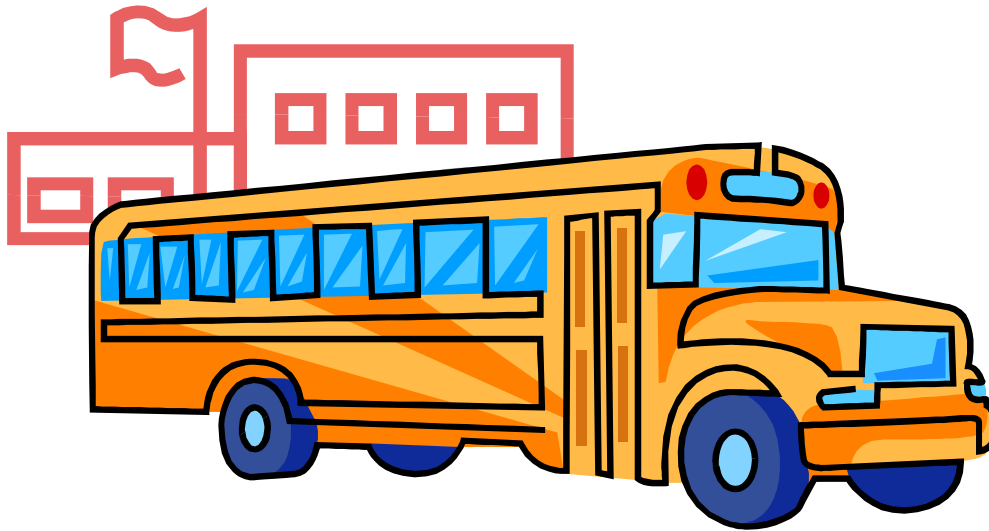


CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION
8139 W. US 40
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TRANSPORTATION HANDBOOK



Jediah Behny, Superintendent
Russell Spiker, Transportation Coordinator

Contents

Anti-Discrimination/Harassment Notification	4
Application to Drive	5
Job Requirements	5
Driver Training.....	5
Personnel Competencies for School Bus Drivers	6
Safety Meetings	6
State Required Reports	6
Radio Communications.....	6
Head Lights.....	6
Strobe Lights.....	6
Security	7
Video Camera Procedure	7
Characteristics of a Good Bus Driver	7
Characteristics that help make a Good Driver	7
Parent-Community Relations.....	7
Assignment to Routes/Assignment of Buses	8
Assignment to Regular Routes.....	8
Routes	8
Bus Take Home Policy.....	8
Job Responsibilities	9
Policies Concerning Transportation of Students.....	9
Regular Daily Transportation.....	9
Educational and Extra-Curricular Field Trips Board Policy.....	10
Other Field Trip Considerations:	11
Personal Characteristics	12
School Bus Idling Policy	12
Rules For Safety.....	12
Rules for Drivers.....	12
School Bus Passenger Rules	15
Transportation Discipline Procedure	16
Misconduct on the Bus.....	16

Suspensions from the Bus:.....	17
Both Front and Rear Doors Inoperable.....	17
Substitutes.....	18
Bus Driver – Substitute Bus Driver Policy.....	18
Accident Procedures.....	18
Cleaning of Body Fluid Spills on School Buses.....	18
Accident Procedures.....	19
Emergency Evacuations.....	20
Safety Rules – Emergency Evacuation Program.....	20
Driver Responsibilities During Evacuation.....	21
Tornadoes and School Transportation.....	21
Human Resources.....	23
Job Assignments.....	23
Bus Aide Assignment.....	23
Bus Driver Assignment.....	23
Supplemental Assignments.....	23
Insurance.....	24
Discipline.....	24
School Year Service Period.....	24
Length of School Year Service.....	24
Salary.....	24
ACTIVITIES BUS USE POLICY.....	27
ACTIVITIES BUS SCHEDULING INFORMATION.....	28

Anti-Discrimination/Harassment Notification

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful discrimination/harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful discrimination/harassment. This policy applies to unlawful conduct occurring on school property or at another location, if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discrimination/harassment based on age, sex (including sexual orientation and transgender identity), race, color, national origin including limited English proficiency, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of discrimination/harassment and in those cases where unlawful discrimination/harassment is substantiated; the Board will take immediate steps to end the discrimination/harassment. Individuals who are found to have engaged in unlawful discrimination/harassment will be subject to appropriate disciplinary action.

If you have experienced discrimination in an education or work environment, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to a Complaint Coordinator:

Knightstown High School - Assistant Principal

Knightstown High School
8149 W. US 40
Knightstown, IN 46148
765-345-5153

-OR-

Charles A. Beard MSC – Human Resources

Administration Office
8139 W. US 40
Knightstown, IN 46148
765-345-5101

ALL CORPORATION DOCUMENTATION, BY-LAWS, AND BOARD OF TRUSTEE POLICIES CAN BE FOUND ON OUR WEBSITE AT WWW.CABEARD.K12.IN.US. YOU MAY ALSO RECEIVE THESE POLICIES AT OUR CORPORATION OFFICE.

Application to Drive

Persons interested in applying for a bus driver position whether permanent or substitute within the Charles A. Beard Memorial School Corporation may submit an application at the Central Office, located at 8139 W. US 40, Knightstown, Indiana.

*Applicants must possess or obtain prior to driving the following:

- Commercial Driver's License – Class B with Passenger Transport endorsement
- Obtain an Indiana State School Bus Committee Bus Driver's Certificate (yellow card)
- Submit a current DOT Physical
- Have a negative pre-employment DOT drug test
- Pass a National Background Check
- BMV Driver's License Check
- Pass a Physical Performance Standards Examination conducted by the Transportation Department

*State law governed by transportation statute I.C.20-9.1, 575IAC 1-8.

Job Requirements

It is the obligation of the driver to possess the following at all times:

- Valid Commercial Driver's License – Class B with Passenger Transport endorsement (license number and expiration date must be on file at Central Office).
- Bi-annual Physical Fitness Certificate signed by a physician licensed in Indiana or adjoining state as prescribed by Indiana Code 20-0.1-3-1. Each driver shall be reimbursed a maximum of \$60 for the required CDL Physical to be renewed at the Discretion of the Department of Transportation (DOT). Copies of physicals must be on file at Central Office.
- Bi-annual School Bus Driver Performance Standards Test performed by the Transportation Department.
- Indiana State School Bus Committee Standard Certificate verifying initial and annual safety training ("yellow card").
- Negative pre-employment DOT drug test and participation in substance abuse testing program as prescribed by DOT.
- Negative National Criminal History Check.
- Insurable with regard to 7-year BMV Driver's License Check.
- Completed forms required by Central Office.

Driver Training

All school bus drivers employed by the School Corporation are to be trained as prescribed by current state law and/or regulations, and any other regulations required by the Board. (State law governed by transportation statute I.C. 20-9.1)

Personnel Competencies for School Bus Drivers

- Each driver will have a good understanding of how a school bus operates and skills needed to operate it safely.
- Each driver will teach students appropriate actions to take in the event of an emergency situation.
- Each driver will emphasize the need for safe and orderly habits while riding the bus.
- Each driver will perform all the skills needed to safely drive a school bus on any public or private roadway.
- Each driver will perform all the emergency procedures that should be used to prevent an accident.

Safety Meetings

Indiana Department of Education Division of School Traffic Safety and Emergency Planning sponsors Safety Training beginning during summer months. Each CDL licensed school bus driver is required to attend one of these meetings and the School Corporation will pay each driver for attending.

Charles A. Beard Memorial School Corporation recognizes the importance of this meeting and requires each driver to attend a drivers' safety meeting. (Any driver not attending a safety workshop will lose the day's pay and their privilege to drive I.C. 20-9.1-3-7.)

State Required Reports

Each year, each driver may be required to fill out state required reports. Additional information and directions will be provided when the forms are sent to the individual drivers for completion.

Radio Communications

Radios are to be used in a positive manner and not for personal reasons. The purpose of the radio is for emergencies and communication that promotes efficient and safe transportation of students. The suggested sequence would have the sender identify first and the receiver identified second (Example: Bus 33 calling Bus 44).

