



802 N Sam Houston
Odessa, Texas 79761

Ector County ISD

District Operations | Division

OPERATING GUIDELINES

2020

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I. Contact Numbers

- *District Operations*
 - Patrick Young, Chief Operations Officer
 - Cortney Smith, Executive Director
 - Thelma Cordova, Administrative Assistant
 - Jesse Flores, Construction Supervisor: 432-456-5786
 - Diana Ornelas, Operations/Projects Supervisor
 - Main Number: 432-456-9659

- *Facilities*
 - Gary Weatherford, Director
 - Naomi Garcia, Secretary
 - Kent Clark, Warehouse Supervisor
 - Main Number: 432-456-9609
 - Warehouse: 432-456-5782
 - Emergency/After Hours: 432-332-0022 or 432-552-2786

- *Energy Management and Custodial Operations*
 - Kyle Brown, Director
 - Kelly Buchanan, Energy Specialist
 - Naomi Garcia, Secretary
 - Main Number: 432-456-9559
 - Emergency/After Hours: email lee.brown@ectorcountysd.org
Kelly.buchanan@ectorcountysd.org

- *School Nutrition*
 - Brandon Reyes, Director
 - Jieun Pando, Coordinator
 - Marina Berry, Dietitian
 - Elias Jimenez, Buyer
 - Domingo Ramos, Warehouse Supervisor
 - Main Number: 432-456-9749

- *Transportation*
 - Roger Cleere, Director
 - Sondra Junginger, Operations Manager
 - Lydia Baeza, Secretary
 - Main Number: 432-456-9860
 - After Hours/Emergency: 432-456-5988 or 432-770-0412

II. Policy AE (Local), AE (Legal), AE (Exhibit) - Educational Philosophy

Please refer to AE (local) for comprehensive policy, below is the Board of Trustees core beliefs and commitments.

- **We believe all students can learn to their fullest potential.**

COMMITMENT: We commit to the elimination of gaps among and between individual student groups while developing each student's fullest potential.

- **We believe high expectations and standards coupled with quality curriculum can result in the elimination of the achievement gap.**

COMMITMENT: We will support managed instruction including vertical and horizontal alignment and focused Professional Development.

- **We believe outstanding staff when valued and supported can deliver quality instruction.**

COMMITMENT: While holding staff accountable for quality instruction, we will fully support the staff with focused Professional Development, take morale assessments, and provide assistance with disciplinary support.

- **We believe cooperative partnerships among students, families, community, and educators can ensure student success.**

COMMITMENT: We will support District staff and services necessary to confirm and strengthen these partnerships for the highest educational outcome of our students.

- **We believe a safe, positive, orderly environment for students and staff can contribute to high academic achievement for all students.**

COMMITMENT: We will provide resources to ensure student and staff quality well-being and quality facilities.

Ector County ISD **District | Operations**

OPERATING GUIDELINES OVERVIEW

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I. Leadership Function

A. *Mission*

ECISD District Operation's charge is to provide services to engage, respond to, and support the students, staff and citizens of Ector County. These services will be provided through seven departments that comprise District Operations. It is the mission of this division to deliver student focused services through integrity and transparency.

B. *Chief Operations Officer Summary of Responsibilities*

1. Departmental changes, adjustments or recommendations that may include material and human resources.
2. Recommendations to Superintendent of Schools and/or Board of Trustees as required facilitating District of divisional needs.
3. Communication to campus administrative staff regarding matters of departmental initiatives or direction.
4. All construction oversight cited in Board policy including but not limited change order approval, pay request submissions, final inspection and acceptance.
5. Performance reviews of all Director or Supervisor level personnel.
6. Review and approval of divisional budgets.

Patrick Young
Chief Operations Officer
Phone: 432.456.9659

Cortney Smith
Executive Director
Phone: 432.456.9659

Thelma Cordova
Administrative Assistant
Phone: 432.456.9659

C. *Executive Director Summary of Responsibilities*

1. Departmental reviews and recommendations that may include material and human resources.
2. Review and recommendations for divisional budgets.
3. Direct supervision of Facilities, Energy Management & Custodial Operations and Transfer & Affidavits Department.
4. Assist in campus communications regarding all school improvement requests.
5. Performance reviews as required.

D. *District Operations Leadership Expectations*

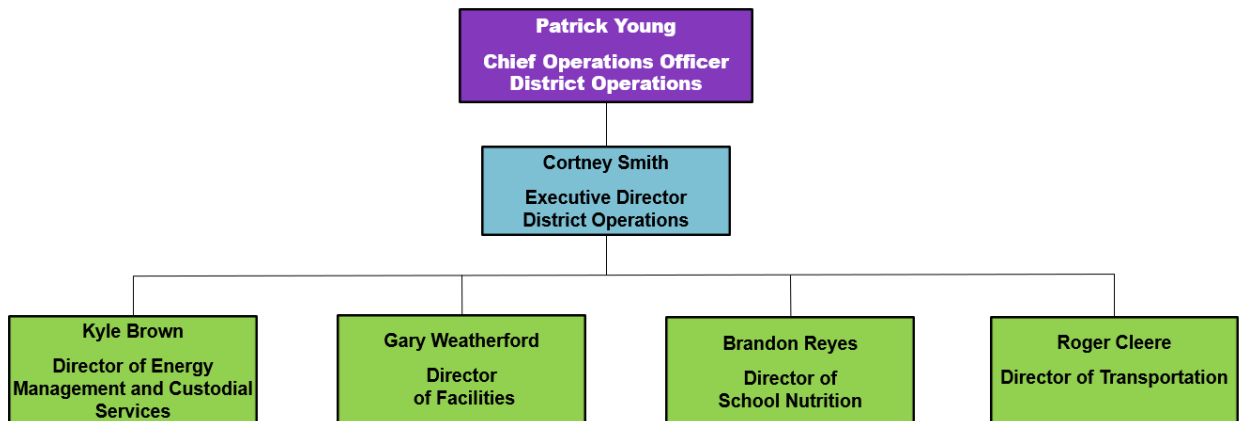
1. Departmental changes, adjustments or recommendations should precede once full understanding of initiative and approval has been given.
2. Formation and review of departmental budgets.
3. Communication with campus and District administration regarding departmental initiatives, adjustments or recommendations after being

