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Transportation Services Team Member:

Welcome to Transportation Services!

St. Paul Schools transports approximately 35,000 students to and from school each school day. It takes approximately 500 employees in order to do this safely and efficiently. Our students come from a varied and diverse background, each one needing individual attention.

You are a vital part of the transportation team. In cooperation with the driver, you provide a safe and comfortable environment for the bus ride to and from school. Often times, you are called upon to properly secure a wheelchair for safe transportation, making sure a safety vest is properly attached, manage behaviors between students or simply comfort a student in need. You may be placed on a school bus specifically assigned to one student, however, it may be necessary for you to assist with other students on the bus.

As you can see, this is a vital part of the transportation team especially in our diligent efforts to get the kids to school, doing our part to help provide a premier education for all. Our department will do our best to equip you with the necessary training and tools to make you successful at your job. Thank you for what you do.

Sincerely,

Tom Burr
Director, Transportation Services
Saint Paul Public Schools
Committed to Excellence in
Equity in Our Schools

Our commitment to excellence in equity is the foundation for the
Strong Schools, Strong Communities Strategic Plan in the classroom, in school choice and in the assignment of resources. Our plan seeks to transform classrooms, thereby transforming lives, families, neighborhoods and touching our entire community.
Contact Information

Transportation Services

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<thead>
<tr>
<th>Office</th>
<th>Main</th>
<th>651-696-9600</th>
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<tbody>
<tr>
<td>Email</td>
<td></td>
<td><a href="mailto:transportation@spps.org">transportation@spps.org</a></td>
</tr>
<tr>
<td>Website</td>
<td></td>
<td>transportation.spps.org</td>
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Payroll

<table>
<thead>
<tr>
<th>Office</th>
<th>651-767-8243</th>
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<tr>
<td>Website</td>
<td>spps.org/payroll</td>
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Human Resources

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<tr>
<th>Nicole Park Coppage</th>
<th>651-592-2153</th>
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<tbody>
<tr>
<td>Benefits</td>
<td>651-767-8200</td>
</tr>
<tr>
<td>Benefits Fax</td>
<td>651-665-0269</td>
</tr>
<tr>
<td>Website</td>
<td>spps.org/benefits</td>
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Teamsters Local #320

<table>
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<tr>
<th>Union Rep: Josh Loahr</th>
<th>952-797-3364</th>
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Office of Security and Emergency Management (24/7)

<table>
<thead>
<tr>
<th>651-744-1191</th>
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Bus Company Phone Numbers

<table>
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<tr>
<th>Centerline Charter Corportation</th>
<th>651-488-5788</th>
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<tr>
<td>First Student Oakdale Arlington</td>
<td>651-777-2319</td>
</tr>
<tr>
<td>Monarch</td>
<td>651-251-8080</td>
</tr>
<tr>
<td>Safeway</td>
<td>651-451-1375</td>
</tr>
<tr>
<td>SPPS Bus Garage</td>
<td>651-293-5908</td>
</tr>
<tr>
<td>Transportation “Aide Hotline”</td>
<td>651-744-8117</td>
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Your Contact Information

School Name & Address: _______________________________________

School Office Phone: __________________________

Coordinator Name: _______________________________________

Coordinator Cell Phone: __________________________
Bus Aide Responsibilities

Performing bus duty can be complex, crucial and challenging and is integral to the academic success of our students. The purpose of this manual is to ensure you understand the critical functions of the position.

Bus duty may be an assignment for any SPPS staff. If you are assigned bus duty, you are expected to perform bus duty according to your assigned schedule. If there are conflicts with your assignment, discuss with your supervisor. Only a designated supervisor or administrator may approve changes to a bus assignment.

Core Responsibilities
- Communicate with students, bus driver, parents, school staff, emergency personnel and others, sometimes of different languages and/or culture.
- Provide continuous, active supervision to students on the bus.
- Ensure students are sitting in assigned seats, belted with the appropriate safety equipment.
- Work collaboratively and notify the driver if a discipline problem is developing.
- Work with the driver in a cooperative fashion and put personal differences aside.
- Write written reports as necessary. These forms may include, but are not limited to Discipline Reports, Parent Not Available forms, and Accident or Incident forms. Written documentation can help protect the aide and is an important part of the job.
- Respect the confidentiality of students and disabilities.
• Report any safety concerns such as indications of child abuse or neglect, indication or suspicion of students possessing or using any drugs or alcohol, or any indication of weapon on or near the bus.

