



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

DEPARTMENT OF TRANSPORTATION

School Bus Driver and Bus Aide Handbook

REVISED JULY 2018

I agree to read the handbook and abide by the standards, policies and procedures defined or referenced in the document.

The information in the handbook is subject to change, I understand that changes in the district policies may supersede, modify, or eliminate the information summarized in the handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

Always remember to be:

Cautious

Lawful

Alert

Professional

TRANSPORTATION DEPARTMENT



EFFICIENCY

COMMUNICATION

PRODUCTIVITY

SAFETY

PRIDE

OUTSIDE

INSIDE

- SHOP
- FLEET
- MAINTENANCE
- MECHANICS
- TRAINING
- ACCOUNTABILITY

- OFFICE
- ROUTING
- PLATOONS
- DRIVER
CERTIFICATION
- ACCOUNTABILITY



MAKING SMILES FOR MANY MILES

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DIRECTOR'S COMMENTS

This manual presents just a small overview of the Federal and State laws as well as Board policies that affect the operation of student transportation of the Calcasieu Parish School System.

Thank you to the men and women who spent the many months working on the School Bus Driver's and Aide's Handbook, the time that you donated and the dedication you have shown is appreciated by all.

You as the school bus driver/bus aide have an awesome responsibility of transporting our students that cannot and should not be taken lightly. Your primary responsibility in transporting our students should be their safety and well being. This all depends on you, the school bus driver/school bus aide, in doing your job in a professional manner, observing all safety rules and traffic laws. By your operating your school bus on the roadways of Calcasieu Parish in a safe and prudent manner, it is a reflection of your professionalism towards your students and the motoring public.

You as the school bus driver/school bus aide should be proud of your profession. You transport more than 15,480 of our regular education students to and from school on a daily basis with 248 school buses. You travel 18,932 miles a day for the AM and PM routes. That is a total of 3,407,760 miles a school year for the regular education programs. For the special needs programs, you transport 524 special needs students on 70 buses. You travel 4,880 miles a day for your AM and PM routes. This is a total of 878,400 miles a school year for the special needs program routes. You as school bus drivers and bus aides travel a total of 4,286,160 routes miles in the Parish of Calcasieu. This does not include the mileage for the 100 plus platoon routes as well as all of the TRIPS that you have completed for the School System.

AUG. 2017 – OVER 400 PLATOONS; OVER 80 SPECIAL NEEDS ROUTES, 233 REGULAR ROUTES, 19 M&M ROUTES, 4 ESL ROUTES, 5 MAGNET PROGRAM ROUTES

You have done a great job, but as with all jobs, you must continue to sharpen your driving skills, increase your knowledge of laws and policies and continue to provide professional services to the students of Calcasieu Parish.

I urge you as an employee of the Calcasieu Parish School System to know your students who ride your school bus, get to know the school administrators of the schools you service, and most important, keep the lines of communication open with your students and their parents. Treat your students and parents with respect and dignity at all times.

On a closing note, remember:

1. On your worst day of your job as a bus driver/aide, you are still some student's best hope to get to school. Author Unknown
2. Students don't care how much you know...until they know how much you care. Author Unknown

Mary Bass-Fontenot, Director of Transportation
Calcasieu Parish School System
2018



FOREWORD

It is the responsibility of the Calcasieu Parish School System Transportation Department to provide safe and dependable transportation for the students in our school district. The Transportation Bus Driver Procedure Handbook has been designed with the purpose of providing useful and relevant information to all Transportation employees. Much of the information will be familiar; however, all Transportation employees are required to read the Handbook and be familiar with existing policies and procedures. Its content is not intended to replace or supersede state department or School System policies, but to address specific situations concerning Transportation employees. A copy of the Handbook is also available online at www.cpsb.org. Click on the department tab and Transportation is listed at the bottom.

The Transportation Bus Driver Procedure Handbook will continue to evolve as information and situations change. Updates will be provided to each transportation employee. You will be notified of any revisions in rules or regulations that shall become effective during the school year.

As a school bus driver, aide, or substitute bus driver for Calcasieu Parish School System, your job is as critical as any job in the district. You are expected to develop your skills to the best of your ability, maintain a positive outlook and take pride in your performance.

This handbook is to be used as a guideline. It is not intended to be all-inclusive. Procedures included are subject to change. Calcasieu Parish School System Policies should be consulted as the official source of information.

In addition to the guidelines found in this handbook, all drivers and aides are subject to the rules and regulations governing bus drivers and aides, which are found in the Louisiana Commercial Driver's License Manual, the Louisiana Department of Education Bulletin 119: Louisiana School Transportation Specifications and Procedures and the Calcasieu Parish School System Policy and Procedure Manual.

Calcasieu Parish School System is an equal opportunity employer. The School System members and staff shall not discriminate on the basis of race, age, disability, color, religion, sex, or national origin in making decisions regarding employees or students.

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TELEPHONE CONTACT NUMBERS

Calcasieu Parish School System	3310 E. Broad Street	Lake Charles, Louisiana 70615
Superintendent of School	Karl Bruchhaus	337-217-4000 ext 1704
Chief Operations Officer	Dr. Shannon LaFargue	337-217-4040 ext 2001

Transportation Office Personnel

Transportation Director	Mary Bass-Fontenot	337-217-4330 ext 5401
Transportation Route Supervisor	Diana Kersten	337-217-4330 ext 5406
Transportation Route Supervisor	Charles Sellers	337-217-4330 ext 5412
Office Manager/Special Needs Routing	Lynell Broussard	337-217-4330 ext 5404
Trip Tracker/Dispatcher	Charlene Mitchell-Kennerson	337-217-4330 ext 5407
Mapping Coordinator	LaJoyce Washington	337-217-4330 ext 5405
Routing Clerk/Dispatcher	Jennifer Humphrey	337-217-4330 ext 5409
Clerk/Dispatcher	April Pritchett	337-217-4330 ext 5403
Clerk/Dispatcher	Cammy McElwee	337-217-4330 ext 5419
Preventative Maintenance Clerk	Robyn Kelly	337-217-4330 ext 5414
Preventative Maintenance Clerk	Colleen Gautreaux	337-217-4330 ext 5413
Preventative Maintenance Clerk	Candice Fruge-Thibodeaux	337-217-4330 ext 5410
Shop Supervisor	Mike Malone	337-217-4330 ext 5408
Assistant Shop Supervisor	Kevin Kuhn	337-217-4330 ext 5417
Mechanics	LT Freeman	
	Fred Franklin	
	Brian Davis	
	Mike Willis	
	Gavens Stevens	
	Rodney Semar	
	Dexter Guillory	

EMERGENCY NOTIFICATION NUMBERS AFTER HOURS

Mary Bass-Fontenot	337-274-5137 (cell)
Diana Kersten	337-794-5202 (cell)
Charles Sellers	337-502-2215 (cell)
Mike Malone	337-540-2606 (cell)
Kevin Kuhn	337-802-1682 (cell)

TRANSPORTATION ABSENCE HOTLINE: 337-217-4333
ANYTIME YOU WILL BE OFF OF YOUR BUS, YOU MUST CALL THIS NUMBER!

TRANSPORTATION OVERVIEW

The purpose of this handbook is:

1. To set forth rules, regulations and guidelines which will result in an improved transportation system
2. To provide the basis for an overall improvement in the school transportation program
3. In general, to guide all persons concerned with a more enriched program of education

The school bus driver and aide assume an important role in all phases of the transportation program, but of special significance is the driver's role in connection with the safety aspect of transportation. The safest highways and the very best buses are important, but a complete safety program can be developed only in direct relation to the safety of the operation of the bus.

The school bus driver and aide play a very important role in our educational system. The school system can only serve its purpose if the students are present to be educated. Therefore, transportation is a vital part of the educational process.

Since the bus driver and aides care for the lives of many students, the major responsibility is their safety. Toward that end, the driver is morally, as well as legally responsible to conduct themselves at all times in the discharge of duties in such a manner that every precaution can be taken to afford maximum protection to the students. The school bus driver and aide are responsible to the School System, the Superintendent, the Transportation Director, the Transportation Route Supervisors and the Principal in all his/her actions insofar as the safe and efficient handling of the bus is concerned.

You are responsible for the student from the time the student boards the bus until the time the student arrives at school or home. A student should never be unloaded at any place other than at the bus stop nearest their home or at the student's local school unless instructed by the School System to do so.

The school bus driver and aide are responsible for familiarizing themselves with policies of the School System concerning transportation to get acquainted with state and local traffic laws governing the operation of motor vehicles and to participate in all meetings, conferences and training courses which will improve pupil transportation in the Parish.

You must be able to communicate and work well with students and parents. Precious human lives depend upon your driving experiences, skills, judgment and attitude. The driver and aides affect the life and welfare of students more than any other in the area of education. You are the first representatives of the School System to meet the students in the morning and the last to see them in the evening. You are in a position to have a major influence in a student's attitude towards school.

It is of vital importance that the school bus drivers and aides maintain the highest efficiency as far as health is concerned if maximum safety is to be afforded those who ride the bus daily. You are the front line in the field of public relations. The general public and parent's opinion concerning the School System is often based on the efficiency of the Transportation Department. The entire School System enjoys a good reputation when buses are well-maintained, driven by safe congenial drivers who make their stops on time.

The vital link to safety, proper driver attitude, knowledge and skill is not just acquired but must be developed through your interest in safe driving. Not only with intensive pre-employment training, but also with continual in-service activities you upgrade your ability to cope with the constantly changing driving environment.

It is hoped that this Handbook will provide direction and guidance to all those involved in the safe, efficient and economical school bus transportation of the students of Calcasieu Parish School System.

CALCASIEU PARISH SCHOOL SYSTEM EMERGENCY PREPAREDNESS PROCEDURES

Refer to cpsb.org and All Media Outlets for Up-to-Date Information.

The goal of Emergency Response Crisis Management is that schools are safe and conducive to learning.

School safety is **EVERYONE'S** responsibility. Staff, students, parents and the entire community need to report any safety concerns to a school administrator.

The Calcasieu Parish School System is committed to providing safe school environments for all students, staff members, and visitors. We work closely with our community partners - police, fire, medical, public health, and mental health - to ensure that we are prepared for emergencies. Schools have comprehensive Emergency Response Crisis Management plans that are in alignment with local, state, and federal responders for swift response to any crisis that may occur in our schools.

School Messenger is a communication system that allows school district administrators to deliver important information immediately via telephone to parents and employees for both emergency and non-emergency situations. Up to six phone numbers are allowed for each person.

Emergency Descriptions

1. **Lockdowns** occur when internal or external threats exist. Exterior and interior doors are locked with staff and students in secured areas until an all clear is given. If possible, signs are posted to alert parents and visitors about the lockdown.
2. **Shelter-In-Place** assures student safety when schools are alerted that hazardous materials may have been released into the atmosphere and evacuation or dismissal is not advisable. Safe areas are identified in schools where refuge can be taken until it is safe to release students.
3. **Evacuation** procedures at each school include alternate locations and procedures where parents can be reunited with their student. Parents will be directed through the news media or district website to a specific location where they will be required to show proper identification such as a driver's license or other photo identification.
4. **Recovery** is the longest phase of emergency management, lasting until the physical environment, students, and staff have returned to a sound physical and emotional state. Trained school and volunteer community mental health professionals will assist students, staff, and families in the event that a school emergency occurs.

FREQUENTLY ASKED QUESTIONS

Active Substitute Bus Driver

This is a driver that has driven at least 60 days in the previous year. **This report is provided by payroll department from July 1st thru June 30th.**

Inactive Substitute Bus Driver

This is a driver that has not driven at least 60 days in the previous year.

Open Position

An open position is when a permanent driver is going to be out more than 10 days for various reasons.

How Are Open Positions Offered?

An open position is offered to the senior active substitute driver, senior inactive driver, and certified personnel driver in the same ward as the open position. If we have used all substitute drivers in that ward, it is then offered to the substitutes, in same order as above, in the nearest ward.

What Is the Rate of Pay for a Substitute Bus Driver?

\$63.00 per day

What Is the Rate of Pay for a Substitute Bus Driver in an Open Position?

The rate of pay for a substitute in an open position is **\$63.00** per day. On the **11th consecutive day** without an absence, the rate of pay will increase to \$78.50 per day. **You will receive back pay for days 1-10 for the difference between the \$63.00 and the \$78.50.** The days will carry over if you are assigned by Transportation to go from one open position to another open position without a break in service.

Can I Apply for a Permanent Route?

No, a substitute bus driver can't bid on for a permanent route. If a permanent driver doesn't bid on an advertised route, it is then offered to the senior active sub in that ward. If a senior active sub is not available in that ward, it is then offered to the senior active sub parish wide. If a senior active sub parish wide is not available, it is then offered to the senior inactive sub parish wide. Any sub wishing to be considered for permanent position must complete SUB FORM in personnel dept. each bid opening period.

What if My Check Is Wrong?

Please contact the payroll department at (337) 217-4060

What Is the Pay for a Field Trip?

\$12.00 show up fee and \$10.00 per hour minimum of \$32.00

What if I Need the Phone Number for Another Department/School?

Please contact the switchboard at 217-4000

YOUR WORK AS A SCHOOL BUS DRIVER

YOUR RESPONSIBILITY:

Safety and efficiency in transporting precious lives daily requires dedicated personnel. It is your responsibility to be prepared for work each and every day and to carry out your assigned duties to the best of your abilities.

YOUR PASSENGERS:

You must have a sympathetic understanding of the problems, moods, and individual differences of the students.

PARENTS:

Your communication with parents promotes a cooperative atmosphere between you and the parent. You should be knowledgeable of school policy and bus safety rules so that you can discuss them with parents and other concerned citizens.

YOUR FELLOW EMPLOYEES:

You should have a sincere respect of others and be cooperative in your relationship towards those with whom you work.

YOURSELF:

You must be sure you are in proper physical and mental condition each day and that you are capable of performing your job's duties.

YOUR SCHOOL BUS:

You must make sure that your bus is in good working condition prior to making any trip.

THE PUBLIC:

The community will judge the School System by the way you drive, talk, and look while driving your school bus. You are a public relations agent.

BECOMING A SCHOOL BUS DRIVER

To Become a School Bus Driver in Calcasieu Parish a Person Must:

1. **Application completed and approved – Personnel Dept**
 - Personnel will complete a criminal history check and driving record check
 - You must be fingerprinted - Check with Personnel Dept
 - You must be at least 21 years old as required by CDL
2. **You shall attend and complete the Louisiana School Bus Operators**
 - Course – 40 hours – NO COST
3. **You will have to take and pass a C.D. L. Physical Examination**
 - If you use our physicians – NO COST
4. **You will have to take and pass a pre-employment drug test**
 - You will be notified when to appear for testing – NO COST
5. **You will proceed to the D.M.V. to take a General Knowledge test for C.D.L./School Bus/Passenger/Air Brake – Learners Permit**
 - Test can be given – written, on a computer, or orally
 - The cost for the Learners Permit - **CASH (contact OMV @ 337 491-2533 for your cost)**
 - Bring a copy of your C.D.L. physical, a copy of your private vehicle insurance, and a copy of your Social Security Card
 - When you are issued a Learners Permit – Bring it and your physical examination to the Transportation Office to make copies
 - When training on the school bus – keep your permit and physical card on you at all times.
6. **Upon Issue of Permit – You will be assigned a trainer for Behind the Wheel Training (BTW)**
 - You will have to complete a minimum of 20 hour with your BTW trainer. Once you complete this part, you will be evaluated by a lead instructor.
 - Upon successful completion of evaluation, you will have to complete road skills training with 3rd party CDL tester. Upon successful completion of road test, **you will be given a SEALED ENVELOPE to take to the D.M.V. DO NOT OPEN THE SEALED ENVELOPE. After three failed attempts of the Skills Test, trainee must meet with the Director of Transportation or a Transportation Supervisor.**
 - **BEFORE YOU LEAVE THE D.M.V.**, check your license and make sure that it shows that you now have a Class B license with endorsements for P – passenger, S – School Bus and make

sure there is NO "L" endorsement. This endorsement would prevent you from driving a bus with airbrakes.

- Cost for your C.D.L. is **(contact OMV @ 337 491-2533 for your cost) – CASH - YOUR COST**
7. **Bring CDL to transportation dept and make sure that CDL is received by transportation staff. You will then be required to complete a minimum of 10 hours of training with students on board.**
- UPON COMPLETION OF DRIVING WITH STUDENTS, YOUR BTW TRAINER WILL REPORT TO TRANSPORTATION WITH COMPLETED PACKET. THIS WILL SERVE AS YOUR SUBSTITUTE CERTIFICATION DATE, WHICH WILL BE USED IN DETERMINING SENIORITY. The address on your driver's license will determine the ward that you are associated with for seniority purposes.

*****WHENEVER YOUR COMPLETED PACKET IS TURNED IN BY YOUR BTW TRAINER, IT WILL BE DATE AND TIME STAMPED AND THIS WILL BECOME YOUR ORIGINAL CERTIFICATION DATE. THIS WILL BE USED TO DETERMINE SENIORITY IN THE FUTURE.**

ONCE YOU ARE OFFERED A PERMANENT ROUTE, YOU WILL THEN HAVE A NEW DATE FOR SENIORITY AND IT WILL BE YOUR HIRE DATE. IF THERE IS A TIE AMONG DRIVERS, YOUR ORIGINAL CERT. DATE WILL BE USED TO BREAK THE TIE. IF YOU RESIGN OR RETIRE, YOU WILL BE GIVEN A NEW DATE OF CERTIFICATION. WE WILL REFER TO IT AS YOUR RECERT DATE.

ROLE AND RESPONSIBILITIES OF THE SUBSTITUTE BUS DRIVER

The first responsibility of all substitute drivers is to make themselves available to any regular bus driver who is unable to make their route for emergency or other reasons. The Transportation Department is very much aware that substitute drivers, like regular drivers, have situations which occur whereby they cannot make themselves available because of their own emergencies. However, when it is brought to the attention of the Transportation Department that a substitute driver is habitually not available to perform his/her duties, that substitute driver will be contacted to determine if he/she needs to reevaluate their employment for the School System.

INFORMATION FOR SUBSTITUTE DRIVERS

SUB DRIVERS SHALL RADIO IN TO TRANSPORTATION AT THE START OF EACH AM/PM ROUTE TO CONFIRM YOUR PRESENCE ON BUS.

Whenever a substitute driver is contacted, it is his/her responsibility to get all of the necessary information to conduct the route. Information that should be obtained includes the following:

1. Bus driver's name
2. Bus number
3. Bus driver's address or where the bus is located
4. Route structure -- all bus drivers should have an updated manifest for route
5. Schools serviced
6. Does the regular driver have an extra route such as a platoon route or field trip?
7. When does the regular driver depart his/her house?
8. What time is the first pick-up?
9. What is the regular driver's sign in school?
10. Does the driver have any maintenance scheduled for the bus?

11. Substitute driver will radio in to Transportation Department each day of service for regular driver if short term substitute.

Notes:

1. Substitute drivers shall abide by the exact pick-up times, bus stops, and route as the regular driver. **It is a cardinal sin to run a bus route early.**
2. Substitute drivers are responsible for providing their own transportation to and from the regular driver's home or wherever the bus is parked.

LOCAL POLICIES YOU SHOULD KNOW

Other Employment

The School System has no problem with any permanent or substitute bus driver having other employment besides the Calcasieu Parish School System, provided that the other employment does not conflict in any way with availability or create time conflicts. You also must be available for emergency school closures and/or abbreviated schedules at individual schools that you service.

Annual Certification

All bus drivers and substitute drivers must meet certain requirements annually in order to maintain their status as a school bus driver. These requirements include:

1. Possess a valid Class B Commercial Driver's License, with school bus, passenger and airbrake endorsements.
2. Have successfully completed a CDL physical exam within 45 days prior to the start of each school year.
3. Have a clean Official Driving Record (ODR). If any violations are reported on ODR, a transportation staff member will have to initial your report to determine if you are still eligible to drive for CPSB.
4. Have completed four hours of in-service training annually or equivalent to four hours if using online training platform. Annual training will be relevant to school bus drivers and at the discretion of director of transportation.

Online Training

AT ANY TIME, IF ONLINE MANDATORY TRAINING IS OVERDUE, IT WILL BE AT THE DISCRETION OF THE DIRECTOR OF TRANSPORTATION AS TO WHETHER OR NOT YOU CAN CONTINUE DRIVING A BUS FOR CPSB.

Remove Keys

Always remove the keys from the ignition and take them with you when you leave your bus unattended. THIS DOES NOT INCLUDE THE BUS GARAGE PARKING LOT. KEYS WILL BE LEFT IN BUS.

Never get out of your seat and leave the keys in the ignition when students are on the bus.

When the bus is empty, you should not leave the bus when the engine is running except when inspecting the bus.