A route driver in a spare bus should still refer to himself or herself as the regular bus number on that route.

Head Lights

The use of lights on the bus while students are present is encouraged to make the bus more visible.

Strobe Lights

Drivers are encouraged to use the following guidelines in use of strobe lights:

1. Whenever basic routes are ran during hazardous weather conditions such as fog, heavy rain, blowing snow, etc., the strobe lights should be used; also on basic routes in hours of darkness.
2. Strobe lights should be used during darkness hours while on the route.
3. Strobe lights should not be used during clear weather in daylight or while traveling on field trips in clear weather during darkness hours.

Security

Drivers should be aware at all times of changes, appearances, or incidents which may threaten security of passengers, drivers or equipment at school buildings, on routes, and at the location where the bus is parked.

Keys shall not be left in buses during times of non-operation.

Video Camera Procedure

Buses may have videotaping equipment installed and used on them. Recorded videotapes may be utilized for discipline, safety, and security reasons. Videotapes will be used primarily by rule enforcement officials. The videotape may serve as a basis for initiating or supporting disciplinary action.

Procedures to include but not limited to the following:

1. The videotaping equipment and all associated components will be maintained by the bus mechanic, or the Transportation Coordinator or his/her designee.
2. Access to the recording unit will only be allowed to the bus mechanic, Transportation Coordinator or his/her Transportation Coordinator designee.
3. Destruction of tapes by subsequent use or disclosure will only be allowed by Transportation Coordinator.
 - a. Disclosure of a tape will be allowed only by the Transportation Coordinator and only for the purpose of supporting or initiating disciplinary action. Disclosure will be allowed only to an offending student, his parents, his legal guardian, school administrators, or others deemed appropriate by the Transportation Coordinator.
4. At the discretion of the Transportation Coordinator, a tape may be stored for the purpose of continuing an investigation.

Characteristics of a Good Bus Driver

Each driver will set a climate that is conducive to a good safe riding environment.

Characteristics that help make a Good Driver

1. Recognize and use at all times, the proper chain of command.
 - a. Transportation Coordinator
 - b. Bus Driver/Aide
 - c. Superintendent
2. Understand and follow Indiana Department of Education and Charles A. Beard Memorial School Corporation policies, rules, and regulations. Copies are available upon request.

Parent-Community Relations

1. Be courteous in making parent contacts and have an understanding of the parents' concern and anxiety when there is a problem.
2. Build respect and confidence from the parents, students, and school employees.

Assignment to Routes/Assignment of Buses

The Board assigns the responsibility for bus assignments to the Superintendent and/or his designee. The only guideline the Board provides is that the most efficient use of school buses, including operating cost and the number of usable miles obtained from the initial investment, be the primary consideration.

Assignment to Regular Routes

Factors to be considered, in order of priority, in the assignment of drivers to regular routes will be determined as follows:

- ⤴ Proximity to available routes—maximum efficient use of buses is a primary goal.
- ⤴ Evaluation of driver's experience as a substitute who may be considered for a regular route will be based upon the following guidelines:
 - Driving record
 - Cooperation with Central Office, community, schools, and other drivers
 - Availability and Reliability
 - Defensive Driving- school grounds and highways
 - Bus maintenance
 - Skill
 - Knowledge and practice of traffic rules.
 - Maintenance of student discipline
- ⤴ A regular driver wishing to apply for an open route will be given preference over a substitute driver, all other factors being equal.

Routes

Bus routes for the beginning of the school year will be assigned on the basis of efficiency of the route and location of the driver. Routes, drivers, or buses may be changed at any time in order to obtain maximum efficiency of driver and bus. Routes will be changed to correct overloading. Steps will be taken to make routes as nearly even in length, load, and turnarounds as possible. It is important that routes continually be evaluated and adjusted as needed for length and load. Drivers must report to the Transportation Coordinator any change in assigned direction of route before altering the appointed route for any reason.

Bus Take Home Policy

The driver may take a school bus home if the difference between the mileage from the bus barn to the first stop, and the mileage from the driver's home to the first stop, is no greater than two (2.0) miles.

Example:

1. Bus barn to first stop is 2.0 miles
2. Driver's home to first stop is 3.5 miles
3. Difference is 1.5 miles- the driver can take the bus home.

Job Responsibilities

Operators of School and Activities Buses must perform a post trip inspection for students or passengers at the conclusion of each trip or use of the vehicle. (I.C. 9-21-12-19)

Policies Concerning Transportation of Students

Regular Daily Transportation

1. Transportation to and from school for all students in grades PS-12 who lives within school boundaries will be furnished according to state regulations. Buses will provide dependable transportation to and from designated pick-up points, for all students. Transportation Request Forms should be filled out at the time of registration, and updated if a student's circumstances change.
2. The Board is pledged to furnish transportation for students who live in developed areas and incorporated towns within our district if the following provisions are met:
 - ⌘ Provided parents or guardians assume the responsibility that students get to designated pick-up points, but not necessarily at each home when within corporation limits.
 - ⌘ Provided responsible parties see to it that the roads or streets of designated routes are maintained in a safe and negotiable condition, to meet the requirements of the school officials and equipment being furnished by the school corporation.
 - ⌘ Provided cooperation is extended to school officials from parents, town board officials, county road officials and all others necessary to formulate a workable and safe transportation system.
 - ⌘ Corporation of Legal Settlement: Transportation for students outside the boundaries of a school will be transported only if parents provide transportation to a bus stop and from a bus stop already designated for the school of attendance.
 - ⌘ Transportation of students in foster care.
 - (1) If a student in foster care temporarily stays in the student's original school corporation but outside the attendance area of the student's school of origin, the school corporation shall provide transportation for the student from the place where the student is temporarily staying to the school of origin and from the school of origin to the place where the student is temporarily staying.
 - (2) If the school of origin of a student in foster care is located in the school corporation other than the school corporation in which the student is temporarily staying, and the school of origin is located in a school corporation that adjoins the school corporation in which the student is temporarily staying and the student does not elect to attend a school located in the school corporation in which the student in foster care is temporarily staying, the original school corporation and the transitional school corporation shall enter into an agreement concerning the

responsibility for and apportionment of the costs of transporting the student to and from the school of origin.

- (3) If the original school corporation and the transitional school corporation are unable to reach an agreement, the responsibility for transporting the student in foster care to and from the school of origin is shared equally between both school corporations, and the cost of transporting the student to and from the school of origin is apportioned equally between both school corporations.
3. Designated pick-up points in incorporated areas will attempt to be arranged no more than 3 blocks from any home. The location will be determined in relation to the home of the students and safety for students and pick-up.
4. In order for a pre-school through 8th Grade student to be dropped off at an alternate destination, he or she must present a bus pass to the driver, issued by the principal's office of the student's school.

Educational and Extra-Curricular Field Trips Board Policy

1. A field trip shall be defined as any planned journey for one or more students away from Corporation premises, which is under the supervision of a professional staff member and an integral part of a course of study. Other Corporation sponsored trips shall be defined as any planned student-travel activity which is approved as part of the Corporation's total educational program.
2. All requests for field trips and other Corporation sponsored trips, which take students out of state and/or keep students out of the Corporation overnight or longer must be submitted to the Board for consideration of approval.
3. The Superintendent is responsible for determining approval for all other such trips.
4. Students may be charged reasonable fees for field trips.
5. Students on all Corporation sponsored trips remain under the supervision of this Board and are subject to the Corporation's administrative guidelines.
6. The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this Corporation for such trips within the facilities or on the school grounds of the Corporation without Board permission. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Corporation's Administrative Guidelines for Extended Trips.
7. The Superintendent shall prepare Administrative Guidelines for the operation of both field and other Corporation sponsored trips, including athletic trips, which shall ensure:
 - The safety and well-being of students;
 - Parental permission is sought and obtained before any student leaves the School on a trip;
 - Each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
 - The effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;

- Each trip is properly monitored;
- Student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- A copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge of the trip;
- Professional staff members are permitted to make on-site alterations to a trip itinerary. In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative supervisor in a timely fashion or no later than one business day upon return.