• Report any concerns that appear unsafe or deficient immediately to your supervisor. Although reporting a concern about a bad driver is not pleasant, your primary responsibility is the safety of the students on the bus.

**Teamwork**

**Attitude**

Teamwork with your colleagues (including bus driver, fellow bus aides, and school administrators) is essential to the smooth operation of the bus route. As a team, you must work together for a common goal: safe, comfortable transportation to and from school. Teamwork requires respect, assistance and support.

As a successful team member, you should:

• Always introduce yourself to each other and address each other by name.

• Treat others with respect. Use common courtesies such as “Please” and “Thank you.”

• Recognize the importance and difficulties of each other’s job. Compliment your driver when a difficult situation has been handled well. Recognize and understand your separate roles. Drivers are legally in charge of the bus. Your primary responsibility is the students.

• Use inclusive language, such as “our bus” or “our students,” not “my bus” or “my students.”

• Inform your driver of any approved absences (i.e., approved by supervisor) ahead of time (*at least 2 hours ahead of first scheduled stop).
Any deviation from the assigned bus route or stops must be pre-approved by your school’s Bus Coordinator.

Conduct oneself in a professional manner and treat your coworkers with respect.

Conversations regarding differences of opinion should be discussed away from students. Refrain from discussing other sensitive matters such as religion, politics, or gossip (list not exhaustive).

Concerns Regarding Driver Performance
If you have concerns with a driver (i.e. driving concerns, bus cleanliness, route schedules, attendance, loud or inappropriate radio situation), you should report the concerns to the Transportation Safety office at 651-744-8117.

Absenteeism and Tardiness
Regular and timely attendance is imperative and critical to the safety of our students and the District’s obligations. Students, families, your driver and the school depend on your presence. If you will be absent from or tardy to your route, you must follow the leave request procedures outlined to you by your supervisor. Availability of a substitute aide varies widely among the programs/sites. Drivers will not wait for you. Drivers are expected to complete the Aide Absent/Late Form any time an aide is absent or tardy from a route. These forms provide the safety office with a system to monitor excessive absenteeism or chronic tardiness.

Cell phone use
Cell phone use while in pay status on the school bus and is strongly discouraged.
General Information

**Procedures: Bus Equipment Radio**
As required by contract, every bus must be equipped with a working two-way radio. If the two-way radio is not working or it is not working properly, make certain that either the bus company or the Transportation Department is aware of the problem. Call the Safety Office Aide Hotline at 651-744-8117.

**Dirty Bus**
You can do your part in maintaining a clean bus by not allowing students to eat on the bus or leave any trash or papers behind. Assist the driver in maintaining a clean bus. Take time to pick up any trash on the seat, etc.

**Hot Bus – Cold Bus**
Buses are not equipped with air conditioning, during the summer, buses can get very warm. In both hot and cold seasons, it is important to dress for the weather and actively monitor your students who may have heat or cold sensitivities.

**Knowledge of Equipment**
You should understand and know how to use and operate the following equipment: fire extinguisher, fire blanket, first aid kit, body fluid clean-up kit, seat belt cutter, triangle reflectors, bus door controls and emergency windows and roof exit latches. You should be capable and have knowledge of how to operate the two-way radio in case of an emergency. If uncertain, ask for instructions from the driver when assigned a route. If there is a problem with procedure, please contact the transportation safety office “Aide Hotline” for assistance. This information is also provided at the annual Policy and Procedure workshop.

**Waiting for Late Student**
It is expected that special education students will be ready to board the bus when the bus arrives at the stop. Buses are not required to
wait longer than a minute for a student. Before leaving the school, check in at the office to ask if any (morning) absent students came in late and will need a ride home.