Responsibilities to Principals

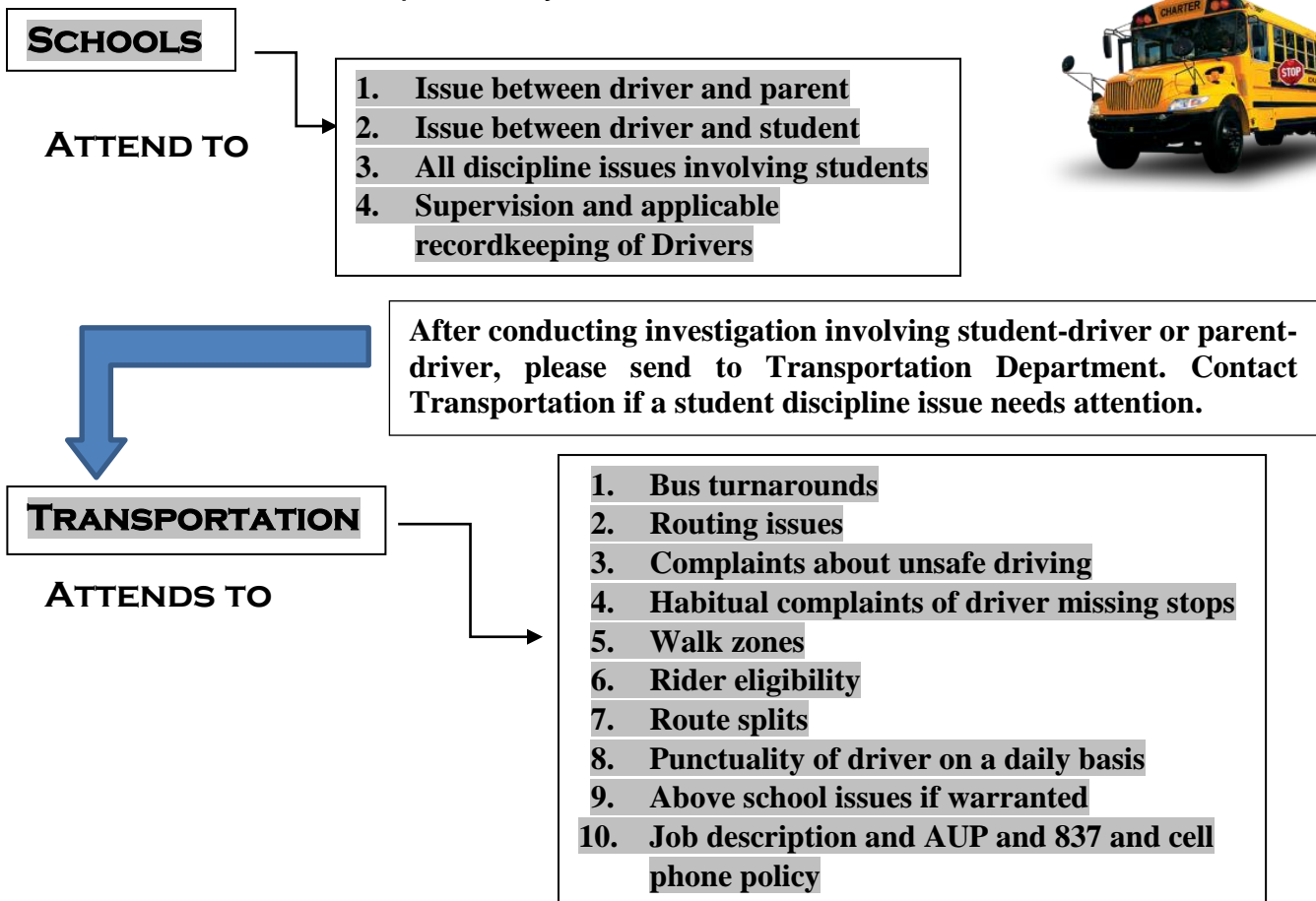
Bus drivers are directly responsible to the school administrators of the schools which they serve. Whenever a school administrator gives an order to a bus driver, that order should be followed unless it is in direct violation of School Board policy. After a driver performs his/her duties for the school administrator, and the driver feels that there is a conflict with the aforementioned policy, the driver should contact the Transportation Office for clarification. A school principal is the direct supervisor on the school campus for all bus drivers. If a principal mandates any changes in routes, stop locations, or arrival or departure times that conflicts with existing route structures, that situation should be brought to the attention of the Transportation Department immediately.

Procedures for lining up at school campuses

Bus loading and unloading procedures will be at the principal's discretion or his/her designee and will be adhered to by all drivers. If a driver feels that there is a safety concern with any procedures, they should bring concern to the attention of school administrator. If driver continues to have concerns after discussing with administrator, they may bring it to the attention of the Transportation department. The Transportation department and Risk Management department will make final decision.

CPSB – TRANSPORTATION

Responsibility Flowchart for Administrators



Speed Limits

Follow the posted speed limits at all times. Never exceed 55 mph as mandated by the State of Louisiana on interstate highways. School zone speed limits apply to school buses.

Criminal History

The School System shall require, in accordance with state law, certain applicants for employment to submit necessary information regarding their backgrounds. A prospective employee that may be employed in a position having responsibility for the care, supervision and/or discipline of minor students shall be required to provide authorization for the disclosure of any information regarding past criminal activities. The School System is forbidden to hire any applicant who has been convicted of, or who has pleaded nolo contendere to, crimes outlined in state law. Said prohibition applies to such positions as teacher, substitute teacher, bus driver, substitute bus driver, bus aide janitor, or any school employee who might be expected to be placed in a position of supervisory or disciplinary authority over school students. Applicants may be employed prior to the results of the inquiry, on a contingency basis, pending receipt of the reports.

DRUG/ALCOHOL TESTING OF EMPLOYEES REQUIRED TO POSSESS COMMERCIAL DRIVERS LICENSES

Refer to CPSS Drug and Alcohol Testing Policy

The Calcasieu Parish School System, as a result of its responsibilities to its employees and to the public it serves, has a compelling obligation to eliminate illegal drug and alcohol use from its workplace. The School System recognizes the increased risks and dangers when employees use drugs/alcohol in the workplace. This policy will establish the administrative scope, personnel procedures, employee training, drug testing guidelines, and employee assistance related to achieving a drug free workplace. It is the intent of this policy to comply with current federal statutes and U.S. Department of Transportation regulations concerning drugs in the workplace and drug testing of employees.

Contact Person

Questions regarding this policy may be directed to the following individual:

Shannon LaFargue
Chief Operating Officer
Calcasieu Parish School System
3310 Broad Street
P.O. Box 800
Lake Charles, LA 70602-0800
(337) 217-4300

Application

This policy shall apply to every person employed by the School System who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the commercial driver's license requirements of 49 CFR Part 383. The School System requires compliance with this policy as a condition of employment, continued employment, and continuation of contractual agreements with the School System in the capacity of a driver.

Safety-Sensitive Functions

“Safety-sensitive function” means any of those on-duty functions set forth in 49 CFR Parts 395.2 “On-Duty time,” paragraphs (1) through (7).

“Performing a safety-sensitive function” means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Prohibitions

Department of Transportation agency drug testing programs require that employers test for marijuana, cocaine, opiates, amphetamines and phencyclidine.

The Department of Transportation prohibitions (49 CFR 382 Subpart B) require the following:

Alcohol Concentration

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater shall permit the driver to perform or continue to perform safety-sensitive functions.

Alcohol Possession

No driver shall be on duty or operate a commercial vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. No employer having actual knowledge that a driver possesses unmanifested alcohol may permit the driver to drive or continue to drive a commercial motor vehicle.

On-duty Use

No employee shall use alcohol while performing safety-sensitive functions. No employer having actual knowledge that a driver is using alcohol while performing safety-sensitive functions shall permit the driver to perform or continue to perform safety-sensitive functions.

Pre-duty Use

No driver shall perform safety-sensitive functions within four hours after using alcohol. No employer having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform safety-sensitive functions.

Use Following and Accident

No driver required to take a post-accident alcohol test under 49 CFR Section 382.303 shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Refusal to Submit to a Required Alcohol or Controlled Substances Test

No driver shall refuse to submit to a post-accident or controlled substances test required under 49 CFR Section 382.303, a random alcohol or controlled substances test required under 49 CFR Section 382.305, a reasonable suspicion alcohol or controlled substances test required under 49 CFR Section 382.307, or a follow-up alcohol or controlled substances test required under 49 CFR Section 382.311. No employer shall permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

Controlled Substances Use

1. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
2. No employer having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety—sensitive function.
3. An employer may require a driver to inform the employer of any therapeutic drug use.

Controlled Substances Testing

No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances. No employer having actual knowledge that a driver has tested positive for controlled substances shall permit the driver to perform or continue to perform safety-sensitive functions.

Enforcement

The School System reserves the right, in certain circumstances, to require employees to submit to medical or physical examinations or tests. These procedures may be required at any time as condition of employment or continued employment. The procedures used may include, but are not limited to, urine drug tests, blood alcohol tests, breathalyzer tests, or other medical examinations to determine the use of any substance prohibited by this policy or to determine satisfactory fitness for duty. The tests may be announced or unannounced and may be utilized under the following circumstances:

Pre-employment Testing

1. Prior to the first time a driver performs safety-sensitive functions for an employer, the driver shall undergo testing for alcohol and controlled substances. No employer shall allow a driver to perform safety-sensitive functions unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result. If a pre-employment alcohol test result under this section indicates an alcohol content of 0.02 or greater but less than 0.04, the provisions of 49 CFR Part 382.505 shall apply.
2. An employer is not required to administer an alcohol test and/or a controlled substances test required by paragraph (a) of this section if the requirements of 49 CFR Part 382.301 (b) and (c) are complied with.

Post-accident Testing

As soon as practicable following an accident involving a commercial motor vehicle, each employer shall test for **alcohol and controlled substances** each surviving driver if:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
2. Who receives a citation under state or local law for a moving traffic violation arising from the accident; or
3. Damage caused in the accident is value of \$1,000 or greater; or
4. Upon the discretion of transportation staff member or Risk Management staff.

Random Testing

Except as provided in paragraphs (b) through (d) of 49 CFR Part 382.305, the minimum annual percentage rate for random alcohol testing shall be 25 percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of driver positions. The employer shall randomly select a sufficient number of drivers for alcohol testing and for controlled substances testing during each calendar year to equal an annual rate not less than the minimum annual percentage rates indicated above.

Reasonable Suspicion Testing

1. An employer shall require a driver to submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions of subpart B of 49 CFR Part 382 concerning alcohol, except for 49 CFR Part 382.304. The employer's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, and speech or body odors of the driver.
2. An employer shall require a driver to submit to a controlled substances test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions of Subpart B of 49 CFR Part 382 concerning controlled substances. The employer's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.
3. The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or company official who is trained in accordance with 49 CFR Part 382.603. The person who makes the determination test reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.

Return-to-duty Testing (Quick Dip test may be used at discretion of Transportation or Risk Management Staff Member in addition to standard DOT Drug/Alcohol test.)

1. Each employer shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Subpart B of 49 CFR Part 382 concerning alcohol, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.
2. Each employer shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Subpart C of 49 CFR Part 382 concerning controlled substances, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

Follow-up Testing

1. Following a determination under 49 CFR Part 382.605(b) that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances each employer shall ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of 49 CFR Part 382.605(c) (2) (ii).
2. Follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

Procedures

Collecting and testing procedures shall conform to all applicable federal guidelines and particularly those as prescribed by the Department of Transportation at 49 CFR Section 382 et al.

Any pre-employment applicants with confirmed positive test results shall be removed from the list of available to applicants for job positions.

Requirement Of Submission To Alcohol Or Controlled Substances Tests

All employees to whom this policy is applicable are required to submit to alcohol and controlled substances tests administered in accordance with applicable laws.

Refusal To Submit To Testing

Refusal to submit to an alcohol or controlled substances test means that a driver:

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

Any employee refusing to consent to testing or to submit a saliva, urine or blood sample for testing when requested by the School System shall be subject to disciplinary action, up to and including termination of employment. Attempted or actual substitution or adulteration of samples shall be equivalent to refusal to submit to testing or equivalent to a positive drug test.

Notice Of Disciplinary Action For Policy Violations

The consequences for drivers found to have violated Subpart B of the Rules and Regulations promulgated at 49 CFR Section 382.201 et seq and/or to comply with the provisions of this policy are as follows:

1. Except as provided in Subpart F of 49 CFR Parts 382, et al, no driver shall perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by Subpart B of 49 CFR Parts 382, et al or an alcohol or controlled substances rule of another Department of Transportation agency.
2. No employer shall permit any driver to perform safety-sensitive functions; including driving a commercial motor vehicle, if the employer has determined that the driver has violated the above provisions.

No driver who has engaged in conduct prohibited by Subpart B of 49 CFR Part 382 shall perform safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the requirements of 49 CFR Section 382.605. No employer shall permit a driver who has engaged in conduct prohibited by Subpart B of 49 CFR Part 382 to perform safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the requirements of 49 CFR Section 382.605.

The requirements of 49 CFR Section 382.605 include the following:

1. Each driver who has engaged in conduct prohibited by Subpart B of 49 CFR Part 382 shall be advised by the employer of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.

2. Each driver who engages in conduct prohibited by Sub part B of 49 CFR Part 382 shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04 are as follows:

1. No driver tested under the provisions of Subpart C of 49 CFR Section 382, et al who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions for an employer, including driving a commercial motor vehicle, nor shall an employer permit the driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.
2. Except as provided in paragraph (a) of this section, no employer shall take any action under this part against a driver based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit an employer with authority independent of this part from taking any action otherwise consistent with law.

In addition to the above, violations of Subpart B of the Rules and Regulations promulgated at 49 CFR Section 382.201 et seq and/or the failure to comply with the provisions of this policy shall be grounds for disciplinary action including but not limited to written reprimands, changes in job assignments, suspensions from work, and termination.

An employee shall be subject to immediate discharge if the employee refuses to cooperate with any of the enforcement provisions of the policy or is believed to have tampered or purposefully tried to alter the outcome of drug or alcohol test.

Effects Of Alcohol And Controlled Substances

The Calcasieu Parish School System shall continue to provide all employees drug awareness programs focusing on the following:

1. The dangers of drug abuse in the workplace;
2. The specifics of the parish Drug-Free Workplace Policy;
3. Available treatment centers/hospitals for employees in need.

The costs for services of assessment and/or treatment will be the responsibility of the employee.

Public Law 102-143 Title V, Omnibus Transportation Employees Testing Act requires that the School System comply with certain guidelines in order to limit substance abuse in the workplace. The Law requires the School System to provide training and continuing education on drug abuse related issues. The School System shall also provide its employees with a list of resources where the employee may go for drug abuse counseling and rehabilitation. The Law also requires that the employee notify his employer of any conviction for drug related offenses within five days of such conviction.

SAFE BUS DRIVING TECHNIQUES

Use Caution at Bus Stops

1. When approaching and departing bus stops make sure that no one is in front of or around the sides of the bus. Make it a habit to use the front cross-over side mirrors.
2. Students should cross only in front of the bus in view of the driver. They should not be allowed to cross behind the bus. (See 10 foot crossing rule in this handbook).

3. Allow students to get on or off the bus only at their assigned bus stops unless they have a note signed by their parents and the school administrator and provided to the bus driver.
4. Do not block or stop intersections or cross walks for pick-up or drop off. Stop the bus only in the right lane. Do not straddle lanes in order to stop traffic.
5. Bring the bus to a complete stop before allowing students to get on or off the bus.
6. Account for each student as they load and unload the school bus.
7. Make adjustments for rainy days.

Use Courtesy

Since your position requires direct contact with the public, their opinion of our School System depends a great deal on your courtesy, patience, and willingness to serve. Bus drivers are the first person representing the School System that students see each day before starting school. The manner in which you greet these individuals can make or break the day for them. It can determine whether you will have more or fewer problems on your bus.

GENERAL OPERATING PROCEDURES

General Operating Procedures Overview

- Recognize and respect the rights and property of students and co-workers and maintain confidentiality in all matters relating to students and co-workers.
- Report to work in accordance with your assigned schedule.
- Only authorized personnel, registered school-age students or identified sponsors or chaperones may ride the school bus. Children of School Transportation employees are not allowed to be transported on field trips unless approved by the school administrator. Transportation employees are not permitted to ride a route or go on a field trip with another driver without approval.
- Transportation employees are not allowed to leave their own children unattended at the Transportation Office for any reason. Children or other family members are not allowed unattended at the Transportation Office while on duty or during luncheons. Remember that this is a place of business.
- If you are ill and cannot be at work, it is your responsibility to contact a substitute bus driver or to notify and speak personally to the Transportation Department for a route split. AM runs (1 hour before scheduled departure) and PM runs (before noon).
- It is imperative to the Transportation Department that employees have excellent attendance and are punctual. Employees are expected to be at work every day and on time to fulfill their assigned duties to the best of their ability. Any long term illness and/or major surgery will be reviewed on an individual basis. Confidentiality will be respected and observed.
- Drivers must be present and supervising students as they load/unload or are on the bus. In the event of an emergency, the driver will not leave students unattended until another adult is present to supervise students. At no time should students be onboard without supervision.
- Buses are not to be driven or parked on private property (business, etc.) or used for personal business. Buses are not to be taken to a 2nd job without approval from the Transportation Department.
- Re-assign seats anytime your load is adjusted and turn in new seating chart to the office.
- Be courteous at all times. Courtesy should be practiced at all times on streets with heavy traffic patterns as well as on campuses and in subdivisions.
- Observe all speed limits. Speeding will result in disciplinary action. SPEEDING WILL BE ADDRESSED AT ARCM EACH MONTH.
- Never take chances. Think student safety at all times.

- No driver shall change his or her route without approval. Notify a route supervisor in the event of any temporary emergency or permanent route change.
- Drivers are expected to keep the inside of their buses clean and swept daily. Spot inspections may be done and if buses are found to be unclean, appropriate actions will be taken. Sweeping, cleaning and fueling your bus are included in your route time.

Employee Conduct

No employee shall possess, use, or be under the influence of alcohol or drugs while on school property, while working or while attending any school or parish sponsored activity. The School System has a Zero Tolerance Policy.

- Employees shall demonstrate a cheerful attitude and cooperative working relationship while on duty. We are a team!
- Gossiping, using vulgar language, profanity, and the spreading of rumors are prohibited.
- All employees shall control their temper and display self-discipline while on duty.
- Any employee refusing to follow a directive or assignment from an administrator will be considered insubordinate and may be subject to recommendation for disciplinary action.

ROUTE SELECTION AND ASSIGNMENTS

Route Selection Procedures

If an open route becomes available during the school year; a long term sub will be assigned by the Transportation Department.

The assignment of open routes will be determined by Transportation. Seniority will be a factor in the selection process.

Initial Route Selection Process

1. Drivers will be notified when permanent open routes are available. This information is provided by the Personnel Department and posted at each school and in the Transportation Department.
2. Route information may be obtained from the mapping coordinator. The routes are subject to being increased or decreased throughout the school year. ROUTES MAY ALSO BE MODIFIED TO INCREASE EFFICIENCY OF ROUTE.
3. As temporary open routes become available during the school year, they will be assigned to a long term substitute bus driver by Transportation.

Route Revision Procedures

The routing and scheduling of bus routes is a dynamic, ongoing process that results in fine-tuning. Changes may be made to routes throughout the school year. A number of factors could contribute to the changes: students moving in, students moving out, program changes and verification of students scheduled for service versus those actually riding the bus. These factors sometimes result in time increases, time decreases, route elimination or new route formation.

IF IT IS DETERMINED THAT THERE IS SIGNIFICANT CHANGES MADE TO A ROUTE, THE ROUTE OR ROUTES MAY BE TREATED AS AN OPEN POSITION. IF SEVERAL ROUTES HAVE BEEN CHANGED WITHIN AN AREA, THE ROUTES CAN BE OFFERED TO EXISTING DISPLACED DRIVERS SERVICING THOSE SCHOOLS BASED ON SENIORITY. IF A TEMPORARY ROUTE HAS BEEN IN PLACE FOR ONE FULL SCHOOL YEAR, IT WILL BE BID AS A PERMANENT ROUTE

Bus Assignments to Routes

THE DIRECTOR OF TRANSPORTATION SHALL MAKE DECISIONS ON ROUTE BUS ASSIGNMENTS AS NECESSARY. FACTORS TO BE CONSIDERED, BUT NOT LIMITED TO, WILL INCLUDE THE AGE OF BUS, CAPACITY, DRIVER ENDORSEMENTS OR RESTRICTIONS, AND OTHER NEEDS OF THE DISTRICT.

Summer Employment

Drivers and aides wishing to apply for summer employment may do so by signing the list in person in the Transportation Department in MARCH of the previous school year. Drivers are eligible for driving positions as well as aides. All positions are assigned by seniority in the program. Proper attire applies to summer employment as it does for regular school year employment.

Summer Route Hiring Procedures

- Driver must sign-up for summer routes in MARCH of the prior year to be considered.
- Transportation determines the number of required buses by ward for summer routes.
- Review the prior year MARCH sign-in sheet for drivers by seniority with regards to the number of previous consecutive years of summer driving.
- Secure designated number of drivers required for each ward based on previous consecutive years of summer driving.
- Once all drivers within the ward with previous consecutive years of summer driving have been contacted and additional drivers are needed, the other ward displaced senior drivers with consecutive years of summer driving are offered a summer route.
- Once all senior drivers with consecutive years of summer driving have been contacted and additional summer drivers are required, drivers within the ward who signed up in MARCH of the prior year shall be contacted based on seniority (date of hire) as well as whether Regular Ed or Special Needs driver.
- If additional drivers are needed for a particular ward and all the drivers who have signed up in that ward are exhausted, the senior driver from the nearest ward shall be contacted.
- Upon securing a summer route, drivers shall commit to driving **every** day of the program
- Should a driver miss more than two (2) days during a one-month (approximately 20 days) program unless on medical leave, on LWOP or otherwise approved by Transportation, they shall be replaced with the next senior driver. If program is less than 20 days, driver shall miss zero (0) days of driving unless you have Dr excuse, on medical leave, on LWOP or otherwise approved by Transportation. You shall be replaced with the next senior driver if unexcused absence.