reviewed with the Chief Operations Officer and approval of initiative is given. If initiative is submitted in writing, a copy shall be forwarded and filed with the office of District Operations.

4. Point of consensus is required if initiative involves more than one department of professional personnel. Initiative shall move forward with a common message without dissent or interference.
5. Documentation as requested, both formal and informal pertaining to the performance review, annual evaluation or possible recommendation for disciplinary action. All matters pertaining to human resources must adhere to all District protocol. Chief Operations Officer shall be consulted if protocol is unclear and/or unrelated.

E. Organization

1. The District Operations division has (7) distinct departments.
 - a. Facilities (Maintenance)
 - b. Energy Management & Custodial Operations
 - c. Nursing Services
 - d. School Improvements (Capital/Construction)
 - e. School Nutrition
 - f. Transportation
2. Each department is supervised by Director level personnel or Designee.
3. Department Director or Supervisor is responsible for all human resource recommendations and initiatives for said department.



II. Budgeting

A. Budget Setting and Amendments

1. Departmental budgets will be the responsibility of the Director. It is imperative that existing budgets are reviewed by the department through the fiscal year as they relate to District and department priorities. The submitted departmental budget must reflect areas of greatest needs base on prioritization (Table 2.1 on page 10) and historical data. After

- completion, Directors will review budget with Chief Operations Officer and Executive Director.
2. After review and all parties are in agreement, it is submitted as required to the District financial office in accordance with District policy.
 3. Minor budget amendments <\$5,000
 Amendments shall be executed in accordance with District policy and business operations guideline.
 4. Budget amendments > \$5,000
 Shall be prioritized according to Table 2.1 and reviewed with Chief Operations Officer. After all parties agree and any modification required have been addressed, the amendment shall be executed in accordance to District policy and business operations guidelines. If necessary, it will be the responsibility of the Chief Operations Officer to review with the Superintendent of Schools and submit and present to the Board of Trustees for approval.

(Table 2.1)

	Students/ Instruction	Instructional Staff	Campus Administrative	<i>District Level</i>
Safety and Security	<i>Highest Priority</i>			
Legal Requirements				
Process and Procedures				
Qualitative/ Aesthetic				<i>Lowest Priority</i>

B. Purchasing

Purchases <\$25,000

All purchases for departmental materials, contracted services and supplies must be made in accordance with District policies and Purchasing Department regulations and reflect department’s priorities and areas of greatest needs.

1. Purchases >\$25,000

All expenditures over \$25,000 (aggregated yearly) will follow strict procurement means as defined by State Law, legal and local policy. This will include, but not limited to, contracted services, construction contracts,

materials and supplies. Expenditures over \$25,000 will need to be addressed in the department's budget planning process and reviewed with the Chief Operations Officer.

- a. All project procurement will follow flow diagram (Figure 5.3 on page 19).
2. In the event, that situation arises during the year that requires a budget amendment and or Board action. The Chief Operations Officer will review and present as necessary (refer to budget amendments >\$5,000 above).

Board Policy References

CVB (Local)

CVA (Local)

CV (Legal)

CVE (Legal)

CVD (Legal)

III. Communication

A. Standards

Continuous support is accomplished via written and spoken discourse with campuses and departments. In order to ensure the necessary level of attention is placed on programmatic needs, changes or adjustments, the campus administrator or program/department designee shall maintain certain channels of communication.

B. From:

Communication to campus administration, district departments and public regarding programmatic or divisional changes will be in written form and follow procedures below:

1. Documentation to include all parties that are affected.
2. Clear delineation of changes or adjustments.
3. Include time line for any change or adjustment.
4. Documentation will be reviewed with the Chief Operations Officer prior to dissemination.

C. To:

If questions arise for any department within District Operations, the appropriate Director will be notified and the specifics needed forwarded. If requested or required, written documentation will be provided.

D. Communication Resolution

In the event that questions or issues are not resolved with standard communication the following steps will be followed:

1. Director or Supervisor will discuss the issues with the Chief Operations Officer and provide possible solutions.
2. Director or Supervisor will identify all parties involved or need to be involved.
3. Director or Supervisor will set a meeting with the Chief Operations Officer and/or Executive Director and all pertinent parties for collaborative resolution.

E. Intradepartmental

It will be the goal of District Operations to provide means for consistent and timely avenues for intradepartmental communication.

1. Weekly touch-base meetings with Directors.

2. Other meetings scheduled as required.
3. Monthly divisional meetings with all Directors.

Intradepartmental communication and agendas will be the responsibility of the office of the Chief Operations Officer.

