency (breakdown or accident) after your base has shut down for the evening or on the weekend, please follow the accident guideline in the red emergency packet located on your bus.
- Keep students on the bus in most cases. Student safety is the highest priority.
- Safety conditions may warrant evacuation of the bus. If students are evacuated, the driver should give precise instructions as to where students should relocate and what they should do.
- Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus.
- Drivers of both buses will activate the alternating red flasher lights prior to transferring students from one bus to the other.
- The driver of the disabled bus will instruct students to change buses in an orderly manner, staying in single file.
- The alternating red flasher lights in each bus should be deactivated as soon as all students are on the relief bus.
- After all students have been loaded on the relief bus, the regular driver should complete the route. The driver of the relief bus will assist in getting the loaded bus back on the roadway.

# ACCIDENT PROCEDURES

FOR **ALL** ACCIDENTS, call Dispatch ~ no matter how minor they may be!

- Notify Dispatch as soon as possible. (YOU MUST REMAIN AT THE SCENE OF THE ACCIDENT). Turn off the ignition, remove keys, and set the emergency brake. Remain calm and reassure students.
- Account for all students as a check is made for injuries. If students are injured, follow recommended first aid procedures.
- Be sure you have an updated seating chart on your bus.
- Students should be kept on the bus unless safety hazards warrant evacuation. Safety of students is the highest priority. If evacuation is necessary, follow recommended procedures for evacuation.
- Dispatch should be told the exact location and cross street, bus number, possibility of injuries, number of students on the bus, school departed from or arriving to, and the need for emergency personnel. Dispatch will notify police and will send a bus or ambulance if necessary. Dispatch will also contact the principals of the schools involved.
- If you have an emergency (breakdown or accident) after your facility has closed for the evening or on the weekend, please contact the Assistant Director and Director immediately after securing the bus.
- Do not say anything to anyone except CHISD personnel and law enforcement officers.
- Check for fire or possibility of fire.
- Activate emergency hazard flashers and place reflectors in designated locations. Place reflectors or flares as follows: one reflector approximately 10 feet behind the bus, a second reflector approximately 100 feet behind the bus, and a third reflector 100 feet in front of the bus.
- Drivers in an accident are required to give their name, address, driver's license number and vehicle information to others involved in the accident. If you become aware that the other driver is going to leave, at the minimum, write down the license plate number of the other vehicle. The bus driver should also get names and addresses of witnesses to the accident. Also, get the name, address, telephone number and name of the insurance company of the other driver. Get the make, model and license number of the other vehicle. Note the time of the accident and the date. Mark down any unusual weather or street conditions. This will all be needed for the accident report.
- In addition to an immediate verbal report given to Dispatch, drivers must submit a detailed written report to the Director or Assistant Director when they get back to Transportation after the accident. This report will be checked for completeness, particularly the narrative accident description.
- Non-report of an accident, bus damage, and/or citation received while driving a CHISD school bus will result in disciplinary actions, including possible suspension or termination.

# MAINTENANCE SHOP PROCEDURES

## ONLY AUTHORIZED PERSONNEL ARE ALLOWED IN THE SHOP AREA!!!!

### SAFETY HAZARD REPORTING

Maintenance shop personnel should report any potential or actual safety hazards in the shop area to their supervisor.

### FLOOR

All spills should be cleaned as quickly as possible.

### FUEL SPILLS

Fuel and/or fluid spills in the parking lot must be dealt with immediately.

### DRIVING

All maintenance personnel are required to have a Class A or B CDL license and a Passenger endorsement.. It is the individual's responsibility to keep all requirements current and active.

### TOOLS and EQUIPMENT

Maintenance shop tools are for District use only.

## SPECIAL EDUCATION ROUTE SERVICE

Drivers and Monitors are expected to work as a team. Parents, drivers, and monitors need to work together to make sure students get to and from their homes safely. Schools are responsible for seeing that students get to and from the bus. You should not leave the bus when students are on board except under uncontrollable emergency circumstances and should never be out of sight of the bus. Always pick up and drop off at the curb.

**DO NOT** go on the property to get or return the student and/or equipment to the residence. Your responsibility begins and ends at the door of the bus. This is a safety and liability issue.

### BUS MONITORS

Monitors must assist the driver in dealing with all students on their respective routes, including student management, helping students enter and exit the bus, making sure students remain seated and are secured in their seats, and to provide assistance when students must cross the street. The monitor should greet students and parents outside of the bus door. It is mandatory for the monitor to be on the ground when loading / unloading ambulatory students to ensure that students do not fall / trip while going up or down the steps of the bus. Remind the student to hold the handrail and watch their step. Monitors are required to know the route, including driving directions and stops (within the first 2 weeks).