IN-TRANSIT PROCEDURES

Railroad Crossing Procedures

Railroad crossings are always dangerous. All crossings must be approached with the expectation that a train is coming.



School buses must stop between 15 and 50 feet from the nearest train track and determine if it is safe to cross. Bus operators observed by Transportation Safety personnel, Transportation Supervisory personnel, law enforcement or railroad officials violating these requirements or crossing when it is unsafe to do so are subject to immediate disciplinary action.



Reduce speed on the approach to the tracks to avoid a fast stop that could invite a rear end collision. Use your hazard flashing lights on the approach, about 100 feet before the stop

and tap your brake lights to alert following traffic. Generally, the railroad crossing warning road signs are posted about this distance before the track. Remember to cancel your hazard flashers after clearing the track.



Educate your students to become silent during the approach and as the bus crosses the tracks.



Turn off noisy equipment.



Open the service door and driver's window for better listening and visibility. Close door before moving forward. Proceed with caution.



Double tracks require a double check. Remember that a train on one track may hide a train on the other track. After one train has cleared the crossing, make certain that another train is not approaching on the other track before starting across the tracks.



Remember that the train itself overhangs the track by about four feet on each side.



Never race a train to a crossing.



Do not cross a train track when a train is approaching within a distance of 1500 feet or less.



Do not begin to cross the track until the entire space the bus needs to occupy on the far side of the track is clear. Do not assume traffic on the far side of the track will clear out in time.



Never get trapped on a crossing.



If the warning bells and lights are activated and the gates are down, you SHALL NOT cross the tracks UNLESS directed to do so by a law enforcement officer or railroad official. CPSS transportation personnel are not legally authorized to allow you to cross the tracks if the lights, bells and gates are operating. If the lights/gates are malfunctioning:

- a) Radio Transportation and report the location of the crossing so that the malfunction can be reported.
- b) If you can safely turn around or turn onto another road to bypass the malfunctioning crossing, do so to avoid any unnecessary delays.



Always
Equals



TWO-WAY RADIO PROCEDURES

All Transportation personnel are directed to use proper radio etiquette. No personal conversations are to be held. Inappropriate language will not be tolerated. Unnecessary radio traffic will delay emergency calls to Transportation. All radio communications are for Transportation purposes only, for the safety of students and employees. Radios are monitored by the Superintendent, Assistant Superintendent, School Administrators, Transportation personnel, Calcasieu Parish Sheriff's Department, and Federal Communications Commission.

Drivers are instructed to follow basic rules when using the radio:

1. Monitor the air before transmitting. Transmitting while someone else is transmitting will block his/her transmission, your transmission, or both.
2. Keep message brief. Plan what you are going to say.
3. Wait your turn to talk. You can only talk when you press the microphone button down. You can listen only when the button is released. The other party must be finished before you can begin speaking. Honor all requests to "STAND BY."
4. Speak clearly and in a normal conversational voice. Speak into the face of the microphone. Shouting will reduce the clarity of the message.
5. Be familiar with procedures for emergency calls.
6. Refrain from non-emergency conversation on bus channel with other drivers.
7. **Always** identify yourself by bus number.
8. Always acknowledge that you understand information and/or complete your message by saying "10/4". Never assume that your message was heard and understood.
9. Always place your microphone in its mounting clip.
10. Use the radio only when time is of the essence. Problems or questions that can be addressed later should be handled upon arrival at the Transportation office.
11. When reporting an accident, it is imperative that drivers immediately identify:
 - a. Location
 - b. Injuries
 - c. Whether or not a school bus is involved. If yes, provide bus driver's name as well as the bus number
12. Remember STUDENT CONFIDENTIALITY!
13. Intentionally or habitually ignoring the radio will result in disciplinary action.
14. When using the two-way radio, always be cautious of your driving environment.
 - TRANS CHANNEL IS TO REACH INSIDE TRANSPORTATION OFFICE
 - CHAT CHANNEL IS USED FOR BUS TO BUS COMMUNICATION
 - GARAGE CHANNEL IS USED TO REACH THE BUS GARAGE
 - SCHOOL CHANNEL IS TO REACH SCHOOLS
 - TRAVEL CHANNEL IS TO BE USED FOR FIELD TRIPS

REMEMBER, ALL CHANNELS ARE MONITORED BY LOCAL AND STATE OFFICIALS AND ARE RECORDED FOR PLAYBACK WHEN NECESSARY. BE PROFESSIONAL!

NOTE: Violation of the above basic rules may result in disciplinary consequences

Law Enforcement Assistance Policy

After law enforcement has been dispatched to assist you, STAY WHERE YOU ARE. You must not move after law enforcement has been called even if the situation is resolved.

Law enforcement is called to assist with problems on your bus ONLY in the following instances:

1. Uncontrolled Physical Altercations
2. Major Disruption
3. Extreme Safety Concerns

****SEE DIAGRAMS ON PAGE 76 FOR PARKING DIAGRAM AT BROAD ST LOCATION****

ALL Parking Lot Procedures

- Make sure your back-up alarms are working.
- Make sure back up lights are working.

- Look through your bus windows for any approaching buses. If windows are fogged up along the side of the bus, wipe the windows before attempting any maneuvers.
- Slide side windows open so you can hear any outside noise.
- Check side and rearview mirrors for buses, or headlights if dark. Also, turn your head and look.
- Back very slowly!
- Do not idle your bus for more than five minutes, even in cold weather.

While Operating Your Bus

1. All CPSS bus drivers shall wear a seat belt while driving.
2. Drivers must be alert and careful at all times. They must know what is happening.
3. The maximum speed limit inside the bus yard, district property and any school campus is 5 MPH.
4. Bus doors shall remain closed while in transit.
5. Headlights and strobe light shall be required to remain on at all times.
6. No student shall be allowed to ride in front of the seat dividers at the front of the bus or in the bus aisle or stairwell.
7. Students are not allowed to operate any electrical/mechanical device on the bus. There shall be no exceptions to this rule.
8. Students are not allowed to get off the bus except at their regular bus stop, unless the student provides written permission from their parent, signed by a school administrator to the bus driver. Once the student(s) board the bus, they will not be allowed to get off for any reason until their destination has been reached, unless an emergency situation requires a bus evacuation.
9. Students are not allowed to ride any bus except the bus to which they have been assigned. Due to insurance coverage, only registered CPSS or parochial students are authorized to ride buses.
10. It is the driver's responsibility to transport students to and from school. Discipline problems are going to arise. Under NO conditions is it permissible to remove a student from the bus for discipline reasons in the middle of a route by a school bus driver. If a student becomes unruly, call the student's school administrator for instructions and/or assistance. School administrators AND TRANSPORTATION SUPERVISORS are the ONLY authorized personnel who can remove a student from the bus.
11. Drivers will check the interior of the bus after each route and upon completion of any trip for damage to seats, articles left on buses, and for students.
12. **IF A STUDENT IS FOUND ON THE BUS AFTER THE BUS DRIVER DEPARTS THE BUS, THE DRIVER IS SUBJECT TO RECOMMENDATION FOR DISCIPLINARY ACTION**
13. There must be a following distance of at least one full bus length (40 ft.) between buses. Maintain proper following distance for the speed traveled.
 - Increase following distance in inclement weather conditions.
 - When buses are stopped, the driver shall be able to see the rear wheels of the bus on the ground in front of them.
14. When changing lanes, move the turn signal lever to the point where resistance to movement is felt. Unless this is done, the rear signal lamps may not flash even though the dash indicator lamp is flashing.
15. The bus horn should not be used to tell students that the bus has arrived.
16. Keep a constant watch on all gauges. Gauges, which indicate improper functioning on the bus, must be reported.
17. Buses shall not be driven on private property (business, etc.) unless written permission has been given and authorized by the Transportation Director or Transportation Route Supervisor.
18. If it is necessary to leave the bus at the school, these procedures will be followed:
 - a. Place gear lever in neutral.
 - b. Apply parking brakes.

- c. Turn off all lights and accessories.
 - d. Shut off engine after proper cool down.
 - e. Remove key from ignition
 - f. Complete Post Trip Inspection
 - g. Close door securely. Lock doors if applicable.
 - h. Turn "off" battery switch (IF EQUIPPED) if you are at the end of your route.
19. **Never back a bus**, unless it is absolutely necessary and then only by following these steps:
- a. Get off bus if no students are onboard, or walk to rear of bus inside if loaded with students, and check area behind bus before backing
 - b. Utilize side and overhead mirrors to check bus position on road
 - c. Backing on school grounds is prohibited unless adult help is available
 - d. Look around blind spots created by side mirrors, and then back with caution
 - e. If necessary to back some distance, stop part way and check progress
 - f. If possible, have another adult stand in a safe place and guide the driver by signaling
 - g. The only exception to this policy will be on a route scheduled turn around. If your back-up alarm is properly functioning, you will not be required to get off the bus. However, it will be necessary to make a visual check prior to backing. If there are no students on the bus, walk to the rear of the bus, look for any problem objects and then watch very carefully from your seat as you proceed to back up. Always know your exit before you enter or park your bus.
20. Vehicles from all directions meeting a bus with flashing red lights (loading or unloading) must come to a complete stop unless roadway is separated by a median. When the bus and vehicle are separated by a median, it is not necessary for the vehicle to stop. If approaching the rear of a bus with flashing red lights (loading or unloading students), stop approximately ½ bus length behind the bus, moving the bus as far to the right side of the roadway as possible. If buses face each other or follow one another, each bus should put out their stop arms.
21. Loading and unloading students
- a. Turn on amber loading lights 500 feet or ½ block from the stop
 - b. Stop at least ten (10) feet from students
 - c. Open door
 - d. Load or unload students
 - e. **Make sure all students are loaded and seated before you proceed**
Load: (If students are across roadway, check mirrors, then motion for students to cross. Make sure all students are on bus and seated before you close door)
Unload: Have students walk to a distance where they can see driver, check mirrors, and then motion students across, leaving door open until students are completely across roadway.
22. Inclement Weather
- a. In the event of an emergency such as a tornado, thunderstorms, explosions, hazardous road conditions, etc., you will be instructed by Transportation as to what procedure to follow. It is important to remain calm and cooperative in an emergency. **ON FOGGY AND/OR WET DAYS, REDUCE SPEED ACCORDINGLY.**
 - b. When driving through water, drive very slowly. After driving through high water, when you are on dry ground, check brakes. Press down on the brake and hold while accelerating slowly. The Transportation Department will give further guidance in emergency or crisis situations related to water events.

Bus Evacuation

Federal law requires transportation to conduct two (2) bus evacuations each school year. Please read and be familiar with the following details of evacuations and the forms required. Drivers will be notified of the date and times for these evacuations which are conducted by the School Administrator. LA RS

– T-7 & T-8 forms are due in the Transportation Department AT THE END OF THE 1ST NINE weeks and the END OF THE 3RD NINE weeks.

Three Types of Emergency Evacuations:

1. Front Door Evacuation

- Front door assistant shall be seated next to the aisle on the front right-hand side of the bus and shall assist the driver in the event he or she is incapacitated
- Front door assistant should depart bus first and lead the passengers to a safe place
- If driver is injured, assistant should make sure everyone is off the bus

2. Rear Door Evacuation

- Passengers will be evacuated through the rear door until all students are out
- There are two (2) rear door assistants, one on each side of the aisle in the seat nearest the rear door
- Assistants should prevent students from touching the emergency door
- Assistants will open door on driver's command. The rear door assistant should exit the bus first and assist passengers off the bus. All passengers should sit on the floor of the bus and edge off rear doorway and exit with door assistant's help

3. Front and Rear Door Evacuation

- Passengers in front half exit front door, and passengers in the rear half exit through the rear door.

STUDENT MANAGEMENT GUIDELINES

See: Calcasieu Parish School System Manual

Re: Student Code of Conduct

In Dealing with Students:

JUST BE A PRO!! Refer to Handout on Page 75.

Student Management Basic Procedures

As the bus driver, you are the key component in providing a successful bus ride for your students. The whole bus riding experience starts and ends with you. Your job plays a very important role in the daily education of each student.

1. The first contact a bus rider has with our Parish each day is the bus driver and bus aide. Be positive and consistent as you deal with your students.
2. You should be friendly with your students; however, there is a difference between being friendly and being familiar. Show an interest in each of your students by learning their name and being concerned for them. Sometimes the key is to learn an interest they have and build on it.
3. **Never** discipline the entire group for the action of an individual student. If an individual student cannot be identified, it is better to wait and see if you can identify the individual student(s) after further investigation (i.e. view the tape, talk to the school, etc.) and then take action.
4. Become informed with the procedures and sequence of events used in disciplining students. This knowledge should decrease misunderstanding and help you change unacceptable behavior.
5. Never back students into a corner. If you do, they may act in an unpredictable manner or respond negatively. Treat your students with respect and dignity and they will generally return it.
6. Screaming or yelling at students is not an effective method of dealing with them. Always be professional in correcting students. Avoid using a negative voice.
7. **Never hit a student. Never touch a student when correcting them. Be careful and professional.**

8. Be firm, fair, and consistent.
9. Maintain poise at all times. Do not lose your temper!
10. Look for good qualities in students; they all have some.
11. Do not use students as patrols or monitors on your bus.
12. Post rules that help prevent inappropriate behavior. Think ahead and consider all possible consequences. Look for possibilities that provide positive results. These are traits of good leadership.
13. Follow the district assertive discipline plan with clear consequences and positive rewards.
 - a. Communicate your plan clearly so students know what you expect.
 - b. Communicate the student's responsibilities to other passengers which will allow for a safe and pleasant trip for all.
14. Students Shall Not:
 - a. Behave in a disruptive manner or make excessive noise
 - b. Put any part of their body outside a bus window
 - c. Throw objects out bus windows or on the floor
 - d. Touch the emergency doors or tamper with any part of the school bus
 - e. Use unsafe items such as school supplies on the bus (i.e. pencils, compasses, etc.)
 - f. Eat or drink on the bus
 - g. Use or possess tobacco products, drugs, drug paraphernalia, or alcohol on the school bus
 - h. Shall not possess any item which may be used as a weapon (i.e. gun, knife, glass, mace, etc.).
15. Be clear and up front about what is and is not acceptable on YOUR bus and why.
 - a. Establish your bus rules from day one and review periodically
 - b. If you have too many rules, students will not remember them
 - c. The more you encourage and recognize appropriate behavior, the less often you will have to deal with inappropriate behavior
 - d. Basic rules should focus on safety, respect, cleanliness, and courtesy towards others. Vandalism, harassment, gang related behavior or actions which are sexual in nature shall not be tolerated.

Driver-Student Relationship

The relationship between the bus driver and the student is a very important part of the school experience. Each driver must strive constantly to achieve good student relations. The relationship between the bus driver and the student has a strong impact on maintaining proper discipline. Proper behavior is learned, not inherited.

- Earn student respect by showing respect.
 - Driver should address the student by proper name.
 - Students should address the driver by proper name (i.e. Mr. Smith, Mrs. Jones, Miss. Green).
- a. Be courteous, cheerful and reserved; never lose your cool.
 - b. Greet students: "Good Morning" and "Good-bye"
 - c. It is your responsibility to inform students of the rules on your bus and to administer these rules consistently as found on the "Bus Riders Rules and Regulations" form distributed at the beginning of school or when a new student begins riding the bus. (BLUE SHEETS)
 - d. Listen and observe carefully to avoid problem situations.
 - e. Do not use derogatory remarks, vulgar or abusive language when speaking with students.
 - f. Avoid reprimanding a student in front of other students.
 - g. Avoid using threats; threats only antagonize students and often cannot be carried out.
 - h. Get to know your students.
 - i. Praise good behavior.

- j. Show an interest in things that interest them.
- k. Compliment positive behavior and attitudes.
- l. Be honest in what you say or do.
- m. Be aware of your body language. This includes posture, movements, gestures, and facial expressions.
- n. Be mindful of your student's personal space.
- o. Be familiar with your student's normal behavior. Watch for body language cues that might tell you a student is anxious or upset.

Seating Charts

1. **You shall establish a Bus Seating Chart for these basic reasons:**
 - a. **State law requires you to produce a seating chart at any time**
 - b. Safety
 - c. Proof of Vandalism
 - d. In the event of an Accident
 - e. Accountability
 - f. Discipline
2. The following guidelines should be considered when making seating assignments:
 - Male and female students should only be segregated by seating assignments.
 - Pre-K students are generally placed up front by the driver.
 - Completed copies of seating assignments will be given to the school. An additional copy should be kept with your emergency information on your bus AND PROVIDED TO Transportation Department, IF REQUESTED.
 - Seating charts must be updated as changes are made.
 - Drivers are to check the bus for vandalism after each run. Damage caused by inappropriate student behavior (i.e. cut or torn seats, broken windows, etc.) should be reported to the school administrator and provide Transportation with an incident report. The cost to repair the damages to a public vehicle may be required.
 - SEATING ARRANGEMENTS THAT SEGREGATE NEIGHBORHOODS OF STUDENTS SHOULD BE JUSTIFIABLE IF QUESTIONED BY PARENTS OR SCHOOLS.

Student Discipline

1. Deal with unacceptable behavior right away.
 - a. **Never hit a student. Do not touch a student when angry. THIS INCLUDES GRABBING THEIR BACKPACK, SHIRT, JACKET, ETC.**
 - b. **Do not argue with a student. You are the adult**
 - c. Do NOT single out the ringleader for discipline and isolate them from the group UNLESS IT IS A SAFETY CONCERN. NEGATIVE BEHAVIOR TEND TO ESCALATE WHENEVER STUDENTS ARE "CALLED OUT" IN FRONT OF THEIR PEERS.
 - d. Keep the situation under control. You are the adult
 - e. Be prepared to backup what you say. Do not inform a student of a consequence to any action if it is a consequence you cannot enforce
 - f. Never use inappropriate language
 - g. **Follow through. If you say you are going to report misbehavior, do it**
 - h. Do not nit-pick
 - i. Recommend discipline for serious or safety related behavior
 - j. Try a change of seats
 - k. Talk to the student away from the other students.
 - l. Contact the parent/guardian

- m. Send a “Bus Conduct” referral (SHORT FORM) to the parent/guardian (KEEP COPY FOR YOURSELF AS DOCUMENTATION)
- n. Record discipline by documentation
- o. Be very specific and explicit when writing a discipline referral. You must state exactly what was said. Take your time and give the administrator all of the facts related to the problem. ALSO, INCLUDE THE PREVIOUS THINGS THAT YOU HAVE DONE TO TRY AND CORRECT THE BEHAVIOR. KEEP GOOD DOCUMENTATION AND PROVIDE TO ADMINISTRATOR.
- p. Always be professional in dealing with administrators, parents and students
- q. Use only the name of one student on each referral. Do not use another student’s name on a referral
- r. Turn in referrals (LONG FORMS) to school administrators
- s. Get to know your school administrators and become familiar with the procedures they use in disciplining their students. This knowledge should decrease misunderstandings about what is expected. These administrators can be a tremendous help to you
- t. Contact the Transportation Director/Supervisors if assistance is needed in completing a report.

GUIDELINES FOR MAINTAINING CONFIDENTIALITY OF STUDENT INFORMATION - FERPA

Education records are defined in 34 CFR Part 99, Family Educational Rights and Privacy Act of 1974 (FERPA). These include records directly related to a student and cover any information that would make the student’s identity traceable. This includes the student’s disabilities and health condition. Disclosure of this information to school officials, including bus drivers and aides, is made on a need-to-know basis. This Act covers both Special Education and Regular Education students.

All Transportation Department employees who have knowledge of confidential information related to a student **shall not** disclose the information to anyone not in a “need-to-know” position. Transportation administrative staff will make determinations of need-to-know status within the department.

Be aware that “informal” discussions with family, friends, neighbors, other coworkers who are not in a position of “need-to-know”, or across the restaurant table, that reference a student’s disability or health condition or other protected information in a manner that identifies the student constitutes a violation under FERPA.

At no time (except in the case of an emergency or “need-to-know”) may a school official or transportation employee identify or provide information about a student to any individual other than the parent or legal guardian.

Information may be released to appropriate persons without parental consent in an emergency. This may be done if the knowledge of such information is necessary to protect the health and safety of the student or other person. Drivers and aides need to be aware that disclosing information regarding students could result in civil penalties.

REMEMBER, YOU HAVE BEEN TRAINED IN ACT 837. THIS HOLDS YOU LIABLE.

VEHICLE OPERATIONS

Emergency Breakdowns:

- Call the garage on two way radio on the garage channel. Please clearly state your bus number, your name, a call back number, and the nature of the emergency. The garage staff

will then contact you via phone to discuss details of breakdown. If unable to use two way, please call via phone to 337-217-4330 and press 6 for garage staff.

- After contacting the garage, please contact the Transportation department via two way on the “TRANS” channel if the breakdown will affect your ability to pick up or drop off students at your normal time. We will give you further instructions if needed.

