

**Metropolitan School District of Pike Township
Transportation Department**

**3950 West 56th Street
Indianapolis, IN 46254
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**OPERATIONS & PROCEDURES MANUAL
2023 – 2024**



SAFETY FIRST!



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TRANSPORTATION OPERATIONS AND PROCEDURES MANUAL

MISSION STATEMENT

The Metropolitan School District of Pike Township aims to develop students who:

- Develop an intrinsic passion for learning in and beyond school
- Take ownership and develop independence through choice and participation in authentic learning environments
- Challenge their intellectual curiosity using inquiry, critical thinking, multiple perspectives and problem solving
- Communicate their thoughts and ideas effectively through shared dialogue and collaboration
- Develop global understanding and respect of various cultures
- Reflect on their learning and see innovative possibilities

TRANSPORTATION BELIEFS

The Metropolitan School District of Pike Township Transportation Department believes in:

- Providing transportation to all eligible students in the safest; most efficient and effective manner possible
- Acting with honesty and integrity
- Forming productive and trusting relationships
- Demonstrating a professional and courteous demeanor in our contacts with our students, parents, staff members, and community members

TRANSPORTATION MISSION STATEMENT

Transporting students safely is the priority of the Metropolitan School District of Pike Township Transportation Department.

This manual will be revised as needed. The Transportation Operations and Procedures Manual is an official document and will be used in conjunction with the MSD of Pike Township Classified Handbook.

HUMAN DIGNITY POLICY

The Metropolitan School District of Pike Township has a diverse, multicultural school community – a fact the Board of Education considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings and concerns of students and community members and of meeting the moral imperative of an equal opportunity society, free of prejudice and discrimination.

The Metropolitan School District of Pike Township believes it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board of Education believes that all employees, parents/guardians and students are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens and productive members of society.

Accordingly, in this school district, statements or behaviors by any member of the school community which insult, degrade, harass, or stereotype any other person on the basis of disability, physical condition, socioeconomic background, ethnic or national origin, or religion are unacceptable.

Board of Education
M.S.D. of Pike Township
Board Approved 5/27/04

OPERATIONS AND PROCEDURES MANUAL

This manual has been developed to assist you in fulfilling your duties in the Metropolitan School District of Pike Township. Each bus driver/monitor is a valuable part of the successful operation of our school system. A good bus driver/monitor must assume the responsibility of both parent and teacher in the course of performing his/her assigned duties. Many times, the bus driver/monitor is the first and last staff person a student encounters during their school day. You are challenged to make riding your bus a positive experience for each child every day.

No greater responsibility can be given to an individual than for a parent to entrust their children to another for their safe delivery to school. Because of this responsibility, it is important that the issue of safety becomes paramount in everything a driver/monitor does. Gaining the confidence and respect of our patrons takes a concentrated effort and diligence to professionalism by each and every driver/monitor. Each day will bring with it new challenges and with those challenges the opportunity to make a positive impact on a young person's life. Take seriously your responsibilities as a driver/monitor and enjoy the opportunities that are offered.

THE PROFESSIONAL SCHOOL BUS DRIVER

The professional school bus driver has gained a reputation with the public as a skillful and courteous driver while behind the wheel of a school bus. The school bus industry and the general public look to the professional school bus driver to be a leader in demonstrating safety and courtesy while driving. All acts of courtesy by the professional driver will help maintain good relations with the general public and the Pike Township community. Your representation of this school district and the pupil transportation industry are enhanced by your courtesy, safety, and careful operation of your bus daily.

COMMUNITY RELATIONS

It is important that we establish and maintain a positive relationship with all members of our school community. Please keep in mind that due to our daily interactions with our students and parents we serve as ambassadors for our school district.

ATTENDANCE EXPECTATION

The MSD of Pike Transportation Department has the goal that all employees will achieve 100% attendance. Attendance is a major portion of the evaluation process. Attendance Notification Letters will be handed out to employees falling below 96%. Therefore, falling below 96% attendance could result in the following:

- 1st violation: Documented Verbal Warning.
- 2nd violation: Documented Verbal Reprimand and possible reassignment of route.
- 3rd violation: Written Reprimand and possible suspension.
- 4th violation: Disciplinary action taken at the District level.

If 4 days are missed in a semester, driver seniority privileges could be forfeited for the remainder of the semester. When 7 days are missed, driver seniority privileges could be suspended for the remainder of the year.

REQUESTED TIME OFF

A Pike Transportation Leave Request form must be completed by the employee requesting time off prior to the date of the absence. It is an expectation that drivers and monitors work all days specified in the school calendar. Therefore, drivers and monitors should schedule vacations during the regularly scheduled summer, winter and spring breaks. Absence requests will not be approved the day before or after holidays, regularly scheduled school breaks or major community events or to extend any vacation or recess period except for extenuating circumstances.

If sick days are requested before or after a regularly scheduled break, a doctor's excuse will be required before returning to work.

ATTENDANCE HOTLINE PROCEDURE

Any employee that is reporting an absence must contact the attendance hotline. The attendance hotline is the only acceptable way to report an absence.

Morning absences or tardies must be called in between the hours of 8:00 PM the night before the absence and 5:00 AM the day of the absence. Afternoon absences must be called in before 1:00 PM. The number to use is: 280-2428.

The following information needs to be provided when you call to speak to the Assistant Director or Designee:

- Your Name
- Bus Number
- Date of the absence
- Reason for the absence
- Special information that is needed i.e.: field trip, extra route, etc.

Employees who are off work due to an illness for three (3) consecutive days must submit a doctor's statement upon returning to work. If you have been out for medical reasons for more than 3 consecutive calendar days (please note Friday-Monday is 4 days) the employee must notify FMLA Source to begin the process to determine if your leave is FMLA approved.

CLOSING OF SCHOOL

Drivers/Monitors will receive an AutoDial call from the school district informing them of school cancellations or delays.

BACKING THE SCHOOL BUS

- Backing a school bus is very dangerous and should be done as seldom as possible.

- When backing is required as a part of a route, drivers should remember to pick up the students prior to backing (am) and drop off the student after finished backing (pm).
- When backing, drivers must always activate the hazard lights and honk the horn before backing.
- Drivers must never back up onto a busy roadway.
- If an accident occurs while a driver is backing, it is always the fault of the driver who is backing.
- Backing on school property is extremely dangerous and should not be attempted unless absolutely necessary.

STUDENT LOADING-UNLOADING

- Picking up and disembarking students on highway roads is not allowed.
- Students are not to cross busy streets to load or when disembarking a school bus.
- Students who must cross a street within a subdivision should wait for the driver's signal before crossing ten (10) feet in front of the bus. The students must be instructed to look at the driver before crossing.
- Students must never be allowed to cross the street behind the bus.
- For pick up, students must be ten (10) feet back from the edge of the street, curb, etc.
- Students must not approach the bus until the bus is completely stopped.
- Students must be seated before the bus can continue with the route.
- Students must remain seated until the bus is completely stopped.
- Drivers must keep the load door of the bus closed when vehicle is in motion.

MISCELLANEOUS

- Only Pike Township students, employees and authorized personnel are permitted to board a school bus. Pets or school projects that can be hazardous are not allowed on a school bus.
- For the proper supervision of students, drivers and monitors should remain on the bus while students are on board.

RAILROAD CROSSINGS

Drivers must stop at all posted Railroad Crossings.

- Turn hazard lights on approximately 200 feet before the tracks.
- Open driver's side window.
- Turn all sound off such as; heater defroster fans and radio.
- Stop 15 to 50 feet before the railroad tracks.
- Open door.
- Stop, Look and Listen.
- Close door before proceeding across the tracks.
- Turn off hazard lights after crossing the tracks.

PARKING BRAKE

It is our district procedure that a school bus must stop, set their parking brake and put the bus in neutral while picking up and dropping off students.

MIRROR ADJUSTMENT

Proper mirror adjustment could prevent accidents or save a student's life. From a normal seated position, you must be able to observe an object in the roadway in front of and on the sides of the vehicle inside a continuously visible rectangle which includes the length of the vehicle.

If you cannot adjust your mirrors to these specifications, please ask one of the CDL Trainers or a mechanic to assist. Remember, they are always there to help you.

ACCIDENT/SAFETY VIOLATIONS

Accidents and some safety violations are very costly to the school district and the community. Developing good safety habits and the continuous assessment of all drivers and staff throughout the school year promotes an attitude that demonstrates the importance of safety.

All property damage accidents or documented safety violations accidents can often be avoided through positive driving habits. Property damage accidents, personal injury accidents, incidents involving students and a student being left on a bus need to be reported to base immediately. All bus accidents should be reported as outlined in the Accident Emergency Procedure section of the Operations and Procedures Manuel immediately. Failure to immediately report any accident/incident will result in recommendation for termination.

Below are the definitions that will be used to determine disciplinary action, if any, for the following types of accidents/incidents. Each accident, incident, and road rash report should be called into base immediately and a written report should be submitted upon return to base.

- **Property damage** is damage to personal property either through another's negligence, willful destruction or by some act of nature.
- **Personal injury** is a legal term for an injury to the body, mind or emotions, as opposed to an injury to property.
- An **Incident** refers to a situation that involves a student and could involve injury to their person or their emotional well-being.
- **Road Rash** is a term that will be used to describe the small scratches, scrapes, bums and very limited damage made to the school bus that is assigned to a driver for the run on which they are the driver.