Monitors are required to walk out to the bus with the driver, both in the morning and the afternoon. Drivers and monitors are required to maintain the cleanliness of the bus; sweep and wipe down seats twice a day; mop and clean tracks once a month.

## **WAITING TIME**

When you stop to pick up your students, wait at least until the designated pick-up time. If someone appears and asks you to “wait a minute”, use your own judgment as to how long you can wait without inconveniencing the other students on your route by running late. As a general rule, do not wait more than three (3) minutes. If no one appears, radio dispatch of “no show” students.

## **NOBODY HOME (LOST PARENT)**

If a parent or other responsible adult is not at the child’s home or usual drop-off location upon arrival after school, the student will be kept on board. Driver should radio dispatch of the situation and the customer service representative will try calling the parent or guardian. If no contact is made with the parent or guardian, the director or the assistant director will contact the school to notify them that the student will need to be returned.

The students that require adult supervision will have it marked on the trip sheet as “adult needed at home/school”. All other students may be dropped off unattended per their Admission, Review, and Dismissal (ARD) paperwork. If any student’s status is in question, contact dispatch.

## **LOADING and UNLOADING**

Special Education students must not cross the street without assistance from the monitor. Red loading flashers must be used when the bus is loading or unloading on a city, county or state roadway or highway. **Red loading flashers must be used at the schools, as well.**

## **NEVER LEAVE CHILDREN IN FRONT OF THEIR HOMES OR THE SCHOOL IF THERE IS ANY QUESTION OF THEIR ABILITY TO SAFELY ENTER THE BUILDING BY THEMSELVES.**

- When lifting, bend your knees and lift with your legs, not with your back.
- Seek assistance rather than risk injury to yourself or the child.
- Do not allow students to operate the lift or ramp on wheelchair equipped buses, or to carry other students on or off the bus.

Student attendance will be performed using the Z-Pass system. Students will swipe their cards upon entering the bus which will account for their attendance for AM and PM Routes. If Z-Pass is not inoperable, drivers and monitors must use a manual attendance sheet in which they will annotate a “P” for Present or “A” for Absent for each student every day. Sign and date the attendance sheets on the last day of the week. Manual attendance sheets will be turned in to dispatch to make copies; dispatch or the assistant director will email copies of the attendance sheets to the Special Needs Route Coordinator.

## **ROUTE SCHEDULE/CHANGES**

Drivers are expected to pick up students in the order in which the names appear on the route sheet. Drive the route several times until you know it. When you are familiar with the route, time it. After you have driven a few weeks, you should be able to drive your route with less than five minutes variation.

**Both the driver and monitor are to know the route including daily variations and updates within 2 weeks.**

When the department makes a route change, the Special Education Route Coordinator or the student's teacher will notify parents and/or students in writing, using the appropriate procedures to indicate new pick-up/drop off time(s), bus stop locations, and route number. New bus information will be communicated with the parent(s) at least the day before the new schedule begins.

Transportation will make every effort to avoid canceling routes, or removing trips from routes, but from time to time and with good reason, they must do so. Please remember that we are in the service business and must be responsive to the needs of the schools, parents, and students. Transportation will make every fair and feasible effort to fill the time voids with new riders or new trips.

Drivers are expected to drive their routes exactly as written. Suggestions for changes in routes must be submitted in writing, using a Request for Route change form, to routing. Drivers making any unauthorized route changes, except under adverse conditions or extenuating circumstances (e.g. flooded road, detours for accidents, etc.), could be subject to an automatic 1-day suspension without pay for the first incident and more stringent penalties for later offenses.

Any route change, due to extenuating circumstances, must be reported to the Special Education Route Coordinator immediately. If a parent requests a change of address, even if temporary, drivers should have them contact their child's school. Do not let any student off anywhere except at the address on the route sheet, or an address given to you by Transportation or school staff. State law requires that a written release be obtained from the parent before a child is picked up or delivered at a different address.

## **STUDENTS NOT RIDING**

Drivers should inform routing when it comes to their attention that a student will be missing for several days. Students who do not ride for five (5) consecutive days should be reported so that routing can check for long- or short- term address change, long-term illness, or other conditions that a substitute driver might need to know. Please immediately inform routing of any student who no longer rides your route.