**Bus Route**
The District anticipates that all route services shall be run according to the established route schedule and on a timely basis. The District realizes that occasionally a school bus route may run late due to equipment failure, traffic congestion, inclement weather, accidents, blocked rail crossing, etc. However, it is anticipated that under normal conditions, the route should run according to the times listed on the established route schedule. Under no circumstances should a route run early. If a parent/guardian request a new bus stop because they have moved, refer them to the school office. Students are not allowed to get off at any stops other than their designated stop. If a student expresses concern about getting off their stop or someone unknown to the driver or aide is present to receive the child, the driver should contact dispatch and await instructions. Current route copies are available in your school office.

**Route Changes and Unauthorized Stop**
The Transportation Department is responsible for the routing and maintenance of all routes operated by St. Paul Public Schools. Driver, contractors, bus aides or principals are NOT authorized to make a route change except for a temporary emergency such as an accident or road construction. Any changes desired by the driver should be referred to dispatch who will contact the transportation office. Any request for changes received from parents or students should be referred to the school office. It should be remembered that many factors are taken into consideration in the formulation of school bus routes. Included in these considerations are safety and efficiency. Drivers or aides should not indicate to any parent, student, or school staff person that a request change is “no problem.”
**Request for One-Day Changes or Special Stops**
Occasionally a driver or aide may receive a request from a parent of a special education child for a temporary change in pick up or drop off location. This may be for respite care, personal reasons, or job conflicts. All such request must be referred to the school office. There are many factors which complicate honoring such requests and they will not normally be granted.

**Route Copy**
It is the responsibility of the individual school to provide you with a current route copy. It may be necessary to request this information from the secretary or bus coordinator at your school.

**Curbside Pickups**
If it is not noted on the route copy, a student may be picked up on either side of the street. Time constraints and traffic flow may dictate the stop. Lift bus stops are always on the house side of the street.

**Dead End Streets, Cul-De-Sacs, Alley, Private Roads, Parking Lots**
District guidelines prohibit buses performing route service for the St. Paul Public Schools from entering dead end streets. It is the responsibility of the parent to bring a special education child to the corner. Special Education routes may be routed into cul-de-sacs, alleys, private roads or parking lots only after the transportation department personnel have determined that adequate access exists with sufficient area to turn around. The school bus aide may be required to escort the special education student from home or bus in unusual circumstances approved by the transportation department.

**Safety Restraints and Seat Belts**
Safety restraints are issued for all special education preschool students under the age of four or under 40 lbs. They are to board the bus both at home and school with restraints in place. Restraints may also be issued for other special education children. Student’s IEP will dictate the use of restraint on the school bus. Safety vests are not a
discipline tool and should not be used as such. The zipper on the restraint is positioned on the back of the child. The seat mount is attached at both hips and shoulders.

**Seating Charts**
It may be helpful to have assigned seats on special education buses, especially those routes that transport EBD students. Forms to use and post are available from the transportation department. It is expected that you sit amongst the children in order to actively supervise students. This facilitates both observation and communication. If you do have assigned seating, make sure there is a copy attached to the route folder for substitute drivers/aides.

**Mandatory Reporter**
You are a professional who works with children and families, you are in a key position to help protect children from harm. Minnesota law requires professionals and their delegates who work with children to make a child protection report if they know of or have reason to believe a child:
- Is being neglected or abused, or
- Has been neglected or abused within the preceding three years.

**Confidential Information**
A significant amount of information is developed and maintained regarding the evaluation, placement, transportation, health needs, and performance of students with disabilities. It is essential that these records be accurate and up-to-date. Information about individual students that pertains to discipline problems, juvenile corrections, family situations, and health or handicap conditions is to be classified information that is restricted under the provisions of Minnesota Data Privacy Act. In certain instances, restricted information regarding specific students may be supplied to a school bus driver and aide for the protection of the student(s) or to facilitate safe transportation due to the student’s unique physical problems, disabilities, or other special needs. Information about individual students, which is provided by the District’s central administration
office, is considered confidential and may not be discussed with any other person other than authorized school district representative(s). This is extremely important. In some cases, you could be open to legal action for violating confidentiality and revealing information about a child. In all cases, talking unnecessarily with anyone about a child’s special needs is unprofessional and disrespectful.