F. *External Publications*

All publications for community consumption will follow the following guidelines:

1. Review with Chief Operations Officer.
2. Publication will be forwarded for review with any related parties including but not limited to; Superintendent of Schools, legal counsel and Director of Communication.
3. If all parties agree with no changes, the publication will be forwarded to the Communications Department.

IV. **Human Resources**

A. *Replacement of existing employees*

1. Directors, Supervisors and Coordinators must take an active role in the interviewing process as well as recommendations for employment.
2. The Human Resource Department must be contacted prior to the interview process as needed to review interview questions, protocol and interview team.
3. Approval from the Chief Operations Officer will be granted only after Director and/or Supervisor has spoken directly with the candidate.

B. *Request for new position*

1. Any new position must be in-line with department and District priorities as delineated in the priority matrix (Table 2.1 on page 10).
2. The job description is written, reviewed and approved by the Chief Operations Officer in concert with the Human Resource Department.
3. Position has been approved by the division in concert with the Human Resource Department.
4. Funding is available and identified.
5. Job code and function has been established by the Human Resource Department.
6. Appropriate follow-up as required.

C. *Transfer of existing employees*

1. Employees/positions to be transferred to another department and funding source must be discussed and approved by both parties (exiting and receiving).
2. Appropriate transfer documentation as required by the Human Resource Department must be completed and signed.
3. Exiting and receiving position must be documented under departmental organization structure to ensure clarity of responsibility and supervision.

V. **Leave from work**

Reporting and requests through the District's web based leave system will be the sole responsibility of the employee.

A. *Professional Development*

1. Professional Development is necessary to the success of the division. Professional Development requested must be in line with the District and division priorities and specifically related to the development in expertise.
 - a. Proximity: Professional Development should be sought closest to the District as possible. Expectations and final approval shall be by the Director or Chief Operations Officer.
 - b. Funding source must be established and final approval by Director or Chief Operations Officer.
 - c. All leave shall be requested through the web-based employee leave system.
 - d. All travel documentation and per diem shall follow District guidelines and policies. If not followed the cost (either in entirety or partial) shall be the responsibility of the employee.
 - e. Out of State Travel: Shall be granted only after the approval of Director, Chief Operations Officer and if required the Superintendent. All out of state travel must be in accordance with District and division priorities and follow District policy and guidelines.
 - f. As deemed relevant, dissemination of training received will be required. This may include in-house training and/or presentation of pertinent information and documentation.

B. Personal Business

1. Personal days will be taken in accordance with State Law and District policy.
 - a. All employees shall make every effort to notify his/her direct supervisor one week in advance. In instances when this is not a possibility approval will be granted by the discretion of the supervisor.
 - b. All leave shall be requested through the web-based employee leave system.
2. Sick or family illness days will be taken in accordance with State Law and District policy.
 - a. Notice will be given to his/her direct supervisor that the employee will not be present so adjustments can be made to schedules and workloads.
 - b. All leave shall be requested through the web-based employee leave system.

VI. School Improvements

A. Function

1. It is the function of the department of School Improvements to facilitate campus needs through construction, remediation and a-typical maintenance requests (Figure 5.1 on page 15).

B. Leadership

1. Construction Supervisor

The Construction Supervisor assumes the responsibility of the daily functions of the School Improvements Department.

2. Responsibilities

The Construction Supervisor has the responsibility of the administration of all construction contracts in concert with the Executive Director and Chief Operations Officer.

3. Limitations

All items pertaining to Board of Trustee action, contracts, change orders, and conflict/contract resolution will be the responsibility of the Chief Operations Officer under advisement from the Construction Supervisor.

C. *Definitions*

1. **Campus Improvement Requests:** Campus improvement request are those initiatives or projects that typically require a contractual obligation with a contractor or consultant and are outside the scope of ECISD maintenance staff. These requests can be but are not limited to: Addition or demolition of walls or structures, flooring, ceiling, painting, exterior paving or concrete work, furnishings both loose and “built-in”.
2. **Remediation Inquiries:** Remediation inquiries are investigations launched at the request of campus administration, personnel or public that pertains to potential hazardous material that would impact the health, safety and welfare of any facility users.
3. **Maintenance Requests:** Maintenance request under school improvements, are requests made for facility maintenance improvements that typically fall outside the scope and expertise of the ECISD Maintenance Department.
4. **Capital Outlay/Asset Request:** Capital requests as defined by Business Operations are any item or items that have a value over \$5,000 and more than one year of life expectancy. These items are owned by the District.
5. **Americans with Disabilities Act Inquires:** Requests and inquiries can be initiated through District Facilities/Campuses OR public requests. All requests must be in writing and forwarded to the Office of District Operations. All requests will follow procedures outlined below.

D. *Prioritization*

All requests made to School Improvements will be prioritized in accordance with Table 2.1 on page 10.

E. *Project Communication*

It is the responsibility of the Chief Operations Officer or and/or Executive Director to:

1. Approve or deny requests.
2. Selection of finishes and materials in concert with the requester and final project scoping.
3. Procurement method to be utilized and any Board action required.
4. Funding.
5. Project timelines.
6. Status update and/or changes to project. **ANY** changes that reflects a scope or funding change will proceed only after the written approval by the Chief Operations Officer in concert with the requester.
7. Final completion and acceptance of project.