## **REVIEW REGULAR ROUTE SERVICE REGULATIONS**

Many regular route service regulations also apply to special education routes. Special education drivers are required to be familiar with all regular route service regulations.

## **MEDICATION FOR STUDENTS**

Parents will occasionally have medication to send to the school. You should see that this has the student's name on it and that it gets to the teacher/nurse. DO NOT let students carry their own medication. DO NOT allow one student to give another student any type of medication.

## **CLOTHING; BOWEL and BLADDER ACCIDENTS**

This is an issue where the developed procedures are designed to protect the health and dignity of all individuals riding the bus. All students must be fully clothed and toileted before boarding a school bus. Bus drivers and monitors are instructed by the Transportation Department to not accept students for

transport who are not fully clothed or have soiled clothes from bowel or bladder accidents. If the student has a bowel or bladder accident on the way to the bus, the driver will wait while the caregiver/school returns inside to change the student if reasonable and time permits.

Drivers and attendants are not responsible for dressing the student and if a bowel or bladder accident occurs during the bus trip, drivers and attendants are instructed not to attempt cleaning up the accident in route, but to proceed to the scheduled stop at school or home. After unloading the student at the stop, the driver and/or attendant will be responsible for cleaning and disinfecting any affected surfaces on the bus utilizing the bodily fluid cleanup kit.

## **AMBULATORY STUDENTS**

Assist ambulatory students in boarding the bus. Let the student accomplish as much as their abilities will allow (e.g. let them hold the handrail and enter the bus). The monitor should enter the bus behind the student. Be prepared to block the student in case they should trip or fall. Use a gait belt as needed (does not have to be in the ARD). Follow the student to their assigned seat and make sure the seat belt is securely fastened.

## **CARRYING STUDENTS ON AND OFF THE BUS**

To avoid the risk of injury to students or assisting adults, students should not be carried up or down the bus steps during loading and unloading. If a student cannot negotiate the bus steps with a reasonable degree of assistance, an alternate method of loading/unloading or transporting the student will need to be resolved between school administrators, parents/guardians and the Transportation Department.

## **WHEELCHAIR EQUIPPED BUSES**

The driver and monitor will share the responsibilities of loading a wheelchair student onto the bus. The driver will assist from inside the bus by loading the wheelchair/student on/off the lift, and securing/releasing the student in the bus with the tie down S-hooks. Also, the driver will monitor the other students already on the bus until the monitor reenters the bus. The monitor will assist from outside the bus by opening the lift door, loading the wheelchair/student onto/off the lift, and raising and lowering the lift.

The use of chairs or stools on wheelchair equipped buses is prohibited. The monitor should sit in a bus seat. Both drivers and monitors must be certain that all students are either wearing safety belts, or are strapped securely into their chairs or star seats. Star seats should be secured to the bus seats. Wheelchairs should be securely fastened with the restraint system. Both the driver and monitor should check the wheelchair for correct securement. All available safety devices should be used at all times.

## **MAINTAINING STUDENT MANAGEMENT**

All drivers and monitors must complete CPI training within a year of hire. Re-certification is required yearly. Monitors should position themselves on the bus in such a manner as to affect the maximum efficiency as it relates to student control and conduct. Sit with the student that needs attention. Give verbal instructions on desired behavior. Remember, monitors are not there as a passenger or to visit and keep the driver entertained; monitors are there to watch the students and ensure they have a safe ride to and from school.

Know what medications they are taking that may impact their behavior. Communicate with the parents and school personnel concerning any changes in a student's behavior. Also, let Transportation know of any behavior changes immediately. Make sure every student has an individual student management program, designed by the parents or the school, so that monitors will be prepared to control any behavior problems. Be firm, fair and consistent. Do not show favoritism among your students.

## **EMERGENCY PROCEDURE and EQUIPMENT**

Know the evacuation plan. If you are a substitute on a different bus, discuss the evacuation plan for each run with the driver. Know where all emergency equipment is located, including:

- Seatbelt cutter
- Fire blanket
- First aid kit
- Fire extinguisher
- Emergency triangles
- Rubber gloves
- Body fluid spill kit

## **HOUSEKEEPING DUTIES**

- Drivers and monitors will share the following housekeeping duties:
- Sweep the bus after each run (AM and PM)
- Mop the bus at least once per week
- Wipe windows as needed
- Wipe seat, including car and booster seats and seat belts after each run (AM and PM)
- Empty trash daily

## **POST-TRIP DUTIES**

- Driver to complete all normal post-trip inspection duties
- Return seatbelts to their normal position
- Close bus windows
- Pick up any items left on the bus
- Take care of any housekeeping duties (wiping down seats and windows, sweeping, and trash)

## **TEAMWORK-SHARED RESPONSIBILITIES**

The driver and monitor should work cooperatively together. The driver needs to show the monitor the basic operations of the bus should they become incapacitated (e.g. how to work the emergency brake, how to work the radio, etc.). Both the driver and monitor should express genuine concern for their students. Refer to students by their names as quickly as possible. Go over the bus rules and what is expected from the students as soon as possible, in a manner that each individual student can understand.