DRIVER'S CRIMINAL RECORD - BOARD POLICY #1521, 3121, 4121 AND 8121

During the course of his/her employment with the School Corporation, each professional employee shall be required to report his/her 1) arrest, 2) filing of criminal charges, or 3) conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported 1) arrest, 2) filing of criminal charges or 3) conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the staff member.

DRIVER STANDARDS

Refer to Indiana Code 20-27-8-1 for the complete code: "A person may not drive a school bus for the transportation of school children unless such person satisfies the following qualifications:

- A. Is of good moral character;
- B. Does not use intoxicating liquor during school hours or to excess at any other time and is free of the use of narcotic drugs.
- C. Is a person who is at least twenty-one years of age and who holds a valid Commercial Driver's License issued by the State of Indiana;
- D. Every school bus driver applicant and every school bus driver shall meet the following physical requirements:
 1. Sufficient physical ability to drive a school bus (refer to IC20-27-8-1)
 2. Possession and full normal use of both hands, both arms, both feet, both legs, both eyes and both ears;
 3. Freedom from any communicable disease;
 4. Freedom from any mental, nervous, organic or functional disease which might impair a driver's ability to properly operate a school bus (Diabetics using insulin on a regular basis are restricted from driving a school bus);
 5. Possession of a visual acuity, with or without glasses, with at least 20/40 in each eye and a field of vision with 150 degree minimum and with depth perception of at least 80%.
 6. Must pass a DOT physical exam by the department's designated occupational health clinic.

DRIVER QUALIFICATIONS/CERTIFICATIONS

All drivers are required to hold in their possession a valid Indiana Commercial Driver's License or permit at all times while operating a bus. The actual license, *not a copy*, must be on the person while operating the commercial vehicle. Do not allow your license to expire!

All drivers, to prove fitness for duty, are required to undergo a DOT/CDL physical examination required by the Indiana State code for a bus driver. The initial physical is to be performed by the Pike Township designated occupational health clinic. This physical is to be renewed every two (2) years or sooner if determined by the DOT regulations. If you choose to go to your own DOT Certified Doctor for your physical, Pike will not pay. It is the driver's responsibility to bring in proof that the doctor of their choice is DOT Certified.

The newest physical supersedes any others. If the newest physical states that the driver is disqualified, said driver cannot operate a bus until a valid physical is obtained. Drivers must make

sure their next physical is completed in time to be received by the Indiana Department of Transportation before the expiration date.

It is the driver's responsibility to notify their employer if his/her physical is disqualified. The exam form is to be with the driver when driving a school bus. A copy is to be given to Pike's Transportation Department to be kept in the employee's file. Any certification allowed to expire will be at "no pay" unless personal business days are available.

All drivers are required to hold a current Indiana State School Bus Committee Certification card (Yellow Card), which states he has enrolled in or has completed a course in school bus driver safety education. This certification is renewed yearly by completing a State Safety course. If the certification card is allowed to expire, the driver will not be allowed to drive until he/she is recertified. This may include attending the three day class. The driver will not be paid for time off unless he/she has personal days to cover the absence.

As part of the driver's continued employment, Pike Township will request driving reports from the BMV at least twice (2X) per year to insure the validity of the employee's license and to check for infractions or points against the driver's record.

Any driver who was issued a Standard Certificate of the annual safety course after January 1, 2002 must meet the "School Bus Driver Physical Performance Standard and Measurements" requirements. Any certification allowed to expire will be at "no pay" unless personal business days are available. Extenuating circumstances will be evaluated.

As of August 2008, all drivers/monitors must meet the Physical Performance Standards. Renewal of the School Bus Driver Physical Performance Standard will occur annually. Any and all renewals of license, certification cards or DOT physicals need to be given to the Transportation Office for copying for our records.

PROFESSIONAL DEVELOPMENT TRAINING

All drivers/monitors receive "special needs" training on a yearly basis so they will know how to properly assist students with multiple needs. CPR and First Aid training are mandatory for all drivers/monitors. CPR and First Aid Training will be repeated every two years also. The Physical Performance Standard Test, which is a State Law, will be administered at this time. In alternating years, drivers will be expected to participate in a refresher course consisting of backing exercises, road skills and mirror adjustment or CPR/First Aid Training. It is also an expectation that all drivers/monitors participate in professional development training deemed necessary by the Transportation Director or Assistant Director.

CONTRACTED DRIVERS

Upon receipt of a contract to drive a school bus, the driver is eligible for benefits. During contracted hours drivers are expected to drive their assigned route and complete additional student

pick-ups if directed by the administrative team. Prior to the expiration of the contract, the driver will be given an opportunity to indicate if he/she wishes to renew their contract.

Drivers are contracted for 183 days; students attend school for 180 days. The three extra days are for certification and other meetings as may be determined necessary. The Administrators will determine how the fifteen (15) hours will be used.

All contracted drivers will be awarded seven (7) sick and two (2) personal business days per year. Those days will be replenished on a yearly basis in August. For specific information regarding any benefit, please refer to the M.S.D of Pike Support Staff Handbook.

PAYROLL FORMS AND PAYROLL INFORMATION

Pike Township contracted school bus drivers will be paid on a 26 pay rotation. The township has the right to adjust pay periods if needed for calendar years that do not calculate to the even pay periods.

Time Sheets – Payroll time sheets must be signed on or before Monday morning after pay day. A copy will be made and placed in the employee’s mailbox. It is the employee’s responsibility to review and report any discrepancies. If there is an error, it must be corrected before signing. Employees must keep track of their hours to make sure the time sheet is reported correctly. Recording false information on time sheets is fraud and grounds for immediate dismissal. Once payroll is submitted to the Central Office on Monday afternoon there will be no changes. The Transportation Department reserves the right to change time sheets to reflect accurate hours worked.

NON-CONTRACTED DRIVERS

After completion of driver training, receipt of certification from the State of Indiana and receipt of a CDL license, a driver is then eligible to serve as a non contracted bus driver. The newly hired non contracted driver will serve a probation period of 45 **work** days. During the probation period, a non contracted driver will be evaluated on the following:

- Attendance
- Punctuality
- Ability to follow rules and regulations
- Care of equipment
- Attitude and flexibility
- Cooperation with supervisor and building principals, staff and parents
- Personal appearance and conduct
- Driving habits
- Ability to maintain discipline

Once the 45 **work** day probationary period has been completed, based on driver evaluation and availability, a contract will be offered to the new driver. Contracts will be offered at least once a year and at the director’s discretion. The first contract will be offered in or around October. All new and rehire drivers will start at base pay. Drivers who are not available for both morning and afternoon routes will not be eligible for a contract.

DRIVERS REPORTING TO WORK

Non contracted drivers will be expected to work five (5) hours per day, the supervisor or designee will supply a schedule of daily duties which could include: bus cleaning, filing and other tasks as needed.

Any time a non-contracted driver is assigned to a route that has a 4:45 p.m. late bus, they will be expected to run that late bus. If a substitute driver has a two-route assignment without a 4:45 pm late bus attached, the driver will be expected to check with the night dispatcher to see if there are any uncovered late buses to complete his five (5) hour requirement.

SENIORITY

Seniority is determined by the date of hire. The hire date is the first day that the non-contracted driver is available to drive after their CDL training has been completed. If more than one person is hired on the same day, the birth date of the employee determines the seniority position, oldest to youngest. Seniority will not be the sole determining factor when placing staff on routes. Seniority privileges will be suspended when a driver is placed on probation and last through the duration of the probationary period. If an employee is a rehire, their new seniority date will be the actual rehire date. Past years' experience will not be recognized and rehire must be willing to serve as a substitute.

OPEN ROUTES

Routes that are open at the beginning of the school year will be filled on a seniority basis. Past work performance will also be a determining factor. The Transportation Director or Assistant Director at his/her discretion, may fill routes with whomever he/she determines to be the best fit for that specific position. Throughout the year routes may or may not be posted. Routes are not guaranteed to stay the same. Drivers are hired as Pike Township employees and not for a particular route. The transportation Director or Assistant Director may change or modify routes to meet the needs of the system.

Open routes will be posted as necessary for 3 consecutive days. After the third (3rd) day the position will be assigned.

BUS ASSIGNMENT (UP GRADES)

Buses are assigned to drivers at the discretion of the Director or Assistant Director.

RESIGNATION/REHIRE OF POSITION

Should a driver voluntarily terminate a position and leave the employment of the township that employee will be considered for re-employment under the following conditions:

- Previous performance must have been satisfactory.
- A non-contracted driver must be willing to drive any given route.
- Employee's new seniority date will be the actual rehire date.
- Past years' experience will not be recognized.

SUSPENSION AND DISMISSAL

- A routine record check is made a minimum of two times (2X) per year with the Bureau of Motor Vehicles Records (BMV) on all drivers of company vehicles.
- Any driver may be suspended, with or without pay, for negligence, failure to follow state laws or failure to follow adopted Board policy and procedures.
- **A driver may be suspended for not checking his or her bus after each route or trip.**
- Grounds for immediate discharge, without notice, include the following:
 1. Reporting to work while under the influence of alcohol or drugs, or in possession of illegal drugs.
 2. Fighting, stealing, cursing or evidence of low moral character.
 3. Abusive language to those in authority.
 4. Refusal to follow direct orders.
 5. Driving illegally with suspended license or other documentation. (Expired certification card or physical).
 6. Failure to follow “Employee Conduct” policy set forth in this manual.
 7. Failure to follow the “Attendance” policy set forth in this manual.
 8. Unauthorized use of the bus.
 9. Leaving a child or children unattended on the bus or not checking the bus after each route and leaving the school with a child on board.
 10. Failing to report an incident involving a student, including a student remaining on the bus.
 11. Allowing one of the last students on the bus to turn off the child reminder button.
Any employee caught in an act of deception, lying or hiding an incident to protect his/her job position. Not abiding by the “Human Dignity” policy set forth by the Board of Education.