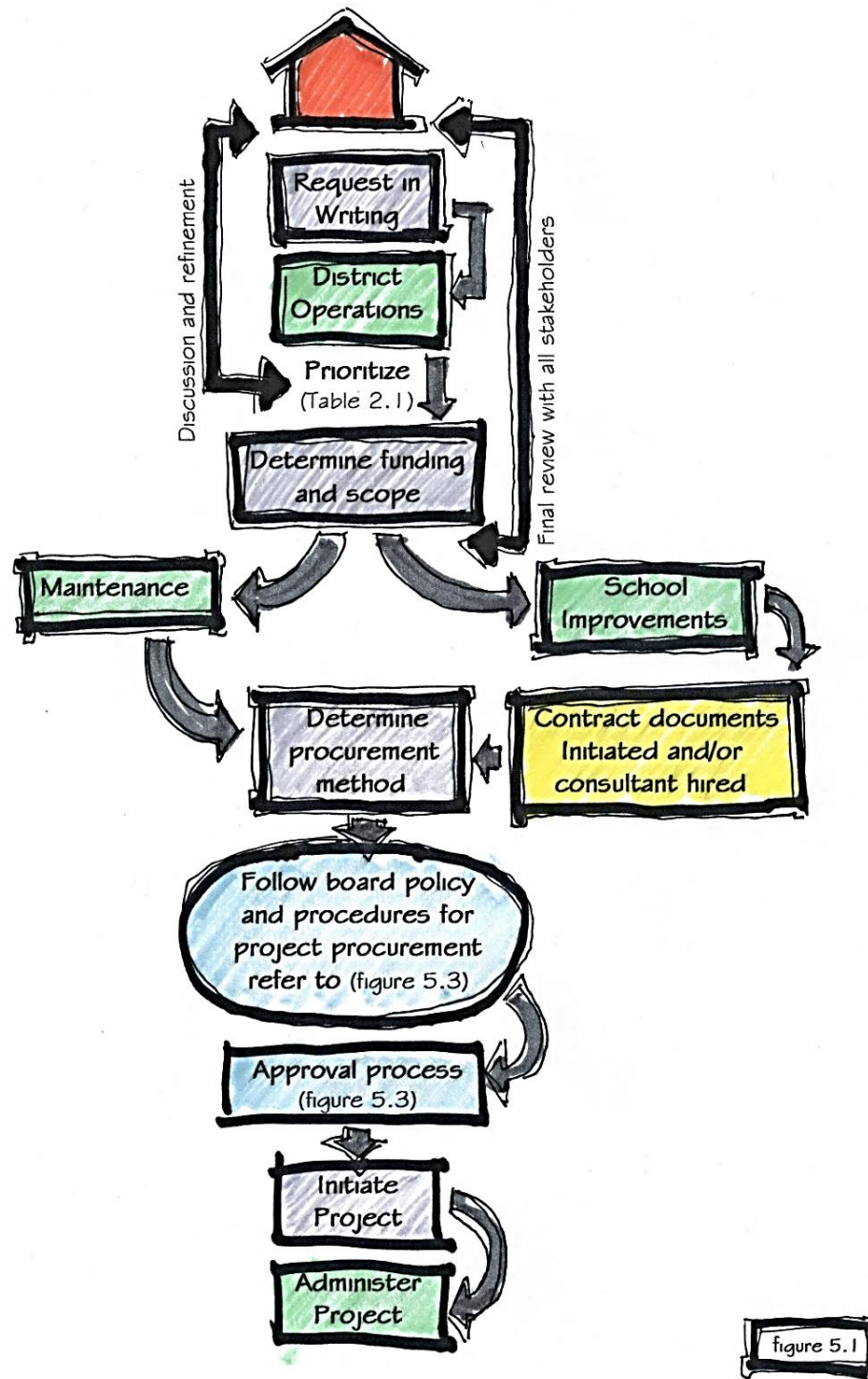


figure 5.1

School Improvements Flow Diagram

Figure 5.1

F. *Additional Funding Requests*

1. In the event that an approved Capital Requests require additional funding outside the division's budget:
 - a. The request will be the responsibility of the Chief Operations Officer.
 - b. Request will be reviewed with Business Operations and if approved:
 - i. Initiate budget change request
(or)
 - ii. Present to the Board of Trustees for approval.

G. *Campus Improvement Requests (Maintenance/Contracted)*

1. Request shall be made in writing to District Operations.
2. Project Flow: All requests shall follow flow diagram (Figure 5.1 on page 15).
3. All communications shall follow guidelines herein.