## **FIELD TRIPS**

A driver will be suspended from field trips, additional duties and/or auxiliary duties from the date of:

- a) A counseling report for attendance.
- b) A written reprimand for disciplinary action due to progressive discipline.
- c) Operating a school bus without mandated credentials.
- d) Receiving a ticket in a school bus which generates a mandatory court appearance.
- e) Having a preventable accident causing injury or monetary damages.

Note: A driver will also not be eligible for additional assignments should his or her certification or physical expire.

## **ASSIGNMENT**

Extra duty pay for field trips is available to drivers who chose to participate. It is each driver's responsibility to notify the Field Trip Coordinator of the fact that they want to drive for field trips. Assignment of drivers is based on a rotation basis to be as fair as possible to all participating drivers. However, factors such as, but not limited to, driver attendance on regular route assignment and availability are considered.

- An absence from regular duty could result in the loss of a rotation during that same week in extra duty assignment.
- Two turn-downs of assigned trips will result in the driver being taken off the rotation for the remainder of the month.
- If the assigned driver is unable to take the assignment, notify the office immediately so the trip may be assigned to another driver.
- Field trip drivers are listed on the board if they receive an assignment. All trips are assigned one week in advance.

A trip ticket will be issued to the assigned driver when the trip is scheduled and assigned. The trip ticket will include the bus to be used, the pick-up place and time, the name of the group or sponsor, the destination, and the return time. The return time means the time to arrive back at the school. If time is tight, please remind the teacher of the required return time. If the field trip is to a place that charges admission, it should not be assumed that the driver will get in free, or that the driver's admission will be paid for by the group attending. The driver should clarify that issue before entering.

We charge the schools by the mile on field trips. Start the odometer reading from the transportation facility or the "end of route" school. The ending mileage should be the final odometer reading at the transportation facility at the close of the trip. If the driver takes the bus anywhere for personal reasons after leaving the lot, those miles must be deducted from the field trip mileage reported.

**ARRIVAL AT SCHOOL** – Be courteous to the boarding passengers. If you arrive at your pick-up destination and find no one to pick up, notify Dispatch and await instructions before leaving the pick-up area. On weekends, contact the Field Trip Coordinator (phone number on trip ticket) if no one shows up.

**SPECIAL INSTRUCTIONS** – Driver should be aware of any special instructions given on the field trip sheet (e.g. take home after game, park in East parking lot, total buses for field trip, one-way/round trip, etc.).



**TRIP TICKET INFORMATION** – The driver must complete all information on the trip ticket before turning it back in to the office. Tickets must be turned in daily. For after hour returns, there are two boxes outside the Dispatch door for paperwork and key drop off. If paperwork is not completed and turned into the Field Trip Coordinator, accurate pay for the trip may not occur until the following pay period.

### **DRIVER RESPONSIBILITIES ON FIELD TRIPS**

- Make sure you have a fully charged fire extinguisher, a full first aid kit and three reflectors or flares.
- In the event the sponsor does not have a seating chart already prepared, give them a blank seating chart and have them fill it out with the students first and last name.
- Prior to leaving for the trip, the driver **MUST** outline evacuation procedures:
  - In an emergency, have a responsible person bring the fire extinguisher.
  - In an emergency, have a responsible person bring the first aid kit.
  - In an emergency, have a responsible person bring the reflectors.
  - Point out all emergency exits, windows, doors and roof hatches.
  - Show a responsible person how to shut off the engine and set the parking brake.
  - Show a responsible person how to open the service door.
  - Remind passengers to keep aisles clear and not to block exits.
- Check maps, or other resources, to determine the desired route to/from the destination in advance. Unless you are driving a last minute trip, do not radio the office for directions.
- Problems that occur on field trips, such as becoming lost due to poor planning, will be considered unsatisfactory performance and documented through due process.
- Arrive at the designated location of pick-up at least 15 minutes prior to scheduled departure. Use this time to discuss with other drivers the route you will take to your destination.
- All buses should have a sponsor at all times. Unless directed otherwise, the driver must remain in the area of destination and be available for an emergency or change of plans. If this is not possible or practical, or if a number of buses are at the same location, more latitude is allowed, provided the buses are continually available for use. Let the sponsor know where you will be and how you may be contacted. Drivers must exchange phone numbers with the sponsor.
- If it is not possible to stay with the group during lunch, the driver should be gone for no more than 30 minutes. Before leaving, let the sponsor know where you will be.
- The driver should also review, for clarification, where the group will be going and the general bus behavior requirements. If the bus must be back at school for an afternoon route, the driver should discuss and stress to the sponsor the latest time by which the bus will need to be loaded and leave in order to arrive back on time.
- Before leaving the field trip site, check with the sponsor to affirm that you are not accidentally leaving students behind.
- Drivers are requested to write on the back of the field trip sheet, any comments concerning problems encountered during the field trip (uncooperative sponsors, rowdy students, etc.).