LICENSING, PERSONAL INFORMATION

It is the responsibility of each employee to keep all licensing and certification current and on record in the Transportation Office.

- Drivers must renew their CDL license prior to the expiration date. A copy must be kept on file
- When drivers renew their physical examination, they must provide a copy of the exam to the Transportation Office for processing. We will fax this information to the Bureau of Motor Vehicle’s Medical Division
- Any and all changes in your status such as name change, address change, phone, emergency contact, change to your license, etc must be reported to the Transportation Office immediately.

PERSONAL APPEARANCE FOR ALL STAFF

It is expected that all Pike employees demonstrate a level of professionalism in their appearance that is commensurate with the importance of our work with students. With this in mind, the following

guidelines have been established for all Pike employees to demonstrate our commitment to setting good examples for students to follow as well as respect:

- A. Clothing worn shall be clean and free from holes and tears.
- B. Clothing free of any ornamentation that is disruptive, offensive or inappropriate for a school setting.
- C. Footwear worn that will help ensure reasonable safety for job activity.
- D. Clothing will be sufficient length and looseness for necessary body coverage while standing and in positions of movement so as not to be revealing of cleavage, midriff or abdomen, lower back or buttocks, or upper leg.
- E. Jean pants are not considered regular school attire but may be worn on designated days and as warranted by the day's activity.

Violation of these guidelines in any given school year will be addressed as follows:

- 1st violation: Verbal warning
- 2nd violation: Verbal reprimand
- 3rd violation: Written reprimand
- 4th violation: Disciplinary action taken at the District level

AUTHORIZED SHOES

Shoes are a part of the professional driver's/monitors attire to help insure safety is set as a high standard. Shoes are to have a closed toe, and be attached securely to the heel of the foot. The heel of the shoe should not be taller than 1 inch. It is an expectation that the authorized shoes will be worn while walking on school property.

Failure for a driver/monitor to adhere to wearing proper shoes could result in disciplinary action that could include termination.

MEDICATION/HEALTH IMPAIRMENT

It is the driver's responsibility not to use or be under the influence of any substance that might affect the driver reaction time and performance. If the Director or Assistant Director has a concern about any medication that an employee may be using, the employee will be removed from his/her route, evaluated by the company's designated Occupational Health Center and will be required to provide a release from his/her doctor.

MAILBOX

Please remember to check your assigned mailbox on a *daily* basis. If a driver/monitor does not check their mailbox, it could result in newly enrolled children not being picked up and transported to school.

INSPECTIONS & PRE-TRIP INSPECTIONS

It is the driver's responsibility to make sure the bus is roadworthy and ready to drive by performing a pre-trip inspection each morning and afternoon prior to starting the route. Furthermore, the driver must arrive at the bus lot in sufficient time to perform this inspection, to have minor repairs made or to take a spare bus in order to be on time.

It is the driver's responsibility to start his/her bus early enough to have the heating and defrosting system warm, to remove all ice or snow from the glass and to make all inspections of the vehicle.

CHILD REMINDER SYSTEM

The child reminder system is a device installed on each bus to insure that all drivers check for any remaining students before leaving their assigned buses. The system is connected to either the ignition or brakes of the vehicle and can only be disarmed at the end of the run when shutting down the engine. Each series of buses are furnished with a direction card on how to disengage the child reminder system. Please contact one of the mechanics or trainers if you are uncertain about the procedure to disarm the child reminder device in the bus you are driving.

STUDENT LEFT ON A BUS

Effective July 1, 2009, Senate Enrolled Act 228 requires the driver of a school bus or special purpose bus to visually inspect each seat within the bus at the end of each trip, during which passengers are transported to determine that no passengers remain on the bus. It also requires the owner (MSD Pike Township Director of Transportation or designee) to report each incident in which a passenger is left on the bus to the superintendent and requires the superintendent to report this information to IDOE. A violation of these provisions is a Class C infraction.

Once a child is found on the bus you must immediately notify base and submit a completed incident report form to the Director of Transportation or designee. If a student is left on a bus, the driver may be recommended for termination.

PERSONAL PHONE CALLS, CELL PHONES

All office phones are used for business purposes. Please do not ask the office staff to make personal phone calls or take messages unless there is an emergency.

The Transportation Department absolutely forbids the use of a cell phone while a driver is driving a bus. Wireless devices (blue tooth) are also prohibited. Operating a school bus requires the full attention of the driver.

In the event of any emergency in which an employee believes they need to use a cell phone they need to find a safe location to pull out of the line of traffic and come to a complete stop to make or receive the call. Once the call has ended, put the phone away and resume your route. Do not wear hands free devices while driving routes as it sends bad signals to our public.

IC 9-21-8-59

Use of telecommunications device while operating a moving school bus will result in recommendation for termination.

Sec. 59. (a) A person may not use a telecommunications device to:

- (1) Type a text message or an electronic mail message;
- (2) Transmit a text message or an electronic mail message; or
- (3) Read a text message or an electronic mail message; while operating a moving motor vehicle or unless the device is used to call 911 to report a bona fide emergency.

DRIVER SEAT BELT

The driver must properly wear the seat belt at all times while driving the bus. Putting the shoulder strap behind the driver's back does not constitute wearing the belt properly. If the seat belt does not fit the driver properly – the driver should contact one of the mechanics or head trainers and get an adjustment or an extender.

EQUIPMENT USAGE

Drivers are to perform route assignments or trips as assigned and return the vehicle to the proper parking space. Vehicles may not be taken home or stops made other than those approved by the Transportation Director or Assistant Director.

Properly securing the bus at the end of each day is important. Close all windows, hatches, doors, empty the trash container each night and turn off the headlights. Report any maintenance problems to the garage followed up by a work order. Damages due to negligence will result in disciplinary action leading to possible termination.

REPORT TRAFFIC TICKETS

A traffic ticket or warning notice issued to a driver while on duty must be reported immediately to the Transportation Director or Assistant Director. Any failure to report an incident that involves any detainment by a police officer could result in immediate termination.

Any traffic ticket or conviction that results in points against a driver's license incurred by a driver while off duty (*or while in private vehicle*) must be reported immediately.

Letters informing a driver of possible suspension of their CDL license must be reported to the Director or Assistant Director immediately.

TWO-WAY RADIO PROCEDURES

- Radios must remain on with the volume turned up.
- The two-way radios are installed on school buses for emergency and official business only. The radio can be very useful in case of accidents, mechanical problems and other emergency situations. In addition, the radio may be used to obtain route and student information.
- Drivers shall not use the two-way radio for personal, non-emergency or non-business purposes. Most business can be conducted after the bus route by telephone or in person. Drivers shall not use the radio to deliver messages to other drivers and ask other drivers for

their ETA to the base. Any message, other than school business, should not be sent over the airways.

- Drivers will try to keep radio transmissions to an absolute minimum. Messages shall be brief, to the point, factual and without emotion.

AM/FM & PERSONAL RADIOS

Do not play the radio or music from other electronic devices while students are on board.

IDLING GUIDELINES

Due to fuel costs, we need to be extremely conscious of fuel usage. An idling bus burns ½ gallon of fuel per hour. It is the driver's responsibility not to waste fuel needlessly.

School bus engines, should not idle more than a few minutes and do not normally put out warm air until actually pulling a load. Extended idling could cause engine damage.

SPEED GUIDELINES

Indiana Code 9-21-5-14

1. A person must not operate a school bus at a speed greater than:
 - a. Sixty (60) miles per hour on federal or state highway.
 - b. Forty (40) miles per hour on a county or township highway.
 - c. Twenty-five (25) miles per hour in school zones.
2. If the posted speed limit is lower than the absolute limits set in this section or if the absolute limits do not apply, maximum lawful speed of a bus is the posted speed limit.
3. Any violation of Indiana Code 9-21-5-14 will result in disciplinary actions.

GPS VIOLATIONS

The Transportation and the Security Department will be monitoring idling and speeding violations through our GPS technology. The GPS system will also provide drivers with data supporting their excellent and professional service when questioned. GPS verified violations will also be addressed under the Accident/Safety section of the evaluation.

STUDENT CONDUCT & DISCIPLINE

The driver and monitors shall keep order and maintain discipline among the students while on the school bus. State law places responsibility for the students and their actions on the driver. Therefore, a bus driver should not place a student in position of bus monitor. However, it is acceptable to designate students as helpers for emergency evacuation and other more routine matters.

When a student violates any of the school bus rules and regulations, a discipline form will be completed and turned in to the building principal or designee. The driver should keep the gold copy of the violation form. Action taken should be noted on the pink copy and returned to the driver. It

will be the decision of the school administration to determine, if any, what penalty will be given to the student, not the driver or monitor.

Conferences that result from student discipline procedures are considered to be a part of the driver's/monitor's responsibility and will be given additional compensation. Anything over contract time will be determined by the Director of Transportation.

- a) Students' actions before boarding or after leaving the bus are the responsibility of the student and his parents, custodian or legal guardian. Disciplinary actions could result from student behavior on bus stops.
- b) Bus Driver Relationships with Students:
 1. Drivers should have a sympathetic understanding of the problems, moods and individual differences of pupils.
 2. Drivers should try to learn as many students' names as possible.
 3. Do not make statements that you cannot enforce.