**Personal Vehicle**
An aide is expected to board the bus at the first stop/or assigned stop of the route. If an alternate pick up spot is desired, pre approval from the school’s busing coordinator/ and bus company must be received prior to any change in location. Each request will be reviewed on a case by case basis and determined based upon bus demands, student needs, community resources etc. Changes are only implemented with cooperation of the bus company, transportation department, and the school. Under no circumstances should an aide board a stop they have not been assigned to/or pre approved. If there is no parking at the first stop because of parking restrictions i.e., downtown area, apartment complex or housing projects, contact the school’s bus coordinator for assistance and suggestions. Your bus driver is also a valuable resource. Vehicles may be parked at schools, churches and/or businesses. There are no home pickups. The District does not pay for parking tickets, towing charges or damages that may occur throughout the workday. Call 651-744-8117 for assistance.

**Checking the bus**
As a bus aide, it is your responsibility as well as the driver’s to check the bus at the end of the route for sleeping children or belonging that may have been left behind. You must verify all children safely depart at the appropriate stop. The bus must be thoroughly vetted again both at the final stop (on the take home portion of the route), as well as at the school site.

**Documentation**
You must having a working understanding of several key forms and
Documentation protects the aide, driver, school and company. Accuracy is critical. Be specific and detailed. Bus aides and drivers should work together to utilize the SPPS Student online Bus Report. It is not the aide’s responsibility to determine the consequence of student’s behavior. But it is an aide’s responsibility to report any, and all behavior concerns to ensure the safety for all riders.

Parents Not Available Forms
These forms alert the school and the transportation department that a parent/guardian was not available/present to receive a special education student. Documentation is critical. This form must be completed within 24 hours of the incident.

Overtime Forms
These forms are available in the school office. Use this form when your day is extended beyond the normal eight-hour time period because of busing. This form must be completed accurately, signed by your supervisor and submitted with the biweekly time sheet. Inaccurately recording time on a time card is considered theft and will not be tolerated. Discipline, including termination will result should inaccurate information be recorded on a timecard.

Registration Forms
The transportation department safety staff frequently provides training classes. Registration is usually required as space is limited. Give all information requested. If you cannot attend a class for which you are scheduled login into PDEExpress to cancel.

In-Service Credit Forms
All workshops given by the transportation/safety office are available for in-service credit. In-service credit forms must be signed by your supervisor and submitted to human resources two weeks prior to the start of the class. These forms are available in the school office or the human resources department.
**Eating on Bus**

It is against school bus safety rules to eat or drink on the bus. You set the example for appropriate behavior on the bus. Therefore this rule applies to you as well as the student. If a student boards with food in hand, the items should be returned to the student when they depart from the bus.

**Class Registration**

It is expected that if you register for a class, you will attend. If cancellation is necessary, login to PDExpress and cancel prior to the start of the class. More than instances of “no-shows” may result in disciplinary action, including the termination of employment.

**Mandatory Requirement**

In order to qualify for bus premium pay, you must attend a Policy and Procedure meeting and be certified in CPR and First Aid. Classes are available through the transportation department for in-service credit or pay. It is also expected that you have the physical requirements necessary to ensure the safety and well being of the students on the bus. These are: the ability to open a manually operated bus entrance door control, ability to open emergency window and roof hatch latches, ability to lift and carry small children down the stairs and out of the bus, ability to lower mid-sized children from the rear emergency exit to the ground from outside the bus in 30 seconds or less, and ability to re-enter the bus through an emergency door multiple times. You must dress appropriately, in a manner which is consistent with dress code policies. You may be asked to participate in a physical agility test. Your District ID badge should be visible at all times.

**Time Report Forms (Payroll)**

Bus aides are to enter the actual number of hours worked on their time cards. The actual time begins at the first assigned student pick up location on the school bus route and ends at the last assigned student drop off location on the school bus route.
Bus time should be on a separate line on the timesheet from class time. All overtime is entered on a separate form available in the school office as well as on the timesheet. Aides, who meet District’s capability and training requirements and are assigned to school bus duty, shall be paid a premium above their regular hourly rate of pay for those hours actually engaged in school bus duty. Such time shall be accounted and tallied in quarter-hour increments.