Other Field Trip Considerations:

1. Extra-Curricular Trips - the School Corporation will charge for the wages of the driver and fuel usage. Only drivers employed by the School Corporation will be scheduled for any kind of extra trip. Some exceptions may be made when other employees are properly licensed and have prior approval and/or when trips are scheduled for departure or return during the time drivers are on their regular routes. An effort will be made to distribute the trips among those drivers desiring to drive extra trips.
2. Recreational Field Trips - may be approved and the Corporation will allow its equipment to be used. The using group is responsible for wages of the approved driver and fuel usage. An effort will be made to distribute the trips among those drivers interested. If the sponsor qualifies to drive an activity bus and there are 14 or fewer students going, an activity bus will be assigned and fuel usage charge will be made.
3. Paid time for drivers begins when a field trip is scheduled to leave, and ends when students are dropped off at the end of the trip. A minimum of 3 hours will be paid for each field trip at the rate of \$10.00 per hour. The driver should make every effort to be at the departure site earlier than posted departure time. The driver will be paid for an additional 15 minutes each trip for bus inspection and driving to the pickup location. Overnight or longer trips are paid for travel time only unless otherwise approved prior to the trip.
4. Mileage and hours for field trips must be recorded on a trip ticket issued by Transportation Coordinator, Athletic Director, or Principal and turned in to Central Office by the Monday following the trip. No bus driver shall depart on a field trip without a trip ticket in his/her possession.
 - ⤴ Drivers must perform a pre-trip inspection of the bus each time it is taken out. Once a week an inspection report must be turned in to the Transportation Department.
 - ⤴ All buses should be in position at the designated location prior to student dismissal.
 - ⤴ Drivers are responsible for the cleanliness of the outside and inside of their assigned buses. Included are windows, seats, floors, driver's area, mirrors,

walls and ceilings. Cleaning supplies may be obtained from the bus garage.

- ▲ Drivers are not to alter the appearance of buses without prior approval from the Transportation Office.

Personal Characteristics

1. Maintain Appropriate appearance
2. Use appropriate speech
3. Keep an accurate and up to date seating chart for your bus.
4. Be punctual on your pick-ups and times at the buildings.
5. Accept and carry out administrative decisions in a cooperative spirit.
6. Be friendly, warm, courteous, and cooperative.

School Bus Idling Policy

A. Bus Warm-up:

1. At 32 degrees or above, buses will be allowed to idle for up to five (5) minutes.
2. From 20 degrees to 32 degrees buses will be allowed to idle for up to fifteen (15) minutes.
3. From 20 degrees and below, buses will be allowed to idle for up to thirty (30) minutes; or until front windows are defrosted and all safety equipment is operable.

B. Loading/Unloading at schools:

All buses arriving at schools to load or unload students who are going to remain at the school longer than three (3) minutes will turn off their engines after the appropriate cool-down time and leave them off until the buses are ready to depart. This section also applies to field trips and arrival and departure from those locations.

C. Auxiliary Equipment/Extreme Temperatures

When extreme temperatures require the idling of the bus to maintain a reasonable level of comfort inside the bus, the above sections may not apply. This section also applies to auxiliary equipment (i.e. lift equipment for loading and unloading students with disabilities.) However, the limiting of extended idling times is still encouraged.

Rules for Safety

Rules for Drivers

1. No school bus shall be operated upon the highway of this state at a speed greater than that posted for any speed zone, and in no event shall any school bus be operated at a speed greater than sixty (60) miles per hour on any federal or state highway, or greater than forty (40) miles per hour on any county or township highway. (Acts 1965, Ch. 260 Sec. 801)
2. No school bus driver shall leave the bus while students are on board with the engine running.
3. No school bus shall start moving until all students are seated and the doors are closed. No student shall occupy a space forward of the rear of the driver's seat, and every bus shall have a sign clearly posted at or near the front of the bus stating that it is a violation

of the laws of the State of Indiana for a bus to be operated with students occupying the prohibited area.

4. School bus drivers shall comply with all laws, rules and regulations governing the operation of motor vehicles on the highways of the State of Indiana.
5. No assistance other than radio assistance shall be given by any school bus driver to any other vehicle on the road.
6. No unauthorized persons shall be permitted to ride in any school bus at any time, except as provided by the law.
7. No school bus driver shall permit any other person to drive his or her bus, occupy the driver's seat, tamper with the engine, or any controls, excepting such persons as are approved by the trustee or properly authorized school authorities.
8. All school bus drivers shall stop at preferential highway intersections.
9. Certain vehicles must stop at all railroad grade crossings.
 - a. The driver of any school bus or activities bus, with or without passengers, crossing at grade any track or tracks of a railroad, shall stop such vehicle within fifty feet, but not less than ten feet, from the nearest rail of such railroad and while so stopped, shall listen through an open window or door and shall look in both directions along such track for any approaching train, and for signals indicating the approach of a train, except as hereinafter provided, and shall not proceed until he can do so safely. After stopping as required herein and upon proceeding when it is safe to do so. The driver of any said vehicle shall cross only in such gear of the vehicle that there will be no necessity for changing gears while traversing such crossing and the driver shall not shift gears while crossing the track or tracks.
 - b. No stop need be made at any such crossing where a police officer or a traffic control signal directs traffic to proceed.
 - c. This section shall not apply at street railway grade crossings within a business or residence district; and it shall not apply to abandoned or unused tracks (Acts 1939, Section 102, Page 289).
10. No bus shall be backed on any school ground or playground or loading area unless such backing is properly supervised by an adult.
11. No school bus driver shall consume any alcoholic beverage during school hours or within 6 hours before operating a school bus and upon reliable evidence of such consuming of any alcoholic beverage by such school bus driver it shall be the duty of said official or officials to terminate the employment relationship immediately.
12. No school bus driver shall use tobacco while in school buildings, on school grounds, in school vehicles, or at any school-related event. For the purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco. (Legal Reference: IC 16-41-37-1 et seq.)
13. In case of an accident when any school bus is stopped on the road, the driver shall protect the bus from further accidents by such methods as setting flares, flags, and other warning devices, controlling traffic, and must always keep in mind that his first responsibility is to his passengers.
14. When necessary for students leaving a school bus to cross the road they must keep to the right of the bus and cross in front, at a signal from the driver. The driver shall not start the bus until such students have safely crossed the road. This applies to all roads except

when dual lane highways are separated by a parkway or dividing strip which is greater than 20 feet wide and unimproved for travel.

15. Buses shall be stopped off the pavement wherever possible and practical unless the student must cross the road, before boarding or after leaving the bus. Buses stopping to unload on one-way streets shall pull to the right-hand curb or side.
16. The "Stop" sign shall be displayed only when the bus is completely stopped on the traveled portion of the highway to load or unload passengers. While off the traveled portion of the highway, the stop arm shall not be used and flashing lights shall not be operated.
17. The yellow flashing warning lights shall be turned on at least 100 feet before stopping on the traveled portion of the highway in order to warn approaching traffic of intentions of the bus driver.
18. The directional lights shall be turned on at least 100 feet before turning from the highway to warn approaching traffic of intentions of the bus driver to turn left or right.
19. Traffic never shall be held an unreasonable length of time.
20. The school bus driver must keep his school bus reasonably clean and must keep himself neat and clean in clothing and speech while operating the school bus.
21. Every school bus driver shall be at the school building and in line in advance of dismissal and adequate time for safe dismissal.
22. The school bus driver shall be responsible for discipline on the school bus, just as the teacher is in the classroom. Problems of discipline should be discussed early with the principal and action planned before they become critical. Refusal to transport students or other punishment should be inflicted in cooperation with the school authorities and enforced by the school bus driver. In no case shall a school bus driver put a student passenger off the bus except at his regular station or at the school.
23. No school bus designated as such under the definition of this act or any previously enacted law, or any law hereafter enacted, shall be used upon any highway in the State of Indiana for any private purpose other than that for which it is assigned, except that such school bus may be used for group movements to and from athletic games, contests, or other school functions under the direct auspices of the public schools or for such purposes as may be approved by the committee created by Section 9 of this Act (Act 1935, Ch. 303, P. 1478), on the recommendation of the trustee of board of trustees of the school corporation. (See Burns 28-3906) (For exception see Burns 47-1253).
24. Any complaint or notice in writing received by the Superintendent or the Principal or school authorities of an infraction of the above rules by a driver shall be deemed sufficient grounds for an investigation and suspension or dismissal.
25. No school bus driver shall be required by the governing body to transport school students for which no seat is available in the bus. (Acts 1965, Ch. 260, Sec. 907).
26. All students who, when unloading from a school bus, are required to cross a highway in front of the school bus shall be required by their school corporation and the driver of their school bus to proceed to a point at least ten (10) feet in front of the right front corner of the school bus.
27. Except in emergencies, do not place fuel in bus while there are students present.
28. Upon completion of the morning and afternoon route, check all seats for students I.C.9-21-12-19), items left on bus, vandalism, or damage. The Indiana Department of Education recommends the operator complete the inspection at the earliest and most