FIGHTS/PHYSICAL CONTACT

When the driver/monitor cannot control a situation and security is called, do not move the bus from that location. Wait for security! Only contact security if there is physical aggression or a situation exists that creates a safety hazard for the driver and students.

BUS DRIVER RELATIONSHIPS WITH PARENTS

1. *The driver is a public relations agent* for the school district and must be polite and professional in their dealings with parents. Do not attempt to handle problems through the door of the bus. Arrange to call by phone or refer the parent to the Principal or Director of Transportation.
2. *The parents* of the students on each bus expect a safe trip to and from school each day. It is the driver's job to establish in the parents' minds a feeling of security in the transportation of their children. *The 'feeling of security'* can be established and maintained through consistent safe driving procedures. It develops good customer service. Drivers that are inconsistent, unsafe or do not handle issues on the bus appropriately generate dissatisfied customers and phone calls in to the office/Director.

Seating charts will minimize discipline problems. The driver or building administrator *may* establish seating charts for students. Students are required to sit in their assigned seats. Failure to sit in an assigned seat is considered an infraction of the rules and such a student should be referred to the principal for discipline. The seating chart should be updated regularly and kept in the black notebook on the bus. All seating charts are to be completed and given to the elementary administrators upon request. ALL ELEMENTARY ROUTES ARE TO HAVE ASSIGNED SEATS.

BUS ROUTE INFORMATION

Drivers are to drive routes as they are written. The driver may make changes to improve the efficiency of the route *when the Director or Assistant Director approves* those changes. The changes **must be** updated in the computer by the routing specialist. (It is the driver's responsibility to keep an up-to-date route description on the bus at all times.)

If a route is changed such that the time of pick up or drop off is greater or less than TEN (10) minutes from schedule, a letter giving at least two days' notice to parents must be sent home with the students.

Drivers are paid to complete a mandatory "dry run" at the beginning of each session and Summer School route. To receive pay, a driver must 10'8 before the dry run and complete the proper paperwork for payroll. Dry run pay rate is a maximum of \$20.00.

PICK UP LOCATIONS

Routes and pick-up points will be based upon consideration for safety, age of student and efficiency. Students should not be released from the bus at a location that is deemed unsafe. The driver shall pick up and discharge pupils only at scheduled bus stops between the homes and school or the school and home. Requests by individual students to get off the bus at unauthorized stops shall be denied unless the driver receives a note, signed by a school administrator or verified by the Transportation Office.

K -1 DROP OFF GUIDELINES

All kindergarten and first grade students must be met at the bus stop or in line of sight of a parent, guardian or responsible older sibling.

SCHOOL ARRIVAL AND DEPARTURE TIMES

Morning routes are scheduled so students are not delivered to school any earlier than necessary. Generally, arrival times should be no earlier than five (5) minutes prior to unloading. This is necessary to reduce the amount of time students spend at school in the bus before classes begin. Afternoon drivers need to be at their respective school ten (10) minutes prior to dismissal times. Once students begin to board the bus all drivers and monitors must be on their bus to receive and supervise the students. The driver will use major thoroughfares when traveling from the base to individual schools and vice versa. Drivers should not cut through neighborhoods.

PROHIBITED TRANSPORT ITEMS

Animals, insects, toys of any size, potted plants, firearms, fireworks, extremely large instruments, glass or other dangerous or unsanitary objects shall not be permitted on the bus.

LATE BUS (4:45) & EXTRA LATE BUS (5:30 - 6:00)

Those drivers who do not have a route with three (3) schools are required to drive a (4:45) Late Bus, which normally is scheduled twice (2) a week. If your load is light or none at all, you may be expected to help with a late bus route. Do not refuse a school official's instructions. Assigned 4:45 late buses are part of a route. If a driver cannot drive the assigned 4:45 late bus, he/she must take the afternoon off.

Late Bus routes that start later than 5:00 pm may be considered extra pay. The Extra Late Bus routes will be assigned to the senior contracted drivers. Job performance and attendance will also be determining factors. Extra Late Bus routes are paid a minimum of one and a half (1.5) hours at

the drivers pay rate to a contracted driver. Poor attendance could cause forfeiture of late bus route. Extra Late Bus drivers will be replaced after the third unexcused absence.

The students that ride these buses do not ride each day; therefore, the driver is given a “basic area” called zone, in which to deliver these students. In order to accommodate these students and safely deliver them home, the driver is required to do the following:

1. The driver will have a general zone or area to cover. These routes will vary and the driver may need to deviate from the route to get students close to their home.
2. The driver will ask each student in what neighborhood he/she lives in order to best deliver students in a timely manner.
3. Guidelines for student drop offs are:
 - Elementary students no farther than *one (1)* block from their home,
 - Middle school students no farther than *two (2)* from their home,
 - High school students no farther than *three (3)* blocks from their home.
 - The driver must take into consideration the students’ age, weather conditions and the condition of the streets (construction) in regards to the drop off location.
 - The drop off location should never force students to walk along or cross busy streets.

STUDENT ROSTER

- Drivers will be provided a roster at the start of the school year. Drivers should update the roster by hand as soon as new students are added during the year. New students enrolling after the first two weeks of school will present a bus pass to the driver. The driver can update the roster with the information found on the bus pass. When finished, the pass should be turned in to the office for processing. It is the obligation of the driver to schedule with a routing specialist an update session for his/her route description whenever there has been a change. Drivers should never leave students on the stop. When in doubt contact base for guidance.

ROUTE BOOK

Each bus is to have a black binder that should remain on the bus and it should contain the following:

- Current route description
- Special Transportation Request for special needs students
- Emergency Manual for the driver informing his/her of exactly what to do in the case of an accident.
- Emergency Call List

Do not leave the old route descriptions in the black binder. Throw them away!

UNAUTHORIZED PASSENGERS

Bus drivers should not transport any persons other than Pike Township students or Pike employee unless approved by the Director or Assistant Director. This applies to spouses, children and parents of students.

EXTRA RUNS – MID-DAY- SUMMER WORK

Extra Runs are routes driven during the middle of the day (*after AM routes and before PM routes*). The Transportation Routing Specialist will prepare the routes and the driver is to be available for the duration of the time being paid.

Drivers may sign up for Extra Runs at the beginning of each school year at the orientation meeting. The routes will be assigned to the senior contracted drivers who hold an assigned route with consideration of attendance and job performance.

If a driver is off for a period of time, his/her mid-day route may be reassigned for consistency. The total time the run is held for the driver is at the discretion of the Transportation Director with consideration to the driver's performance. If a driver is assigned to be a regular routed midday driver, he/she must drive the route assigned and will no longer be eligible for the substitute mid-day list. It is a privilege and a responsibility to have a mid-day route and the driver is to take this position seriously. *Poor attendance or poor job performance, either on regular routes or on mid-day routes, may be grounds for loss of the mid-day run. Anything less than good attendance and job performance will cause a forfeit of the route.*

Mid-day drivers will be compensated their hourly rate based on actual drive time. As student ridership changes, mid-day routes can be adjusted, combined and/or discontinued.

Drivers are not allowed to reassign (cover) their extra runs. Assignment changes are made through the office only.

SUMMER WORK

Summer work will be assigned to drivers based on the needs of the district using the following criteria:

1. Seniority
2. Maintaining 96% attendance rate.

UNEMPLOYMENT

Employees of Pike Township are NOT eligible for unemployment compensations during any and all customary breaks. Since you are ineligible for unemployment compensations during these breaks, any application for unemployment compensation during such a break will be considered as evidence of your intent to resign your employment and our records will reflect such resignation.

FIELD TRIP ASSIGNMENT

- To be considered for a field trip, drivers must sign their name to the field trip list.
- Driver availability will be considered when assigning field trips.
- The driver will be notified that a trip has been assigned to him/her. Your mailbox must be checked each day.
- Drive only the bus that has been assigned to you for that field trip. Do not take any other bus without expressed permission of the Director, Assistant Director or Field Trip Coordinator or Head Mechanic.

CANCELLATIONS OR RETURN OF TRIPS

1. If a driver cannot do a field trip, he/she should return the field trip sheet to the dispatcher at least 24 hours prior to the trip. Do not give the field trip sheet to another driver.
2. Drivers that turn in trips will be taken off the list after three (3) trips are returned in one semester.
3. If a driver is a “no show” for *any* reason, they will be removed from the field trip list.
4. If the school cancels a field trip and the driver is notified beforehand, the trip will not be counted against the driver and he/she is given the next available trip.
5. Should the driver be notified of the cancellation *after* arriving at the pick up location, that driver will receive the minimum compensation expected on a field trip.

FAILURE TO DRIVE ROUTE DUE TO AN ABSENCE

If a driver does not drive his/her morning or afternoon route, the driver will not be permitted to drive a mid-day, after school activity route or a field trip. This also applies to a driver that calls off during the week of an assigned weekend field trip. That trip will be forfeited and reassigned.

FIELD TRIP DRIVER RESPONSIBILITIES

1. Your Pre –Trip Inspection is a must. A pre-trip inspection is mandatory just like preparing for a route. You must allow enough time for this inspection and add this time onto your field trip form (*max 15 minutes for pre-trip inspection*).
2. Arrive at school on time for the trip (15 minutes ahead of departure time). Exception is when a driver has had a previous assignment that does not allow the full 15 minutes. The driver is still to arrive *ON TIME*. It is extremely important that we are punctual and professional.
3. All drivers assigned to a field trip must remain with that assignment and at the site location until the conclusion of that trip.
4. Unwarranted additional mileage and/or personal use of the bus will not be permitted.
5. Permission must be received from the Transportation Department to extend a field trip or to add a last minute destination.
6. Drivers need to fill out a trip sheet, which should include the following information.
 - Start time
 - Destination time
 - Leave destination
 - Return time

- Odometer reading at the beginning of the trip
 - Odometer reading at the end of the trip
 - Sponsor verification of departure and return times
 - Sponsor signature
7. Post Trip Inspection includes
- Check for objects left behind
 - Sweep out bus
 - Refuel the bus
 - Empty trash container
 - Trip sheets should be turned in immediately following the trip.