The following is the formula for computing building time: total time worked per day minus bus time = building time. Total building time is building time less 30 minute lunch. When buses are late, time reported may result in reduced building time and increased bus time. Time reported for building and bus time shall not overlap. All time reports are audited on a bi-monthly basis. Any errors discovered in such audit will be reviewed on a case-by-case basis.

**Behavior Management**

**Riding The Bus**

The students we serve have a variety of physical, emotional, and behavioral needs. It is your responsibility to observe and monitor the behaviors on the bus. Aide should be on board the bus, at all times, supervising students or assisting in loading/unloading. When on the bus, you should be situated near the students you serve and continuously observe and respond to their needs. Staying alert and being observant at all times is necessary as certain situations may require moving quickly around the bus.

Your primary responsibility on the bus is to serve students and their well-being. You should build strong, positive relationships with students on the bus to support their positive behavior. You must demonstrate sensitivity, tolerance and respect in working with students, drivers, parents and school staff of all backgrounds and cultures. If a driver is new to the route and
requires assistance, it is expected that you will help. You should be aware of threatening weather conditions and assist the driver if necessary. Follow whatever directions may come from the bus company dispatcher. If there is an emergency in a neighborhood, which prevents the bus from making a normal stop, it is expected that an aide will walk the student to the home if safety permits.

**Discipline**
Special Education students may be removed from the bus for improper behavior in accordance with the District’s policies. If a fight occurs on the bus, the aide should ask the driver to pull over and stop as soon as they are able. Once control is re-established, the driver may continue. If the aide and the driver cannot regain control, the driver should contact dispatch, who will call the transportation department for assistance. The offending parties may be removed from the bus and transported home or to school by personnel from the safety office. Reports are filed and contacts are made with the school. Suspension from the school bus may occur. It is recommended that the school personnel should not attempt to put a disorderly student on the bus to be transported home. If this occurs, ask the driver to call dispatch for guidance.

**Weapons On The Bus**
It is the Board of Education Policy that no student shall possess a weapon of any kind while on school buses or school grounds. This includes look-a-like weapons. For purpose of this policy a weapon includes any firearm, pellet or bb gun, knife, brass knuckles, chemical irritation agent (mace), firecrackers, or other device used as a weapon and intended to intimidate or cause bodily harm. A look-a-like weapon may include a cap pistol, cigarette lighter, squirt gun or any other device, which appears to be a weapon. They will be considered weapons if used to threaten or intimidate the driver, bus aide/other adults or other students. In any situation where a student is in possession of a weapon, the safety of others is the District’s
primary concern. In the event that you or the driver become aware of a student possessing any of the items listed above, you or the bus driver should verbally attempt to confiscate the device. The driver should radio dispatch and request assistance. The driver or aide should never get into a physical confrontation with a student over a weapon. Proper documentation of the incident is essential for effective disciplinary action. The transportation department will be called if the incident involves a firearm, pellet gun, or has resulted in injury to another student. The driver must submit a report of the incident to the building principal as soon as possible. A statement from you may also be requested by the transportation department for use in due process proceedings against the student.

**Medication**
Under no circumstances should you ever administer medication of any kind to a student. If a student boards the bus with medication, confiscate the medication until the bus arrives at school or at home, when you can give the medication to the appropriate staff.

**1:1 Aide**
A 1:1 aide is responsible only for the student to whom they are assigned. On a regular education bus, this means the driver is responsible for the behavior of all students. If asked to do so, you may assist on occasion, making sure to document behavior of the student (s) involved.

**Rewards**
Positive praise and feedback reinforces behavior. Bus aides may utilize rewards, available at no cost from the Transportation Department, to use with their students such as safety-oriented stickers, rules, pencils, safety sacks, zipper pulls and bookmarks with dynamic safety messages inscribed on them. Food or treats are not an acceptable form of reward. Any rewards should be given to the student as they exit the bus. It is also against bus rules to eat or drink on the bus. This rule applies to aide and driver as well as the students.
HANDLING EMERGENCIES

Emergencies and Evacuations
The single most important thing to remember in an emergency is that your priority is the safety and welfare of the students on your bus.