feasible opportunity following the departure of the last student or passenger from the bus, so that in the event a student or passenger is still on the bus, they are discovered sooner rather than later. In the event a student or passenger is found on the bus and the operator has exited the bus, the incident must be reported to the superintendent or superintendent's designee. Within five working days of the incident, it shall be reported to the Department of Education.

29. Return a spare bus filled with fuel so that it is ready to go on the next route or emergency.
30. A driver may not "recklessly, knowingly or intentionally" possess a knife on a school bus or a special purpose bus. IC 35-45-5-2.5
31. A) Whenever a school bus or special purpose bus is at a place of departure for transporting passengers, the school bus or special purpose bus emergency escape exits, doors, emergency exit windows, roof exits, and service door must be free of any obstruction that: a) inhibits or obstructs an exit; or b) renders the means of exit hazardous.
B) A driver who knowingly operates a school bus or special purpose bus in violation of subsection (A) is subject to section 11(c)* of this chapter.
C) A person who knowingly directs a driver to operate a school bus or special purpose bus in violation of subsection(A) is subject to section 11(c)* of this chapter.
D) A school corporation or an entity that employs:
 - (1) A driver who knowingly operates a school bus or a special purpose bus in violation of subsection (A); or
 - (2) A person who knowingly directs a driver to operate a school bus or special purpose bus in violation of subsection (A);Is subject to section 11(c)* of this chapter.
*Section 11(c) – Penalty Class "B" infraction: up to \$1,000 fine
32. While the bus is in motion the driver shall not use cellular devices, including hands-free and ear pieces, or phones held by passengers while the driver speaks. If an emergency arises requiring the use of such a communication device, the driver shall have the bus pulled off of the traveled portion of the roadway in a safe place and parked with the brake set.
33. In order for a pre-school through 8th grade student to be dropped off at an alternate destination, he or she must present a bus pass to the driver, issued by the principal's office of the student's school. Reasonable physical restraint may be used by a driver to keep a student from exiting a bus, as long as it is not viewed as a punishment. Examples are: a. Close the door; b. Put your arm across the aisle blocking the door; c. Stand between the student and the door.

If a PS-8th student does manage to get off the bus somewhere other than his designated stop without permission, the bus driver must: a. Radio Transportation Director; b. If at school location, radio that school for an administrator to pursue the student; c. If the student cannot be detained, the Transportation Director or Administrator will notify police.

School Bus Passenger Rules

School bus drivers are to have control of all school students conveyed between the homes of the students and the school, and their return to home. The driver shall keep order, maintain discipline among the students while in the bus or along the route, shall treat all students in a civil

manner, see that no student is imposed upon or mistreated while in his/her charge, and shall use every care for safety of the students on the bus. School bus drivers shall assure that the following regulations are observed by all student passengers:

1. Each student shall be located, immediately upon entering the bus, in the place assigned by the driver.
2. Students shall not stand or move from place to place during the trip, without driver permission.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable way.
5. No windows or door will be opened or closed except by permission of the bus driver.
6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. The student should be waiting at his or her boarding station when the school bus arrives. In case of an emergency causing late arrival by the student at this station, the bus driver shall use discretion in waiting for the student, as the driver is responsible for maintaining the bus schedule and cannot wait for students.
8. If student/students are not at his or her/their designated boarding station for three consecutive days, the bus will not stop there until the driver is notified by the family that there will be someone to pick up at that stop.
9. The bus driver may exclude a student for only one (1) day. For just cause, and upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student.
10. Students are to obey the driver and report promptly to school officials when requested to do so by the bus driver.
11. Tobacco or drugs are not allowed on a bus.
12. Students may have beverages or food items on a bus only with the bus driver's permission.
13. There shall be NO TALKING when a bus is near a railroad crossing.
14. Only enrolled students will be transported to and from school, from their designated loading and unloading locations.
15. Students may not spray or spread any substance in the air due to irritant nature of such an action.

Transportation Discipline Procedure

Misconduct on the Bus

1. The driver will hold a conference with the student after (no more than) two verbal warnings for an infraction.
2. At the next infraction, the drivers will conference with the student and call his/her parents and advise them of the problem. (document)
3. At the next infraction, the driver shall notify the principal and a conference shall be held with the driver, principal, and student. The principal shall also contact the parent regarding this problem. (document)

4. At the next infraction, the driver shall notify the principal and a conference shall be held with the driver, principal, and parent. The principal shall contact the parents and schedule the conference. (document)
5. At the next infraction, the driver shall notify the principal and the principal shall notify parents that the student will be suspended from the school bus for a specified period of time, as determined by the principal. The principal shall also notify the driver of actions taken. (document)

Suspensions from the Bus:

1. A driver may remove a student from the bus for one (1) day.

If this is done the driver shall inform the student and notify the parent, and provide a reasonable amount of time for parents to arrange alternative transportation to and from school. The driver should also inform the building principal of the suspension.

2. Any removal of a student for more than one day must be approved by the building principal.

The principal shall inform the student and notify the parent, giving a reasonable amount of time for them to arrange alternative transportation, and inform the bus driver of actions taken.

NOTE: A. Steps may be eliminated if the driver and principal feel the offense is of such a nature that more immediate disciplinary action is needed.

B. In all instances, when a problem is turned over to a principal he/she shall determine the discipline given.

Recommended Suspension Steps Are:

- First Suspension1 school day
- Second Suspension..... 3 school days
- Third Suspension5 school days
- Fourth Suspension.....10 school days
- Fifth SuspensionSemester (if less than 10 school days, then 20 school days)

Note: for more serious offenses, such as but not limited to, possession, sale, use of drugs/alcohol; possession of obscene materials; possession of a weapon; fighting; gun-related intimidation; sexual molestation; and any action which clearly threatens the safe operation of a school bus and the safety of its occupants and/or which is a violation of the law, the offending student may be assessed a penalty which exceeds that stated in the guidelines including, but not limited to, removal from the bus for the entire year and /or suspension or expulsion from school.

Both Front and Rear Doors Inoperable

1. Driver or student helper should knock out necessary windows and or windshield or roof hatch, and remove any glass slivers.
2. Driver should designate three helpers (or more if necessary) to evacuate through the window opening to assist students to ground. One helper should lead those students away from the vehicle, at least 100 feet off the roadway.

3. Remaining helpers inside the bus should assist the driver in supervising the orderly evacuation of students through the window opening and ensuring that all students have left the vehicle.
4. Driver should supervise students' evacuation and ensure that all students have left the vehicle, prior to self-evacuation.
5. Driver should designate two helpers to go for assistance if necessary.

Substitutes

Bus Driver – Substitute Bus Driver Policy

The Bus Driver for a route is expected to drive the route with the following exceptions:

1. Illness of the driver
2. Death or serious illness in the family
3. Emergency situations which may arise, approved by the Transportation Coordinator
4. Other reasons as approved on a daily basis by the Transportation Coordinator
5. Absence due to personal business affairs shall not exceed 10 days per year without a written request from the driver to the Transportation Coordinator and may be required to be approved by the Superintendent and school board in advance of the absence.

