

## STUDENT TRANSPORTATION SAFETY POLICY

### I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

#### A. School Bus Safety

Complete bus safety, bus stop safety, and bicycle safety training within the first three weeks of school.

#### B. Student Training

1. The School District shall provide students enrolled in grades kindergarten through grade 12 with age-appropriate school bus safety training. The training shall be results oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing;
  - g. school bus evacuation and other emergency procedures; and
  - h. appropriate training on the use of lap belts or lap and shoulder belts, if the School District uses buses equipped with lap belts or lap and shoulder belts.
  - i. The use of the acronym STAR will be used on buses as reminders and connections to school expectations.
2. All students in grades K through grade 12 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. Students in grades K through grade 12 who enroll in a school after the first week of school and have not received training in their previous School Districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance. Ongoing bus safety will occur for all students who enroll throughout the school year.

3. The School District and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through Grade 5 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statute.
5. The School District must conduct a school bus evacuation drill at least once during the school year.
6. The School District will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The School District may provide kindergarten students with school bus safety training before the first day of school.
8. The School District may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The School District shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the School District will receive school bus safety training by their nonpublic school. The nonpublic schools may use the School District's school transportation safety education curriculum. The nonpublic school must certify to the Superintendent that all students enrolled in grades K through 10 have received the appropriate training.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The School District's general student behavior rules are in effect for students on school buses.
- B. Consequences for school bus/bus stop misconduct will be imposed by the School District under administrative discipline procedures. Serious school bus/bus stop misconduct may be reported to the building principal and local law enforcement.

#### **1. School Bus and Bus Stop Rules**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures

are to be followed. In most cases, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Transportation Company. The Transportation Company works through minor behavior infractions with students and reports to the family. Bus drivers report all major incidents to the Transportation Company and School Administration. Families will also receive communication for major incidents.

2. Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation or horseplay.
- j. No use of alcohol, tobacco (includes Electronic Delivery Devices as defined by state law) or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking or use of alcohol, tobacco (includes Electronic Delivery Devices as defined by state law) or drugs.
- i. Do not bring any weapon or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co curricular and extracurricular events (for

example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

5. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate or substantial danger to the student or surrounding persons or property shall be provided to local law enforcement and the Department of Public Safety in accordance with state and federal law.

6. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

7. Notice

School bus and bus stop rules and consequences will be reviewed with students annually and copies of these rules will be made available to students. Rules are to be posted on each school bus.

8. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession or vandalism), the Superintendent and local law enforcement officials will be informed.

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent/Guardian Responsibilities for Transportation Safety:

Parents/guardians are responsible to:

1. Become familiar with School District rules and policies, regulations and principles of school bus safety.

- a. The walking distance to a bus stop for a bus rider is .4 miles for students in elementary school and .6 miles for students in secondary school (with the exception of crossing hazardous roadways: Hwy 25, 18, 75, and interstate 94.) This does not include driveways (just maintained road ways).
  - b. The walking distance to a school is one mile (with the exception of crossing hazardous roadways: Hwy 25, 18, 75, and interstate 94.)
2. Assist students in understanding safety rules and encourage them to abide by them.
  3. Support safe riding and walking practices and recognize that students are responsible for their actions;
  4. Have their children to the bus stop five minutes before the bus arrives;
  5. Have their children properly dressed for the weather; and
  6. Have a plan in case the bus is late;
  7. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
  8. Respect the rights and privileges of others.
  9. Communicate safety concerns to school administrators.
  10. Monitor bus stops, if possible.
  11. Support all efforts to improve school bus safety.

B. Parent and Guardian Notification:

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license,

without a school bus endorsement, may operate a “Type AI” school bus as set forth in Section VII.D. below.

- B. The School District shall conduct mandatory drug and alcohol testing of all School District bus drivers and bus driver applicants in accordance with state and federal law and School District policy.
- C. The school district transportation contract will also include specific requirements regarding drug testing in accordance with state and federal laws. The transportation contract will provide driver training when it goes above the law.
- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver’s license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (“Division”) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:
  - 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  - 2. reckless driving;
  - 3. improper or erratic traffic lane changes;
  - 4. following the vehicle ahead too closely;
  - 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  - 6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver’s license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person’s employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

- F. A school bus driver, with the exception of a driver operating a type A-1 school bus, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- G. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.