Mechanical Breakdowns

- Turn on hazard lights (not loading lights).
- Move bus off roadway when possible.
- Notify transportation by radio.
- Place in neutral.
- Set parking brake.
- Turn off ignition switch. 2-way radio may not work.
- Turn off master switch.
- Use warning devices (reflectors, etc.)
- Keep students on the bus unless safety conditions warrant their removal.
- Wait for spare bus.
- Upon arrival, the spare bus should stop in line with bus, as close as possible, to the rear of the disabled bus.
- Drivers of both buses shall activate the alternating red loading lights prior to transferring students from one bus to another.
- The driver of the disabled bus shall open door, get out of the bus and stand to the right of the disabled bus.
- The driver of the spare bus should open the door, get out of the bus and stand to the right of the spare bus.
- The driver of the disabled bus shall instruct pupils to change buses in an orderly manner, staying in single file.
- The alternating red loading lights on each bus shall be deactivated as soon as all students are on the spare bus.
- After all pupils have been loaded on the spare bus, the regular driver should count all students before completing the route.
- The driver of the spare bus shall assist getting the loaded bus back on the roadway.
- The driver of the spare bus should be responsible for the disabled bus.
- Students are not to be released from the bus unless identification is provided by the parent/guardian. Identification must be a valid state driver’s license and student’s name and parent/guardian recorded.

Vehicle Operations Overview, Policies, and Procedures

School Parish/Districts across the nation place the name of their Parish/District in big bold letters on the side of each school bus. Some citizens in our community have no other contact with our school district except with the school bus they see. This impression reflects the quality of our Transportation Department and of our Parish as a whole. We are counting on you, as Calcasieu Parish School System professional bus drivers and bus aides, to make certain that the impression you give is always a favorable reflection on our department and our School System.

1. All CPSS bus drivers **MUST** properly wear their seat belt while driving.
2. CPSS buses are to be operated only by authorized employees of the Transportation Department. The school bus driver or bus aide is to be the only person operating bus equipment (i.e. students shall not be allowed to operate the door controls, etc.)

3. Pre-Trip Inspection: Prior to driving any bus the operator is **required** to perform a thorough pre-trip check. (See Pre-Trip Inspection Procedures.) As the driver of the bus, **YOU** have the ultimate responsibility to ensure that **YOU** are operating a safe, mechanically defect-free vehicle. CDL School Bus Driver policy, department policy, and federal regulations require you to perform a thorough pre-trip inspection **each time** before you drive your bus.
4. Pre-trip inspection forms will be used to document the pre-trip check and request any needed repairs. A bus driver is not, under any circumstances, to drive a bus that is not safe in every respect.
5. Post-Trip Inspection: Drivers shall check the inside of the bus at the conclusion of EVERY run. The purpose of this check is to discover the presence of sleeping students, seat damage, lost articles, etc.
6. ***Failure to check the vehicle BEFORE OR AFTER your route may result in a recommendation for disciplinary action. THIS MAY INCLUDE CONFERENCE FORM, PLAN B EVALUATION, RECOMMENDATION FOR SUSPENSION WITHOUT PAY, AND/OR RECOMMENDATION FOR TERMINATION.***
7. **“LIGHTS ON FOR SAFETY”** means that any time the bus engine is running, the clearance lights, strobe lights, and headlights shall be on. Not only does this provide the obvious benefit of increased visibility when the vehicle is operating on the road, it is also a visible signal when buses are parked in close proximity that the engine in a particular unit is running. This helps protect our mechanics and other service personnel from accidental injury.
8. The bus shall not be used to transport any person other than students, teachers or staff of Calcasieu Parish School System without authorization from a Transportation Department Administrator or a School Administrator. **This means that spouses, non-CPSS enrolled children or grandchildren, friends, unassigned students, or other drivers are not allowed to “ride along” on your bus.** A student with the designated permission from his/her principal is allowed to ride the bus.
9. **A school bus may not be driven on personal errands as these vehicles are limited by law to serve school children and school employees on school business.**
10. The bus driver shall not make unauthorized stops at stores, fast food restaurants, or other places of business. The only exception would be if a driver has radioed for permission to make an “Emergency Stop” or the bus has a School Employee as a chaperone. Emergency Stops are intended to be utilized when the operator has an emergency restroom need. It is expected that requests for Emergency Stops will not be a regular occurrence from any individual operator. Requests for Emergency Stops shall be avoided altogether while students are aboard which would leave students unattended. In every instance of an approved Emergency Stop, the bus shall be parked in a safe location and secured with the keys removed from the vehicle. Emergency Stops should be of minimal time duration.
11. **Drivers must abide by the route time schedule. Do not vary more than 5 minutes** from the established schedule under normal circumstances. If you anticipate arriving at a stop more than 5 minutes before your scheduled arrival time, find a safe place to pull over and wait to proceed until you are within the acceptable arrival time. If your entire route is running late, you only need to make an initial notification to Transportation. You must stop at each designated stop whether you see students waiting or not. **“NEVER RUN THE ROUTE EARLY.”**
12. **Complying with departure times** both initially from the Transportation office and subsequently from campuses, is critical to our ability to provide quality and timely service. It is the driver’s responsibility to communicate with Transportation if corrections need to be made.
13. Drivers must maintain an accurate and up to date MANIFEST AT ALL TIMES. THIS WILL INCLUDE ALL PERTINENT INFORMATION PERTAINING TO BUS STOPS, TIMES, AND NAMES OF STUDENTS ASSOCIATED WITH EACH STOP.

14. Students will be loaded and unloaded only at their designated stops. Any student who disembarks at an unauthorized location shall be written up.
15. In the interest of optimum safety for students, it is the driver's responsibility to be extremely observant of the surroundings, especially at drop off times. If something appears "out of the ordinary" or gives you concern for the well being of students, radio the student's school or Transportation for assistance.
16. **Drivers will assign seats on all bus routes.** Drivers shall ensure that students sit in their assigned seats.
17. Drivers will not allow students to stand while the bus is in motion. All students shall be properly seated. A MAXIMUM OF THREE STUDENTS ARE ALLOWED PER SEAT AND ONLY IF ALL THREE CAN PROPERLY FIT ON SEAT WITHOUT ANY PART OF THEIR BODY HANGING OVER SEAT AND INTO AISLE OF BUS. Sitting on the floor or in the step well is not permitted.
18. Railroad Crossings: All Bus Drivers must follow state law, which requires every school bus to STOP (whether transporting students or not) before crossing a train track.
19. Cell Phones: Use of cellular phones, with or without ear or blue tooth devices are prohibited while the bus is in motion. You may use a cell phone during a lay over if you park your bus in a safe place to notify Transportation of your location and type of emergency.
20. Bus Good Time Radio: Playing music on radios or ipods at excessive volumes is not permitted. Drivers should be able to hear emergency sirens, whistles, bells and dispatch communication at all times.
21. Drivers shall **not idle** engines for five minutes or more while in school loading zones or other public locations. In addition to the unnecessary fuel consumption and exposing students and co-workers to unnecessary fumes, we must be sensitive to environmental concerns with exhaust emissions. As a general rule, if you will be sitting in one place for more than 5 minutes, turn the engine off.
22. Effective immediately, the following "**NO IDLE Procedure**" is in effect for all CPSS buses. Route and or trip buses are to be started only long enough before route/trip departure to allow for completion of pre-trip inspection. **BUSES ARE NOT TO BE STARTED AND LEFT UNATTENDED PRIOR TO DEPARTURE**, nor are they to be allowed to run for excessive times beyond what is necessary to complete the pre-trip.
23. **Upon arrival at a campus or other destination, engines are to be turned off** this includes trip locations) unless there is a special needs student on board with a documented requirement for A/C. Buses shall not idle while parked and waiting for students to load. Buses may be started midway through the loading process.
24. Drivers should never allow the fuel level in a bus to drop below $\frac{1}{4}$ of fuel in the tank. Running out of fuel on the road is an inexcusable oversight resulting in delayed service that would have otherwise been avoided.
25. It is the driver's responsibility to keep the inside of the bus (including the inside of the windows) clean.
26. The windows, windshield, or mirrors shall never be covered by anything. Windows must be kept clean and obstruction free. No articles are to be placed on the dash, side sliding window, or back windows of the bus.
27. Students are not permitted to eat or drink on the school bus with the exception of plastic bottled water. Drivers should not eat or drink or have food or drink visible when students are onboard with the exception of plastic bottled water.
28. Drivers must have all windows up and doors closed at the conclusion of the PM run. If the weather indicates rain, all windows, and doors should also be closed after the AM and midday runs.
29. Distribution of unauthorized materials to students is prohibited.

30. Video/Audio monitoring devices may be used to assist the department in monitoring student behavior and driver performance. Drivers are cautioned that a video/audio monitoring system does not lessen your responsibility in monitoring and managing student behavior. This capability provides a tool to assist you in this responsibility.

Pre-Trip/Post-Trip Vehicle Inspection Procedure Overview

Prior to driving any bus, the operator is **required** to perform a thorough pre-trip check. This should be done **30 minutes** prior to your expected route times. This window of time will allow bus garage staff to respond to a mechanical problem without unnecessary delays to your route. As the person in charge, YOU, the bus driver have the ultimate responsibility to ensure that you are operating a safe, mechanically defect-free vehicle. As a CDL School Bus Driver you are required by State and department policy, as well as federal regulation to perform a thorough pre-trip inspection each time you drive your bus.

Keep PT/PT form in bus at all times. Your form looks different so please pay close attention to the column that you are marking in. The new form will also be a duplicate so that you can turn the original into transportation department and you will keep second copy for your records.

REFER to Pre/Post Trip Form – This form must be completed thoroughly and submitted to the Transportation Department by the 5th of the following month. For example, if you complete a PT/PT on August 31st, the report is due by September 5th.

NOTE: Violation of the above procedures may result in disciplinary consequences

REPAIR AND MAINTENANCE

Repair and Maintenance Overview

- Transportation has a system to assure that the defects and deficiencies of school transportation vehicles are reported. All repairs and regular maintenance shall be documented utilizing the Work Order.
- Be sure the Work Order is complete and explains the problem adequately when you turn it in. The completed work order should have the items repaired signed by mechanic, the Shop Supervisor or Assistant Shop Supervisor and you as the bus driver.
- Do not drive a bus if you suspect a mechanical problem that you think may be a safety problem or may damage a bus. If you are on your route and you encounter a mechanical problem, radio the shop, be as specific as possible, and wait for instructions as to whether to continue or not. Use your senses (smell, touch, hearing and sight), experience, and education to determine if you are having trouble. Do not drive an unsafe bus.
- When your bus is disabled, remain with it. Make contact with the bus garage and wait for assistance.

REGEN BUS PROCEDURES (SMOKE SIGNAL ON DASH)

IF YOUR BUS IS 2011 MODEL YEAR OR NEWER AND IS EQUIPPED WITH REGEN FEATURE AND YOU ARE UNSURE OF HOW TO PROPERLY MAINTAIN ENGINE, PLEASE CONTACT BUS GARAGE STAFF.

EMERGENCY BREAKDOWNS

- Call the garage on two way radio on the garage channel. Please clearly state your bus number, your name, a call back number, and the nature of the emergency. The garage staff will then contact you via phone to discuss details of breakdown. If unable to use two way, please call via phone to 337-217-4330 and press 6 for garage staff.

After contacting the garage, please contact the Transportation department via two way on the "TRANS" channel if the breakdown will affect your ability to pick up or drop off students at your normal time. We will give you further instructions if needed

Towing

The shop staff will make the decision if the disabled bus needs to be towed.

Spare Buses Assignment

It is the responsibility of any driver who drives a spare bus to leave the bus ready for the next driver. The need to use a spare bus while your regular bus is under repairs will usually be brief. For this reason, each driver needs to do the following after using a spare bus:

- Fuel bus
- Park bus in designated area and set brake
- Turn off the radio and all other equipment
- Turn off master battery switch
- Close all windows
- Sweep and clean
- Check for items or students/passengers left behind
- Empty trash
- Complete a work order request, if needed
- Complete a pre-trip/post-trip report

Bus Vehicle Work Orders

It is extremely important that each driver pay very close attention to the condition of his/her bus. When a problem occurs with his/her bus, it is imperative that the bus be brought to the Bus Garage. Please explain the problem as accurately as possible.

1. When a problem occurs, a work order will be completed including your bus number, date and time the report was completed.
2. Drivers are not allowed in the shop area
3. If a repair is not done properly, return to the bus garage and speak with the Shop Supervisor.

SPARE BUSES – GENERAL INFORMATION

- If the garage staff has determined that you will need a spare bus, the orange form will be completed and keys for spare bus issued to you.
- Spare buses are parked in the gravel lot unless instructed otherwise.
- Spare bus should be clean and fueled up when issued to you. If there are any problems with Spare bus that you are being issued, please pull it into Lane 1, return to bus garage office, and complete a Work Order Request (green form).

RETURNING A SPARE AFTER USE

- Pull into Lane 1 and radio the bus garage that you are returning spare. Someone from garage staff will come out and inspect the bus. IT MUST BE CLEANED AND FUELED TO CAPACITY. The staff member will then instruct you where to park spare bus. If you found issues with spare bus during use of it, please report to bus garage office and complete "Work Order Request" form.
- If returning bus after regular business hours, please park on the rocks in designated location and turn keys in to guard. Bus garage staff will inspect bus the following morning.

POLICIES AND PROCEDURES FOR FUELING BUSES

Under no circumstances is a bus or other district vehicle to be left unattended while fueling.

1. School buses **shall not** be fueled while passengers are on board
2. Fuel is for CPSS use only. CPSS fuel may not be used for personal vehicles
3. All electrical items must be turned off while fueling the bus
4. Buses shall not be swept at the pumps. This is private property; you could be ticketed for littering private property
5. Cellular phones may not be used while fueling
6. Pre-trip inspections will not be conducted while fueling
7. Never leave a bus less than ¼ tank full
8. Never leave your school bus unattended while fueling
9. **ALWAYS VERIFY THE TYPE OF FUEL THAT YOUR BUS REQUIRES! PUMPING THE WRONG FUEL CAN CAUSE THOUSANDS OF DOLLARS IN DAMAGES. IF YOU EVER BEGIN PUMPING FUEL AND REALIZE THAT YOU HAVE SELECTED WRONG FUEL TYPE, STOP IMMEDIATELY AND CALL BUS GARAGE! STAFF WILL ADVISE YOU AS HOW TO HANDLE SITUATION. NEVER THINK THAT YOU CAN HIDE A MISTAKE OF PUMPING THE WRONG FUEL. THERE ARE INDICATORS IN ENGINE THAT WILL ALERT WHENEVER YOU HAVE PUT WRONG FUEL TYPE IN BUS. YOU COULD BE HELD PERSONNALLY LIABLE IF DAMAGES ARE CONSIDERED TO BE NEGLIGENT.**

Fueling Procedures

1. No smoking
2. Turn the key to the off position
3. Set emergency brake
4. **DO NOT EVER PUT THE FUEL NOZZLE INTO THE FUEL TANK AND WALK AWAY LEAVING THE BUS UNATTENDED.**

FUELING BUS:

- Before pumping fuel, make sure the station you are using is an acceptable station that honors our CFN card.
- Verify the type of fuel needed for the bus that you are driving. If ever in doubt, please radio bus garage. If you should happen to pump the wrong type of fuel, STOP FUELING IMMEDIATELY and radio or call the bus garage for further instructions.
- Be accurate with your mileage entry at pump. The fueling reports are being imported into Fleetvision(FV) and will cause an error if inaccurate. If you make a mistake imputing mileage, please proceed with transaction and then call Candice Fruge-Thibodeaux at 337-217-4330, ext. 5410 and report correct mileage.
- If fuel card is lost or stolen, please report to Candice immediately at above listed number. You will be allowed 1 replacement card free of charge, and thereafter, you will be charged a replacement fee of \$5.00 per card.

OIL CHANGE REQUEST PROCEDURES

- Schedule an oil change by calling 337-217-4330, ext. 5413 or 5414.
- Upon arrival to garage parking area, pull bus into Lane 6, leave keys in bus, and radio in to bus garage on "GARAGE" channel that you have arrived. You do NOT have to report to bus garage office to complete work order for a previously scheduled oil change. Notify garage on two way radio if you will be waiting or returning to pick up bus at a later time. Staff will instruct you on procedures.

- If you will need to reschedule an oil change appointment, please do so within 24 hours of your scheduled time in order that another bus can be scheduled.
- Missed oil change appointments will be considered failure to properly maintain your bus. Disciplinary actions could be taken if necessary.

GENERAL PERSONNEL PROCEDURES

Seniority

Drivers are placed on a seniority scale based on length of employment only as a full time bus driver with CPSS. If a route is open, drivers will become eligible for advancement should they bid on the position based on seniority.

Resignation or termination at any time constitutes a break in service for seniority purposes. Leave of absence due to a worker's compensation claim does not constitute a break in service. An approved leave of absence does not affect seniority status.

Duty to Drive

- It is required that drivers drive anywhere they are asked to drive while on duty.
- Bus drivers, bus aides, and non-system employees, employee's children are not permitted to go on a trip with another driver without the approval of the school administrator requesting the trip.

Traffic Ticket Procedure

1. It is the driver's responsibility to **immediately** report to the Transportation Department **any** traffic ticket issued to them.
2. Any traffic violation ticket issued to a school bus driver while driving their bus or any other vehicle may result in disciplinary action.
3. The bus driver **must** notify the Transportation Director/Supervisor **immediately** upon suspension or revocation of their driver's license.
4. Upon any criminal or traffic conviction, the bus driver/ bus aide shall notify the Transportation Director/Supervisor immediately.

Cell Phone Policy

The use of electronic communication devices, including Bluetooth ear pieces/hands free and/or cellular phones is **prohibited** while the bus is in motion. Cell phones may only be used when bus is parked with the engine off in the event of an emergency. See Act 235/House Bill 402.

THIS IS A STATE LAW.

Smoking Policy

CPSS is a tobacco free work place. Smoking or other use of tobacco is not permitted on any CPSS property, which includes school buses. Smoking materials must be secured and out of sight.

Meetings – Annual Pre-School and/or In-Service Days

Employees will be notified when they are required to attend these mandatory meetings. Employees will be responsible for implementing all information covered. If you cannot attend the mandatory meeting, you must notify the Transportation Director/Supervisor. TEACHER INSERVICE DAYS DURING THE YEAR WILL BE USED FOR BUS INSPECTION DAYS.

THE REQUIRED 4 HOUR ANNUAL TRAINING WILL BE DONE USING AN ONLINE PLATFORM. TRANSPORTATION DEPARTMENT WILL PROVIDE SUPPORT FOR YOU TO COMPLETE

REQUIRED TRAINING. THIS WILL ALSO INCLUDE THE MANDATORY BULLYING AND ETHICS TRAINING. ALL CPSB EMPLOYEES MUST COMPLETE THESE REQUIREMENTS. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION AND COULD RESULT IN YOUR REMOVAL FROM BEING A DRIVER/AIDE IN "GOOD STANDING"

Driving Regulations

All drivers are subject to the rules and regulations contained in the following:

1. Louisiana Department of Education Bulletin 119
2. Louisiana Office of Motor Vehicles, DOT CDL Manual
3. Calcasieu Parish School System Transportation Bus Driver and Bus Aide Procedure Handbook
4. Calcasieu Parish School System District Policies, Procedures and Guidelines
5. United States Federal Motor Carrier Safety Act, Louisiana Traffic Code
6. Louisiana Traffic Codes

EMPLOYEE CONDUCT – THIS IS OUR MOTTO!! 😊😊

C. COURTEOUS

L. LAWFUL

A. ALERT

P. PROFESSIONAL

The Calcasieu Parish School Board believes the teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner. A teacher's conduct, as well as the conduct of all employees throughout the school district, should meet acceptable standards of the community and show respect for the law and the rights of others.

All employees, volunteers, student teachers, interns, and any other person affiliated with the Calcasieu Parish School Board have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the School Board, and the administrative regulations and procedures designed to implement Board policies. Employees and others shall also comply with the standards of conduct set out in this policy and with any other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board employees.

Employees and all others shall be expected to observe at least the following standards of conduct:

- Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner.
- Recognize and respect the rights and property of students, other employees, and the public.
- Maintain confidentiality of all matters relating to students and other employees.
- Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules.
- Observe and adhere to all terms of an employee's contract or job description.
- Strive to keep current and knowledgeable about the employee's area of responsibility.
- Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- Refrain from using undue influence to gain, or attempt to gain, promotion, leave, favorable assignments, or other individual benefit or advantage.
- Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.

While the operation of the School Board and its schools is governed by the provisions of this and all other Board policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conducts are unacceptable even in the absence of formal Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty. Such conduct, as well as violation of any state or federal law or Board policies, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

Prohibited Sexual Conduct

Employees shall be prohibited from engaging in any form of sexual conduct with students. In particular, it is a violation of criminal statutes for any educator, which includes any administrator, coach, instructor, teacher, paraprofessional, teacher aide, or student aide, to engage in sexual conduct, as defined in La. Rev. Stat. Ann. §14:81.4 with a student who is seventeen (17) years of age or older, but less than twenty-one (21) years of age, where there is an age difference of greater than four (4) years between the two persons.

Notwithstanding any claim of privileged communication, any educator, having cause to believe that prohibited sexual conduct has occurred between another educator and a student, shall be required by state law to immediately report such conduct to a local or state law enforcement agency.

Notification By Employees

A teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within forty-eight (48) hours of conviction or plea.