If a Substitute Driver is required for a route:

1. The Regular Driver shall notify the Transportation Office of the need for a substitute as much in advance as possible. The Substitute will be contacted by personnel as directed by the Transportation Coordinator.
2. Drivers should train student helpers to assist substitute drivers in the proper direction of the route.
3. All Substitute Drivers shall meet the same criteria as regular bus drivers.

The Substitute Driver shall have been approved by the corporation prior to driving any corporation bus. Payment for a Substitute Driver shall be one hundred percent (100%) of the amount paid the regular route driver minus \$2.00 per day. Substitute Drivers will not be paid retroactive pay in the event that retroactive pay is an issue.

Accident Procedures

Cleaning of Body Fluid Spills on School Buses

1. Should there be an incident on a corporation school bus resulting in the need for cleaning/removal of body fluids students are to be a.) moved to an area of the bus which puts them at lowest risk of exposure, b) removed at the earliest possible time by delivery to their drop-off point, or c) switched to another bus if route location allows.
2. Bus Drivers are to notify the Transportation Office of any body fluid spill on their bus. The building closest to the bus route will be notified of the need for custodial cleaning assistance, or arrangements will be made for a change of bus if the current location of the bus allows.

3. The cleaning of body fluid spills on a corporation school bus is to be done jointly by the building custodian(s) on duty and the bus driver. Such cleaning will normally be done after the driver has completed his/her route. Needed cleaning supplies and equipment are to be provided by the building custodians.
4. When students are transferred to another bus the building custodian(s) on duty shall immediately clean the bus left at the bus garage in order to assure availability for use and limit exposure to any other parties. The immediate responsibility of the driver is safely delivering students to their homes as close to their regularly scheduled arrival time as possible.
5. See the Corporation Guide to Universal Precautions in Appendix of this handbook.
6. A written report of any body fluid spill on a corporation school bus, and the action taken by the driver and building custodian(s), is to be filed by the bus driver with the Transportation Department within 48 hours of the incident.

This report should contain the following information: a) bus driver's name, b) bus number, c) date and time of incident, d) type of body fluid spill, e) name of student(s) involved, f) action taken (cleaning, etc.), and g) parties involved in the clean-up.

Report forms will be provided to each driver by the Transportation Department.

Accident Procedures

1. Notify M-2 or Central Office by radio with injury report and location of accident.
2. Central Office will notify proper emergency agencies and school office(s) of origin.
3. Do not move the bus unless lives are in danger, or you are instructed to do so by police.
4. Put out reflectors 100 feet in front of, 100 feet behind and beside bus.
5. Make a list of all students on the bus at the time of the accident (emergency lists will be provided by Transportation Office) adding names of "visitors".
6. Do not allow students to leave the bus, unless absolutely necessary for their safety. Do not allow students to wander around or walk to their homes.
7. If there are serious injuries or fatalities, or the driver is cited for a moving violation, the driver will be taken to Greenfield for a drug and alcohol test.
8. Keep your insurance card in the brake inspection envelope.
9. Get the license number and other pertinent information about all vehicles involved.
10. Get names and addresses of all persons involved and all witnesses.
11. After students have been delivered home, call each family, explain what happened, and make sure each student is O.K. (If there are a large number, central office staff will assist you.)
12. Following the accident, complete the accident reports required by the Indiana State Police and the insurance company.

EMERGENCY TELEPHONE NUMBERS

1. Ambulance, Fire, Police: 911
2. Superintendent's Office: 765-345-5101

3. Bus Garage: 765-345-5348
4. Transportation Cell 317-439-0847

Emergency Evacuations

Safety Rules – Emergency Evacuation Program

Drills will give all people an opportunity to act in a rational and expedient manner. It is a known fact that panic and injury can be avoided if students are trained in all phases of an emergency situation.

You will be given a time and place to hold your evacuation drill. These drills will be mandatory for all drivers and will be a part of their total evaluation. (See Safety Drill Completion Form in Appendix)

Below is a suggested list of guidelines to use when implementing your practice drills:

1. Assign Student Helpers
 - a. You should have one student helper per ten students. (60 students should have 6 helpers.)
 - b. Pick older students as your helpers.
 - c. Two helpers at the front exit.
 - d. Three helpers at the rear. Two of the rear helpers should leave the bus first and be on the ground outside the bus to assist the others.
2. Safety helpers should be students who are:
 - a. Mature
 - b. Physically able to handle the job
 - c. Leaders among their peers
 - d. Among the first students to board the bus and last to leave
3. Train your student helpers:
 - a. Never have a helper administer discipline during the regular route.
 - b. Have a written program for evacuation for student helpers to have.
 - c. Have helpers that could carry on without you.
 - d. Helpers should know where all emergency equipment is kept and how to use it: Fire Extinguisher, Flags, Flares, Reflectors
 - e. After bus is evacuated the student helpers should know whom to call in the event of, or after an accident where the driver is rendered helpless.
 - f. Helpers should be instructed that the evacuation of the bus and protection of students from injury is the first priority. Only when fire presents a serious threat to safety should helpers concern themselves with attempting to extinguish a fire.
 - g. All warning devices should be positioned 100 feet to rear, 100 feet to front, and in roadway beside the school bus.
 - h. First aid training would be very helpful to you as a driver.
 - i. In the event the driver is incapable of providing instructions, safety helpers should be instructed on procedures for:
 - 1) Moving driver from driver's seat
 - 2) Steering (not driving) bus to a stop

- 3) Turning off ignition switch
- 4) Applying emergency brake
- 5) Activating flashing warning lights and stop arm
- 6) Using bus radio to call for assistance

Driver Responsibilities During Evacuation

1. On driver's command, rear safety helpers should open rear door and stand outside to help other students.
2. Front safety helpers should do the same as the rear.
3. When students disembark, they should proceed with a student helper at least 100 feet away from the roadway.
4. Driver should designate two helpers to go for assistance if necessary. (Do not leave your students.)

Tornadoes and School Transportation

Procedures Prior to Any Emergency

- Carry up-to-date roster of passengers, whether the function is a daily route or activity trip.
- Carry an up-to-date contact list for school officials and emergency responders consisting of at least telephone numbers (land line and mobile). Also carry the East Central Indiana Drivers Emergency Transportation Handbook for out-of-district assistance.
- Involve students, including those that would only ride a school bus for activity trips, in school bus evacuation drills at least twice a school year.
- On activity trips all passengers (students, adults, teachers, coaches, chaperones, etc.) are advised of:
 - School bus emergency exit locations and their operation. The bus driver should demonstrate the operation of each type of exit.
 - The location of first aid kit and fire extinguisher.
 - The location and operation of the bus two-way radio.

Tornado

Prior to the threat:

- Be thoroughly familiar with all roads adjoining their route in the event they are needed to seek shelter. For athletic, extracurricular activities and field trips the school bus driver should have a map available to determine alternate routes to safety.
- Has pre-determined shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary and to the extent practical similar options when on activity trips.
- Know the difference between a tornado watch and a tornado warning. A "watch means tornadoes are possible in your area; remain alert for approaching storms. A "warning" means a tornado has been sighted or indicated by weather radar.

School administrators and school bus drivers are to routinely monitor weather reports for the prediction of severe weather or announcements of weather advisories. Once en route (daily or activity trip) the school corporation should have a means to communicate this information to the school bus driver.

When a “tornado watch” is issued a school bus driver is to be prepared for a sudden change in weather condition and alert for the appearance of violent wind, rain, hail, or a funnel shaped cloud.

When a “tornado warning” is issued a school bus driver is to promptly seek shelter for the passengers.

1. If the warning is announced at or near the dismissal of school the school day students are to remain in the building in a designated safe area.
2. If the warning is announced while en route a school bus driver is to go to a pre-identified shelter or building closest to their current location depending on the immediacy of the tornado threat.
3. If caught in the direct path of a tornado or one is sighted and pre-identified shelter is not accessible the school bus driver is to:
 - a. Stop and evacuate the passengers. Do not attempt to “out run” the tornado. Do not remain on the school bus. If the bus is radio equipped advise the school corporation of your bus number and location.
 - b. Seek safety in a below ground level area, such as a ditch, ravine, or depression in location that is: away from the bus and where practical on the side of the road without power lines, utility poles, trees, etc.
 - c. Do not use above ground locations for shelter (e.g., road or bridge over passes).
 - d. Instruct passengers to lie flat, face first and to protect their heads by using jackets, other clothing, or their hands and arms. Advise passengers to “not sneak a peek” at the tornado.