## **VI. SCHOOL BUS DRIVING TRAINING/REQUIREMENTS**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The School District shall retain on file an annual individual school bus driver "evaluation certification" form for each School District driver.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

### **B. Requirements**

1. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The School District will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
2. All drivers of Type III vehicles will annually submit proof of a valid physical as required by Minnesota Statute.
3. All drivers will perform a pre-trip check (using designated checklist) prior to beginning use of the vehicle.

## **VII. OPERATING RULES AND PROCEDURES**

### **A. General Operating Rules**

1. No person shall be allowed to stand when the bus is in motion.
2. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
3. Only students assigned to the school bus by the School District shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. Comprehensive lists will be shared with the Transportation Company prior to the school year and throughout the school year (using the student management system).
4. The parent/guardian may designate, pursuant to School District policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
5. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
6. To the extent practical, the school district will designate school bus loading/unloading zones a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
7. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For



purposes of this paragraph, “school bus” has the meaning given in Minn. Statute. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. If a Type III vehicle is School District owned, the School District name will be clearly marked on the side of the vehicle. The Type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
5. A “Type III vehicle must not be outwardly equipped and identified as a Type A, B, C, or D bus.
6. Eight-lamp warning systems and stop arms must not be installed or used on Type III vehicles.
7. Type III vehicles must be equipped with mirrors as required by law.
8. Any Type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any Type III vehicle used to transport students must not load or unload so that a pupil has to cross the road, except where not possible or impractical, then the driver or assistant must escort a pupil across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
9. Any Type III vehicle used to transport students must carry emergency equipment including:

- a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust- proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Proof of insurance will be in the glove box or the first aid kit on all vehicles.
  - d. Passenger cars and vans must carry a fire extinguisher, a first aid kit, and body fluid kit in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
10. Students will not be regularly transported in private vehicles that are not state inspected as Type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. The School District has no system of inspection for private vehicles.
  11. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Class D Driver's License

1. The holder of a class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle; understanding student behavior, including issues relating to students with disabilities;
    - (2) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (3) knowing and understanding relevant laws, rules of

the road, and local school bus safety policies; handling emergency situations; proper use of seat belts and child safety restraints; performance of pre trip vehicle inspections; and safe loading and unloading of students, including, but not limited to:

- (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off- street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
  - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
  - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and placing the type III vehicle in “park” during loading and unloading;
  - (d) escorting a student across the road under clause
  - (e) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
  - (f) compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Statutes for school district employees, for day care employees; or for all other persons operating a type A or type III vehicle under this section.
  - d. Operators shall submit to a physical examination as required by Minnesota Statute.
  - e. The operator’s employer requires pre-employment drug and alcohol testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Statute. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as

- required by Minn. Stat.
- g. A person who sustains a conviction, as defined under Minn. Statute, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minn. Statute. Training will be performed in accordance with the developmental stages and physical needs of students. There may be students who will not be able to participate in the full training, but the school district and Transportation Company will perform the training to the best of their ability.
  - k. Documentation of meeting the requirements listed in this section must be maintained under a separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Statute.
  3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug and alcohol testing) above.

## **VIII. EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident). A checklist will be completed by the driver starting the emergency response protocol.
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in- service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the pupil’s name and address;
  - 2. the nature of the pupil’s disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the pupil’s physician, parents, guardians, or custodians, and some person other than the pupil’s parents or custodians who can be contacted in case of an emergency.

**IX. VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the School District.
- B. All school vehicles shall be inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the School District’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost

items left on the bus.

## **X. SCHOOL TRANSPORTATION SUPERVISION**

- A. The school board has designated the superintendent to oversee the day-to-day operation for pupil transportation safety, including transportation of nonpublic school children when provided by the district. This person will assure that this policy is annually reviewed to ensure that it conforms to law.
- B. They shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minnesota Statute
- C. They also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the School District in a Type A, B, C or D school bus or Type III vehicle with the National Driver's Register or the Department of Public Safety.
- D. They also shall certify annually to the Superintendent that students have received bus safety training in accordance with state law.