H. *Remediation Requests*

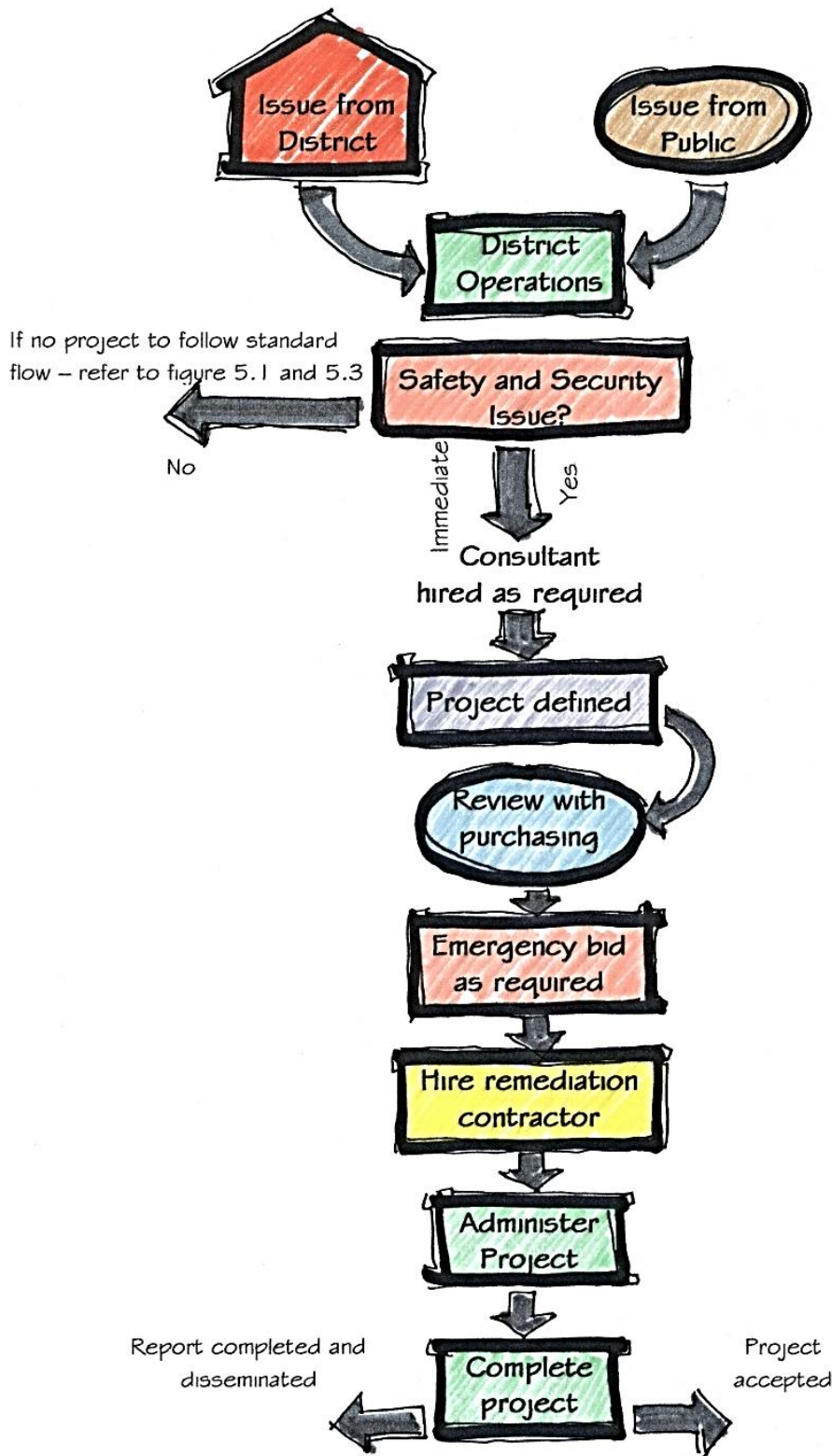
1. Requests shall be made verbally or in writing to District Operations.
2. Any request that represents a compelling health, safety and welfare issue will be given the highest priority and immediate response. Examples of remediation issues can be as follows:
 - a. Asbestos remediation
 - b. Lead paint remediation
 - c. Mold remediation
 - d. Mercury and/or chemical spills
 - e. Air quality issues
3. Project Flow
All requests shall follow flow diagram (Figure 5.2 on page 17).
4. All communications shall follow guidelines herein (and):
 - a. Any reports generated by project or requests shall be disseminated to the administration of the facility requesting work.
 - b. In the event that a request for information is generated by the public, the requester shall follow District procedures and open records law and guidelines.

I. *Project(s) Closeout*

1. All communications shall follow guidelines herein.
2. Project will be complete only after:
 - a. Acceptance of work by both District Operations **and** Administrator/Requester.
 - b. Final payment has been made as required.
3. *Warranty Items*
If applicable all warranty items will be administered by District Operations.

J. *Americans with Disabilities Act Accessibility Guidelines (ADAAG) and The Texas Accessibility Standards (TAS)*

1. New Facilities: As a public school system, all new facilities and areas of public access must comply with Americans with Disabilities Act and the Texas Accessibility Standards.