After the Emergency:

- Account for all passengers, check for injuries, and provide first aid if needed. Obtain medical attention if needed.
- Before leaving a shelter or the immediate area if out in the open, the bus driver should monitor the local sky for a few minutes in the direction the tornado came from to ensure a second tornado does not follow a similar path.
- Be alert for continued storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads and bridges.

Human Resources

Job Assignments

Bus Aide Assignment

Bus aides are hired on an as-needed basis with no contract or guaranteed number of working days.

- Should be able to relate well to students of all physical and mental abilities, bus drivers and administrators.
- Should be able to lift 40 pounds, and exit the rear emergency door of the bus.
- In charge of daily attendance- check off students as they get on the bus in the morning and on the bus in the afternoon. If a special education student is transported to new Castle in the morning, you do not leave in the afternoon until you have that child on board or know how he or she is getting home. (Does not apply to Alternative School Students.)
- Monitor passengers' behavior while sitting among them, being especially aware of altercations among any students and needs of physically handicapped students.
- Payment shall be \$28.53 per trip.

Bus Driver Assignment

Bus drivers are hired on an at-will basis with no contract.

Drive regular morning and evening routes. Make an inspection of the bus for students at the end of each trip. (I.C. 9-21-12-19) Make DAILY routine checks of bus for lights, tires, oil level, vandalism, and cleanliness. Submit weekly a completed Bus Inspection Report to the bus mechanic. Bus is to be maintained in a clean condition on the inside. The outside is to be cleaned as allowable by the weather. Cleaning materials are available from the bus garage. Bring the bus to the maintenance garage for required service or special needed repairs. Any Transportation Coordinator individual accepting this position may be required to drive a maximum of five (5) Extra-Curricular Trips in the event that all trips can't be covered with volunteer drivers.

Bus drivers and aides report to the Transportation Coordinator and an annual job evaluation is to be conducted by the Transportation Coordinator.

The Transportation Coordinator reports directly to the Superintendent and an annual job evaluation is to be conducted by the Superintendent.

Supplemental Assignments

Extra-curricular driving will be on a volunteer status as much as possible. Pay for the extra-curricular trips will be reviewed each school year. Each trip will be paid a minimum of 3 hours.

Insurance

Liability insurance is carried on all employees of the corporation. Bus drivers are covered under this policy. In addition, bus passengers are covered by a policy covering medical payments.

Discipline

Reasons for Immediate Release of Driver

1. Driving with bus door open
2. Not stopping at railroad crossings
3. Not stopping completely at a stop sign
4. Being arrested for speeding while driving a bus
5. Becoming uninsurable due to poor driver record
6. Being arrested for reckless or unsafe driving.
7. Use of drugs or intoxicating liquor as per substance abuse policy
8. Off route without notification to Transportation Office
9. Letting someone sub that is not approved
10. Leaving a student on the bus at the end of a trip.

School Year Service Period

July 1 through June 30

Length of School Year Service

There are 180 days of transporting students. Some drivers may be required to attend 2 in-service / meeting days and some drivers have the possibility of getting 3 days of bus cleaning pay. Three days for cleaning is paid only if the driver completes the school year and if the bus is returned to the garage at the beginning of the summer totally cleaned inside. Cleaning supplies are available from the garage.

Salary

Salary/Pay is figured in two different tiers on daily rate, each affected by years of service.

New rate schedules go into effect on the hire date anniversary.

A. Knightstown KES, KIS, KHS Routes:

- A.1. Beginning: \$66.56
- A.2. 1 year: \$68.62
- A.3. 5 years: \$71.69
- A.4. 10 years: \$74.77
- A.5. 15 years: \$78.88
- A.6. 20 years: \$82.98
- A.7. 25 years: \$87.08

B. New Castle Special Ed. Routes:

- B.1. Beginning: \$79.56
- B.2. 1 year: \$81.62
- B.3. 5 years: \$84.69
- B.4. 10 years: \$87.77
- B.5. 15 years: \$91.88
- B.6. 20 years: \$95.98
- B.7. 25 years: \$100.08

- Field trip pay will be paid at a rate of \$10.00 per hour with a 3-hour minimum. Fifteen minutes will be added to each field trip to cover pre-trip bus inspection and travel to departure site. These minutes will be added at the Central Office to trip tickets returned from bus drivers.
- Pay for 2 days meetings and 3 days cleaning will be at the driver's daily pay rate, if you are a driver that falls into this category.
- Weather Watchers will receive \$2.00 per day to monitor weather and road conditions by 5:30 on inclement days (i.e., fog, ice, snow, flooding).
- Pre-school Noon route pay is \$48.04 on an "as needed" basis.
- Bus aide pay is \$28.53 per run.

- Substitute Drivers will receive driver's pay minus \$2 per day or minus \$1 per half day.
- Drivers will be paid per our payroll schedule.
- Seniority Maintenance: A driver could maintain some seniority pay for a period of time after leaving in good standing by adhering to the following criteria:
 - A. Leave current employment with CAB in good standing with no disciplinary action pending against driver at time of separation.
 - B. Provide proper notice (2 weeks written) stating reason for leaving. This reason will be considered by the Transportation Coordinator, Superintendent and School Board.
 - C. A maximum one year leave, which may be renewed once, will be considered. If the driver works as a bus driver for any school districts within driving distance of his or her address before the leave is granted during this time, the leave will be voided, and seniority revoked. At the end of the leave time, a driver may be considered for a full time route resuming his seniority standing minus 1 year of seniority per year of leave if a position is available and the driver is determined to be the best choice for the route available.

Driver must maintain CDL, Standard Certificate from IDOE (Yellow Card), and physical at his or her own expense. Before being rehired, the driver must pass a pre-employment drug test, national criminal history background check, and 7-year Official Driver Record check.

A driver's "day" will consist of not more than 4 hours. This pay scale is set up for single routes which may include deliveries and town routes related to different buildings within the scope of the school corporation. This pay scale is not intended for "double routing" purposes which might include making a run to one school and going out into the country and making another run delivering students to another building.

Bus drivers will be reimbursed at a rate of \$1.00 for every day the temperature is 20 degrees F or lower provided the bus driver is providing electric current for the engine heater on diesel buses.

The Board will approve annually the stipulations to be included in a bus driver's "day", including daily salary.

ACTIVITIES BUS USE POLICY

1. Anyone wishing to drive an Activities Bus must submit a copy of his or her drivers' license to the Central Office at least 2 weeks in advance of your trip. If you have done this, you must only re-submit your license if your license has been renewed. Documentation is kept in a locked file.
2. Anyone wishing to drive an Activities Bus must have a short orientation session with the Transportation Office before your first trip. This is a one-time requirement.
3. The capacity of an Activities Bus is 14 passengers plus a driver.
4. Make certain all passengers and the driver wear seat belts at all times.
5. As of July 1, 2006, Activities Buses must stop 50-15 feet from a railroad track, listen through an open door, look both ways up and down the track, and proceed only when it is safe to do so. As of July 1, 2009, you must do this whether you have passengers on board or not.
6. As of July 1, 2007, drivers may not operate an Activities Bus at a speed greater than 1) sixty (60) miles per hour on a federal or state highway; or 2) forty (40) miles per hour on any county or township highway.
7. The blocking of or rendering the means of escape hazardous on an Activities Bus by the driver or any person who directs the driver is prohibited. (This means that no objects may be placed in the center aisle of the vehicle!) The penalty is a Class "B" infraction subject to up to \$1,000 fine.
8. Inspect the Activities Bus before and after a trip. If it is dirty or cluttered, inform the Transportation Coordinator before you leave on your trip. A dumpster is located at Central Office. Please use it for any trash you may have.
9. Be certain you leave the vehicle clean and in good condition.
10. Report any accidents or minor damage to Central Office or Transportation Coordinator immediately.
11. Report any mechanical problems to Mechanic immediately.
12. Do not allow smoking, eating or drinking in the Activities Buses.
13. Do not allow spikes on shoes to be worn in the Activities Buses.
14. Driver must be at least 21 years old.