## **XI. INCIDENT BEST PRACTICES**

- A. A thorough knowledge of safety and crash procedures is a requirement of any professional driver. School bus drivers can face many different types of emergencies, the most common incident being a breakdown or a traffic crash. There are other types of emergencies the driver must be prepared to handle as well, such as a student injury or illness. Any driver may face an emergency situation at any time.
- B. There are four primary elements a driver should keep in mind with any type of emergency:
  - 1. Safety: The driver is responsible for the safety of the passengers on board the bus.
  - 2. Remain Calm: The driver must remain calm under the pressure of an emergency situation to avoid unnecessary panic and confusion.
  - 3. Assess the Situation Quickly: The driver must be able to evaluate the situation quickly and determine what type of assistance is needed.
  - 4. Request Assistance: Via two-way radio or phone.
- C. The driver must never leave the bus unattended. The first responsibility is to the students. Post-crash, the primary responsibilities of the school bus driver include:

1. Safety and care of students
2. Get assistance
3. Secure crash scene
4. Gather information

## **XII. CRASH INCIDENT PROCEDURES**

- A. While no school bus driver expects or wants to be involved in a crash, accidents occur, and when that happens, a driver's first obligation is always to his/her passengers. School bus drivers must be ready to react in a confident, decisive manner in any emergency situation. Familiarity with correct crash reporting procedures, vehicle evacuation techniques, use of emergency equipment kept on board and basic emergency medical techniques are a must for all school bus drivers.
- B. Failure to report a crash incident to the dispatch office immediately, or falsification of crash incident details will be grounds for disciplinary actions. A crash incident card is provided for each bus and should be kept on the bus at all times. If the incident occurs during school-day transportation, the school district will communicate with the parents. Be it The Company's responsibility or the school district's, the following items must be communicated:
1. Procedure instruction sheet
  2. Crash incident report form (be sure to fill out witness section if applicable)
  3. Route sheet
  4. Current insurance card (in vehicle first aid kit or glovebox)
  5. Parent notification
  6. A valid driver's license (driver must carry at all times)
- C. The following procedures should always be observed when a crash incident occurs, no matter how minor it may seem:

1. Drivers must check immediately to determine if anyone is injured.
2. Drivers must radio the dispatch office and inform an administrative Company employee of the location and nature of the crash incident. Dispatch may call the police. Under no circumstances should a driver leave the scene of the crash incident, even if the driver of the other vehicle does so.
3. If students are injured or claim to be injured, the dispatch office must be informed to call for medical assistance. A complete list of the students on the bus should be completed on the passenger list form. Drivers may call 911 directly in the case of a serious injury.
4. Students should remain on the bus unless doing so would endanger them.
5. Drivers should protect the scene as much as possible. Emergency triangles should be placed 100 feet to the front and 100 feet from the rear of the bus. The vehicle should be moved to a safer location if failure to do so would create a dangerous traffic hazard and endanger the safety of students and others. Inform the dispatch office of the move.
6. Drivers should relay information to the dispatch office concerning the schools that have students involved in the crash so that proper notification can be made to school administrators if necessary.
7. If witnesses are present (non-student), drivers should list them on the witnesses section of the crash incident report form and give it to the officer at the scene. A copy should be kept for the drivers' records.
8. Drivers should complete all sections of the crash incident report form and submit it to Hogle Transportation. The Transportation Company will call the superintendent of schools within 24 hours of the incident.
9. In compliance with federal law (49 CFR Statute 382.303), under certain conditions after a crash incident, the driver must undergo drug and alcohol testing as soon as reasonably practicable. The crash incident investigator or supervisor must transport the driver from the crash incident scene to the testing facility. Also, the safety and training department should be notified.



10. If a driver is injured in any way, a report must be filed through Hoglund Transportation for a worker's compensation claim within 24 hours. Initial medical care must be secured through an approved worker's compensation physician unless immediate emergency room treatment is required. If a driver does not follow these procedures, he/she may be responsible for some or all of the medical costs.
11. If a driver, while driving a Hoglund Transportation school bus, has any contact with another vehicle (car, bus, truck) or object (telephone pole, sign, mailbox, gas pump), he/she must immediately report the crash incident to the dispatch office and follow the Company's crash incident procedures. Drivers must report to Hoglund administration and complete a crash incident report form within 24 hours and the superintendent (if applicable).
12. If a crash incident should occur while students are on the bus, students may receive electronic communication, or they may be given a crash incident notification form. Drivers should work with Hoglund Transportation and/or school district administration to fill out the form and give one to each student to inform the parent/guardian that a crash incident occurred while his or her child was on the bus.

### **XIII. PROCEDURES FOR EMERGENCY EVACUATION**

- A. Hoglund Transportation will conduct one emergency evacuation drill during the year (Fall).
- B. The Monticello School District will work with Hoglund Transportation to conduct one evacuation in the fall and one in the spring so that students participate in two drills per year.
- C. The evacuation procedures and drills will include verbal review of all means of exiting the bus including through the windows and roof hatches, which are to be used only if an actual emergency situation dictates such action. The front windshields on most Hoglund Transportation buses are equipped with pop-out glass that can be kicked out to provide additional exit space. Emphasize that the students nearest the door will exit first to clear the escape route even though others may be closer to danger.