Post Inspection will add 15 minutes to your trip time.

OTHER IMPORTANT INFORMATION

1. Field trip drivers should not take extra passengers unless approved by the field trip sponsor and the Director of Transportation.
2. On overnight trips, a driver may not exceed six (6) hours of consecutive drive time per day without eight (8) hours of sleep time. Please know that sleep time is non-paid. The group sponsoring the trip shall pay overnight lodging for the driver. Meals may be paid by the sponsoring group but is not required. The transportation department is not responsible for meal reimbursement.
3. A trip driving 20 miles or more one way will be paid at the driver's rate of pay. If a driver has to shuttle passengers; the driver will be compensated at the Field Trip Pay rate.
4. Field Trip Pay is defined as a flat rate of \$10.00 per hour.

USE OF BREAKROOM & COMPUTER LAB

1. **NO SMOKING** on school grounds or in any company vehicles. See Tobacco Policy.
2. Employees should clean up after themselves in order to keep it a pleasant place for all employees.
3. The phone in the Computer Lab is the only phone available to drivers and monitors. Employees need to keep the calls as brief as possible. Employees should not go to the office area to use one of the office phones.
4. Due to limited space only Pike employees are allowed in the break room and computer lab.

The Human Dignity Policy should be followed at all times.

ACCESS TO BUS LOT

Access to the bus lot after hours or on weekends will be by access card. The access card will be available from the Transportation Office. To obtain a card, see the Field Trip Dispatcher or Assistant Director. Do not loan this card out to any other person. You will be issued a gate card and will be expected to turn the card in at the end of your trip. It will be the responsibility of the person the card was issued to make sure it is returned to a supervisor.

ACCESS TO GARAGE

Drivers are to stay out of the garage area unless you need to report a mechanical problem that has occurred on your bus. Upon entering the garage, the driver should contact the Head Mechanic on duty at that time. Otherwise, drivers should not be in the garage area for safety reasons.

FUEL

- Drivers should keep the fuel tank at least half full at all times.
- *Fuel tanks should NEVER be filled while students are on the bus.*
- Drivers should check the oil and inform a mechanic if the oil level is low.
- Take care in pumping fuel to avoid fuel spills. *Do not leave the bus unattended during fueling.*
- Replace the fuel cap on the bus before leaving the fuel island.

RADIATOR

- Drivers should check the level of the fluid and inform a mechanic if any fluid is low.
- Drivers are responsible to notify a mechanic if the bus is running hot or if a severe loss of coolant occurs.
- Drivers should not add water after anti freeze has been put in the radiator.
- CAUTION: DO NOT remove the radiator cap while the engine is hot.
- Drivers with buses equipped with radiator overflow bottles should follow procedures outlined by the mechanics.

CLEANLINESS

Bus cleanliness is the responsibility of the driver and monitor. All drivers/monitors are expected to maintain a clean and presentable bus at all times. This also applies to the spare buses that drivers may use on a temporary basis.

Drivers/monitors are expected to:

- Sweep out buses, empty and clean wastebaskets, clean headlight and taillights, clean front and rear windows daily. **DASH TRASH IS NOT PERMITTED AND IS AGAINST THE LAW!** A driver can be ticketed adding steep fines and points to their license.
- Clean the passenger windows, dash and instrument panel weekly.
- Wash and mop the floor monthly.
- Wash the exterior of the bus once (1) each week.
- Remove all gum from any surface of the bus on a daily basis.
- Keep things off the dash and away from around the driver's seat.
- Do not allow students' lost items to accumulate on the bus. After a couple of days, turn the items into the lost and found at the students' school.

SUB BUSES – RESPONSIBILITY OF USE

Pike Township retains a number of buses each year to be used specifically as sub buses. Sub buses are maintained to be used in the case of bus breakdowns or the maintenance schedule of a driver-issued bus. Drivers should only take a bus that has been issued to them from the maintenance department. The proper maintenance of these buses is the responsibility of each driver that uses them. A sub bus is to be treated just as if it were your regular bus.

SERVICE SCHEDULE

Buses will be serviced at regular intervals. The bus driver will be notified by the garage when the bus they are using is due for service. The driver will be given a spare bus while the service is being completed. The garage will attempt to keep the bus as short a time as possible. Drivers will be notified when to exchange the spare bus for their regular bus after servicing.

REPORTING BUS MECHANICAL PROBLEMS

Breakdowns or mechanical malfunctions can be safety hazards. Through periodic inspection and routine replacement of parts and lubricants, school buses should be in excellent operating condition at all times. (Minor repairs such as lights out, broken glass, defective switches, broken or torn seats, etc., are to be reported by the driver.) Mechanical problems sometimes arise unexpectedly and must be dealt with immediately. It is the driver's responsibility to report ALL malfunctions as they occur. Write up forms for repairs are available at the garage customer service door.

Repairs will be made as soon as possible however; the Head Mechanic has the responsibility of establishing the priority on all repairs. Consideration must be given to the availability of spare parts, extent of the repair and the amount of garage time necessary.

Servicing of vehicles by non-school personnel is *strictly prohibited* except when a driver is away from the school district on a special trip and encounters mechanical difficulty. Minor repairs may be made in order to get the vehicle back to the school district after consultation with the Head Mechanic or his/her designee. If major repairs are required, the driver should contact the Head Mechanic, the Director, Assistant Director, or Transportation Office Staff.

VEHICLE BREAKDOWN

In the event that the school bus should become disabled during a regular route, the Transportation Department should be notified immediately. This should be done after the bus is parked in the safest possible position and the safety threat to the students is determined and made minimal. Bus drivers should never leave their students unattended.

The driver should report via radio to the Head Mechanic immediately. The driver should state the bus number, exact location, nature of the problem and wait for instructions before leaving the vehicle.

UNDER NO CIRCUMSTANCES SHOULD THE BUS BE TOWED OR PUSHED BY ANOTHER VEHICLE UNLESS IT HAS BEEN ARRANGED BY THE MECHANIC IN CHARGE.

STATE POLICE INSPECTION

Each year all school buses are inspected by the State Police as required by law. At that time, they receive the appropriate State Inspection Sticker. In addition to this annual inspection, the State Police are authorized to conduct “spot checks” to assure that school buses are maintained in the condition necessary to pass the annual inspection. Law requires spot checks and a second evaluation for all buses twelve (12) years old or older each year. These inspections serve to evaluate and stimulate our regular program of school bus maintenance.

Bus drivers are expected to have their buses in clean condition inside and out at all times and ready for any inspection and to report any minor mechanical problems to the bus garage.

The Indiana State Police indicate the items below are violations and can be ticketed. Please remove the following items from your bus:

Trash and excess paper

- Trash or paper by switch panel
- Trash or “lost” items on dash - Dash Trash
- Trash behind heaters
- Trash around and under seats
- Carpet under driver’s seat
- Carpet in entrance
- Litter or trash in entrance
- Ladders
- Trash containers are to be secured
- Brooms/mops on bus
- Coat hangers
- Stickers, magnets and pictures over mirrors, dash, overhead panel, inner body and emergency exit signs
- Objects on or near fire extinguishers

BUS MONITORS

Monitors are hired as Pike Township employees and not for a particular bus or bus driver. Bus Monitors will be placed to assist a special needs student while the students are on board. Monitors will attend the Special Needs Training Course provided by the Transportation Department on a yearly basis.

The monitor must become familiar with students and route within thirty (30) school days. The monitor should also adhere to the same rules and regulations as a Bus Driver. Monitors are expected to actively participate in student management. Monitors are expected to stay alert and aware of all activities involving students on the bus. This also includes daily cleaning, disinfecting and cleaning up the bus after a student has gotten sick. It is the responsibility of both driver and monitor to make sure that all students have departed the bus at their respective school or designated stop.

Bus Monitors are not eligible for benefits or unemployment during normal and customary breaks. Attendance, ability and performance will carry more weight than seniority in determining needs of routes.

Buses should leave on time! Do not call the bus driver and expect them to wait until you arrive. Monitors should report to the Transportation Center to board their assigned bus. Any absence will be reported to the supervisor. Due to routes changing, monitors may be re-assigned. The Director or Assistant Director may change or modify assignments according to the needs of the route.

The monitor should provide physical assistance when necessary to students who require help getting on/off the bus. It may be necessary to help the child more if the accessed IEP (Individual Education Plan) states anything specific and/or anything else the Transportation Director may deem necessary for that child. Monitors are not to leave the bus area. Parents or guardians are to assist a special needs student to and from the bus area.

The monitor should support the driver when enforcing rules. The driver and monitor should try to quickly develop a smooth and easy working relationship to help maintain a calm and relaxed atmosphere on the bus. Any disagreements between the driver and monitor must be handled in private when students are not present.

The monitor should know where each special needs student lives and where they get on/off the bus. The monitor should also know the entire bus route in case a substitute driver is assigned to do the route.