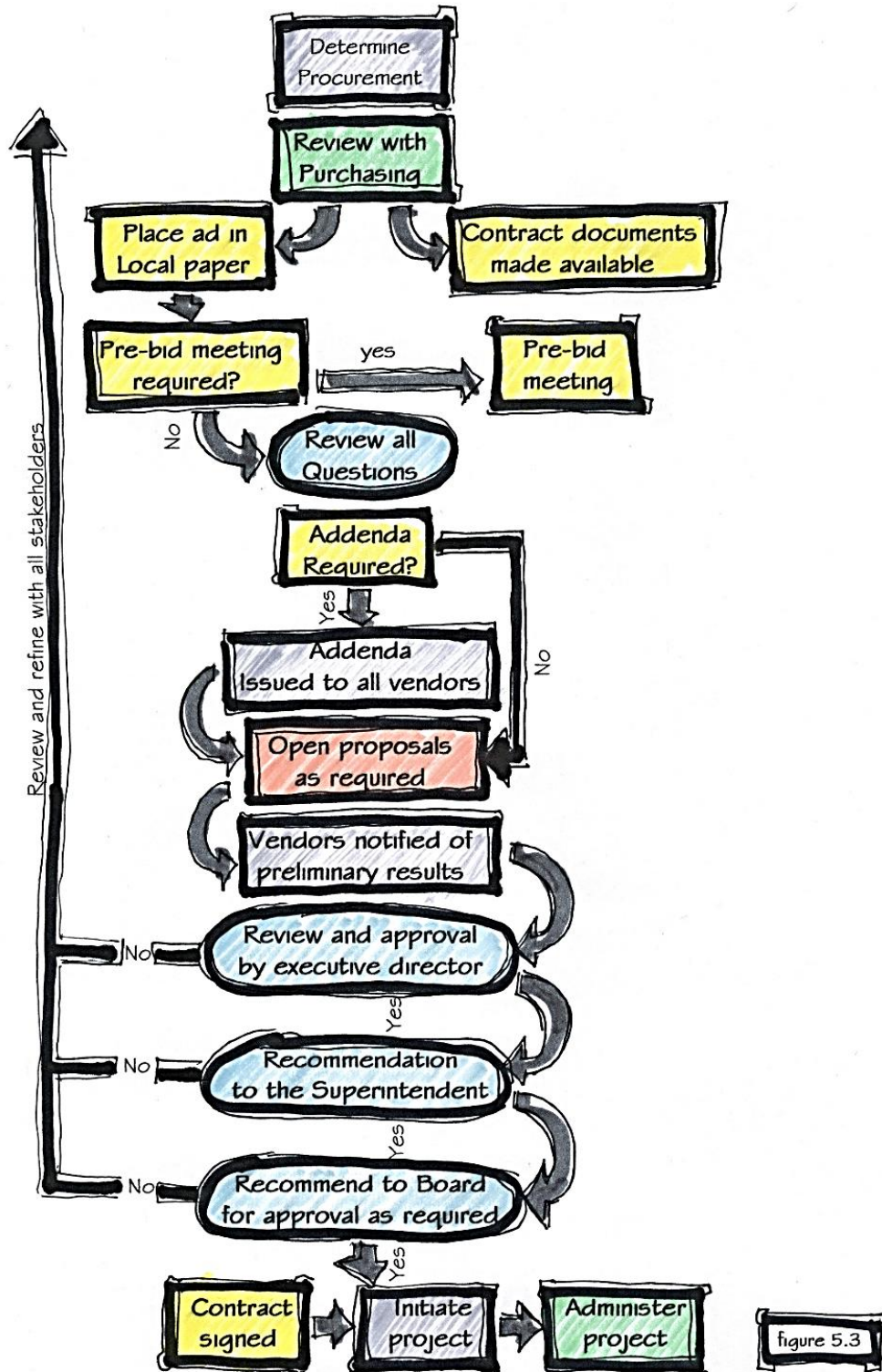
Remediation Project Floor Diagram

Figure 5.2

2. Existing Facilities: “A public entity must ensure that individuals with disabilities are not excluded from services, programs, and activities because existing buildings are inaccessible. A state or local government's programs, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as "program accessibility," applies to facilities of a public entity that existed on January 26, 1992. Public entities do not necessarily have to make each of their existing facilities accessible. They may provide program accessibility by a number of methods including alteration of existing facilities, acquisition or construction of additional facilities, relocation of a service or program to an accessible facility, or provision of services at alternate accessible sites.”
3. Texas Accessibility Standards (TAS): These standards closely follow the Americans with Disabilities Act Accessibility and Guidelines (ADAAG), and are intended to facilitate equivalency certification of the state program for elimination of architectural barriers by the US Department of Justice by:
 - a. Bringing the State Architectural Barriers Act into alignment with the scoping requirements of the Americans with Disability Act (ADA).
 - b. Expanding ADAAG with the additional state scoping requirements and standards.
 - c. Encouraging compliance by using common standards.
 - d. Speeding the dissemination of required standards to owners, design professionals and related user groups.

ADDAG and TAS Requests

1. All requests shall be in writing to the office of District Operations.
2. After initial review, requests will be forwarded to the Special Education Office and/or appropriate Assistant Superintendent for review and input.
3. Project Flow: All requests shall follow flow diagram (Figure 5.1 on page 15).
4. Follow all communications herein.



Project Procurement Flow Diagram

Figure 5.3

Ector County ISD **Facilities | Department**

OPERATING GUIDELINES

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- III. Facilities Goals**
- IV. Facilities Organization & Staffing Responsibilities**
- V. Facilities Priorities & Procedures**
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I. Introduction

A. *Purpose*

To provide the direction needed to effectively maintain ECISD's facilities and align the departmental goals with the Board's core commitments and goals. This outlined program is not a short term commitment, but a "living" document to continually assess the systems and infrastructure in order to implement preventive and corrective measures. An anticipated result of such a program is the reduction of overall cost while lessening impacts on the educational process. Additionally, the program strives to provide stable conditions, increased years of reliable service, and the ability to adequately and specifically budget.

B. *Communications*

Central to the program is the development of adequate communication and documentation needed to assess each school and the condition of facilities. A well-developed program brings the schools staff and the District's Facilities Department together to find and resolve maintenance problems and to provide the documentation needed in order to establish historical data and future direction. All facility users must have a working understanding of the building system and the important role they have in the educational process.