- D. There should be two safety patrols assigned to help in case of an emergency, with an alternate for any absentee. If the principal has assigned a school patrol, this person may be assigned responsibilities. These students are not to be used as disciplinarians, only as added safety precautions.
- E. At least one method of evacuation should be conducted and recorded. The accompanying procedures of each method should be well-known by Company bus drivers:
- F. Front and Rear Evacuation:
1. The passengers in the first seat on the driver's side of the bus will exit first, and then those in the seat on the right, alternating until all passengers are off the bus. Generally, the first five rows of seats (front half) exit to the front.
  2. Passengers in the last five seats on either side nearest the rear of the bus will exit through the rear emergency exit, with students on the left side nearest the door exiting first and alternating as described above.
  3. One safety patrol should be at an exit, and one should remain on the bus to watch for frightened students who need help and to try to keep passengers calm.
  4. Drivers should be outside the rear exit if students are exiting through the back door to aid the smaller students getting off the bus.
  5. Drivers and their helpers should stay calm, helping students to remain quiet while moving to a safe distance from the bus (at least 100 feet).
  6. Front Evacuation:
    - a. The passengers seated behind the driver's seat will then exit, alternating with those in the seat across the aisle on the right until all passengers have cleared the bus.
    - b. Drivers should take position outside the front door.
    - c. If safe to do so, one helper should remain on the bus while the other is aiding the driver on the outside.
  7. Rear Evacuation:

- a. The passengers seated on the last rear seat on the left (driver's side) will exit, alternating with those in the seat across the aisle on the right until all passengers have cleared the bus.
  - b. Drivers should take a position outside the rear emergency door to aid passengers as they exit the bus.
  - c. If safe to do so, one helper should remain on the bus while the other is aiding the driver on the outside.
8. After all passengers are outside the bus, drivers should enter the bus, checking in and under the seats to make sure that no passengers are left on the bus. Bus evacuation in a true emergency should be used only if remaining on the bus endangers the students. Such situations include fire or imminent danger of fire in the bus, submersion or imminent danger of submersion of the bus in water, and inability to move the bus away from an extremely dangerous location such as railroad track. It is emphasized that students should not exit the bus other than at their destination unless staying inside the vehicle endangers them.
  9. Students should not be evacuated when power lines are down in the area.
  10. Drivers in all programs are required to perform emergency evacuation drills. If a driver is assigned a shuttle bus route, he/she should perform the drill at the school when all the students are on board. If a driver is assigned with transporting students with special needs, he/she should enlist the assistance of school staff ahead of time to make sure that the fall drill is performed safely. Practice drills for the evacuation of special needs students may be conducted via verbal instruction as opposed to a physical evacuation practice.

#### **XIV. DRIVER DISCIPLINE**

- A. Infraction that can lead to disciplinary action: If a driver has preventable bus crash incidents, citations, driving complaints, or fails to follow policies and procedures, it may result in disciplinary action up to termination.

#### **XV. INCIDENTS THAT MAY RESULT IN DISCIPLINARY ACTION AND/OR REMOVAL OF DUTIES**

- A. The following actions may result in removal of duties and may result in disciplinary action or termination. Actions could include, but are not limited to:

1. Being disrespectful to a parent or school administrator
2. Using a Company bus for personal use
3. Using the school bus as a disciplinary tool, like abrupt stopping and starting of the bus to gain order with unruly students
4. Using profanity in front of a student
5. Having a trash bag/can blocking the window on the bottom of the emergency door
6. Allowing students to break on-the-bus rules
7. Allowing unauthorized passengers on the bus
8. Running out of fuel
9. Insubordination
10. Failure to comply with the time and attendance guidelines
11. Failure to adhere to these standard operating procedures
12. Failing to follow the provided route schedule and/or creating an unauthorized stop
13. Abusing a Company vehicle that results in substantial property loss
14. Reversing the bus while students are on the ground at a bus stop
15. Leaving students unattended
16. Failing to check the bus after each route (please follow all bus pre-trip and walk-through inspection procedures)
17. Falsifying records, time sheets or making improper or unauthorized time reporting

18. Operating a bus with a known safety defect without approval
19. Missing monthly bus inspection
20. Moving violations in a school bus
21. Driving with a suspended or expired license, or failure to renew a driver's license, will be grounds for removal from the school bus without pay for one day or until the license is renewed