### **DROP and RETURN TRIPS**

Field trips that overlap with normal route hours are usually run as “Drop and Return” trips.

D&R trip example: A speech team wants to go to Mesquite High School for a tournament during a school day. The trip times are 10:00 a.m. until 11:30 p.m. Since a bus cannot stay with the group all

day (because of their PM route), the driver will pick the group up at 10:00 a.m., drop them off in Mesquite, and come back to do his/her regularly assigned PM route. The driver will return to Mesquite no later than 1 hour before scheduled “return” time to wait until the group is finished at 11:30 p.m.; returning them back to school at that time.

For D&R trips, the first set of mileage will typically be from Transportation to the school, on to the destination, and then back to Transportation. The second set of mileage will begin from Transportation to the destination, then to the school, and back to Transportation. If you have any questions about calculating mileage for D&R trips, please see the Field Trip Coordinator. Sometimes a D&R trip will be split and given to two separate drivers. Your trip sheet may be marked as “Drop only” or “Return only”. D&R trips are paid by drive time only. Any extra pay is drive time in excess of the driver’s guaranteed hours.

#### **MINIMUM TRIP TIME/CANCELLATION and NO SHOWS ON ON-SCHOOL DAYS and AFTER HOURS**

If, after the assigned driver has arrived at the bus lot, the trip is cancelled or the sponsor does not show up at the school, the driver will be paid a minimum of two (2) hours for “show up”. If the trip is on the weekend or after office hours, please call the Field Trip Coordinator before leaving the pick-up site. The Field Trip Coordinator will try to contact the sponsor and give you further instructions. If you are unable to contact the Coordinator, wait 30 minutes before leaving and return to Transportation. Write “No Show” on your trip ticket, noting the time of cancellation and ending mileage.

#### **MINIMUM TRIP TIME/CANCELLATIONS and NO SHOW ON SCHOOL DAYS**

A minimum of two (2) hours is paid on a trip if the trip is scheduled to depart more than one (1) hour after your ending route time. A minimum of one (1) hour is paid on a trip if the trip is scheduled to depart one (1) hour or less after your ending route time. If a trip is canceled ahead of time, you will be notified over the radio or with a message from the Route Coordinator. You will not be paid for trips that are cancelled ahead of time.

If you arrive at a school (at the proper time and location) for a field trip, and no group appears, wait 15 minutes past the scheduled departure time. At that time, contact Dispatch or the Field Trip Coordinator for further instructions.

#### **LOADING ITEMS ON FIELD TRIP**

Occasionally, there will be bulky items that need to be transported on the bus with the students (e.g. coolers, band instruments, uniform bags, flagpoles, etc.). Items too large to fit through the service door may be loaded through an emergency door, provided the driver (not a student) operates the emergency door.

The bus aisle and emergency exits must not be blocked by any items at any time. Items should not be placed on seats that have an emergency exit window. The driver should check the bus carefully to make sure that no emergency exits are blocked before departing on the trip.

#### **CONVOYS**

It is the driver’s responsibility to know the route and maintain proper following distance at all times. When a group of buses are traveling to a single destination at the same time, the buses should travel as a group, or a series of smaller groups, if necessary. The buses traveling as a group should try to keep in sight of each other at all times. How the buses will be grouped and the “lead bus” for each group should be determined by the drivers prior to leaving and remain as such throughout the trip.

While in a convoy, it is very important that trailing buses follow at a safe distance, but not lag too far behind the lead bus (use the 4 second rule). It is the responsibility of the lead driver in each convoy to keep the group together and avoid unnecessary hazards by making sure the buses are traveling at a safe speed and are positioned in the proper lane of traffic for turns, exits, etc.