Arrests for Certain Sexual Offenses

Effective January 1, 2012, any public school employee shall be required to report his/her arrest for a violation of La. Rev. Stat. Ann. §§14:42-14:43.5, 14:80-14:81.5, any other sexual offense affecting minors, any of the crimes listed in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file with the Louisiana Department of Children and Family Services.

The report shall be submitted to the Superintendent or his/her designee within twenty-four (24) hours of the arrest. However, if the employee is arrested on a Saturday, Sunday, or a legally declared school holiday such report shall be made prior to the employee next returning for his/her work assignment at a school. Such report shall be made by the employee or an agent of the employee regardless of whether he/she was performing an official duty or responsibility as an employee at the time of the offense. In addition, the employee shall report the disposition of any legal proceedings related to any such arrest, which shall also be made a part of any related files or records.

Any employee who fails to comply with these provisions shall be suspended with or without pay by the School Board if such employee is serving a probationary term of employment or if the provisions of law relative to probation and tenure are not applicable to the employee.

Any employee employed by the School Board who is a tenured employee of the Board shall be subject to removal under applicable state laws for failure to comply with these provisions. Written and signed charges alleging such failure shall be brought against the employee.

Unless criminal charges are instituted pursuant to an arrest which is required to be reported as provided above, all information, records, hearing materials, and final recommendations of the school pertaining to such reported arrest shall remain confidential and shall not be subject to a public records request.

School employee, as used in this policy, shall mean any employee of the School Board, including teachers, substitute teachers, bus drivers, substitute bus drivers, or janitor, and shall include all temporary, part-time, and permanent school employees.

Employee Conduct – Refer to CPSB Policy GBRA – Additional conduct related to Bus Drivers

1. No employee shall possess, use or be under the influence of alcohol, alcoholic beverages, or drugs and/or narcotics while on school property or while working in the scope of assigned duties or while attending any school or District sponsored activity. You are **always** on duty from the departure to the return of your trip.
2. Employees shall demonstrate a cheerful attitude and cooperative working relationship while on duty.
3. Gossiping, using vulgar language, profanity, and the spreading of rumors are prohibited.
4. All employees will control their temper and display self-discipline while on duty. A driver refusing to follow a directive or assignment by the School Administrator, Transportation Director, or the Transportation Supervisor will be considered insubordinate and subject to disciplinary action.
5. All injuries, regardless of seriousness, will be reported immediately to your School Administrator and the Transportation Department. A workers comp report must be filled out and you may be required to visit the doctor.

BE ADVISED: CPSB WILL BE ADOPTING A SOCIAL MEDIA POLICY THAT YOU MUST ABIDE BY. A committee was formed to adopt this policy and it will be brought to a&P committee on August 22nd. Please be smart when posting on social media

Use of School System's District Property

1. As governmental employees, certain obligations are placed on public school employees that employees in the private sector do not experience concerning the use of parish owned property.
2. Personal Use of District property is prohibited.
3. Calcasieu Parish Public Schools employees are not authorized to give away or discard obsolete equipment or materials. Such items must be either sold at auction or disposed of as approved in accordance with Board Policy. Any other means of disposing of District property is prohibited.
4. Staff members may not conduct personal business for profit during working hours nor may they use District supplies or equipment to advance the cause of their personal business.

Uniforms for Bus Drivers/Aides

(Refer to Calcasieu Parish School System Policy Manual)

UNIFORMS WILL BE PROVIDED FOR ALL BUS DRIVERS AND AIDES (LONG TERM SUBS AND DRIVERS)

SAFETY VEST MUST BE RETURNED IF YOUR SERVICE IS TERMINATED WITH CPSB FOR ANY REASON. YOU MAY KEEP T SHIRTS. SHIRTS MAY BE ANY COLOR AS LONG AS THEY HAVE CPSB TRANSPORTATION LOGO. REQUIREMENTS WILL BE EITHER A SAFETY VEST OR CPSB TRANSPORTATION T SHIRT, OR BOTH. IT MUST BE EVIDENT TO OTHERS THAT YOU ARE A

TRANSPORTATION EMPLOYEE. ALL EMPLOYEES ARE REQUIRED TO WEAR SAFETY VEST IN ANY SAFETY SENSATIVE SITUATION, SUCH AS FUELING, BREAK DOWN, ACCIDENT, ETC.

1. Transportation employees are expected to exhibit neat, clean, well-groomed, professional appearances.
2. Transportation employees will wear clean; neat clothing that will reflect an image with personal and professional pride. Transportation personnel members shall refrain from wearing extreme garments that are unsafe or disruptive to the work environment. Employees shall not wear very fitted, very loose, revealing or suggestive garments. Very short dresses, skirts or shorts are not acceptable. Unacceptable clothing includes, but is not limited to, halter tops, tube tops, tank tops, crop tops, see-through blouses, and mini-skirts.
3. Jewelry or accessories that could become a safety hazard or that could be disruptive to the instructional or work environment should be avoided.
4. During warm weather, staff members may wear shorts that are of a length that approaches the knee, such as "walking short". They should be no shorter than 2" above the knee.
5. Appropriate underclothing must be worn but not seen at all times.
6. Shoes must be worn at all times. For safety reasons, footwear must have straps. Heels over 2 inches are unacceptable. Sandals without backs or straps, shower thongs, FLIP FLOPS or house slippers are unacceptable. Shoes must be secured with ties or straps.
7. Clothing which advertises alcoholic beverages or drugs is unacceptable. Obscene patches on clothing are not permitted.
8. Facial piercings are unacceptable.
9. Violation of the dress code will be subject to the following disciplinary action
 - a. Verbal Warning
 - b. Written Warning (CONFERENCE FORM AND/OR PLAN B EVALUATION)
 - c. May be considered willful neglect of duty

Personal Hygiene

All staff members are required to follow the rules of good grooming and personal hygiene. Cleanliness and personal neatness are expected at all times.

1. Hair shall be neat, clean, and not worn in a style which disrupts the work environment.
2. Male staff member's facial hair shall be neatly trimmed and shall not be worn in a way to disrupt the work environment.
3. Care shall be taken to prevent reporting to work with offensive body odor.

ABSENCES

All Drivers Will Report Every Absence to Transportation Hotline at 337-217-4333

- Read the phone message so that you will know what to expect whenever you call. You have a copy in your packet.
- Every absence is to be reported, including if you have secured a sub or you will need a route split.
- CPSB transportation dept must know who is driving our buses. Please secure sub whenever possible to avoid route split. Remind your sub to radio in to confirm their presence on bus.
- This is for liability purposes. We must know who is driving our students. This includes all platoons.
- Absenteeism is defined as not reporting to work as scheduled.

If an employee is absent six (6) days, in succession, ON THE 6TH DAY OF ABSENCE, even if he/she has notified the supervisor, the staff member must submit a letter from a doctor to your sign-in school stating that the staff member has been examined by a doctor and is under a doctor's care.

An absence of more than ten (10) days must be reported to the Transportation Department. Upon return to work, a doctor's release must be provided.

TRIP PROCEDURES

Trip Overview

We have A LIMITED NUMBER OF activity buses. They are available to athletic endeavors first as a priority and then if available to other trips for other purposes. If a bus is needed for an out of town trip, it must be a bus approved by the bus garage. As a Calcasieu Parish School System bus driver, you are required to loan your assigned school bus for an out of parish trip when asked to do so. The **ONLY** exception is if you, yourself are conducting an out of parish trip on that date.

NO ONE SHALL RESERVE THEIR ASSIGNED BUS FOR THEIR PERSONAL CONVENIENCE!

Trip Types – All Trips Must Be Entered into Trip Tracker!

1. Athletic Trips

It is our belief that physical development is as important as academic development and to that end we provide all school athletics with the opportunity to have transportation to and from events in and around the state.

2. Field Trips

Field trips to reinforce subject matter are real necessities giving the students the real-life experiences they have been studying about, such field trips may include places that emphasize history like the Old and or New State Capitals in Baton Rouge, the Acadian Village, Avery Island; or Science like NASA or special events promoting the open mind to possibilities concept, like McNeese State University's hands-on engineering demonstration for students to encourage the study of engineering in college. Field trips are limited to 8:00 AM until 2:00 PM during the school day.

3. Scholastic Trips

All non-athletic club related events have the opportunity to receive transportation to and from the occasion such as Beta Club and Quiz Bowl competitions, Choir and Band concerts, community service related club events such as cleaning the park or helping to restore public areas for recreational use.

4. Civic/Community Trips

Trips scheduled for community improvement and/or character development such as events whose intrinsic value is the active experience of participation without the expectation of a reward, point, or grade. **Example:** Working with Habitat for Humanity to help with the clean up of homes devastated by hurricanes Rita and Katrina.

Driver Assignment to an Approved Trip

1. School Administrators will hire drivers required to do the trip.
2. **FIELD** trips shall be between the hours of 8:00 AM – 2:00 PM when schools are in session.
3. Activity buses are limited based on how many are available on the day they are requested. We at Transportation reserve the right to limit the amount of activity buses a school may use.

Driver Responsibilities

1. Drivers should expect the same basic standard of student behavior for trips as on routes.
2. Drivers are expected to exhibit good judgment and courtesy while following department and district policies and procedures.
3. Driving safely and getting cooperation from passengers and teachers concerning appropriate bus behavior are the two primary responsibilities of drivers on trips.

4. Multiple buses traveling together on a trip must stay together.
5. Plan the route to and from your trip site before you leave.
6. Student roster with emergency information must be on each bus.

Additional Passengers

Only authorized personnel, registered school-age students authorized for the trip, identified teachers/sponsors, and chaperones may ride the school bus. Drivers not driving the trip are not allowed to ride the bus as an additional passenger without approval from the school administrator. Drivers are not allowed to take their own children on a trip as extra passengers without administrator approval.

Leaving the Trip Site

1. Authorization from the sponsor of the trip must be given in order for a driver to leave a trip site. If a driver leaves a group at a trip site, the driver shall leave their name, phone number, bus number, where they are going and how long they will be gone for to the teacher/sponsor and be available to be contacted should the group's return transportation needs change. In return, the teacher/sponsor should provide their name and phone number to the school bus driver.
2. When required to remain at a trips site for a long duration trip, with the teacher/sponsors knowledge and agreement, the driver and bus may leave briefly at appropriate time for meals.
3. Drivers must stay with the trip unless cleared by the teacher in charge.
4. Drivers are on duty the entire time; from beginning to end of trip.

Bus Condition

1. Driver should make sure all items are taken off the bus when unloading at school. Driver is to notify the teacher/sponsor of any damage or items left on the bus before you leave the school.
2. If a driver is using another driver's bus, they are to replace any fuel used and make sure the inside of the bus is clean. This holds true for all activity buses and/or spare buses.

Parking and Bridge Tolls

It is the responsibility of the teacher/sponsor to pay any tolls for bridges and parking. It is also the responsibility of the teacher/sponsor to make arrangements for parking. Should a driver pay for fuel, parking or bridge toll, a receipt is required to be reimbursed by the school.

Loading and Unloading for Trips Other Than a Regular Route

1. Be sure to check the departure and return times on your trip sheet. Drivers should arrive at the pick-up destination at least 15 minutes prior to the arrival time on your trip sheet. **DON'T ASSUME – READ YOUR TRIP SHEET**
2. If you are going to be late returning from an 8-2 field trip for any reason, you must contact the schools you service immediately that you will be late for your PM route. You are required to complete your PM route as scheduled.

READ ALL PROCEDURES FOR FIELD TRIPS. SOME MAY BE NEW

Field Trip Procedures – Revised Aug. 2017

- Schools are responsible for entering field trip request information into Trip Tracker (software used to track fieldtrips).
- Once the trip has been approved by appropriate people, the sponsor of the trip is responsible for making sure the correct driver is listed on the Driver Trip Sheet.
- Before departing the school/origin, the driver is responsible for making sure they have a Trip Sheet in their possession.

- The driver is also responsible for having a current list which includes student's name and Date of Birth for each trip that is taken.
- The driver of trip is responsible for turning in a completed Trip Sheet to the school payroll clerk of the school for which they drove trip. The school clerk will be responsible for uploading Trip Sheet to H drive so that sign in school, payroll, and transportation department can access forms.
- This completed Trip Sheet MUST be turned in by 3:00 pm of the third working day following the date of trip TO THE SCHOOL PAYROLL CLERK OF THE SCHOOL FOR WHICH THEY DROVE. For example, if trip was taken on Friday afternoon, the driver has until Wednesday at 3:00 pm to have completed Trip Sheets turned in.
- If Trip Sheet is not turned in within this timeframe and special accommodations have not been made prior to this deadline, the driver understands that they will not be compensated for said trip and if absence occurred, it will be converted to a Personal Illness day instead of School Related Business. If driver does not have any personal leave days available, it will be converted to Leave Without Pay.
- A \$25.00 fee will be charged to club/school if field trip causes the assigned driver to miss either their AM or PM route (\$50.00 if they miss both routes). This fee will be charged regardless if driver was able to secure a substitute driver for route or if their route had to be split.
- Whenever A PERMANENT driver turns in Trip Sheet to bookkeeper, the driver will subtract 2 hours from their overall trip time if they had to miss either their morning or afternoon route. The driver will subtract 4 hours if they missed both portions of route. This will be subtracted at a rate of \$10.00 per hour from their overall trip payment to driver. IF DRIVER OF TRIP IS A SUBSTITUTE DRIVER AND IS MISSING THEIR ROUTE, THEY WILL NOT BE REQUIRED TO SUBTRACT HOURS OF MISSED ROUTE TIME; HOWEVER, THEY WILL NOT RECEIVE THEIR DAILY RATE OF PAY FOR THAT DAY. \$78.50 FOR FULL DAY; 39.25 FOR HALF DAY.
- All trips will be charged a Show Up fee of \$12.00 and an hourly rate of \$10.00 per hour (minimum of 2 hours) for a minimum total of \$32.00.
- ALL INFORMATION MUST BE CORRECT IN TRIP TRACKER SO THIS MAY REQUIRE SCHOOL SPONSOR OR CLERK GOING BACK AND UPDATING INFORMATION AFTER TRIP HAS BEEN TAKEN.
- Overnight trips are billed at \$10.00 per hour, same as regular trip.

GENERAL PAYROLL INFORMATION

Driver and Aid Compensation Hours

Drivers and aides are paid 4 hours per day worked. It is broken down to two (2) hours in the AM and two (2) hours in the PM.

Trip Activity

Trips are paid by time provided on trip sheets. Falsifying your time may result in disciplinary actions.

Platoon Programs

Bus drivers/bus aides must sign in daily for platoon routes at their sign in school. The Transportation Department notifies the payroll clerks at each school and the Payroll Department of each driver's/aide's rate of pay. Rate of pay is based on one way mileage from sending school to receiving school.

Compensation for Field Trips

1. Driver will be paid a \$12 show-up fee and \$10 per hour with a minimum payment of \$32.
2. Drivers should be prepared to pay for their own meals, unless stated otherwise by the group requesting the trip.
3. Entrance fees, tickets, etc for the activities in which the field trip is participating may be offered by the teacher/sponsor to the driver as a courtesy; however, there is no obligation to do so.
4. Review the Calcasieu Parish School System Policy on compensation for overnight trips.

Check Stub Retrieval

Payday is the last working day of each month. Payroll is direct deposit. YOUR CHECK STUB IS ELECTRONIC AND CAN BE ACCESSED AND PRINTED THRU THE EMPLOYEE ACCESS CENTER. GO TO CPSB WEBSITE, PAYROLL DEPT, AND CLICK ON EAC

YOU MUST REPORT TO SIGN IN SCHOOL TO COMPLETE ALL REQUESTED INFORMATION IN A TIMELY MANNER AND AS REQUESTED BY CPSB STAFF. FAILURE TO COMPLETE REQUESTD INFORMATION BY DEADLINES CAN RESULT IN YOU BEING REMOVED FROM THE PAYROLL SYSTEM AND YOU WILL NOT BE PAID!

Miscellaneous Information Regarding Payroll

1. If you have a question about your check or about payroll, please bring as much documentation with you to support your question. Questions regarding absences should be addressed by your sign-in school.
2. No extra time will be given for fueling and sweeping your bus, it has been built into your route time. It is your responsibility to fuel your bus as needed.
3. Staff development time is built into your annual days paid.

WHAT TO EXPECT THE FIRST WEEKS OF SCHOOL

1. Expect heavy vehicle traffic the first weeks of school. Take your time and drive safely to assure all students are picked up on your route.
2. Be certain you are only picking up students at the stops for your assigned school. When stopping at a bus stop check with the students before allowing them on the bus. Be patient with upset students and parents. Remember they are probably more stressed out than you! We are here to help them.
3. At the schools you may be signaled to unload. Do not just pull up and unload.
4. If a student gets on the incorrect bus and you can get that student to his/her correct address, please radio their school and bring that student home. Remember that if a student tells you they do not live there, do not drop them off. Radio the school for the correct address or return that student to school.
5. If a parent is at a bus stop waiting for their child and their child is not on the bus, the driver shall assist the parent in locating the student by radioing the school.
6. If there is any question about a student's drop off location, do not drop them off. You need to be very observant and watch the students. If they act like they don't know where they are, chances are they don't. Do not leave them. Radio the school.
7. Don't be in a rush. This will only cause accidents and mistakes that could have serious results. Always drive safe.
8. Remain calm. You are not alone. If you need something and can not figure it out, radio for help.
9. Use good common sense before calling in. Radio traffic will be very heavy. Only use the radio if it absolutely necessary. Please remain professional at **all** times.
10. Never become so upset or nervous that you make costly mistakes.
11. **SAFETY IS #1.** Take your time, you can do it!

PERSONNEL INFORMATION

Personnel Department

The Personnel Department is located on the first floor in the main building of the Central Office complex. This office can assist you with the following:

- Tax forms new employee
- Leave request
- Extended sick leave request
- Complaint Procedures
- Retirement
- Position transfers
- Employee records – address changes
- Mediation
- Policies and procedures

The Insurance Department

The Insurance Department is located on the second floor of the Central Office Complex. This office can assist you with the following:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance

Absences

If you are absent for six (6) consecutive days on sick leave, you must have a doctor's excuse. If you will be absent for more than ten (10) days, Transportation must assign the senior substitute bus driver to your route. Absences for platoons are subject to reassigning of platoon. Refer to SOP for platoons.

Employee Benefits

A complete description of employee benefits including hospitalization, sick leave, extended sick leave, and other policies are published in the Calcasieu Parish School System publications POLICY MANUAL AND PROCEDURES MANUAL AS RELATED TO BOARD POLICY. This manual is available at the School System Central Office, the Transportation Office and the web site.

Tenure

A school bus driver in Louisiana shall receive tenure after being employed as a full time school bus driver for three (3) full years if hired before 2012. After 2012, tenure is no longer earned.

Address and Telephone Changes

Changes in names, telephone numbers and/or addresses must be reported in writing to the Transportation Office, Human Resources and your sign-in school as soon as possible.

Performance Appraisal

Every bus driver and bus aide will be evaluated on an annual basis by their sign-in school. Performance factors include the following: (refer to Form "B" Evaluation)

- Availability
- Quality of work

- Communication skills
- Interpersonal skills
- Personal impact
- Productivity
- Teamwork
- Adaptability
- Policy

The primary purpose and use of employee performance appraisal is to inform employees how they are performing their duties and responsibilities and to offer suggestions, assistance and support to aid employees in improving their job performance.

Evaluations are done in April/May of each school year.

Injury

You are to complete the Employee Accident report form at your sign-in school as soon as possible if you are injured while on the school bus or on CPSS property during the performance of your duties. You may be required to visit the CPSS doctor for evaluation. Notify Transportation should this injury hinder your normal job duties.

DRIVER'S LICENSE

EACH SUMMER IN JULY, BRING YOUR DOT PHYSICAL TO DMV AND CHECK INTERSTATE NON-EXCEPTED!!

You are to carry a valid Commercial Driver's License (CDL) Class B with Passenger, Air Brake and "S" endorsements along with your CDL physical card with you while on duty. If the license is lost or allowed to expire, you will be held responsible for any fine and can not drive until valid. Suspension of a license, driving with an expired license and certain traffic violations are possible grounds for a recommendation for disciplinary action.

DRIVER'S DUTIES AND RESPONSIBILITIES

Documents to be Familiar With

As a bus driver of the Calcasieu Parish School System, you should understand and are responsible for the information contained in:

- **Transportation Employee Procedure Handbook**
- **Calcasieu Parish School Board Policy Manual**
- **Bulletin 119 LA School Transportation Specifications and Procedures**
- **Job Description for Bus Drivers (Refer to Human Resources)**
- **State of Louisiana Vehicle Code**
- **"Student Rules and Procedures"**
- **Louisiana Driver's Manual for Commercial Vehicle Driver Licensing**

Loyalty

Work with your department, not against them. Carry out directions with good grace. If you have any concerns, address them to the Transportation Office, we are more than happy to listen. Only contact the Principal if the concern is regarding the behavior of a student on the bus.

Appearance

When reporting to work for duty, you should be neatly and appropriately dressed IN PROVIDED UNIFORM. You are an ambassador of the school system. A neat, clean, well-mannered driver can have positive effect on students and others you will meet while on duty. Shorts and skirts must be knee length or no shorter than 2 inches above the knee. **No** muscle shirts, tank tops, strapless tops, backless tops or any type of shirt that would show your undergarments. Any sleeveless shirts must cover your shoulder. All shoes must have a back or a back strap for safety reasons. No high heel, slippers or backless shoes are to be worn for safety reasons. Shirts/Tops bearing logos or wording indicating drugs, alcohol or offensive remarks are not allowed. Please remember dress code as stated in the CPSS Policy Manual. Notices will be given if you violate dress code. A continuation of notices may result in disciplinary actions.