**XVI. INCIDENTS THAT MAY RESULT IN IMMEDIATE REMOVAL OF DUTIES AND POSSIBLE TERMINATION**

- A. The following actions may result in immediate removal of duties and possible termination. Actions may include, but are not limited to:
  1. Displaying an act of aggression (physical or verbal), or making inappropriate gestures toward a student with the intent to harm (this includes sexually inappropriate remarks, jokes or sexual harassment)
  2. Delivering a student in special education to a stop other than his/her designated, authorized stop without approval
  3. Delivering a student in special education to someone other than his/her designated, authorized person
  4. Non-compliance with the Company's drug and alcohol testing program protocol
  5. Using electronic devices for personal reasons while operating a bus (including cell phones, iPods, iPads, computers; two-way radios and GPS devices are excluded from this rule) is strictly prohibited. Wearing any electronic or hands-free device (ear piece or Bluetooth) is also strictly prohibited, other than an approved, medically prescribed device. A bus must have its engine off, be placed in a parked position and located off a busy street to be considered not in operation.
  6. Failing to properly post-trip or pre-trip the bus

7. Sending students across multiple lanes of traffic at an unauthorized bus stop. All stops should be planned and carried out so that school children do not cross multiple-lane roads.

## **XVII. DISCIPLINE FOR BUS DRIVERS AND TYPE III DRIVERS WHO HAVE PREVENTABLE CRASH INCIDENTS**

- A. This procedure does not supersede the Minnesota CDL laws. The purpose of this procedure is to provide guidance to transportation supervisors and regional transportation managers who respond to, report and, when appropriate, provide disciplinary actions to drivers with preventable crash incidents. This procedure applies to all employees who have supervisory responsibility for school bus drivers. A preventable crash incident occurs when a school bus driver fails to exercise every reasonable precaution to prevent a school bus from making contact with any object. The Transportation Company will use a four step guide to discipline; the transportation company does not have progressive discipline, so they may jump to a step further along (if they feel warranted).

- 1.

Discipline Recommendations	Preventable Crash Incidents
Training with Summary Letter	One crash incident within a 3-year period
Training with Letter of Direction	Two crash incidents within a 3-year period
Training with three day suspension without pay, and Performance Improvement Plan (PIP)	Three crash incidents within a 3-year period
Recommendation to company administrators for termination	Four crash incidents within a 3-year period

B. The following describes the responsibilities of the transportation supervisor, the transportation manager and the transportation general manager after a preventable crash incident occurs:

1. Transportation Supervisor's Responsibilities:

- a. Respond to the crash incident scene to provide support and supervise the incident investigation.
- b. Evaluate the scene for reasonable suspicion, worker's compensation, and drug and alcohol testing protocols.
- c. Immediately capture and preserve any video contained on the bus, even if the crash incident occurred outside the bus.
- d. Immediately take photographs of the crash incident scene, roadway and bus prior to removal of the bus from the scene of the crash incident.
- e. Confirm that any electronic EMC records, if available (which may show hard braking and G-force), for the bus have been downloaded.
- f. Confirm that, once the bus is removed from the scene, all GPS recordings are available.
- g. Follow progressive discipline model for school bus drivers involved in a preventable crash incident.

2. Transportation Manager's Responsibilities:

- a. Review classified incident report to approve or deny discipline recommendation.
- b. If denied, write justification for denial of discipline recommendation to transportation general manager.
- c. If approved, send classified incident report to the transportation general manager. Drivers should keep a copy for their files.

3. Transportation General Manager's Responsibilities:

- a. Review, validate and file final classified incident report.
- b. Recommend and provide post-crash incident re-training for school bus driver(s).

## **XVIII. VEHICLE CLAIM REPORT FORM**

- A. When a crash incident occurs, school bus drivers have to fill out a vehicle claim report form. To fill out a vehicle claim report form, contact the dispatch office.

**XIX. SAFETY GUIDELINES (INJURY CHECKLISTS INCORPORATED ON EACH BUS)**

- A. If another bus is necessary to transport students, do not release students until all students have been accounted for and the replacement bus has arrived. Students must be released by emergency personnel before they can leave the bus. Safe conditions must exist including the avoidance of crossing any streets and walking through hazards.
- B. Discuss the crash only with the police, transportation department, school official and Company officials. Instruct students to refrain from discussing crash information with unauthorized people such as the media or a passerby. Do not leave the crash site until authorized to do so. Do not let anyone on your bus other than emergency personnel, school or company staff.
- C. Your bus will be reinspected by the state patrol if the crash resulted in a fatality; bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the crash incident; or one or more motor vehicles incurring disabling damage as a result of the crash incident, requiring a motor vehicle to be transported away from the scene by tow truck or other motor vehicle.
- D. In the event of a student claiming they are injured, quickly assess the situation before calling the dispatch office:
  - 1. Check for injuries.
  - 2. Determine if evacuation is necessary.
  - 3. Students should remain on the bus unless the bus is in a dangerous location, a fire exists or the bus is too heavily damaged.
  - 4. Evacuate the bus if fuel is spilled, the bus is overturned, a fire danger exists or potential for further hazards exist.