15. No one may be transported except Charles A. Beard Memorial School Corporation students, or approved adult chaperones. (No pre-school students unless enrolled in "Kids Corner", and no students from other school systems.)

16. As of July 1, 2009, drivers must perform a post trip inspection to make sure no passengers are left on the Activities Bus (SEA 228).

ACTIVITIES BUS SCHEDULING INFORMATION

Any trips involving students (other than regularly scheduled athletic contests) must be scheduled on a Field Trip Request Form available at the offices of all buildings. The approved Trip Request Form will indicate which AB you will be driving. If you have a question, contact Transportation Coordinator. It is possible, due to unforeseen circumstances, that your original AB number may be changed to another AB by the time of your departure.

Keys may be picked up during regular office hours.

Activities Buses are picked up and returned to the Central Office, unless other arrangements are made.

Keys must be returned to the Transportation Coordinator -- Please check to see that the lights are out, and doors locked before you turn in your key.

On the two-way radio, identify yourself as "AB- 1", "AB-2", "AB-3", or "AB-4". "M-2" is Russell Spiker, Transportation Coordinator. Bus drivers are identified by bus number, such as "Bus 1".

Emergency Phone Numbers are located above the driver's side visor. They are:

Russell Spiker, Transportation Coordinator: Bus Garage: 765-345-5348
Cell: 317-439-0847

**Charles A. Beard Memorial School Corporation
Weekly Bus Inspection Form**

Driver: _____ **Bus #:** _____ **Date:** _____

Odometer: _____ **Service Due:** _____

Cleanliness:

Outside the bus _____

Floor _____ **Seats** _____ **Trash Between Seats and Side** _____

Dash Area _____ **Windows** _____

Outside the Bus:

Mirrors: Tight _____ **Paint** _____ **Scratches** _____

Headlights/Taillights _____

Warning Lights/Stop Arm _____

Turn Signal/Hazard Lights _____

Tires: Lug Nuts _____ **Uneven Wear** _____ **Cracks/Bumps** _____

Under the Bus: Oil Leaks _____ **Leaf Springs** _____

Exhaust System _____ **Clamps** _____

Body: Scratches _____ **Dents** _____

Rust: _____

Emergency Equipment:

First Aid Kit _____ **Reflectors** _____

Fire Extinguisher (charged?) _____ **Belt Cutter** _____

(OVER)

Inside the Bus:

Condition of Seats:

Tears/Punctures Seat #: _____

Marks/Stains Seat #: _____

Loose/ Missing Fasteners Seat #: _____

Loose Frames Seat #: _____

Check All Gauges: _____

Check Brakes: _____

Check Fluids:

Oil _____

Transmission Fluid _____

Coolant _____

Window Washer Fluid _____

Emergency Exits/ Buzzers _____

Emergency Door Operating Freely _____

Check Horn _____

Interior Lights _____

Windshield Wipers _____

Check Heaters:

Fans Operating _____

Filters Clean _____

Check Windows:

Clean _____

Operational _____

Cracks, Discoloration _____

**SCHOOL BUS DRIVER PERFORMANCE
STANDARDS**

**CHARLES A. BEARD MEMORIAL SCHOOL
CORPORATION**

NAME _____ STANDARD _____
 CERTIFICATE # _____

PASS	FUNCTION
	EXIT REAR EMERGENCY DOOR FROM A SEATBELTED POSITION
	575 IAC 1-8-1
	ALTERNATELY DEPRESS ACCELERATOR AND SERVICE BRAKE 10 TIMES IN 10 SEC. OR LESS
	575 IAC 1-8-2
	CLIMB & DESCEND SERVICE DOOR STEPS 2 TIMES FACING FORWARD WITHOUT STOPPING
	575 IAC 1-8-3
	OPEN AND CLOSE BUS SERVICE DOOR 2 TIMES WITHOUT STOPPING FROM BELTED POSITION
	575 IAC 1-8-4
	OPERATE HAND CONTROL ON EACH SIDE OF WHEEL WHILE BUS IN SAFE FORWARD MOTION
	575 IAC 1-8-5

I certify that the above school bus driver has successfully passed all five (5) performance standards.

SIGNATURE

DATE _____

SCHOOL BUS BODY FLUID SPILLS

REPORT

Charles A. Beard Memorial School

Corporation

Student Name _____

Date_____ Time_____

Bus #_____ Bus Driver

Type of Body Fluid Spill:

Action Taken:

Other Students Directly Exposed to Spill:

Parties involved in Clean-Up:

Universal Precautions and Individual Rights

Individuals providing health care services in any environment in which there is risk of skin, eye, mucous membrane, or parenteral contact to human blood or other potentially infectious materials must practice universal precautions.

Universal Precautions means the prevention of disease transmission through the use of infection control practices with all individuals.

This Charles A. Beard Memorial School Policy complies with the infection control practices required by the Indiana State Department of Health (ISDH), which was adopted by Indiana law, Indiana Occupational Safety and Health Administration (IOSHA) standards and Centers for Disease Control and Prevention (CDC) recommendations. The following infection control practices include, but are not limited to; those required by the Universal Precautions Rule and are used to prevent transmission of blood borne pathogens to anyone:

- Appropriate use of protective barriers, including gloves for hand contact, masks, gowns, laboratory coats, and protective eyewear or face shields are used for procedures having the potential of creating a spray or splatter of blood or other potentially infectious materials.
- Gloves, when required, are changed and hands are washed after contact with each individual.
- Heat stable, non-disposable instruments requiring sterilization that are contaminated with blood or other potentially infectious materials are heat sterilized after treatment of each individual.
- Precautions are taken to prevent injuries caused by needles, scalpels, and other contaminated sharp instruments during procedures.
- Disposable contaminated sharps, needles, syringes, and other contaminated sharp objects are discarded in puncture-resistant containers.
- Surfaces and equipment contaminated with blood or other potentially infectious materials that need not be sterilized are cleaned and disinfected after treatment of each individual. Disposable coverings may be used on some surfaces to prevent contamination.
- Infectious waste is placed in containers labeled with the biohazard symbol, impervious to moisture and of sufficient strength to prevent expulsion.
- Containers of infectious waste are stored in a secure area prior to treatment and final disposal.
- Individuals providing health care services receive training on infection control.

The infection control procedures listed and others that are not readily observable protect you from disease transmission. Indiana law requires that individuals providing health care services be committed to appropriate use of Universal Precautions. Any deviation from this commitment should be brought to the attention of the Corporation School Nurse. If you are not satisfied with the explanation of universal precautions provided by this facility, you may file an official complaint with the Indiana State Department of Health by writing to the following address: Indiana State Department of Health, c/o Universal Precautions Coordinator, 1330 West Michigan Street, PO Box 1964, Indianapolis, IN 46206-1964 or telephone: 317-383-6825.

#8450 – Control of Casual-Contact, Communicable Diseases

The School Board recognizes that control of the spread of communicable disease spread through normal school contact is essential to the well-being of the school community and to the efficient Corporation operation.

For purposes of this policy, “casual-contact, communicable disease” shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Indiana Department of Public Health.

In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the school nurse, the teacher may remove from the classroom and the building administrator may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if the school nurse is not present in the building when the decision needs to be made.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. Instruction of professional staff in the detection of these common diseases and measures for their prevention and control;
- B. Removal of students from Corporation property to care of a responsible adult;
- C. Preparation of standards for the readmission of students who have recovered from casual-contact, communicable diseases;
- D. Filing of reports as required by statute and the State Department of Health.

I.C. 20-34-3-9

School Board Policy

#8453 – Control of Noncasual-Contact Communicable Diseases

The School Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Corporation examined by appropriately licensed medical personnel and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "Noncasual-contact communicable disease" shall include:

- A. AIDS – Acquired Immune Deficiency Syndrome;
- B. ARC – AIDS Related Complex;
- C. Persons infected with HIV (human immunodeficiency);
- D. Hepatitis B;
- E. Other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation Personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or Corporation employee may be infected with a Noncasual-contact communicable disease, the Superintendent shall consult with the infected person's physician and/or the Henry or Rush County Health Department to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment.