Bus Drivers Shall:

- Keep school administration, parents, and the Transportation Department informed about situations involving students, when the bus will be late for any reason, etc.
- Attend all meetings called by the Transportation Office and School Administrator.
- Cooperate with other drivers to promote good safety and the best possible service for students.
- Seek out opportunities for additional training.
- Drive defensively.
- Always keep the aisle, door well and emergency exit clear from all objects. No objects shall protrude higher than the back of the seat.
- Turn off the engine once stopped on a school campus.
- Avoid backing up on a school campus unless absolutely necessary.
- Turn off engine and remove the ignition key if the driver needs to walk the aisle or leave the bus.
- Driver's seatbelt must be worn at all times while bus is in motion.
- Use of cell phones is strictly prohibited while driving a school bus. Also, the use of any hands free device, blue tooth is also prohibited.
- Never pick up students in your private vehicle.
- Never take students on an unauthorized trip or make unauthorized stops in your bus.
- The school bus is not be used for personal use.
- **BE POLITE – BE CONSIDERATE – BUT BE FIRM!**
- **BE SAFE!**

Traffic or Parking Tickets

If you receive a traffic ticket while driving a school bus or another vehicle, you must report it to the Transportation Office before the end of the next working day. You are responsible for all traffic fines. State driver's records (ODR report) are reviewed twice a year by the Transportation Director. Traffic tickets received while operating a school bus will result in a possible recommendation for disciplinary action. EACH CITATION ISSUED WILL BE REVIEWED DURING THE MONTHLY ARCM AND DICISION MADE REGARDING EACH VIOLATION.

Disciplinary Action

You may be subject to suspension if you are accused of a crime, serious misconduct or a major chargeable driving offense pending investigation and disposition. Violations of School System Policies and Procedures may result in disciplinary actions. A tenured bus driver has the benefit of a Board hearing.

Responsibilities

- You are responsible to the Students, Parents, Principals of the schools you serve, and the Transportation Office.
- The school bus is to be used solely for transporting school students. It is not to be used as a mode of personal transportation or for transporting unauthorized passengers.
- The school bus is an extension from the school. All CPSS Policies apply.

Two-Way Radio Etiquette

- Make sure your two-way radio is **ON** at all times.
- Use the two-way radio **ONLY** for emergency communication.
- Listen to hear whether airwaves are clear before you begin to talk.
- Hold the microphone button down firmly several seconds before speaking.
- Speak slowly and clearly.
- Speak directly into microphone.
- Keep transmission brief, only state the problem you do not need to go into a lengthy explanation.
- Sign off after transmission is completely addressed so others will know you are finished.
- Let the person addressed initially handle requests. Do not break in and answer questions addressed to someone else.
- Keep off airwaves until emergencies are finished.
- All non-emergency School System related transmissions between buses should be done on the bus chat channel C.

Music and Radio Stations

With today's music, parents of students may find some radio stations offensive. Please play **ONLY** appropriate music. You shall **NOT** play music with vulgar or explicit language or meaning. Failure to comply with playing appropriate music will result in the removal of your music radio!

Sexual Harassment

The Transportation Department, their employees and students are all subject to the same policies on sexual harassment as stipulated in the Calcasieu Parish School System Policy Manual. The specific policies that are applicable are JCED "Sexual Harassment of and by Students", GAEEA "Sexual Harassment", and GBD "Employment of Personnel".

Electronic Communications between Employees and Students

The Transportation Department, their employees and students are all subject to the same policies on Electronic Communications between Employees and Students as stipulated in the Calcasieu Parish School System Policy Manual.

Tobacco

Smoking is not allowed on School System owned property which includes all Schools, Central Office, Transportation facility and Maintenance facility as well as all school buses and transportation cars and trucks. Smoking in or on School System property may result in disciplinary actions.

Parking Guidelines

Park the bus in a safe and proper place so that the bus does not interfere with traffic. Unless loading or unloading students a bus must be parked in such a manner as not to impede or obstruct the normal flow of traffic. If your bus is not parked at the Chennault facility, do not park the bus on the

street or where it obstructs other driver's view of traffic. Do not park the bus on private or other people's property without written approval. Do not park on neutral ground. Parking on school campuses requires the approval of the school administrator.

ACCIDENT PROCEDURES AND PREVENTABILITY

Accidents Section Overview

Transportation staff members should always strive to complete each and every day without an accident. Principles of defensive driving should always be foremost in the minds of the drivers as they transport students to and from school or on an extra-curricular trip. It is **NOT ACCEPTABLE** to leave an accident scene.

ALL accidents must be reported immediately to the Transportation Department. Failure to report an accident could result in disciplinary action. It is the responsibility of the driver to report an accident of any kind.

Recommendation for disciplinary action may be submitted to the Assistant Superintendent should you be involved in your fourth at fault vehicle accident while driving a school bus within a 36 month period.

ACCIDENT RESPONSIBILITIES

In the case of an accident, first thing you should do is secure vehicle and turn on flashers. Call Transportation immediately. Survey all individuals involved in the accident for injuries. If bus is evacuated, account for all students.

Radio Transportation with the following information:

- Is the school bus involved; if so, state bus #
- Location of accident
- Identify school in which students attend
- Report any injuries

Keep students on the bus, unless safety requires evacuation. If the bus is evacuated, move students away from traffic hazards and the bus if there is a fire.

DRIVER SHALL: Provide first aid if necessary

- Place reflective triangles to warn of hazard
- **HAVE RED EMERGENCY FOLDER AVAILABLE WITH UPDATED MANIFEST, INSURANCE CARD, AND REGISTRATION.**
- ID all students on board at the time of accident
- **RED FOLDER WILL BE TURNED OVER TO LAW ENFORCEMENT OR OTHER AUTHORIZED PERSONNEL.**
- Give no statement to persons other than Transportation and Risk Management

Do not admit fault to anyone at the scene of an accident. Be extremely cautious of what you say and to whom. State only the facts as you know them to be. Move to a private location to discuss the situation with the investigating officers, Risk Manager, Director or Supervisor.

Names, addresses and telephone numbers of students should be on board in the form of your student roster along with the seating chart and where they were seated at the time of the accident. This information should be on the bus at all times **IN RED EMERGENCY FOLDER.**

TYPES OF PREVENTABLE ACCIDENTS

It is impossible to describe in detail the many ways a driver might prevent an accident. The paragraphs of this guide merely emphasize the most frequent occurrences based on National Safety Council guidelines.

1. **What Is a Preventable Accident?**

A preventable accident is any occurrence involving a district-owned or operated vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged to what extent or where it occurred in which the driver in question failed to do everything he reasonably could have done to prevent the occurrence. A defensive driver is one who commits no driving errors himself and makes allowances for the lack of skill or improper driving practices of the other motorist.

A defensive driver adjusts his/her own driving to compensate for unusual weather, road or traffic conditions, and is not a victim of an accident by the unsafe actions of pedestrians and other drivers. By being alert to accident-inducing situations, he/she recognizes the need for preventable action in advance and takes the necessary precautions to prevent the accident. As a defensive driver, he/she knows when it is necessary to slow down, stop or yield the right-of-way to avoid involvement.

2. **Standard of Performance**

Accidents involve so many different factors that it is impossible to set hard and fast rules to classify them preventable or non-preventable. CPSS has established safety criteria for "preventable" and "non-preventable" accidents. The District cannot condone a mediocre standard of safe driving performance. The district takes the time and effort to investigate carefully all details of an accident to ensure that decisions are made consistently and impartially. The following paragraphs are offered as guidelines in determining the preventability of accidents.

3. **Witness Statements**

Each driver involved in an accident usually contributes to it in some degree. If the other driver admits he was at fault, it usually means that he sees how he contributed to the situation. Admission of being at fault by the other driver, a record of the other driver being cited for a traffic violation, and witness or police statements of exoneration for the district driver are not, in themselves, conclusion evidence to judge an accident "non-preventable".

Statements of exoneration are generally based on legal responsibility without respect to the definition of preventability. Consequently, a careful study must be made of all conditions to determine how the employee in question contributed to the situation by acts of omission or commission.

Unless thorough investigation indicates that the employee in question could not have avoided involvement by reasonable defensive driving practice, the following types of accidents will be regarded as PREVENTABLE.

4. **Intersections**

It is the responsibility of professional drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections or failure of the other driver to conform to law or traffic control devices will not automatically discharge an accident as non-preventable. Intersection accidents are PREVENTABLE even though the professional driver has not violated traffic regulations. Failures to take precautionary measures prior to entering the intersection are factors to be studied in making a decision.

5. **Backing**

Practically all-backing accidents are PREVENTABLE. A driver is not relieved of his/her responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances for themselves.

6. **Front-End Collisions**

Regardless of the abrupt unexpected stop of the vehicle ahead, the driver can prevent front-end collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Night speed should not be greater than that which will permit the vehicle to stop within the forward distance illuminated by the vehicle's headlights.

7. **Rear-End Collisions**

Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in his own following distance.

8. **Passing**

Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the driver's responsibility.

9. **Being Passed**

Sideswipes and cut-offs involving a professional driver while he/she is being passed are PREVENTABLE when he/she fails to yield to the passing vehicle by slowing down or moving to the right where possible.

10. **Lane Encroachment**

A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in merging traffic is an indication of unwillingness to yield to other vehicles or to wait for a break in traffic.

BLIND SPOTS are not a valid excuse for lane encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances.

Squeeze plays causing involvement with parked cars, pillars and other road structures can be PREVENTED by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.

11. **Opposing Vehicles**

It is extremely important to check the action of the district driver when involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles, prior to and at the point of impact, must be carefully verified. Even though an opposing vehicle was in a passing maneuver and the driver failed to slow down, stop or move to the right to allow the vehicle to re-enter his own lane, he has failed to take action to prevent the occurrence. Failure to signal the opposing driver by flicking the headlights or sound the horn should also be taken into account.

12. **Turning**

Turning movements like passing maneuvers require the most exacting care by a professional driver. "Squeeze plays" at the left or right turns involving other vehicles, scooters, bicycles or pedestrians are the responsibility of the driver making the turn. Failure to signal check pedestrian lanes or to take any other defensive action should be considered. Sudden turns by other drivers should be carefully examined. You may find that the driver failed to take precautionary action

from tip-offs from the other vehicle immediately preceding the accident. U-turns by the driver that result in a collision are PREVENTABLE.

13. **Pedestrians**

Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. An unusual walk path of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accident.

14. **Weather**

Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, snow, sleet, wind, fog or icy pavements have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving to prevailing weather conditions can be cause for deciding an accident PREVENTABLE.

15. **Driveways and School Entrances**

Accidents involving traffic originating from driveways, plant entrances and other special intersection locations should be carefully analyzed to determine what measures the professional driver might have taken to avoid the occurrences. Failure to slow down sound a warning or to yield to the other driver can be considered cause to judge such an accident PREVENTABLE.

16. **Fixed Objects**

Collisions with fixed objects are PREVENTABLE. They usually involve failure to check or properly judge clearances. Professional drivers must be constantly on the lookout for adverse conditions and make the necessary allowances.

17. **Parking**

Unconventional parking locations, including double parking failure to put out warning devices, etc., generally constitutes evidence for judging an accident PREVENTABLE.

18. **Rollaway**

Rollaway accidents from a parked position normally are classified as PREVENTABLE.

ACCIDENT REMEDIATION POLICY STANDARD OPERATING PROCEDURES

- 1st PREVENTABLE Accident: Remediation training onsite or online (based upon number and nature of the driving violation(s) committed).
- 2nd PREVENTABLE Accident: Chennault Drills & Skills Training with Skills Assessor
- 3rd PREVENTABLE Accident: Per CPSB Policy, you may be suspended from service, without pay, and shall receive a written reprimand that shall be placed in your employee's personnel file. THE LENGTH OF THE SUSPENSION WILL BE BASED ON THE NATURE OF THE DRIVING VIOLATION(S) COMMITTED. **We do not wish to suspend drivers, although legally, we must maintain a safe driving environment to the best of our ability.
- 4th PREVENTABLE Accident: **Per CPSB policy, The Driver may be recommended for termination.**
- All accidents, preventable, non-preventable and no-vote will remain in your employee's personnel file in Transportation.
- All PREVENTABLE accidents in a 36 month period will be used to determine the remediation step needed (i.e. 1st, 2nd, 3rd or 4th).

Preventable Accident:

The ARC, Accident Review Committee, deems the driver at fault for the accident in question.

Non-Preventable Accident:

The ARC, Accident Review Committee, deems the driver NOT at fault for the accident in question.

No-Vote Accident:

The ARC, Accident Review Committee, deems that not enough information is available to determine fault for the accident in question.

CITATIONS OF CDL HOLDER

ANY AND ALL CITATIONS AND/OR ARRESTS MUST BE REPORTED TO DIRECTOR OF TRANSPORTATION WITHIN 24 HOURS OF INFRACTION. FAILURE TO REPORT CAN RESULT IN IMMEDIATE REMOVAL FROM CPSB ISSUED VEHICLE AND MAY RESULT IN DISCIPLINARY ACTION.

ADMINISTRATIVE PROCEDURES FOR CITATIONS WILL BE ADDRESSED IN THE MONTHLY ARCM. CONSEQUENCES WILL BE DETERMINED BY COMMITTEE AND MAY RESULT IN A VERBAL WARNING, WRITTEN WARNING, REMEDIATION, SUSPENSION WITH PAY, SUSPENSION WITHOUT PAY, AND/OR TERMINATION. EACH CASE WILL BE REVIEWED INDIVIDUALLY TO PROPERLY ASSESS

MANAGING YOUR STUDENTS

Managing Your Students Overview

Managing your students is one of the greatest challenges confronting school bus drivers today. Drivers should be trained on how to handle students effectively and understand problem students in order to keep an orderly bus. Each bus driver should have complete charge for the transportation, behavior and safety of the students on the bus.

Understanding students will enable a driver to avoid trouble before it begins. If a driver overlooks a violation of conduct from one student, the driver loses the respect of the other students. The driver must be careful to strike a happy medium by not being too lenient or too harsh. Loud talking on the bus is a problem requiring patience on the part of the bus driver.

A school bus driver must not lose sight of the fact that he/she is working for an educational institution whose job is training the minds of students. Too frequently, the driver expects his passengers to be finished products with adult attitudes. When students attain such a status, they likely will not be riding on a school bus.

In having a sympathetic understanding of student's problems, moods, and individual differences, drivers should remember:

- The average student wants to be older than they are and free themselves of adult control.
- The average student likes to be treated as an equal by an adult.
- Most students want adults to recognize their good traits or abilities.
- The average student dreads to be singled out for disciplining.
- Few students will make problems of themselves in order to get recognition.
- Avoid any physical contact unless a student needs assistance getting on or off the bus because of an injury or physical handicap.
- Discourage "over friendliness" and unnecessary familiarity.
- Never physically discipline a student by slapping, shaking, grabbing or use abusing language. Violation could result in a recommendation for disciplinary action.
- Avoid making remarks to pupils that in any way border on a suggestive nature.

- Report to the Principal any student who possesses obscene literature or attempts to make suggestive actions.
- Avoid belittling a student by calling them names or making remarks that will in any way embarrass him or her before other students.
- Assign seats to enhance the safe operation of the bus. Seat troublesome students in a designated seat if it will enhance the safety of the group.
- Refuse to allow students to sit or stand in the front loading and step well area or directly behind the driver's seat or stand while the bus is in motion. Forbid conduct such as smoking, eating, drinking, possession of glass objects, pets, weapons and the use of abusive or vulgar language.
- Treat all students with respect and dignity.

The driver will strive to build morale and cooperation of the students on the bus. This can be accomplished by being friendly, courteous, and helpful. In the course of time, the student morale will be a great source of help in controlling students who are the worst offenders. When students discover that improper conduct is not acceptable to the group, offenders will hesitate to do things that cause them to lose "face" with their peers.

When immediate disciplinary action is necessary, the driver should stop the bus in a safe place. Disciplinary actions should never be performed while the school bus is in motion. Stopping the vehicle to reprimand a student tends to escalate the situation. When speaking to the offender, do so in a courteous manner, with no anger involved, but with a firm voice. A driver should not let his/her personal problems reflect themselves in their mood or judgment while dealing with students. If a student is creating a danger to the bus driver or another student, contact Transportation via two-way radio for instructions. Otherwise, deliver the student home/school and write them up for discipline by the school administrator on the following day.

Listed Below Are Some Tips for Maintaining Discipline on the School Bus:

- Never give a directive you do not mean to enforce
- The response of the student is an action. Give your command to stimulate action. Say, "PLEASE DO THIS FOR YOUR SAFETY" rather than "DON'T DO THAT". This suggests an action that can be successfully carried out
- Give the student time for reaction
- Have a reason for what you ask a student to do, and when possible, take time to give the reason. He/she can see the point if you do
- Be honest in what you say and do. Remember that a student's faith in you is a great help
- Be fair
- Be courteous
- Commend good qualities and actions
- Strive to be constructive, not repressive, in dealing with students
- Remember that a sense of humor is extremely valuable
- Never strike a student
- Do not judge misconduct on how it annoys you
- Never take your personal feelings and prejudices out on the students
- Maintain poise at all times and never lose your temper.
- Remember..."The tongue is the only keen-edge tool that grows sharper with constant use". Do not nag, bluff, or be offensive.
- Look for good qualities. All students have them.
- Sometimes it is wiser to overlook some things. Choose your battles wisely.

Remember, you are responsible for the discipline on your school bus. Follow your Calcasieu Parish School System School Bus Driver and Bus Aide Procedure Handbook and make sure you have parent contact before submitting any referrals.

Bus Stop Concerns

If a driver observes unacceptable behavior at the bus stop, regular student discipline procedures are to be followed. If a driver becomes aware of an incident at the bus stop and the driver did not observe the incident, report the incident and the names of the individuals who reported the incident to the appropriate school personnel.

Electronic Devices

(Cell Phones) (See: Calcasieu Parish Policy Manual Re: Policy File: JCDAE) Students are allowed possession of telecommunication devices (cell phones, beepers, radio paging service), but should be warned if such devices are being used inappropriately. Unless authorized by the school principal or designee, they must be turned off, stowed away and not used during the instructional day or while riding the school bus. Example: playing inappropriate music, videoing, taking pictures of other students, etc. If the student on the school bus continues to use the cell phone or other electronic device inappropriately, driver is to complete the discipline form and turn into a school administrator.

Drop Off Age

Head Start students are dropped door to door with authorized adult supervision. Special Education students are dropped according to the instructions stipulated on the Special Needs Transportation Request Form. All other students are dropped without parental supervision at their designated bus stop. If you feel it is unsafe to drop any student off at their bus stop, notify the school administration and transportation so that the stop can be investigated. Should you have an immediate concern contact the school or transportation by radio or phone for guidance.

When You Have Discipline Problems

(See: Calcasieu Parish Policy Manual Re: Student Code of Conduct)

You are responsible for maintaining order on your bus. Keep in mind the school bus is an extension of the classroom so all school rules should apply. Students who fail to respond to direction of the bus driver must be written up, parent contacted and office referral if necessary. Improper bus conduct may result in suspension or expulsion from the bus and/or school. It is the school administrator's responsibility to distribute the type of discipline to a student, not the bus driver. No driver can refuse to transport a student unless proper procedures have been followed to have the student suspended from the school bus. If the student has been suspended from the school bus through proper procedures, but still appears at the bus stop, the driver should call the school principal and may pick the student up, transport the student to school and have an administrator meet the bus upon arrival.

In the case of extreme student behavior and after all efforts have been exhausted while transporting students to and from school or any school related activity, the driver is to contact appropriate school administrator or Transportation. Transportation may contact law enforcement if necessary.

Drivers Should

- Not get into an argument with the student.
- Use Responsive Language.
- Keep a level tone of voice by using the broken record effect.
- Be fair to all students.
- Not use students for bus monitors.

- Make certain the student is only dropped off at their regular bus stop or at the school they attend.
- Accept notes signed by the Principal or designee for a student to ride another bus or get on/off at a different bus stop AND IF APPROVED BY TRANSPORTATION DEPT. THIS CAN BE OBTAINED VIA TWO WAY RADIO.
- Notify the Principal or designee if there is damage to the bus caused by a student. The parent or guardian will be responsible for the cost of repairs.
- Know your passengers.
- Never run your bus route early!