The driver has the ultimate responsibility for the safe operation of the bus and for the passengers. The monitor's responsibility is to assist the driver in the care and protection of the passengers. It is both the monitor and drivers responsibility to make sure that all students depart the bus at their appropriate schools or stop locations.

ACCIDENT EMERGENCY PROCEDURES

In spite of all precautions, the possibility of accidents cannot be entirely eliminated. Follow these procedures when a school bus is involved in an accident:

1. Stop. Call in to the Transportation Center on the 2-way radio. Give bus number, location and request Pike Police to investigate.
2. Secure the vehicle. Stop and turn off the engine.
3. Remain calm. DO NOT argue or try to place the blame for the accident.
4. Survey for danger of fire – leaking fuel tank.
5. Check for any injuries, stoppage of breath, bleeding.
6. The Transportation Department will notify the Police and school officials to contact parents.
7. Protect the accident scene. Do NOT move the vehicle unless it is in danger or ordered to do so by the police. Activate the hazard lights and put out the emergency triangles.
8. Do not allow the students to leave the bus unless remaining on the bus involves further danger. If necessary to leave the bus, keep the students together in a safe area – see evacuation procedure. Under no condition should students be allowed to wander around, walk home/school or ride in any unauthorized vehicle.
9. If security is not available, obtain names and addresses of all persons involved and witnesses as well as vehicle descriptions.
10. Make a list of all students on board the bus and where they were seated at the time of the accident.
11. NEVER leave the scene until given permission by the proper authorities.

12. Do not discuss the accident with anyone other than authorized personnel – security officers, Transportation Director or Assistant Director.
13. When given permission, and if driver is able, the driver should finish the route or trip.
14. Driver should go immediately to the Transportation Office and complete the accident report.

EVACUATION DRILLS

Students will usually remain on the bus during an emergency. Situations calling for evacuation of the bus are the following: fire, danger of fire, unsafe position. Carefully select student safety helpers: Students that other students respect.

EXITING

- Upon the driver's command, students in the rear section of the bus should exit, seat by seat, to the back emergency window or side emergency door. Students in the front section should exit, seat by seat, through the front door.
- The driver should designate three helpers (*more if necessary*) to help evacuate and assist students to the ground out the side emergency door. To prevent injuries, have the students sit and scoot out. Do not let them jump. One helper should lead those students away from the vehicle at least 100 feet away from the road.
- The driver should supervise student evacuation and ensure that all students have left the vehicle prior to the driver exiting the bus.

DRILLS

Drills should be conducted during school hours in the school parking lot, supervised and evaluated by the building principal, Director and/or Assistant Director of Transportation or other administrative officials. Drivers are not to practice evacuation drills without approved assistance from the Transportation Department.

WEAPONS & HOSTAGE SITUATIONS

Possession of or carrying a deadly weapon while on duty or on School District property is cause for immediate dismissal. This includes any weapon in an employee's personal vehicle.

When a student is suspected to be in possession of a handgun, knife or anything else that might be a weapon, the driver should:

- CALMLY radio your specific location to the Transportation Office. Use the code "10-32."
- REPORT anything out of the ordinary. Be Observant.
- Observe the student as discreetly as possible.
- REMAIN AT THAT LOCATION!
- MAKE NO ATTEMPT TO DISARM OR CONFRONT THE STUDENT.
- Drivers should then distance themselves and students from the suspected weapon.
- A call will be placed IMMEDIATELY by the Transportation Office personnel to notify the proper law enforcement agency.
- Should the instance occur in the morning, it may be advisable on the afternoon route to deliver students to their homes as much as possible to help safeguard from potential danger.

- A full and complete report must be completed by the driver and given to the Transportation Office IMMEDIATELY at completion of the route.

HOSTAGE SITUATION ON THE BUS

- Follow the instructions of the hostage taker.
- Do not try to disarm the hostage taker. Neither you nor your students should try to be a “hero”.
- Be calm! Inform the students to remain seated and calm.
- Do not radio for assistance unless you are instructed to use the radio by the hostage taker.
- If the hostage taker allows certain students off the bus, write down their names and where they got off.
- Do not offer yourself as a hostage.
- Do not try to negotiate with the hostage taker.
- If hostage negotiators arrive, trust them!

TORNADO, SEVERE WEATHER SAFETY

1. PRIOR to any emergency, the driver must:
 - Investigate and become thoroughly familiar with all roads adjoining regular routes in the event they would be needed to seek shelter.
 - Determine any buildings, ditches, hills, culverts or other places along the route where students might be evacuated and provide safety.
 - Discuss with students the procedures you expect to be followed during weather emergencies.
2. DURING a Severe Weather Emergency
 - The Weather Service issues a Tornado Watch when conditions, which may produce tornados, are expected to develop. Continue normal activities during the Watch but be aware that there is a possibility for a tornado.
 - Take shelter if you see or hear a tornado or threatening conditions approaching.
 - If a Watch is in effect in your area during school dismissal time, careful discretion will be used in deciding whether to release or retain students
3. Warning will be broadcast when a tornado has been sighted.
 - The Warning will tell you the last known location of the tornado and, if possible, its speed and direction of movement.
 - Persons close to the tornado should take cover immediately.
 - Those farther away should take cover if a tornado or threatening conditions approach.
 - If a Warning has been issued in your area during school dismissal time, it is strongly advised that the students be retained in the designated safe areas of the buildings.
4. If the Tornado Alert is sounded while students are in the building or as they board the buses, the students should return to the school building and remain in the designated safe area until the “All Clear” signal is given.
5. If the Tornado Alert is sounded while students are on the bus and the buses have departed from the school grounds, the driver should pull to a safe parking area near a ditch, ravine, building, basement or place which might provide more protection than the bus.
 - If students go to a ditch or ravine, they should lie face down with their hands over their head, far enough away so the bus cannot topple onto them.

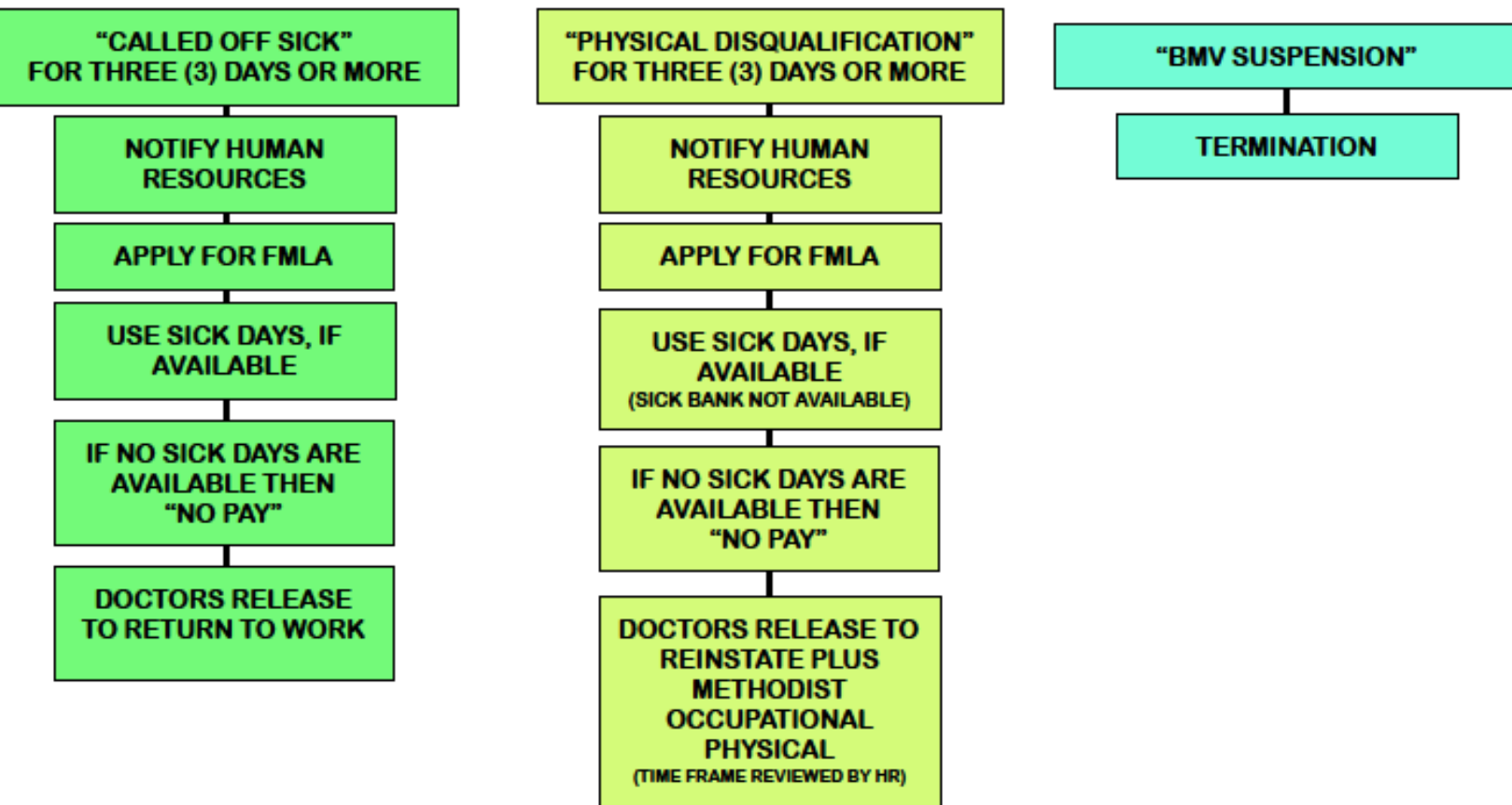
6. After a Severe Weather Emergency:
 - Listen to the radio for the “All Clear” signal before leaving the shelter. There may be several tornados in your area.
 - Check for injuries and seek medical attention if necessary.
 - Be extremely cautious and alert for weakened structures, trees, power lines and other storm related damage which may impede travel or constitute a hazard for the students.
7. The same procedures should be followed during a field trip.
8. NEVER try to outrun a tornado. No one can predict the path and tornados can skip from one area to another.
9. Keep in mind that other dangerous weather elements are lightening, strong winds and large hail.