Accidents
An aide is responsible for helping the driver, police, firefighters and/or paramedics identify and account for the children on the bus in an emergency. You should also understand the special needs and characteristics of the students and be able to communicate this information to official personnel. You are responsible to administer first aid as necessary until emergency medical services arrives, provide paramedics with accurate information about the students on your bus and inform them of students with special needs (i.e. medically fragile or emotionally disturbed). Upon arrival at school, school officials must check all children. If the accident happens on a home-bound route, reassure parents and make sure they have received a Parent-Accident Notification form, which is carried by the bus driver. DO NOT discuss the details of an accident with anyone except Transportation Department officials, bus company personnel or the Police Department. Write down details of what occurred as soon as possible and submit a written report to the transportation/safety office. Non-collision incidents in which a passenger is injured, such as a sudden turn or stop throws a student to the floor, or falls on the bus steps, should be reported and documented immediately. Any injury should be reported from the scene.

Medical Emergencies
Occasionally, while riding on a school bus, a medical emergency will occur involving a student. If the emergency involves choking, severe seizure, or anything other than a minor problem or one which you have been specifically trained to handle, the driver MUST radio their dispatcher and request emergency medical (paramedic) assistance. All Special Education bus aides are to be certified in Community CPR and First Aid. Classes are available from the Transportation
Department and provided as a part of your training.

**Evacuations**
There should be an evacuation plan for each route. This plan should identify what each adult person will do in case of an emergency requiring quick evacuation from the bus i.e., who will be outside the bus to receive the children, who will be inside to assist the children, etc. It should also be noted which students can be of assistance, which students would be evacuated first and possible methods of evacuation. The bus driver makes the decision on whether or not to evacuate the bus. An evacuation should take place if there is danger of fire, an explosion on or near the bus, the bus is in an unsafe position, there is danger of a collision, lack of visibility of traffic, or the bus is resting on the edge of a body of water or cliff. In most instances, there will be no need to take the students off the bus. But, if necessary, you must act quickly.

**LOADING AND UNLOADING PROCEDURES**

You are responsible for the safety of the children during loading and unloading. Duties and responsibilities for loading and unloading include, but are not limited to:

- Accompany students on and off the bus
- Accompany students crossing the street
- Meet students at the door of the bus
- Escort students to their seat
- Fasten Safety Vests and/or other restraints (ex: Star Seats, car seats, etc)
- Lifting or escorting children up or down the steps
- Assist with loading students in wheelchairs onto the bus and securing the wheelchairs.
- In the event that the bus is unable to approach a child’s home, bus stop, or school loading area due to unusual situations such as snow, road construction, or a neighborhood emergency you may be required to get off the bus and escort the children to or from the bus.
**Students Who Must Cross the Street in Front of the School Bus**

You are expected to get off the bus and assist students in safely crossing the street. Keep alert as you get off the bus, looking for cars who may not be paying attention to the stopped school bus. Once off the bus, cross the street 10 feet in front of the school bus where you can see the bus driver and they can see you. Most buses are now equipped with a crossing gate that will prevent you or a student from crossing the street to close to the bus. Watch the driver for any signal of impending danger. Carefully look left, right, then left again for traffic. When the driver gives you the “ok to cross” signal go ahead and start across the street. Continue to watch for traffic and use this time as a learning opportunity to instruct the student about Safe Street Crossing Procedures.

**Loading Wheelchairs**

Staff must properly secure students in wheelchairs into position. No student is permitted to push or maneuver another student’s wheelchair. As a bus aide, you should remain in the bus to receive the student from the bus driver. Position the wheelchair in the correct location and assist the bus driver in securing the wheelchair, using the restraints provided in the bus.

**Loading at School**

You are expected to assist in loading students onto the bus. Best practice is for you to board the bus prior to students. It is not permissible to board the bus after all the students are on the bus. You are expected to take attendance and alert the driver of route changes due to absent student(s).