5. If evacuated, consider traffic hazards when evacuating, move students a minimum of 100 feet from the site, and keep students together and supervise them.
- E. Immediate first-aid for severe or life-threatening injuries:
1. Do not move injured persons unless necessary for safety.
  2. Breathing problems should be treated first.
  3. Stop bleeding next.
  4. Treat for shock after that.
- F. Prevent further crash incidents or injuries:
1. Delegate an adult or responsible student.
  2. Supervise the site until the emergency team arrives.
- G. Get help on the way immediately:
1. Radio or call your dispatch office.
  2. Send for help if no other options are available.
  3. Send any responsible adult who stops to assist.
- H. Secure the vehicle in a safe area, if possible:
1. Do not move the vehicle after stopping unless requested to do so by law enforcement or if the vehicle is in an unsafe place and is safe to move.
- I. Secure the vehicle:
1. Set emergency brake.
  2. Shut off ignition.
  3. Turn off No Child Left Behind device.

4. Remove the keys.

J. Triangle reflectors placement and lights:

1. The first triangle reflector should be placed 100 feet behind the rear of the bus facing traffic, and the second reflector should be placed 50 steps (100 feet) in front of the bus, and the third reflector should be placed 50 steps in front of the bus.
2. In the event of a crash incident, emergency flashers should be on, day or night. After dark, also utilize running and interior lights.

**XX. SCHOOL BUS EVACUATION (CHECKLIST INCLUDED ON BUS)**

- A. Generally, students are safer on the bus than off, given traffic conditions, weather and the task of controlling a large group not confined in a small area. However, there are circumstances when you must evacuate the bus.
- B. Evacuate the vehicle, for example, if it is on fire or in danger of a fire, or if the vehicle is in an unsafe position, like near railroad tracks, in an intersection, or where the position of the vehicle may change, like on a steep grade.
  1. Procedure for school bus evacuation:
    - a. Stop and secure the vehicle away from traffic and hazards.
    - b. Notify emergency agencies (police, fire, ambulance, etc.)
    - c. Gather emergency equipment.
    - d. Stay on the bus and supervise evacuation.
    - e. Designate an assembly area for students at least 100 feet away from the bus.
    - f. Use both exits, if necessary and feasible.
    - g. Direct and supervise student safety assistants to assist evacuation.
    - h. Set out reflectors and remove the first-aid kit and fire extinguisher from the bus.
    - i. Notify the dispatch office as soon as possible. The dispatch office will notify school personnel.

**XXI. TORNADOES**

- A. Determine which direction the tornado funnel is traveling and whether it will hit you. If time allows, notify dispatch of location and situation. If it is likely the tornado will come near your vehicle, and there is no escape route possible, evacuate the bus, take students to the nearest depression or ditch upwind and far away from the bus, and instruct students to cover their heads with their arms.
- B. Do not allow students to take personal possessions other than jackets, coats or other critical items. If there is no time to evacuate the bus, have children assume the protective position, remaining in their seats with their heads below window level. Shut off the vehicle, except for lights, and get under the dash away from the door. If a house or building is nearby that offers shelter, move to the basement and take precautionary actions.

**XXII. EMERGENCY MEDICAL CARE**

- A. The first objective of emergency medical care is to save a life. The Good Samaritan Law (MN Stat. 604A.01 and 604A.015) protects people who render emergency care against liability for their actions.
- B. The most serious emergencies are conditions that affect a person’s airway. Any condition that affects a person’s airway, breathing or circulation is considered a serious emergency.
- C. These precautions must be taken before providing any emergency medical care:
  - 1. Drivers should immediately call 911 whenever they feel a student is experiencing a medical emergency, whether or not the student admits to his or her condition.
  - 2. The bus driver must determine the safety of the scene in which the emergency is taking place before providing first aid.
  - 3. Determine if there are any hazards on the scene that may cause injury/illness. If the scene is unsafe, the driver should not enter to provide first aid.

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