On a multi-lane highway, the far-left lane is generally for passing. For the most part, buses should travel in the center or right-hand lanes.

**NOTE:** ALL drivers must know where you are going on a trip and the route you are taking.

### **“Lead Bus” Responsibilities**

- Prior to leaving, discuss with the other drivers the route the convoy will take.
- Have all buses on Channel 2 for the trip.
- Consider potential problem locations or situations.
- Do not leave until every bus in the convoy is ready.
- Use the radio to communicate lane changes and turns well in advance.
- Take care not to get the convoy too strung out.

### **“Following Bus” Responsibilities**

- Follow the bus ahead of you at a safe distance, but stay as close as possible. If you get cut off from the convoy by a stop light or for any reason, notify the lead bus.
- Do not pass up other buses in the convoy.
- Listen carefully for instructions from the leader.
- When changing lanes, be ready to help the bus in front of you get an opening to move over.

### **“End Bus” Responsibilities**

- Periodically report your position to the lead driver.
- As the convoy is making a lane change or approaching a turn, the last bus should be one of the first to maneuver into the proper lane, then take the responsibility of assisting the buses in front by helping create opportunities for them to move over.

### **FUEL/CLEAN BUS**

- Make sure that you have enough fuel for the entire field trip.
- Upon return to Transportation, check the bus for trash and items left behind.
- Sweep and fuel the bus, even if there is more than a half tank.
- Report any malfunctions or problems that arose by completing a maintenance report.
- Please make sure the bus is in the same, or better, condition than when you left.

### **EMERGENCY PROCEDURES ON FIELD TRIP BREAKDOWNS**

Follow the standard breakdown procedure for in-district trips.

On out-of-district trips, protect your passengers and bus with reflectors or flares, and use a cell phone to summon help (emergency phone numbers are on trip tickets). If the problem is serious, radio Dispatch, or if after hours, use the emergency phone numbers listed on the trip ticket.

### **ACCIDENTS**

Follow the standard accident procedures for in-district trips.



# CEDAR HILL ISD

## 2021 - 2022 PAYROLL SCHEDULE



| MONTHLY   |          |
|-----------|----------|
| Month     | Pay Date |
| July      | 07/15/21 |
| August    | 08/13/21 |
| September | 09/15/21 |
| October   | 10/15/21 |
| November  | 11/15/21 |
| December  | 12/15/21 |
| January   | 01/14/22 |
| February  | 02/15/22 |
| March     | 03/11/22 |
| April     | 04/15/22 |
| May       | 05/13/22 |
| June      | 06/15/22 |

| EXTRA DUTY PAY<br>Monthly |                         |                   |          |
|---------------------------|-------------------------|-------------------|----------|
| Month                     | Date Range<br>Begin End | Due to<br>Payroll | Pay Date |
| July                      | 06/06/21 06/26/21       | 07/07/21          | 07/15/21 |
| August                    | 06/27/21 07/31/21       | 08/04/21          | 08/13/21 |
| September                 | 08/01/21 08/28/21       | 09/01/21          | 09/15/21 |
| October                   | 08/29/21 10/02/21       | 10/06/21          | 10/15/21 |
| November                  | 10/03/21 10/30/21       | 11/03/21          | 11/15/21 |
| December                  | 10/31/21 11/27/21       | 12/01/21          | 12/15/21 |
| January                   | 11/28/21 01/01/22       | 01/05/22          | 01/14/22 |
| February                  | 01/02/22 01/29/22       | 02/02/22          | 02/15/22 |
| March                     | 01/30/22 02/26/22       | 03/02/22          | 03/11/22 |
| April                     | 02/27/22 03/26/22       | 04/06/22          | 04/15/22 |
| May                       | 03/27/22 04/30/22       | 05/04/22          | 05/13/22 |
| June                      | 05/01/22 05/28/22       | 06/01/22          | 06/15/22 |