If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded.

The Corporation shall provide an alternative education program for any student removed from the school setting as a consequence of the health officer's decision. Such a program shall be in accordance with this Board's policy and administrative guidelines on Homebound instruction.

When the Superintendent learns that an affected student is eligible for services under the IDEA and the student's physician or the County Health Department Officer believes the student must be removed from school, the Superintendent will direct the Students' Case Conference Committee to design an appropriate out of school program for the student.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, and confidentiality. In addition, the exclusion of any staff member from the Corporation by the County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.

Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school setting has been determined by this process.

The Board directs the Superintendent to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of students, professional staff, and support staff on the principle means by which non-casual-contact communicable diseases are transmitted, as well as how they are not transmitted, and the more effective methods for restricting and/or preventing these diseases.

The Superintendent shall include in this, those educational materials which advocate prevention through abstinence.

20 U.S.C. 1232 (g)
I.C. 20-34-3-17, 16-41-9, 20-34-3-9

School Board Policy **#8453.01 – Control of Blood-Borne Pathogens**

The School Board seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines which will:

- A. Identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. Provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. Ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. Establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. Provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. Develop an exposure control plan.

29 U.S.C. 1910.1030

Control of Blood-Borne Pathogens Exposure Control Plan

The following guidelines provide for the Corporation's compliance with Federal regulations for protecting staff members against exposure to blood pathogens and other infectious materials which can cause Hepatitis B and/or HIV viruses.

- A. Exposure Determination – Staff members in the following job classifications have responsibilities for which they could reasonably anticipate exposure to blood and other potentially-infectious materials:
 - a. School nurses
 - b. All custodians
 - c. Special education teachers and instructional assistants who work with students who are prone to biting, scratching, and other such actions that can cause bleeding or exposure to saliva and other body fluids
 - d. School staff who have been designated to provide first aid and special health care when and if necessary – Secretaries and/or PrincipalsAll other School Corporation employees may make a vaccination request based on job requirements. The determination will be made by the Superintendent.
- B. Inoculation – Each of the staff members in the above-names categories shall be offered free vaccination with the Hepatitis B vaccine after training and within ten (10) days after reporting for duty at the start of the school year or when employed.

The Superintendent shall determine which hospital or other health service shall give the vaccinations and do the necessary follow-up testing. The superintendent shall:

1. Arrange a schedule for vaccinations which makes it possible for the staff members to be vaccinated during their work time.
2. Obtain the necessary information concerning the safety, administration, and benefits of the vaccine so that each staff member can be properly informed prior to making a decision as to whether or not he/she wishes to be vaccinated.
3. Ensure that the results of post-vaccination testing are properly recorded and kept confidential.

If the staff member declines, he/she shall complete the waiver which shall be placed in the staff member's confidential file.

If the staff member chooses to be vaccinated, he/she shall report in accordance with the schedule.

Precautions

Each of the staff members in the “at-risk” categories identified above are to be trained in the procedures for properly handling body fluids. The instructor is to be someone knowledgeable about blood-borne pathogens and other potentially-infectious materials, how they may be transmitted in a school setting, vaccinations, and the precautionary procedures. At the completion of the training, each staff member is to sign a confirmation of the date and content of the training and that he/she understands the content.

Universal Precautions

Procedures for Handling Spilled Blood and Body Fluids:

1. Put on disposable gloves (latex or vinyl)
2. Use paper towels to absorb spill
3. Place used towels in leak-proof plastic bag (Extensive spills-use RED plastic bags)
4. Flood area with bleach solution *alcohol, or a dry sanitary absorbent agent (*one (1) part bleach to ten (10) parts water)
5. Clean area with paper towels, vacuum, or broom and dustpan
6. Place used towels, vacuum cleaner bag, or waste in a leak-proof plastic bag
7. Remove gloves-pull inside out
8. Place used gloves in bag and tie
9. Wash hands with soap/water for ten (10) seconds

Routine Procedures

Procedures for reducing transmission of communicable diseases and/or infections in the Charles A. Beard Memorial School Corporation:

1. Cleaning up, after a child has an accident or injury at school, Blood, vomit, urine, or other body fluids should be treated cautiously
 - a. Disposable gloves should be worn. (gloves are available in clinic and custodial areas)
 - b. Area involved in spills should be disinfected with bleach solution (one(1) part bleach to ten (10) parts water) or another disinfectant
 - c. Disposable towels and soaked items used should be disposed of in plastic lined waste container
 - d. Good hand washing after exposure should be observed
2. Clinic Area: (Nurses) – Rubber gloves should be worn when cleaning area. All washable services (cots, cabinets, desk) should be washed with bleach solution or disinfectant-daily
3. Restrooms: (Custodial) – Rubber gloves should be worn when cleaning area. All washable surfaces should be washed with bleach solution or disinfectant-daily
4. Hand Washing Equipment: (Custodial) – All soap dispensers should be filled with soap and in workable condition
5. Waste Containers: (Custodial) – All wastebaskets in high risk areas (clinic, restrooms, custodial area, kitchen, and designated special education room) must be lined with plastic bags and changed DAILY

6. Non-Disposable Cleaning Equipment: (Custodial) – Dust pans, buckets, mops, and etc., should be thoroughly rinsed in disinfectant solution after cleaning up body fluids.

Post-Exposure Evaluation and Follow-Up

Whenever a staff member has contact with blood or other potentially-infectious material, he/she shall immediately contact the building principal and complete an exposure report form. The Corporation shall offer the staff member a confidential medical evaluation.

The source person or parents of the source person who caused the exposure shall be contacted promptly to obtain permission for the testing of the source person's blood for Hepatitis B and HIV viruses either in cooperation with their physician or the designated physician.

The exposed staff member shall be informed of Federal State laws concerning confidentiality and the test results of the source person. (If a student, with the parent's consent)

The staff member's blood should then be tested with his/her consent. The staff member shall also receive post-exposure treatment, if so indicated by the Public Health Service.

The health care professional conducting the medical evaluation shall be provided:

1. A copy of the Federal regulations concerning the Exposure Control Plan.
2. A copy of the School Corporation exposure report.
3. The results of the source's blood test.
4. A copy of the staff member's medical records.

The health care professional shall within twenty-four (24) hours (OSHA) after the evaluation, provide the Corporation with a written opinion containing:

1. A recommendation for Hepatitis B vaccination, if the staff member has not already been vaccinated.
2. Confirmation that the staff member has been adequately informed of the evaluation results and any further evaluation or treatment deemed necessary.

The staff member shall be given a copy of the written opinion within fifteen (15) days after receipt by the Corporation. The original opinion shall be filed in the staff member's confidential file.

Medical Records of the staff members shall be identified by name and social security number and include any and all results of the status to Hepatitis B, examinations, testing, follow-up care, and written opinions. All such information shall be kept in the staff member's confidential files and retained for the period of their employment plus thirty (30) years.

Training records shall include the dates and content of the training, the name and qualifications of the instructors, and the names and job titles of the staff members. Each staff member's training record shall be kept in his/her personnel file for three (3) years after the training date.

Safety Drill Completion Form

Date of Drill: _____ Time of Drill: _____

Location of Drill: _____ Bus Number: _____

"I (Bus Driver) conducted a bus safety drill for the route listed above on the date and time noted."

The drill reviewed the following topics:

____ Riding Rules

____ Emergency Equipment

____ Disabled Driver

____ Evacuation practice

(Exits used in the evacuation – check one or more):

____ Rear emergency door

____ Front entrance door

____ Side emergency door

____ Emergency window(s)

____ Roof Hatch (es)

____ Wheelchair lift door

Evacuation Time: _____ minutes, _____ seconds

____ Loading and Unloading (as at the bus stop) procedures

"The students were orderly and attentive during the drill."

Driver (Printed) _____ (Signed) _____

Aide (If applicable) (Printed) _____ (Signed) _____

Transportation Dir. (Printed) _____ (Signed) _____