C. *K-12 Public School Facilities*

Public school facilities are unique and exceptional from other building types due to their intense use, young occupants, funding mechanisms and special design requirements. Rigid standards and extra precautions must be taken to ensure life safety. These buildings are also seasonal with focused times of use and limited occupancy. All of these factors highlight the importance of a plan to minimize or eliminate the built environments impact on the educational process. Therefore, maintenance scheduling and scope must be sensitive to the overarching charge of public school systems generally and ECISD specifically.

D. *Training and Development*

Facility maintenance continues to evolve with technology and research. These changes result in the need for sophisticated processes, new equipment and materials. Maintenance personnel will be required to have more technical skills to keep the electrical, mechanical, and special systems in operation. To do this formal career path, training must be considered with selected individuals attending courses for continued education on the latest and evolving technical systems and issues.

II. Mission

The mission of the Facilities Department is to provide a safe, comfortable, and well maintained environment for students and staff while adhering to the core commitments of the District Operations division of student centered, accountable and integrity based.

III. Facilities Goals

A. *Efficient & Effective Operation*

1. Measure
 - a. Number of work orders completed versus outstanding work orders at end of each semester
 - b. Number of emergencies each month
 - c. Employee attendance
- B. *Quality Customer Service*
 1. Measure
 - a. Number of complaints & compliments each month
 - b. Internal department satisfaction survey development
 - c. Work order call back data
- C. *Safety in Learning & Work Environment*
 1. Measure
 - a. Safety records
 - b. Number of incidents/accidents
 - c. Completion of Preventive Maintenance Plan inspection sheets
- D. *Teamwork*
 1. Measure
 - a. Improved department data
 - b. Systems check level 2 & 3 progress
 - c. Understanding of District's goals and initiatives
- E. *Goals*
 1. Purpose

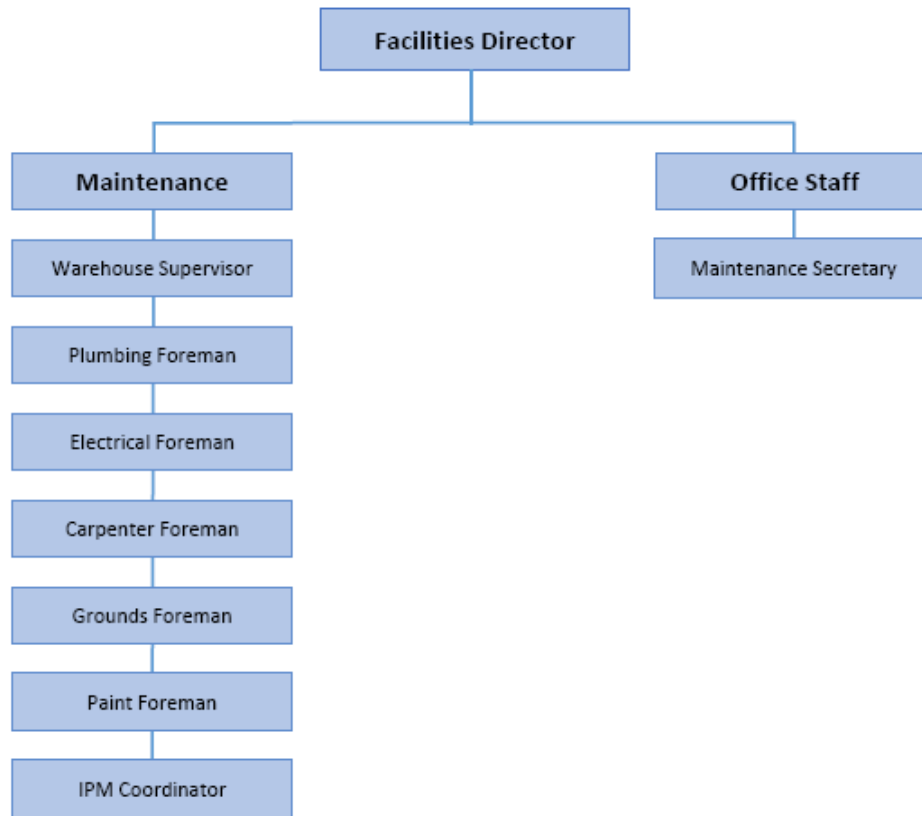
The Facilities Department will utilize ECISD's vision and mission to guide and align the functions and goals of the Facilities Department with that of the District's Board of Trustees. This alignment will be common for all District campuses and departments and will be archived under current Board policy.

The guidelines herein will help track and hold accountable the Facilities Departments initiatives and actions as related to the Board of Trustees goals and core commitments.