**Unloading Procedures**

It is necessary that you facilitate a safe and smooth unloading. You shall release the wheelchair tie downs and move the wheelchairs to the lift for the bus driver. An aide should never operate the lift unless it is an emergency situation. It is important that you, as well as the driver, check the bus at the end of each route for sleeping children. Also, look for any personal items that a student may have left behind. Checking the bus at the end of each route will prevent both
missing students and left behind clothes, school materials, medications, backpacks, etc.

**First Stop**

It is expected that you will board the bus at the first stop on the route unless the school, and the transportation department have granted an alternate pickup and drop off location. This must be noted on the route copy. You should be at the stop five (5) minutes before the scheduled pickup time. If the bus does not arrive in a timely manner, check to see if the student has already been picked up. If the student is still waiting for the bus, have the parent contact transportation or the bus company to find out why there is a delay. If the student has already been picked up, proceed to the next stop on the route. Note the time you were at the first stop and contact the school office if you are unable to find the bus at the next stop. Keep in mind that poor driving conditions will cause YOU to arrive later than normal and adjust your schedule accordingly. If you have requested time off and you know that you will not be riding the bus, notify the bus driver the afternoon before your absence. If you become sick or have an unanticipated absence, contact your supervisor at the school and the bus company as soon as possible. Telephone numbers for the Transportation Department and bus companies are listed in this manual. Make sure to tell the bus company dispatcher the school and route number you ride when you call. If you are assigned as a 1:1 bus aide you must board the bus before the student you are assigned to watch or at the stop with that child.

**Parent/Guardian Not Home to Receive Student**

Under NO circumstances shall a special education student be released from the bus unless a responsible adult known to the driver or aide is present to accept the student. The only exception to this policy is, students who specifically are authorized by school, Transportation Department, and parent, to be dropped off on their own. If a student is authorized to be released without a responsible adult to accept them the route copy will state Must be met by adult: No. If there is no one to accept the student at the drop off
radio and request instructions. To determine whether anyone is home, you may be asked to go up to the door of the house and knock to find out if anyone is home. If the student lives in an apartment building you may have to go into the entryway and buzz the apartment. You should not go into a student’s house or go any further than the entryway of the student apartment building. If it is unsafe for you to go to the door, the bus driver should request that the dispatcher have the parent contacted by phone and sent to the bus. If no contact can be established with the parent or other responsible adult, you are instructed to proceed with the route or wait at the stop location. If you continue with the route, attach one of the orange Attention Parent tags to the door before moving on with the route.

The Transportation Department will attempt to contact the student’s home by telephone. If no one can be contacted at the drop off location, the Transportation Department will attempt to contact the emergency contact person to have them accept the student. If contact cannot be established with the parent/guardian or the emergency contact person, you will be instructed to do one of the following:

• Transport the student back to school
• Transport the student to 360 Colborne
• Meet a transportation staff person who can take custody of the student
• Meet the St. Paul Police who will take the student

You may consider your workday concluded when the situation has been resolved or when the Transportation Department has released you from the bus. If no one can be contacted to accept the student, they will be placed by the St. Paul Police Department in a county shelter home. Under no circumstance can you take a special education student home with you. The driver or aide must fill out a parent/guardian not home from when this situation occurs.
Saint Paul Public Schools

Vision Statement
Imagine every student inspired, challenged, and cared for by exceptional educators

Imagine your family welcomed, respected and valued by exceptional schools

Imagine our community united, strengthened, and prepared for an exceptional future

Saint Paul Public Schools: Where imagination meets destination

Mission Statement
To provide a premier education for all
I have completed the Bus Aide Policy and Procedure training for St. Paul Public Schools and received a copy of the handbook. I understand and agree to the expectations of my role as a Bus Aide and will comply with the instructions provided to ensure the safety of all students. I understand that failure to comply with procedural and safety expectations may result in disciplinary action. If I have any questions I will discuss them with the appropriate District Official/Administrator.

________________________________________
Printed Name

________________________________________
Signature

________________________________________
Date

________________________________________
School