| HOURLY/PART-TIME/SUBSTITUTE<br>Semi-Monthly |                         |                   |          |
|---|-------------------------|-------------------|----------|
| Month                                       | Pay Period<br>Begin End | Due to<br>Payroll | Pay Date |
| July  | 05/29/21 06/12/21       | 06/16/21          | 07/01/21 |
|   | 06/13/21 07/03/21       | 07/07/21          | 07/15/21 |
| August                                      | 07/04/21 07/17/21       | 07/21/21          | 08/02/21 |
|   | 07/18/21 07/31/21       | 08/04/21          | 08/13/21 |
| September                                   | 08/01/21 08/14/21       | 08/18/21          | 09/01/21 |
|   | 08/15/21 09/04/21       | 09/06/21          | 09/15/21 |
| October                                     | 09/05/21 09/18/21       | 09/22/21          | 10/01/21 |
|   | 09/19/21 10/02/21       | 10/06/21          | 10/15/21 |
| November                                    | 10/03/21 10/16/21       | 10/20/21          | 11/01/21 |
|   | 10/17/21 10/30/21       | 11/03/21          | 11/15/21 |
| December                                    | 10/31/21 11/13/21       | 11/17/21          | 12/01/21 |
|   | 11/14/21 11/27/21       | 12/01/21          | 12/15/21 |
| January                                     | 11/28/21 12/11/21       | 12/15/21          | 01/03/22 |
|   | 12/12/21 01/01/22       | 01/05/22          | 01/14/22 |
| February                                    | 01/02/22 01/15/22       | 01/19/22          | 02/01/22 |
|   | 01/16/22 01/29/22       | 02/02/22          | 02/15/22 |
| March                                       | 01/30/22 02/12/22       | 02/16/22          | 03/01/22 |
|   | 02/13/22 02/26/22       | 03/02/22          | 03/11/22 |
| April                                       | 02/27/22 03/19/22       | 3/23/22           | 04/01/22 |
|   | 03/20/22 04/02/22       | 04/06/22          | 04/15/22 |
| May   | 04/03/22 04/16/22       | 04/20/22          | 05/02/22 |
|   | 04/17/22 04/30/22       | 05/04/22          | 05/13/22 |
| June  | 05/01/22 05/14/22       | 05/25/22          | 06/01/22 |
|   | 05/15/22 05/28/22       | 06/01/22          | 06/15/22 |

\*indicates 3 week period



# CEDAR HILL

INDEPENDENT SCHOOL DISTRICT

# 2021-2022

SCHOOL DISTRICT CALENDAR

| JULY |    |    |    |    |    |    | AUGUST |    |    |    |     |    |    | SEPTEMBER |     |    |    |    |    |    | OCTOBER |    |    |    |    |    |    |
|------|----|----|----|----|----|----|--------|----|----|----|-----|----|----|-----------|-----|----|----|----|----|----|---------|----|----|----|----|----|----|
| S    | M  | T  | W  | Th | F  | S  | S      | M  | T  | W  | Th  | F  | S  | S         | M   | T  | W  | Th | F  | S  | S       | M  | T  | W  | Th | F  | S  |
|      |    |    |    |    | 1  | 2  | 1      | 2  | CP | SD | SD  | SD | 7  |           |     |    | 1  | 2  | 3  | 4  |         |    |    |    |    | 1  | 2  |
| 4    | 5  | 6  | 7  | 8  | 9  | 10 | 8      | CP | SD | W  | (12 | 13 | 14 | 5         | H   | 7  | 8  | 9  | 10 | 11 | 3       | 4  | 5  | 6  | 7  | PC | 9  |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 | 15     | 16 | 17 | 18 | 19  | 20 | 21 | 12        | 13  | 14 | 15 | 16 | SD | 18 | 10      | H  | 12 | 13 | 14 | 15 | 16 |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 | 22     | 23 | 24 | 25 | 26  | 27 | 28 | 19        | (20 | 21 | 22 | 23 | 24 | 25 | 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 25   | NT | NT | NT | NT | NT | 31 | 29     | 30 | 31 |    |     |    |    | 26        | 27  | 28 | 29 | 30 |    |    | 24      | 25 | 26 | 27 | 28 | 29 | 30 |
|      |    |    |    |    |    |    |        |    |    |    |     |    |    |           |     |    |    |    |    |    | 31      |    |    |    |    |    |    |