Rules for Students Riders

To assist your student riders in having a safe bus ride, you must inform them of these rules and procedures:

- Students may be required to walk a short distance to a bus stop.
- Students should be prompt at the bus stop. Usually, a 5 - 10 minute arrival before the scheduled stop is ample. Schedule should normally be consistent, except of course for the first week of school until routes are set or the possibility of a substitute driver or unforeseen traffic delays or in inclement weather.
- Horn service is not feasible. There may be days especially during inclement weather that students seek shelter until bus arrival. In that event, the students should be alert and prepared to board the bus without delay upon its arrival.
- Students should remain seated when the bus is in motion. Upon boarding the bus, the students should be seated promptly. Boarding and departing should be done without delay. The bus driver is authorized to assign students seats.
- While waiting for the bus, students are encouraged to stand a safe distance from the roadway until the bus has arrived at the designated stop.
- Students should cross in front of the bus (not behind) if it is necessary for him/her to cross a lane of traffic to board or after departing. Students should always wait for the bus driver to give the "all clear" especially in the case of younger students.
- In case of a bus accident or breakdown, students should be orderly and follow the directions of the bus driver.
- Students should cooperate fully in the course of "emergency evacuation drills". The emergency door or other safety equipment on the bus should only be operated at the direction of the bus driver.
- In the case of a bus having to travel the same street twice (going down, turnaround and come back up) the driver will follow procedure. If possible, door side stops are made.
- Students are to remain in school uniform at all times while on the school bus.
- The bus driver is in charge of the bus and is responsible for its safe operation. Student control is very important toward accomplishing this.
- Listed below are what students **SHALL DO** and what students **SHALL NOT DO** while riding a school bus:

Students SHALL:

1. Cooperate with the driver; your safety depends on it!
2. Be on time, the bus driver will not wait!
3. Cross the road cautiously when waiting for and leaving the bus.
4. Follow the driver's instructions when loading and unloading.
5. Remain quiet.
6. Have written permission authorized by the principal to get off at a stop other than your own.
7. Be courteous, be safety-conscious, and protect your riding privilege.

Students SHALL NOT:

1. Stand when the bus is in motion!
2. Extend arms, head or objects out of windows or doors!
3. Throw objects in the bus or out of windows or doors!
4. Use the emergency door unless authorized.
5. Eat or drink on the bus.
6. Damage the bus in any way.
7. Use the following items on the bus: tobacco, matches, lighters, obscene language.

DO'S and DON'T'S have been approved by BESE 4/79

The following items are not allowed on the bus: Alcohol, drugs, pets (cats, dogs, snakes, etc), glass objects (except eye-glasses), weapons including knives, and objects that are too large to be held in students lap or placed under the seat which may include some band instruments.

SCHOOL BUS USE

Calcasieu Parish School Buses are owned by the School System. As a driver, you do NOT have the authority to refuse the use of your assigned bus to another driver for an out of parish trip unless you have an out of parish trip scheduled on that date and time.

No travel streets

Streets with no turn-around area or private streets or any street having a blue street sign.

No cross streets

Streets with a steady flow of traffic that students are not allowed to cross to or from a bus stop. Student's bus stop should be on the door side of the street when possible.

Personal Vehicles

You are not to pick up students in your personal vehicle for any reason...**EVER!**

Early Dismissals

Reminder notices will be sent to Transportation for early dismissal days. School administrators are to notify their drivers. You are to be at your school at least 10 minutes before the early dismissal bell is to ring unless notified otherwise.

Early Dismissals – Same Location

When schedules request 2 different dismissal times on the same day, the driver will be paid a supplement when doing the earlier dismissal by the school dismissing other than the regular dismissal time.

MECHANICS AND SHOP

General Bus Garage Procedures

- When needing bus serviced, bring to 3310 Broad St location and RADIO BUS GARAGE. They will direct you as to where to park. Lanes are marked in blue paint.
- Proceed to bus garage window, using double doors in corner by lawn mower shop. Do not walk thru bays in shop.

- Complete a green form titled “Work Order Request”. Please wait in the BUS CAFÉ or in lobby area by vending machines while waiting for repairs. The intercom system will be used to inform you whenever your bus is ready.
- If repairs will take longer than expected, please request a SPARE bus. Complete the orange form titled “Spare Bus Checkout Request”. If issued a SPARE bus, please refer to procedures for SPARE buses. Once your bus is ready, we will contact you by phone or two way radio.

Garage Overview and Procedures for Bus Drivers

The shop is located at the Transportation building to the West of the property. Inside the shop there is an office. The shop staff is ready to assist you with the following:

- Mechanical breakdowns
- Flat tires
- Dead batteries
- Preventative maintenance schedules
- Inspections
- Clean up kits
- Paper Towels
- Cameras
- Parts
- Special Ed equipment

The shop is open from 6:00 am until 5:00 pm pm, Monday through Friday with mechanics ready to assist you during the school year. Summer hours may vary. If you need to contact the shop, their number is 337-217-4330 and choose option 6.

Proper Maintenance of Your Bus

The school bus you drive is your “office”. Its appearance is important to your attitude and that of your passengers. A clean, happy environment is one way to develop good public relations with your passengers.

There are a number of procedures you should follow to make sure that your bus is clean and in good working conditions:

- Clean and sweep the inside and secure all windows **DAILY**.
- Insure the bus is available for scheduled oil changes, bus washes, preventive maintenance and other maintenance on a regular basis.
- Be sure the bus is properly fueled prior to beginning your routes. Do not risk running out of fuel on the road.
- Report any unusual noises or vibrations on the pre-trip/post-trip inspection form before it causes a major breakdown. Also, contact the bus garage with your concern.
- Have any burned out lights repaired as soon as possible. You may help other drivers out by letting them know if you notice a burned out light or other mechanical problem on their bus.
- A flat tire on the bus requires immediate attention. Proceed with extreme caution while driving with a flat tire. A flat tire noticed on another bus should be called to the attention of that driver. If students are on board, call the shop immediately and pull over to a safe location should that flat be on a front tire or two flats on the same side in the rear.
- Never **“HOSE”** the interior of your school bus.

Inspections

Annual inspections will be completed by the Bus Garage/Transportation twice a year. Preventive Maintenance inspections are safety inspections that are completed throughout the year. You must make every effort to have your bus available for this inspection. It is **your responsibility** to get the bus to the shop for all inspections and repairs. Failure to bring your bus to shop may result in disciplinary action. If you cannot make the scheduled time, contact the Bus Garage.

EMERGENCY PROCEDURES

There are many situations on your bus that would classify as an emergency. You, as the bus driver, need to make sure the students are safe and you remain calm and in charge.

Reporting a Breakdown

- Secure the vehicle off of the roadway as safely as possible
- Call Bus Garage
- If safe to do so, keep the students on the bus
- Place reflective triangles in accordance with CDL law and the instructions on the inside cover of the triangle box.

What Do I Do If the Bus is on Fire?

- Stop the bus immediately
- Evacuate all passengers as quickly and safely as possible
- Contact the Transportation Office by radio or phone
- If possible, try to extinguish the fire yourself
- Remember, life is more important than property. Do not jeopardize your life or the life of your passengers

Procedures to Follow if an “On-Board” Evacuation Is Ordered

- If possible, toss two-way radio microphone outside the bus and turn up the volume
- Use the exit farthest from danger
- Use the service (front) door when time and conditions permit in order to minimize injury during evacuation
- Use both the service door and the emergency exit(s) if time is a factor
- If the bus is equipped with emergency exit windows and/or roof-top emergency escape hatches, use them only when the service door and/or the emergency exit door is not adequate to evacuate students safely
- Have responsible students assist in the evacuation process
- Remove the first aid kit and keep it with the passengers
- Move passengers to a safe location approximately 100 feet from the danger zone
- Give your passengers an exact location to go to. Example: House#, corner, empty lot.
- Notify Transportation or 911 ASAP

Vehicle Runs Your Stop Arms

In the case a vehicle runs your stop arms, you are to record the following, if possible:

- Type of vehicle and color
- License Plate Number
- Date and time of day
- Location of incident
- Direction of travel

Complete the affidavit form, notify Transportation Director and have it notarized within 24 hours of the incident. Under no circumstances should you attempt to halt or pursue a vehicle which runs through your stop arms and overhead flashing lights.

Procedures for School Closure

Certain weather conditions could possibly warrant school closing. The bus drivers and aides will be notified by telephone, bus radio, e-mail, CPSB social media, and/or local television station as soon as a decision is made by the Superintendent. Bus drivers are to follow the directive from the Transportation Office when there is a threat of potentially bad weather. These directives are to be held **confidential** since you may be the first to know. Principals will receive their set of instructions separately from Central Office.

The district now has the School Messenger system which is a new district-wide phone communications system. In an effort to improve communications, School Messenger will be utilized to contact employees in the times of emergency and when important messages need to be delivered. This system will be able to contact all employees by phone or email with a pre-recorded message within minutes. It is important that Human Resources has your correct contact phone number. If you should get a new phone number, please notify Transportation, Human Resources, and your sign-in school of this change.

Bus drivers shall follow these procedures:

- Try to drop all students off at their door or as close to each house as possible
- Use good judgment in allowing students (K-12) to disembark in flooded areas
- Return students to their school if they could not safely be let off the bus at their stop
- Be readily accessible by telephone and be alert to the bus two-way radio
- Be careful not to give out too much information to students and parents regarding dismissal times
- Local radio and television stations are also informed and will carry any pertinent information.

Flooded Street Procedure

If you encounter flooded streets, you will have to make a decision whether or not to travel on the street(s). Several factors should be taken into consideration:

- If the water comes up the 1st step, is it too deep? **YES!**
- If you cannot see the street, curb or ditches, don't travel the street
- Do not speed on streets and push a wake of water into residents
- Use common sense, but don't use water as an excuse not to complete your route.
- If for some reason you are not able to travel on a street to get your students home, notify the school or Transportation Office, and take your students back to school.

Door to Door

During inclement weather, all students must be picked up or delivered as close to their home as possible.

Tornados

Weather conditions are such that a tornado may develop in the area. No tornado exists yet. Make sure you know what to do if you should sight a tornado. Many lives depend on you. Check with your school to determine if the school policy allows you to leave during a tornado watch.

Tornado Warning

A tornado has been sighted in the local area. Take emergency action right away. **BUSES DO NOT RUN DURING A TORNADO!**

If at School:

Escort the students back to the shelter area if time permits.

If You Are Driving:

If you spot a funnel cloud, stop the bus. Escort the students to the nearest ravine, ditch, or underpass, or low spot in the ground (but far enough from the bus so it won't roll over on them). Have them "assume the protective position." (Students have been trained to drop onto their elbows and knees, and to cover the back of their head and neck with their hands. If they have coats or jackets, these can be used to provide additional protection for their head and body.)

If there is no time to move the students when you stop the bus, have the students assume the protective position, remaining in their seat, with their head below window level.

Things to Do After a Tornado Has Struck:

1. Remain calm and try to keep the students calm.
2. Apply first aid where necessary and as your training permits. If a phone is available, call for help if needed.
3. Transport students to school or to alternate locations if appropriate.
4. If a radio is available, listen for weather bulletins and other emergency information.

Parish Evacuation – Driver "Call Out"

In the event a parish wide or proportionate evacuation is ordered, it is possible school bus drivers will be needed. **If you are interested in driving for such event, please make sure your contact information is given to the Transportation office.**

FIRST AID

You may have students with special medical conditions. You will be properly trained in dealing with said students. If you feel that you haven't been adequately trained, please contact the director of transportation.

Antibacterial Spray

The prevention of infectious diseases on the school bus depends on basic principles of cleanliness and hygiene. **Frequent hand washing is essential in the prevention and transmission of disease.** The transmission of infectious disease on the school bus may be further prevented by using standard procedures to maintain both personal cleanliness and cleanliness of the school bus.

Every school bus in Calcasieu Parish should be equipped with antibacterial spray and absorbent powder. For the school bus driver, handling body fluid spills is not routine. Contact with body fluids should be treated with caution. All school bus drivers and monitors should follow the simple precautions listed below:

- Wash your hands often, especially if contaminated with blood or other body fluids
- Wear gloves whenever handling body fluid spills
- Consult with school medical staff when in doubt about a situation

Basic First Aid Principles

Notify Transportation and the school the student attends. Call 911 medical emergencies on the bus.

1. Your Responsibility to Render First Aid

The first objective of first aid is to save life. You must know how to apply the principles of first aid. You have already or shortly will attend an intensive first aid course. This section will serve as a reminder of the principles you have already learned. As was mentioned in your first aid training, you are more likely to act promptly and correctly if you learn only a few simple principles but learn them well. Emphasis is placed on problems you may encounter on the road.

The procedures in this section will include:

- a. Evaluation of the injury and setting priorities for treatment.
- b. Evaluation and treatment of bleeding.
- c. Maintenance of airways and respiration.
- d. Evaluation and control of shock.

2. Setting Priorities for Treatment

You must make three evaluations in establishing priorities for treatment: condition of the scene, types of injuries, and need for immediate treatment.

a. EVALUATION OF THE SCENE

Several types of situations require high priority action. For example, if fire is present, the most urgent action is to remove everyone from its danger. Don't give any first aid treatment until everyone is safe. Often a few seconds delay will give you enough time to collect your thoughts and proceed in a more professional manner.

b. CONTROL OF BLEEDING

When evaluating the severity of bleeding, remember that blood flowing in a heavy stream or in large spurts indicates a serious condition, and you must attempt to bring it under control immediately.

1. Direct Pressure – Exert direct pressure over the wound area. Place the cleanest material available (preferably a pad of sterile gauze) against the bleeding point and apply firm pressure. Apply and secure bandage over the pressure pad. Leave dressing and bandage in place.
2. Pressure Points – Pressure on an artery between the heart and the wound (close the wound). To control bleeding, find one of these pressure points.
 - a. Temporal artery – located in the hollow just in front of the ear.
 - b. Facial artery – located in the small crevice about one inch from the angle of the jaw.
 - c. Carotid artery – located deep and back on each side of the Adam's apple
 - d. Subclavian artery – located deep and down in the hollow near the collarbone.
 - e. Brachial artery – located on the inner side of the upper arm about three inches below the armpit.
 - f. Femoral artery – located midway in the groin, between the crotch and the hip.

3. Evaluation of Injuries

At least three types of injuries require prompt attention:

- a. Severe Bleeding. If a person is bleeding profusely, he may be dead in less than two minutes.
- b. Blocked Airway or Stoppage of Breath. Most people can be saved if they start breathing on their own or artificially within two minutes. After five minutes, there is only a 25 percent chance of saving the victim.
- c. Shock. In shock the vital body functions are depressed. Death may result if not treated promptly.

4. Priority for Treatment

If several people are injured, treat severe bleeding first, then move quickly to those who have stopped breathing; finally move to less urgent injuries. Whenever possible, treat a person where he is found.

5. Evaluation and Treatment of Bleeding

When treating a bleeding injury, determine the type of bleeding and the amount of blood lost. You must be able to recognize three types of external bleeding:

- a. Capillary Oozing – a steady ooze of dark-colored blood.
- b. Venous Bleeding – a flow of dark-colored blood at a steady rate.
- c. Arterial Bleeding – bright red blood, flowing swiftly in spurts or jets.

6. Tourniquet Warning

It is dangerous to apply, dangerous to leave on, and dangerous to remove. It can cause gangrene and, subsequently, could cause loss of limb. A tourniquet is rarely required and should be used only for severe, life-threatening hemorrhage that cannot be controlled with direct or arterial pressure. Once applied it must not be removed except by professional medical personnel.

7. Maintenance of Airway and Respiration

a. Artificial Respiration

Artificial respiration must begin as soon as possible after natural breathing has been interrupted, or when natural breathing is so irregular or so shallow as to be ineffective. Artificial respiration is a method of getting air into and out of a person's lungs until he can breathe for himself.

b. Mouth-to-Mouth (or Mouth-to-Nose) Method – the simplest and most effective way to give artificial respiration. Follow these steps:

1. Place the person on his back.
2. Open his mouth and clear out foreign matter with your fingers.
3. Tilt head back so that his chin points upward.
4. Blow air into his lungs through either his mouth or nose. Pinch his nostrils shut or close his mouth and place your mouth over his lips or nose. With a small student, place your mouth over both his nose and mouth.
5. Remove your mouth from the patient's mouth. Turn your head to the side and listen for the return outflow of air.
6. Continue blowing vigorously into his mouth or nose about 12 times each minute. For a young student, blow less vigorously, using shallower breaths, about 20 times a minute.
7. If there is not an exchange of air, turn the person on his side and strike him several times between the shoulder blades, using considerable force. Check the position of the head and jaw. Finally, make sure there is no foreign matter in the mouth.
8. Normal breathing may begin again after 15 minutes of artificial respiration. But if it does not, continue until medical aid arrives.
9. Back-pressure, Arm-Lift Method – should be used only when injuries to the head or face prevent the use of the mouth-to-mouth method.
 - a. Place the person on his stomach, hands under head. Face the injured person, kneel on right knee, place left foot just in front of patient's right arm, place your hands on his back; one on each side, just below the shoulder blades.
 - b. With hands in correct position, start a rocking forward motion. Keep elbows straight and stiff.
 - c. With arms almost vertical, direct pressure is applied to the back. Use smooth even movements to apply and release pressure.
 - d. As you rock back to your original position, grasp each arm just below the elbow.

- e. Continue to rock back, lifting arms up and toward you. This is the end of one cycle.
- f. Place hands in correct position on the back and start over again. Continue the procedure until medical aid arrives.

8. Evaluation and Control of Shock

Shock may cause death if not treated promptly, even though the injury which caused it may not itself be enough to cause death. The three most common causes of severe shock are inadequate breathing, excessive bleeding, and un-splinted fractures.

a. Recognizing Shock

Shock is easily recognized: the skin is pale and clammy with small drops of sweat particularly around the lips and forehead; the person may complain of nausea and dizziness; the pulse may be fast and weak and the breathing shallow and irregular; the eyes may be dull with enlarged pupils. A person may be unconscious or unaware of the seriousness of the injury, and then suddenly collapse.

b. Control of Shock

When treating for shock, follow these steps:

1. Have the injured person lie down.
2. Elevate his feet and legs 12 inches or more.
3. Keep the person warm, but not hot.
4. If water is available, give him drink every 15 minutes in small amounts if his condition permits.
5. Keep the person quiet.

9. Seizures

If you transport a student that is prone to seizures, the teacher/nurse will contact you regarding the necessary steps. No student information, regular education or special needs, is to be discussed or given out to anyone; except medical personnel, law enforcement or authorized school officials.

SPECIAL NEEDS STUDENT TRANSPORTATION

Special Needs Student Transportation Overview

Some regular buses in Calcasieu Parish transport special education students along with regular students. In addition, a number of buses are designated to transport only special education students. All of the designated special education buses are staffed with a driver and at least one aide. It is the aide's job to care for the students while the driver drives the bus. On occasion, the driver will have to assist the aide with a problem. If the aide is going to be absent, it is the bus driver's responsibility to find a substitute aide.

If because of age or physical or mental disorders the student must be picked up at home, it will be the parent's responsibility to get the student to the door of the bus. At that point, the bus aide assumes the responsibility for the student and makes sure he/she is properly seated.

Because of behavioral disorders, some special education students cannot respond to normal rules and regulations regarding proper behavior. It is important that they do not harm themselves, other students, or place the safe operation of the bus in jeopardy. Some of these students have to be told repeatedly to correct their behavior. Be patient, understanding, and flexible, but do not jeopardize the safe operation of the bus.

If indicated on the Special Needs Transportation Request Form, state and local policy states that when a special education student is brought home a responsible adult must be present to accept the student. If you bring a special education student home and no one is there to accept the student, notify the school, run the rest of your route and then return to the residence. If there is still no one

home, contact the school. If no contact is made with the school, notify the Transportation office. The office will check to see if there are any emergency phone numbers that may be contacted. Do not leave the student unattended. Keep the student on the bus. Do not take the student to your house.

Special Needs General Information

1. Communication

The driver should know something about the needs and inabilities of his passengers. The best way to learn these is through communication with parents, teachers and school administrators.

2. Parent-Driver

With the school principal's permission, drivers and parents should discuss behavior rules on the bus, special equipment use and schedules, as various handicaps require various approaches. The parent should transport any medication from home to school. Students should not be allowed to carry their medication on the bus. Drivers, teachers and administrators should keep an open line of communication so behavior can be controlled from bus to classroom and back to bus each day.

3. Handling

Drivers for special needs students are special. They must have stamina, common sense and the ability to accept the special needs student, just as they would any other student. There are special safe and effective ways to easily lift a student. The driver will be able to learn these techniques by conversation with the parents, teachers or school specialist and through specialized training. The driver should be well informed on how to operate the lift or special equipment on the bus with ease to insure the safety of the student as well as the driver. If there is no special equipment, the driver should obtain any information on handling the students under ordinary conditions. How to lift and carry is important. Once again, refer to parents, teacher or school specialist.

****The aide assigned to each bus must be able to perform all above mentioned student related tasks as well. ****

What is an IEP?

An Individualized Education Plan (IEP) is a written statement identifying the specially designed instruction program and related services including transportation (if it is necessary) to meet the needs of the student with disabilities. The over-riding results are that the determination of an appropriate education for specific students must be made on an individual basis. The type and appropriateness of transportation services if any must also be made on an individual basis.

The IEP document itself is a written commitment and record of the meeting in which decisions are made about the least restrictive, most appropriate educational placement. It also details what related services, transportation among many others will be required and achieve his or her objectives.

Bus Aides Responsibilities

One of the most important skills of the bus aide is communication. His/her skills should include verbal expression as well as other forms of communication such as written word, gesture, body language or facial expressions to the students, bus drivers, parents, school and transportation employees.