MSD of Pike Township Transportation Covid Mitigation Plan

1. Bus drivers will provide hand sanitizer when students enter the bus prior to sitting.
2. Students are to sit in assigned seats.
3. Buses will be disinfected on a regular basis.
4. When feasible, windows will be open on buses for cross ventilation.

APPENDIX

PROCEDURE FOR USE OF SICK DAYS - 8/5/2010



FEDERAL ALCOHOL AND CONTROLLED SUBSTANCE TESTING REGULATIONS FOR COMMERCIAL DRIVERS LICENSE (CDL) EMPLOYEES

These rules apply to all MSD of Pike Township School Corporation drivers who are required to hold a Commercial Drivers License (CDL) to perform their job function. The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property while on school business, or while operating vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, 4 hours before reporting to work, or having any measurable amount of alcohol in her/his system during working hours is prohibited whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and her/his ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the School Corporation and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it is in the best interest of the driver co-worker and the School Corporation that the driver takes sick or vacation days, or, if necessary, unpaid leave, in accordance with the School Corporation's leave policies. The Director of Transportation is authorized to implement this policy and program, including a periodic review of the program, to address any problems, changes, and/or revisions of it.

The Director of Transportation is responsible for communicating this policy to all drivers and is accountable for its consistent enforcement. The Director of Transportation is designated to answer questions about this policy and all other matters involved in alcohol and controlled substance testing of CDL drivers.

SAFETY SENSITIVE FUNCTION—DEFINED

Definition: Safety-sensitive function is all time spent either waiting to be dispatched; inspecting equipment or otherwise inspecting, servicing, and/or conditioning any commercial motor vehicle; driving; in or upon a commercial motor vehicle; loading/unloading a vehicle, supervising or assisting in the loading/unloading process, attending a vehicle being loaded/unloaded, remaining in readiness to operate a vehicle, or giving or receiving receipts for shipments loaded/unloaded; performing accident-related duties; or repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. A supervisor, mechanic or clerk, etc., who is on call to perform safety-sensitive functions may be tested at anytime they are on call, ready to be dispatched while on-duty (DOT-382.305).

TYPES OF TESTS

Pursuant to regulations promulgated by the Federal Motor Carrier Safety Administration (FMCSA) and the Department of Transportation (DOT), MSD of Pike Township has implemented six circumstances for drug and alcohol tests: (1) pre-employment, (2) reasonable suspicion, (3) random, (4) post accident, (5) return-to-duty, and (6) follow-up.

REFUSAL TO TEST

Substitution, adulteration, or refusal to submit to the types of drug and alcohol tests employed by the MSD of Pike Township will be grounds for refusal to hire employee/applicants and to terminate employment of existing employees. A refusal to test is defined to be conduct that would obstruct the proper administration of a test. A delay in providing a urine or breath sample could be considered a refusal. If an employee cannot provide a sufficient urine specimen or adequate breath sample, a physician of MSD of Pike Township's choice will evaluate him or her. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either urine or breath), it will be considered a refusal to test. In that circumstance, the employee has violated one of the prohibitions of the regulations.

Refusal to submit (to an alcohol or controlled substances test) means:

1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPW (see DOT 40.61(a) of this title);
2. Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences (see DOT 40.63(c) of this title) a pre-employment test is not deemed to have refused to test;
3. Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see DOT 40.63 (c) of this title) for a pre-employment test is not deemed to have refused to test;
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of a specimen (see DOT 40.67 (i) and DOT 40.69 (g) of this title);
5. Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see DOT 40.193(d)(2) of this title);
6. Fail or declines to take a second test the employer or collector has directed the employee to take;
7. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under DOT 40.193(d) of this title. IN the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
8. Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when do directed by the collector, behave in a confrontational way that disrupts the collection process);
9. Is reported by the MRO as having a verified adulterated or substituted test result.

CONSEQUENCES OF POLICY VIOLATION

Any employee who becomes unqualified or engages in prohibited conduct as set forth herein may be subject to termination of employment.

PRE-EMPLOYMENT TESTING

Before an employee performs any safety-sensitive functions for an employer, the employee must submit to testing for drugs. The employer must receive a negative result from the medical review officer (MRO) prior to allowing the employee to drive or perform other safety-sensitive functions. (Note: The pre-employment regulations are listed in DOT 382.301. However, DOT 382.301(e) suspends pre-employment alcohol testing as of May 1, 1995.)

RANDOM TESTING

The MSD of Pike Township conducts random drug/alcohol testing. The school district or its agents will submit all mandated employees to a computerized random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The MSD of Pike Township will drug test at no less than the requirements of the FCMSA, however may choose to test at a higher rate, the average number of safety sensitive/mandated positions per calendar year. The MSD of Pike Township Transportation Department will select at a minimum 10 percent of the average number of safety sensitive/mandated positions for random alcohol testing. Random selection by its very nature may result in employees being selected in successive selections or more than once a calendar year. Alternatively, some employees may not be selected in a calendar year.

If an employee is selected at random for either drug or alcohol testing, a MSD of Pike Township official will notify the employee. Once notified, every action the employee takes must lead to a collection. If the employee engages in conduct that does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test.

POST ACCIDENT TESTING

Both drug and alcohol testing is performed following any accident involving a fatality; or any accident in which the employee receives a citation under state or local law for a moving traffic violation arising from the accident. (An accident is defined as an incident in which there is a fatality, an injury treated away from the scene, or where a vehicle is towed from the scene.) After any accident, the employee must contact the employer as soon as possible.

The FMCSA/DOT requires that any time a post-accident drug or alcohol test is required, that it be performed as soon as possible following the accident. If no alcohol collection can be made within eight (8) hours, attempts to collect a breath sample shall cease. If no urine collection can be obtained for purposes of post-accident testing within thirty-two (21) hours, attempts to make such a collection shall cease. All attempts shall be documented.

In the event that federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, these tests shall be considered to meet the requirements of this section, provided the tests conform to applicable federal, state, or local requirements. The employee will sign a release allowing the MSD of Pike Township to obtain the test results from federal, state, or local officials.

In the event an employee is so seriously injured that the employee cannot provide a urine specimen or breath sample at the time of the accident; the employee must provide necessary authorization for the MSD of Pike Township to obtain hospital records or other documents that would indicate whether there were controlled substances or alcohol in the employee's system at the time of the accident.

REASONABLE SUSPICION TESTING

A covered employee must be tested for alcohol misuse when the MSD of Pike Township has reasonable suspicion to believe that the employee has violated the rules regarding the use of alcohol. A determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. Reasonable suspicion testing is authorized only if the required observations are made during, just preceding or just after the period of the workday that the covered employee is performing a safety-sensitive function. A supervisor trained in detecting the symptoms of alcohol misuse must make the observation and determination that a reasonable suspicion exists; however, the supervisor making the determination is not to conduct the reasonable suspicion test on the employee (DOT 382.603). A written record of the observations leading to a controlled substance reasonable suspicion test must be made and signed by the supervisor who made the observations. This record must be made within 24 hours of the observed behavior or before the results of the controlled substance test are released, whichever is earlier.

RETURN-TO-DUTY

This testing is required for employees who want to return to work after being unqualified for a safety-sensitive function. The return-to-duty testing can be done once the referral and/or evaluation has been completed. All return-to-duty testing must be observed by a collector of the same sex except when performed by physicians or nurses (DOT 40.67 (b)), and requires a negative result prior to the employee returning to a safety-sensitive function.

FOLLOW-UP

Follow-up testing is required after rehabilitation for a drug or alcohol misuse problem and a return-to-duty test. Six unannounced follow-up tests are required within one year of evaluation and treatment by a Substance Abuse Professional (SAP). All follow-up testing must be observed by a collector of the same sex except when performed by physicians or nurses (DOT 40.67b).

WHAT ARE THE CONSEQUENCES OF A POSITIVE DRUG TEST?

A driver must be removed from safety-sensitive duty if he/she has a positive drug test result. The removal cannot take place until the MRO has interviewed the driver and determined that the positive drug test resulted from unauthorized use of a controlled substance. If it has been determined that the positive drug test is the result of an unauthorized use of a controlled substance, the MSD of Pike Township will recommend termination of employment.

If the driver seeks employment elsewhere, per Federal guidelines he/she cannot return to safety-sensitive duties until he/she has been evaluated by a substance abuse professional, has complied with recommended rehabilitation, and has a negative result on a return-to-duty drug test. Follow-up testing to monitor the driver's continued abstinence from drug use is also required.

PROHIBITED CONDUCT

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

1. No employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater.
2. No employee shall be on duty or operate a commercial motor vehicle while in possession of alcohol.
3. No employee shall use alcohol while performing safety-sensitive functions.
4. No employee shall perform safety-sensitive functions within eight (8) hours after using alcohol.
5. No employee required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.
6. No employee shall refuse to submit to a post-accident, a random, a reasonable suspicion, return-to-duty, follow-up, or post-injury breath-alcohol or urine drug test.
7. No employee shall report for duty or remain on duty when the employee uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to operate a commercial motor vehicle or perform a safety sensitive function.