| NOVEMBER |    |    |    |    |    |    | DECEMBER |    |    |    |    |    |    | JANUARY |    |    |    |    |    |    | FEBRUARY |    |     |    |    |    |    |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|-----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  | S        | M  | T  | W  | Th | F  | S  | S       | M  | T  | W  | Th | F  | S  | S        | M  | T   | W  | Th | F  | S  |
|          | (1 | 2  | 3  | 4  | 5  | 6  |          |    |    | 1  | 2  | 3  | 4  |         |    |    |    |    |    | 1  |          |    | 1   | 2  | 3  | 4  | 5  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 | 5        | 6  | 7  | 8  | 9  | 10 | 11 | 2       | CP | SD | (5 | 6  | 7  | 8  | 6        | 7  | 8   | 9  | 10 | 11 | 12 |
| 14       | 15 | 16 | 17 | 18 | SD | 20 | 12       | 13 | 14 | 15 | CP | W  | 18 | 9       | 10 | 11 | 12 | 13 | 14 | 15 | 13       | 14 | 15  | 16 | SD | PC | 19 |
| 21       | H  | H  | H  | H  | H  | 27 | 19       | H  | H  | H  | H  | H  | 25 | 16      | H  | 18 | 19 | 20 | 21 | 22 | 20       | H  | (22 | 23 | 24 | 25 | 26 |
| 28       | 29 | 30 |    |    |    |    | 26       | H  | H  | H  | H  | H  |    | 23      | 24 | 25 | 26 | 27 | 28 | 29 | 27       | 28 |     |    |    |    |    |
|          |    |    |    |    |    |    |          |    |    |    |    |    |    | 30      | 31 |    |    |    |    |    |          |    |     |    |    |    |    |

| MARCH |    |    |    |    |    |    | APRIL |     |    |    |    |    |    | MAY |    |    |    |    |    |    | JUNE |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|-------|-----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|
| S     | M  | T  | W  | Th | F  | S  | S     | M   | T  | W  | Th | F  | S  | S   | M  | T  | W  | Th | F  | S  | S    | M  | T  | W  | Th | F  | S  |
|       |    |    | 1  | 2  | 3  | 4  |       |     |    |    |    | 1  | 2  | 1   | 2  | 3  | 4  | 5  | 6  | 7  |      |    |    | 1  | 2  | 3  | 4  |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 | 3     | 4   | 5  | 6  | 7  | 8  | 9  | 8   | 9  | 10 | 11 | 12 | 13 | 14 | 5    | 6  | 7  | 8  | 9  | 10 | 11 |
| 13    | H  | H  | H  | H  | H  | 19 | 10    | (11 | 12 | 13 | SD | H  | 16 | 15  | 16 | 17 | 18 | 19 | 20 | 21 | 12   | 13 | 14 | 15 | 16 | 17 | 18 |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 | 17    | BW  | 19 | 20 | 21 | 22 | 23 | 22  | 23 | 24 | 25 | BW | 27 | 28 | 19   | 20 | 21 | 22 | 23 | 24 | 25 |
| 27    | 28 | 29 | 30 | 31 |    |    | 24    | 25  | 26 | 27 | 28 | 29 | 30 | 29  | H  | 31 |    |    |    |    | 26   | 27 | 28 | 29 | 30 |    |    |

## STAFF DEVELOPMENT

Aug. 4, 2021(AM) Aug. 5-6, 2021 Aug. 10, 2021 Sept. 17, 2021  
Nov. 19, 2021 Jan. 4, 2022 Feb. 17, 2022 Apr. 14, 2022

## CAMPUS PLANNING

Aug. 3, 2021 Aug. 4, 2021 Aug. 9, 2021 Dec. 16, 2021  
Jan. 3, 2022(AM) (PM)

## TEACHER WORK DAYS

Aug. 11, 2021 Dec. 17, 2021 Jan. 3, 2022 May 26, 2022  
(PM)

## HOLIDAYS

Labor Day • Sept. 6, 2021  
Fair Day • Oct. 11, 2021  
Thanksgiving Break • Nov. 22 - 26, 2021  
Winter Break • Dec. 16 - Jan. 4, 2022  
Martin Luther King Jr. Day • Jan. 17, 2022  
President's Day • Feb. 21, 2022  
Spring Break • Mar. 14 - 18, 2022  
Good Friday • Apr. 15, 2022  
Memorial Day • May 30, 2022

## BAD WEATHER MAKE-UP DAYS

April 18, 2022 May 26, 2022

## MARKING PERIODS

**FIRST SEMESTER** 8/12 - 9/16 9/20 - 10/29 11/1 - 12/15  
**SECOND SEMESTER** 1/5 - 2/16 2/22 - 4/8 4/11 - 5/25

## LEGEND

- ( ) Beginning-Ending Marking Period
- H Student & Staff Holidays
- SD Staff Development (All)
- CP Campus Planning
- PC Parent Conferences
- BW Bad Weather Make-Up Days
- W Teacher Work Day
- NT New Teacher Orientation- TIPS
- Summer Hours - June 10, 17, 24 • Jul. 2, 9, 16, 23, 30
- / If not Bad Weather Day, then Teacher Work Day

## GRADUATION

TBD