Bus Aides Shall

- Have punctual attendance. The aide shall meet the bus. The driver should not have to wait for the aide. DRIVER SHALL REPORT TO TRANSPORTATION WHENEVER AIDE IS NOT PUNCTUAL
- The bus aide shall be on the bus from the time the first student is picked up in the morning and in the afternoon until the last student is dropped off.
- There shall be a designated location on the school bus for the aide to sit so all students can be monitored and given maximum supervision.
- AIDES SHOULD SIT IN LOCATION SO THAT THEY CAN ADEQUATELY SUPERVISE ALL STUDENTS.
- The aide shall be alert at all times to the needs of the students and to interact when necessary.
- The bus aide will be trained in the use of the lift and tie down system for students in wheelchairs and mobility devices. When the bus driver and/or aide load a student the other should always double-check all straps, belts harnesses and wheelchair tie downs.
- Become familiar with the emergency evacuation plan and be prepared to evacuate the bus in the event of an emergency.
- If the bus driver and aide are transporting a medically fragile student, each should be trained by the school district's nurse.
- The aide should be knowledgeable of the route. It is suggested that aides obtain a copy of the route information and phone numbers of the parents from the driver.
- The aide must respect the confidentiality of students. Any information that is acquired in the course of job responsibilities related to the students or to an incident on the bus should be kept confidential. It should not be discussed with co-workers who do not have a need to know.
- Ensure the required safety devices are in use and are fastened properly.
- Assist students on and off the school bus when it is necessary for their safe entrance and exit from the bus.
- A good working relationship between driver and aide is based on respect for each other and for the students.

Drivers who have an aide or monitor assigned to their bus should keep calendar of attendance for aide/monitor in case of discrepancy

Special Needs Loading and Unloading

1. Procedures

- Drivers and aides work together as a team. Pre-trip inspections are done by the driver. Aides must be certain that all students are wearing safety belts or are strapped securely into their car seats, safety vest or wheelchairs. All available safety devices should be used at all times. Employee/Aides are responsible for assisting with discipline, maintaining a safe environment on the bus. **The bus aide sleeping on the bus during a route is not tolerated and may be subject to recommendation for disciplinary action. Unless authorized by driver, you shall not be on cell phone whenever students are on board.**
- Parents and drivers need to work together to make sure students get to and from their homes safely. Schools are responsible for seeing that students get to and from the bus. You should not leave the bus when students are on board.
- Do not allow students to operate the lift or ramp on wheelchair buses or to carry other students on or off the bus.

- You should not sit with students on your bus at schools for more than 5 minutes in the AM. Adjust route times accordingly.
- Schools will bring students out. Do not go get students out of the classroom.
- Students are met by their teacher/aide. You are not to take students into schools.

2. No One Home

If no IEP assigned parent or other assigned adult is at the student's home or assigned drop off location: Radio the school and tell them you may be returning this student to school. Complete your route and return to the student's home. If no one is there, proceed to the student's school. Contact the school to make sure that a member of the administration will be present to receive the student. Contact Transportation by radio or phone should you require assistance.

3. Waiting Time

If no one is visible when you stop to pick up your students, you must come to a complete stop. If someone appears and asks you to wait a minute, use your own judgment regarding how long you can wait without inconveniencing the other students on your route by running late. ***Never blow your horn.***

4. Route Schedule Changes

When you first get your route list, plot your route on a map. Perform your route in its entirety before the first time you pick up students. When there are route changes, the driver and office will notify parents indicating pick up time, driver, and bus number. If a parent requests a change of address, even if temporary, have them call the school. Don't let any student off anywhere except at the school or the address on the Special Needs Transportation form.

5. Medications for Students

Students are not allowed to carry their own medication on the bus. **DO NOT** ever give medication to a student even if the parents ask you to. **DO NOT** allow one student to give another student any type of medication.

6. Loading and Unloading Wheelchair Bound Students

There are over 2,500 different makes and models of wheelchairs. Each student has needs unique only to themselves. Disabilities may range from very mild to very severe and profound. Some students may be both mentally and physically challenged. The required items for both manually and electrically operated wheelchairs are as follows:

- Safety lap belt in working condition (no Velcro)
- Working hand brake for manually operated
- Electric wheelchairs must have working manual hand brake or automatic brake activation when wheelchair power is disengaged
- Properly inflated tires
- Properly positioned headrests
- Footrests
- Anti-tilting devices
- Use your yellow lights until student is ready to load on the lift, then engage your red loading lights and continue until student's wheelchair is fastened to the bus. Use your red loading lights to unload student. As soon as student is off the lift and away from the bus, disengage your red loading lights and use hazard lights to avoid holding traffic unnecessarily. Remember to leave the bus engine running while operating lift. The driver or aide should get

off the bus to operate the lift. The aide should step back on the bus to hold the wheelchair as soon as it is accessible. Never go around an unloading bus.

- Picking up students for school **DO NOT BLOW YOUR HORN** if you are on schedule. If you are late (2 minutes past pick-up time), pull up and wait one (1) minute.
- Unloading students at schools Unload students who walk off the bus first. Make sure the aide and driver are watching and helping students as they exit the bus. Unload wheelchair students after all other students are off the bus. Do not leave any students on the bus unattended while unloading the wheelchairs.
- Returning students home from school. Check to be sure that you are not early. If early, wait until the correct time.

SECURING WHEELCHAIRS, HARNESSES, AND RESTRAINTS PROCEDURES

Manual Wheel Chairs

- Student is loaded with back of wheelchair next to body of school bus.
- Check all seatbelts on wheelchair making sure they are in a locked position.
- Wheelchair brakes must be on at all times when loading/unloading of wheelchairs.
- Safety belts when applicable on lift must be attached and must be operational at all times.

Electric Wheelchairs

- Student is loaded with back of wheelchair next to body of school bus.
- Check all seatbelts on wheelchair making sure they are in a locked position.
- Wheelchair brakes must be on at all times when loading/unloading of wheelchairs.
- **Electric wheelchairs must be in manual mode when loading/unloading.**
- **Electric wheelchairs are subject to be turned on by two-way radio when in operational mode. This is why electric wheelchairs must be in manual mode when transporting students.**
- All wheelchair trays must be removed and placed in a safe location on the school bus.
- Assistive devices such as oxygen tanks must be placed in a secured holder for transportation on the school bus.
- No student will be loaded in a wheelchair facing the body of the school bus.
- Students in electric wheelchairs shall be loaded by the driver and aide in manual mode.
- Do not let students drive the electric wheelchair on the lift by themselves for the danger of running off the lift.

Positioning of Wheelchairs on a School Bus

- Place the wheelchair in a Forward Facing position (unless otherwise noted in the student's IEP)
- Center the wheelchair between parallel floor-tracking system. (Leave 1 to 2 inches between the curve of the rear wheel and rear security buckle when in locked position. This allows room to operate the security buckle freely).
- Lock the hand brakes using good body mechanics.
- Properly secure any other type of equipment that is to be transported with the student.
- Place student's name above their designated wheelchair position. Place students in seating order so as to accommodate an emergency evacuation situation should the need arise

Attaching Security Straps

- Position both front and rear security straps in the fitting on the floor tracking 3 to 8 inches from the front tires and rear tires of the wheelchair
- Loop hook end of each security strap around the mainframe of the wheelchair.
- Clip hook into "O" ring of each security strap
- With buckle open, pull each loose strap snug, keeping loose end of strap within the buckle guide
- Left and right straps should be hooked at the same position of the wheelchair

Car Seat/Booster Seats

Very young students as well as some older students with orthopedic impairments can sometimes be transported safely in car seats or booster seats on the school bus. The bus driver and bus aide should be sure that:

- The car/booster seat is the correct size for that student
- The car seat has adequate shoulder/waist restraints
- The car seat can be safely secured on the bus with the seat belt
- Booster seats are designed to elevate students so they could use lap and shoulder belts correctly.

Safety Vest/Harness

Safety vests are available to assist young students who need mild support to remain seated on a moving bus. The vests also assist the students who unlock their seat belts. The student who tends to fall asleep and bends forward during the bus ride also benefits from the safety vest by helping the student remain in an upright position.

PERCEPTUALLY SPECIAL NEEDS STUDENT

Description:

A perceptually special needs student is a student with minimal brain damage without intellectual retardation. He is not mentally retarded. He may be academically retarded, yes, due to the brain dysfunction. This damage has changed the way in which he thinks about what he perceives or sees and what he does with it. This damage to the central nervous system has caused the student conceptual confusions, difficulty in his behavior and disorders in his learning. These students are very distractible. They cannot filter out the unimportant visual and audible impressions which compete for their attention. They hear with equal intensity the teacher's voice and the ticking of the classroom clock. They are attracted by both the lessons on the blackboard and the sights and sounds outside the window. They may be hyperactive, have a short attention span and develop an emotional disturbance to add to their problems.

Dealing with These Students in Terms of Transportation:

1. Be firm, but gentle; speak slowly, firmly and clearly, but never with anger or impatience.
2. Keep rules and limits for the student at a minimum. Keep them confined to the issues concerning proper conduct.
3. Be patient, persistent and consistent. Progress is slow.
4. A common observation is the fluctuation from day to day or from week to week in the efficiency and control of these students. This puzzling contrast can lead one to feel that much of the behavior has been willful disobedience, that is, the behavior of a bad student. This is believed to be the effect of neurological activity that reflects changes in their activity.

Something to Think About:

If a student has a healthy body, but one that will not do what he wants it to -- if he has ears that hear, but has not learned to hear the way others do -- he cannot tell anyone what his difficulty is. It just seems to him that he is always wrong. No one can see that he is not like everyone else, so he is expected to act like everyone else. These are the things that happen to the perceptually handicapped student. This is the kind of behavior the bus driver will have to understand if he is to help the student.

ROUTE BID POLICY Revised 6-28-18

Steps to Bid on a Route

1. Get route packet on all available routes from any school, your email, or transportation department.
2. Familiarize yourself with all pertinent information pertaining to all routes which you wish to bid on. Once you complete the bid form, which will have all available routes listed, you will rank your preferences of routes. **MAKE SURE YOU KNOW EVERYTHING YOU NEED TO KNOW BEFORE SUBMITTING YOUR BID FORM.**
3. Turn in bid form to personnel office, located at 3310 Broad St.
4. Subs interested in permanent route need to submit form for each bid opening.

Rules for Route Bid Policy

1. Bids will open at the first of each month beginning January 2018. These dates will be advertised ahead of time so that everyone is aware of when to expect bus bids to open. Bids will remain open for 14*calendar days. ****subject to change****
2. Once bids are closed, there will be an administrative phase in order to get seniority rankings, etc.
3. Two working days before the start of awarding phase, all drivers will be notified by email and two way radio so they will be expecting to be contacted.
4. You will have 3 hours to respond to our office from the last attempt the contact was made. We will try and reach you by all phone numbers provided, email, and two way radio. All efforts will be documented.
5. When contacted by phone, the driver must make their decision during that conversation. All route information should have been gathered by you ahead of time so you are able to make an informed decision at that time. **ONCE YOU ACCEPT A ROUTE, YOU MAY NOT CHANGE YOUR MIND. YOU WILL HAVE TO REMAIN ON THAT ROUTE UNTIL THE NEXT BID OPENING.**
6. You will be offered the routes in the order in which you ranked them providing the route is still available and has not been accepted by a driver with more seniority than you.
7. **YOU CAN ALWAYS DECLINE A ROUTE WHICH HAS BEEN OFFERED TO YOU AND REMAIN ON YOUR CURRENT ROUTE.**
8. Once all permanent drivers that participated in the bid process have been notified and given opportunity to accept a route, all remaining available routes will be offered to substitute drivers according to the senior active sub in the ward that corresponds with that particular route **AND** who have submitted proper form to personnel department during bid period.
9. If routes are still available, the route will be offered to senior active substitutes parish wide who have submitted proper form to personnel department during bid period.
10. If routes are still available, the route will be offered to senior inactive substitutes parish wide who have submitted proper form to personnel department during bid period.
11. If a route is still vacant, it will be carried over to next bid opening.

****CERTIFIED PERSONNEL THAT HAVE A PRIMARY JOB OTHER THAN A BUS DRIVER WILL BE OFFERED OPEN POSITIONS BUT ONLY ON A TEMPORARY BASIS. AT THE TIME THAT A SUBSTITUTE BUS DRIVER BECOMES AVAILABLE, IT IS POSSIBLE THAT SAID DRIVER COULD REPLACE CERTIFIED PERSONNEL ON ROUTE.****

STANDARD OPERATING PROCEDURE FOR ASSIGNING PLATOON ROUTES

1. Drivers, Sub Drivers, Aides, and Sub Aides, seeking extra work, sign up for Platoon Routes during the month of MARCH for the upcoming school year and following summer.
2. The list of Drivers, Sub Drivers, Aides, and Sub Aides is entered into an excel spreadsheet and sorted by Ward and listed in order of Seniority (date of hire for Drivers and Aides and Certification Date for Sub Drivers). THIS WILL BE MAINTAINED BY TRANSPORTATION DEPARTMENT.
3. Transportation/Platoon Committee is allowed up to 10 business days to assign a Driver to a Platoon Route. We will always try to expedite process when possible.
4. THERE WILL BE A ONE TIME REVIEW OF PLATOONS, GOING BACK TO THE 2016-2017 SCHOOL YEAR. THIS REVIEW WILL BE CONDUCTED BY MEMBERS OF THE PLATOON COMMITTEE.
 - a. Step 1 – Check to see if the Platoon Route is a returning Platoon Route from the 2016-2017 school year or if the Platoon Route is new.
 - b. Step 2 – If the Platoon Route is a returning Platoon Route, the Driver awarded the Platoon Route during the 2016-2017 school year will be offered the Platoon Route again.
 - c. Step 3 – The Driver with the most Seniority will be called and offered all available Platoon Routes and be able to choose **ONE**. Continue to assign Drivers to Platoon Routes provided that the time allotments will work with other Platoons that they may already have in place. When all Drivers in that Ward have turned down all the remaining Platoons, it will be offered to the closest Ward, according to Seniority.
5. Platoons are attached to the Ward in which they originate.
6. Upon accepting a Platoon Route, Drivers shall commit to driving every day of the Program.
7. Platoon Route Drivers that miss 6 days or more in a pay period may have their Platoon Route replaced following the Platoon Procedure for issuing a new Platoon Route. EXCEPTIONS to this are if a Driver is on Medical Leave, Leave Without Pay, Leave With Pay, or otherwise approved by Transportation Department Supervisors or Director. These individual cases will be brought to the committee for vote and Director will make final decision.
8. Drivers on Medical Leave, LWP, or LWOP who were assigned a Platoon Route from the 2016-2017 school year will retain that Platoon Route and a substitute Driver from the list of Drivers who signed up in March will be utilized in their absence.
9. Aides, whenever the Platoon Route requires one, will be selected by the Driver from the list of Aides who signed up for extra work in March. If a Driver does not have a preference for an Aide, then Aides will be assigned based on same seniority rules as Drivers.

*****AIDES STAY WITH PLATOON EVEN IF DRIVER CHANGES*****

DAILY RATES

<u>0-10 MILES</u>	DRIVER \$20	AIDE \$17
<u>11-20 MILES</u>	DRIVER \$25	AIDE \$22
<u>21-30 MILES</u>	DRIVER \$31	AIDE \$28
<u>31+ MILES</u>	DRIVER \$37	AIDE \$34

CPAS West, CPAS East, and Positive Connections

<u>0-10 MILES</u>	DRIVER \$25	AIDE \$22
<u>11-20 MILES</u>	DRIVER \$32	AIDE \$29
<u>21-30 MILES</u>	DRIVER \$40	AIDE \$37
<u>31+ MILES</u>	DRIVER \$49	AIDE \$46

ADDITIONAL INFORMATION REGARDING PLATOONS

1. If you had a Platoon from the 2016-2017 school year and feel as though you may have a grievance, you will have 30 days to bring said grievance to the attention of the Director of Transportation or one of the Supervisors. Due process will be given thru reviewing the Standard Operating Procedure and an unbiased member of the platoon committee will be asked to review grievance. A decision will then be made. If you do not agree with outcome, then you may appeal decision to Chief Operating Officer.
2. Once Platoons begin to be awarded, Drivers will be contacted by three methods of communication which will include: Two-Way Radio, Phone, and Email. Driver will have ONE hour from the time of email to respond to person designated to issue Platoons. Once this window has closed, the next Senior Driver will be contacted.
3. By no means can every circumstance be covered that may arise as Platoons are issued. Transportation Department Supervisors shall have the authority to make decisions whenever a situation may arise not specifically covered in the SOP.
4. Transportation Supervisors reserve the right to combine platoons that may have previously been separated if deemed to be more efficient or economical for the School System. These combined Platoons **will not** be compensated separately. Platoons may be combined whenever the origin is in close proximity to one another or the destination is the same. The new combined Platoon **will not** be compensated as two separate Platoons. Director of Transportation also reserves the right to separate Platoons if deemed necessary.
5. If Platoons are paid as separate Platoons, then they **cannot** be combined unless deemed an emergency situation and must be approved by a member of the Transportation Department. The Transportation Department will be responsible for notifying the Drivers sign in school of the situation so that you will be paid for both Platoons.
6. If a Driver expresses that they are not interested in being contacted for a new or existing Platoon that becomes available, then that Driver **will not** be contacted again **unless** they contact the Transportation Department and notify us of a change of status in writing.
7. Substitute Drivers that signed up for extra work in the month of March will be used as a last resort. If a Substitute Driver ends the year with a Platoon, it will be reassigned at the beginning of the next school year and treated as a new Platoon. These Platoons will be labeled as open Platoons until the point that they are assigned to a Permanent Driver.
8. Drivers who are on Sick Leave, LWP, or approved LWOP, will be offered a Platoon Route according to Seniority and upon return from approved leave, will be awarded the Platoon offered and chosen. In the absence, a Substitute Driver who signed up in the month of March for extra work will be assigned to open Platoon until Permanent Driver is able to return from leave.

ADDITIONAL PROCEDURES CONCERNING PLATOONS

1. Any time that the committee members meet to assign, reassign, etc. they will only be working with Wards other than their own. **No one** will be involved in assigning Platoons for their own Ward.
2. If extenuating circumstances occur due to changes beyond your control, the Platoons will be determined by committee of peers (other than your own Ward).

3. Some Platoons may be issued on a temporary basis if time critical in nature. These will be considered open Platoons and will be permanently assigned by committee at next meeting.
4. Rules for no call/no show/no sub for Platoons:
 - a. 1st TIME – WRITTEN WARNING
 - b. 2nd TIME – ISSUE WILL BE DISCUSSED AT NEXT PLATOON COMMITTEE MEETING AND PLATOON IS SUBJECT TO BE REASSIGNED. DIRECTOR OF TRANSPORTATION WILL MAKE FINAL DECISION UPON THE RECOMMENDATION OF THE COMMITTEE.
5. Fraudulent activity – if reasonable suspicion is brought to the Director’s attention, said Director will investigate and recommend appropriate disciplinary action to Chief Operation Officer. Termination will be considered if deemed appropriate.

*****THIS HANDBOOK IS A GUIDE.
BY NO MEANS IS IT AN EXHAUSTIVE LIST OF EVERY
SITUATION THAT YOU MAY ENCOUNTER.******

**THIS DOCUMENT WILL BE UPLOADED TO SAFEPUPIL WEBSITE
YOU WILL BE RESPONSIBLE FOR VERIFYING
THAT YOU HAVE READ THE DOCUMENT.**

CALCASIEU PARISH SCHOOL SYSTEM POLICIES REGARDING SCHOOL BUS DRIVERS

Title	Policy Number
Student Transportation Management	ED
Responsibility for vehicle operation	EDBA
Safety Inspection	EDCA
School Bus Scheduling and Routing	EDD
Special Use of School Buses	EDDA-AP
Special Trips-School	EDDA
Complaints and Grievances	GAE
Sexual Harassment	GAEAA
Americans With Disabilities Act	GAEAB
Employee Tobacco Use	GAMA
Employee Personnel Records	GAK
Employee Investigations	GAMC
Alcohol/Drug Free Workplace	GAMD
Employee Alcohol, Drug and Substance Abuse	GAME
Drug/Alcohol Testing of Employees	GAMEB
Health Examinations	GAMFC
Dangerous	GAMG
Employee Use of Electronic Telecommunication Devices	GAMI
Electronic Communications Between Employees and Students	GAMIA
Employment of Personnel	GBD
Employment of Retired Personnel	GBDA
Administrative Procedure Bus Driver Hiring Procedures	GBDA-AP
Probation	GBG
Evaluation of Personnel	GBI
Evaluation of Staff Members	GBI-AP
Employee Discipline	GBK
Tenure	GBL
Dismissal of Employees	GBN
Reduction in Staff Personnel	GBNA
Resignation	GBO
Retirement	GBQ
Personal Business, Leave Without Pay	GBRIA
Sick Leave	GBRIB
Family and Medical Leave	GBRIBA
Maternity Leave	GBRIC
Military Leave	GBRID
Jury Duty	GBRIH
Substitute Personnel	GBRJ
Assigning of Substitute Bus Drivers	GBRJ-AP

The policies listed above are subject to change based on School Board review therefore the policies are not posted in this document. To access the current board policy, access the internet and enter the web address **www.cpsb.org**. The link to the online school board policy manual is listed on the home page of the Calcasieu Parish School System's Web site.

WHEN INTERACTING WITH A STUDENT-BEHAVIOR SITUATION, DON'T FORGET TO

JUST BE A **P.R.O.**

PAUSE

REDIRECT

OBSERVE



FOR BUSES ONLY
 PERSONAL VEHICLES NEED TO BE
 PARKED ALONG WHITE FENCE
 CLOSEST TO MAIN ENTRANCE