If the MSD of Pike Township has actual knowledge or has reason to believe that an employee has engaged in prohibited conduct the MSD of Pike Township may require the employee to submit to drug and/or alcohol testing. If an employee engages in prohibited conduct, the employee is not qualified to drive a commercial motor vehicle or to perform a safety sensitive function and shall be immediately removed from service pending termination of employment recommendation.

AUTHORIZATION FOR PREVIOUS TEST RECORDS

Within 30 days of performing a safety-sensitive function, federal regulations require that the MSD of Pike Township obtain certain drug and alcohol testing records from employee's previous employers for the previous 3 years of employment.

As a condition to employment, the employee shall provide the MSD of Pike Township with a written authorization for all previous employers within the three years to release such drug and alcohol testing records as are required under federal regulation.

DRUG URINALYSIS

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites that adhere to the drugs in 49 CFR Part 40.

The urinalysis procedure starts with the collection of a urine specimen. Urine specimens will be submitted to a SAMHSA-certified laboratory for testing. As part of the collection process, the specimen provided will be split into two vials: a primary vial and a secondary vial. The SAMHSA certified laboratory will perform initial screenings on all primary vials. In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the MRO as a positive.

WHO REVIEWS AND INTERPRETS THE LABORATORY RESULTS?

All laboratory results will be reported by the laboratory to a Medical Review Officer (MRO) who is designated by the MSD of Pike Township. Negative test results shall be reported by the MRO to the MSD of Pike Township. Before reporting a positive test result to the MSD of Pike Township the MRO will attempt to contact the employee (in person or by phone) to conduct an interview to determine if there is an alternative medical explanation for the drugs found in the driver's urine specimen. If the driver provides appropriate documentation and the MRO determines that it is a legitimate medical use of the prohibited drug, the drug test result is reported as negative to the employer. If the MRO is unable to contact the employee directly, the MRO will contact a MSD of Pike Township management official designated in advance by the MSD of Pike Township who shall in turn contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. In the MRO's sole discretion, a determination will be made as to whether a result is positive or negative.

Pursuant to FMCSA/DOT regulations, individual test results for applicants and employees will be released to the MSD of Pike Township and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this federal regulation is entitled to receive the results as such testing upon timely written request.

An individual testing positive may make a request of the MRO to have a secondary vial tested. A SAMHSA certified laboratory will test the secondary vial different from the one that tested the primary specimen. The individual making the request for a test of the second

specimen must pre-pay all costs associated with the test. The request for testing of a second specimen must be made to the MRO within 72 hours of the individual being notified by the MRO of a positive test result.

ALCOHOL TESTS

MSD of Pike Township will perform alcohol tests using an evidential breath-testing device. The MSD of Pike Township may provide use of an evidential breath-testing device through a vendor or agent. The employee shall report to the site of an evidential breath-testing device as notified by the MSD of Pike Township. A breath alcohol technician will operate the evidential breath-testing device. The employee shall follow all instructions given by the breath alcohol technician.

WHAT ALCOHOL USE IS PROHIBITED?

Alcohol is a legal substance; therefore, the rules define specific prohibited alcohol-related conduct. Performance or safety-sensitive functions is prohibited:

- While using alcohol
- While having a breath alcohol content of 0.04 percent or greater as indicated by an alcohol breath test
- Within four (4) hours of using alcohol. For bus drivers or HAZMAT carriers within eight (8) hours of using alcohol.
- In addition, refusing to submit to an alcohol test or using alcohol within eight (8) hours after an accident or until tested (for drivers required to be tested) are prohibited.

WHAT ALCOHOL TESTS ARE REQUIRED?

The following tests are required based upon the circumstance:

- Post Accident – conducted after accidents on drivers whose performance could have contributed to the accident (as determined by a citation for a moving violation) and for all fatal accidents even if the driver is not cited for a moving violation.
- Reasonable Suspicion – conducted when a trained supervisor or company official observes behavior or appearance that is characteristic of alcohol misuse.
- Random – conducted on a random unannounced basis just before, during or just after performance of safety-sensitive functions.
- Return to Duty and Follow Up – conducted when an individual who has violated the prohibited alcohol conduct standards returns to performing safety-sensitive duties. Follow-up testing may be extended for up to 60 months following return to duty.

WHAT ARE THE CONSEQUENCES OF ALCOHOL MISUSE?

Employees with tests indicating a blood alcohol concentration of 0.04 or greater are considered to have prohibited conduct which will result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after duty.

FMCSA Clearinghouse Mandate, January 6, 2020:

The Federal Motor Carrier Safety Administration Clearinghouse is an electronic database containing records of violations of CDL drivers in regards to the regulated drug and alcohol program. Any violation for positive drug or alcohol test results, including refusals will be entered into the Clearinghouse database and recorded based off the driver's Commercial Driver License #, name, and date of birth. SSNs will not be used in the Clearinghouse. The Clearinghouse regulation required employers to both query and report information regarding CDL drivers. Motor carrier employers must report these things:

Alcohol confirmation test result with an alcohol concentration of 0.04 or greater.

Alcohol refusal to test as specified in 49 CFR 40.261.

Drug refusal to test not requiring a determination by the MRO as specified in 49 CFR 40.191.

Negative return-to-work test result.

Completion of follow-up testing.

Actual knowledge as defined in 49 CFR 382.107.

There are two types of queries. First, a limited query checks for the presence of information in the queried driver's Clearinghouse record, and the driver's written consent is obtained outside the Clearinghouse through the General Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse form. A full query discloses to employers and designated C/TPAs detailed information about any resolved or unresolved violations in a driver's Clearinghouse record. Full queries are used for all prospective pre-employment new hires and for currently employed CDL drivers that have a limited query that returns a result recorded in the Clearinghouse. However, full query consent must be given only through the FMCSA Clearinghouse website within 24 hours. The Clearinghouse will email the driver the driver must login to the Clearinghouse site and give full consent within 24 hours or the employer must remove that driver from safety-sensitive functions immediately. Therefore, the bottom line is that a driver who will not consent to a query cannot drive until consent is given and the query is conducted.

Employers will be required to report Clearinghouse specified violations of the DOT drug and alcohol testing program incurred by their current or prospective CDL drivers; in addition, all employers of CDL drivers must conduct pre-employment full queries to determine whether the prospective new hire has unresolved drug and alcohol violations that prohibit them from performing safety-sensitive functions. Employers will also be required to run a limited query through the Clearinghouse annually to determine whether any current CDL employees have incurred drug and alcohol violations in the Clearinghouse on behalf of a deriver will remain for 5 years from the date of violation determination or until the driver completes the return-to-duty process, whichever is later.

A copy of DOT Regulations is available at the Administrative Services Center.

A receipt of Drug and Alcohol Policy, MSD of Pike Transportation Operations Manual, and MSD of Pike Classified Handbook are found on the following pages. Every employee is to sign in the spaces provided and return the page to the Transportation Secretary.

RECEIPT OF DRUG AND ALCOHOL POLICY

I hereby acknowledge the receipt of a copy of the M.S.D. of Pike Township's Drug and Alcohol Policy and have familiarized myself with its contents. I understand my responsibility for adhering to the policy. I further understand that, if I have any questions or am confused by any portion of the policy; it is my responsibility to get the matter resolved by asking the Director of Transportation for the M.S.D. of Pike Township.

Printed Name

Signature

Date

RECEIPT OF M.S.D. PIKE TRANSPORTATION DEPARTMENT
OPERATIONS & PROCEDURES MANUAL

I hereby acknowledge the receipt of a copy of the M.S.D. of Pike Township's Transportation Department Operations and Procedures Manual and have familiarized myself with its contents. I understand my responsibility for adhering to the policies and guidelines. I further understand that, if I have any questions or am confused by any portion of the manual; it is my responsibility to get the matter resolved by asking the Director or Assistant Director of Transportation for the M.S.D. of Pike Township.

Printed Name

Signature

Date

RECEIPT OF MSD OF PIKE CLASSIFIED HANDBOOK

The undersigned employee of _____ hereby acknowledges the receipt of this CLASSIFIED employee handbook, and acknowledges the existence and receipt of the handbook does not constitute a contract of employment, but rather an employment status of “at will.” However, the undersigned agrees to conform to provisions contained the handbook, as the same may, from time to time, be amended. I AGREE MY EMPLOYMENT IS AT-WILL, I.E; MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT THE OPTION OF EITHER THE SCHOOL SYSTEM OR MYSELF. ANY VARIATION, LIMITATION OR MODIFICATION OF THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE OR WITH OR WITHOUT NOTICE, MUST BE SET FORTH IN AN EXPRESS WRITTEN AGREEMENT AND SIGNED BY BOTH THE SCHOOL SYSTEM SUPERINTENDENT AND ME. THIS HANDBOOK DOES NOT VARY, LIMIT OR MODIFY “AT-WILL” EMPLOYMENT STATUS. THIS HANDBOOK MAY NOT BE USED AS A BASIS FOR A CLAIM AGAINST THE SCHOOL SYSTEM OR ITS AGENTS, OFFICERS OR EMPLOYEES IN THE EVENT MY EMPLOYMENT IS TERMINATED. In the event there is any confusion as to the provisions of this handbook, the employee agrees that he/she will seek clarification of the policies and procedures from his/her supervisor or the Human Resources Department.

DATE: _____

SIGNATURE: _____