 - a. Continue the Facility Preventive Maintenance Program
 - b. Establish Continue Career Development Program for maintenance personnel
 - c. Continue Career Path Training Program for maintenance personnel
 - d. Update inventory and reconcile all for internal and external audits
 - e. Continue Safety Program for maintenance personnel
 - f. Develop staffing needs and identify key staffing positions
 - g. Document workforce salary comparisons for all staffing positions
 - h. Review past year's budget and begin planning for next year's budget
 - i. Interview and hire needed staff
 - j. Transition to new District software backbone

III. Facilities Organization and Staffing Responsibilities

A. Facilities Organization Chart



B. Staffing Responsibilities

1. **Facilities Director:** Responsible for the District's facilities operations functions, maintenance and accountable for the leadership and supervision of District maintenance personnel.
2. **Plumbing Foreman:** Responsible for overseeing plumbing department and all plumbing systems throughout the District.
3. **Electrical and HVAC Foreman:** Responsible for overseeing the electrical and HVAC department and all electrical and air conditioning/heating systems throughout the District.
4. **Grounds Foreman:** Responsible for overseeing the grounds department and maintaining the grounds of all District facilities.
5. **Carpenter Foreman:** Responsible for overseeing the carpentry department.
6. **Paint Foreman:** Responsible for overseeing the paint department.
7. **Warehouse Supervisor:** Responsible for maintenance warehouse and all purchasing for Facilities Department. He/she supervises internal and external auditing processes and procedures.
8. **IPM Coordinator:** Responsible for the District's pest control department.

IV. Facilities Priorities & Procedures

ECISD schools have established the following priorities for Facilities Department response to requested work:

A. *Priorities*

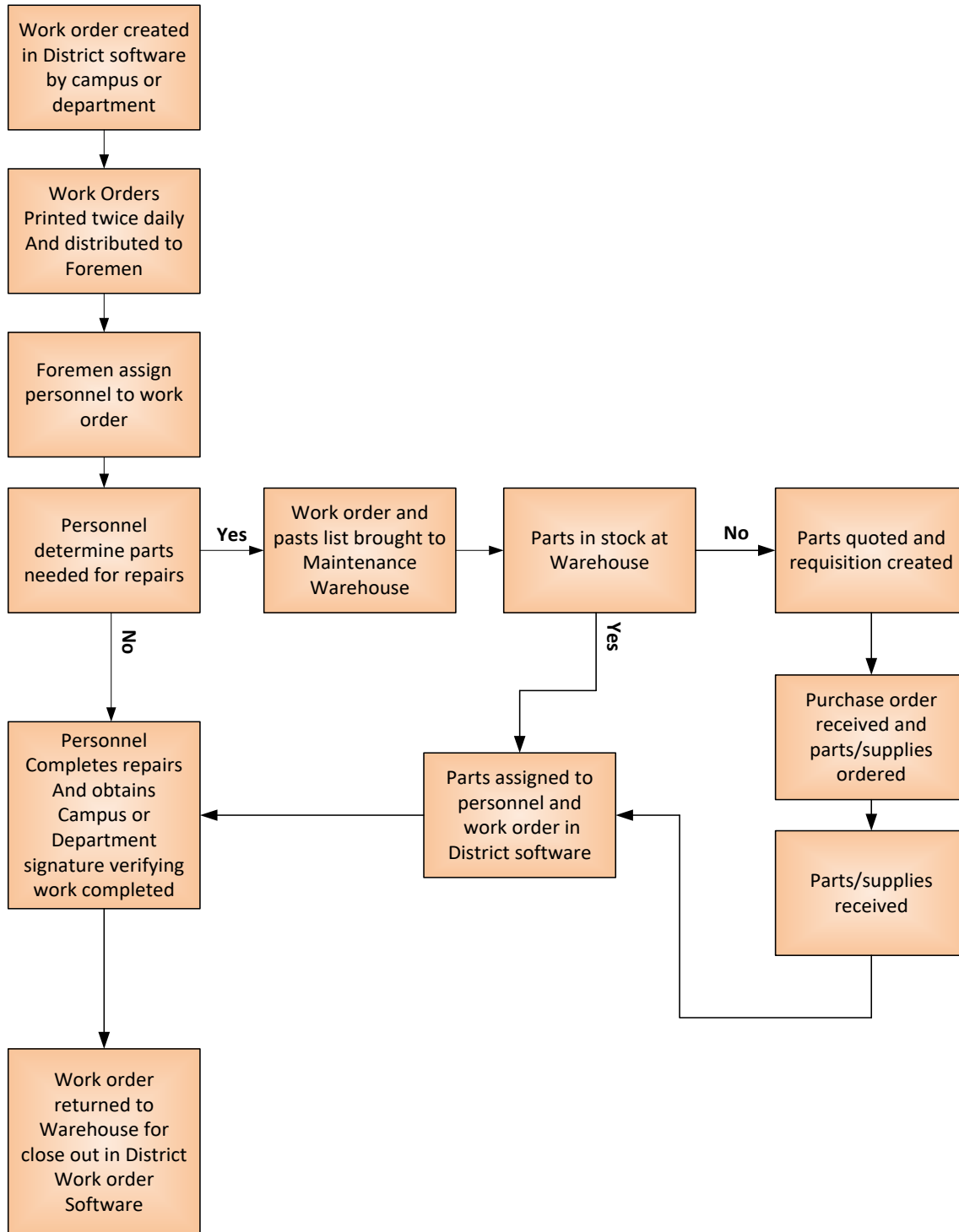
1. Emergency – Eminent life safety threat or operational disruption that could cause the closure of school.
 - a. In the event of an apparent gas smell, campuses **MUST** call Facilities Department first. ECISD Facilities Department will make this top priority and contract gas company as appropriate.
2. Safety/Health/Security/ADA – Identified problem that could result in injury if not corrected in a time manner. (Includes Fire Marshals identified deficiencies, playground equipment hazards, etc.)
3. Preventive Maintenance – Scheduled inspection or routine maintenance tasks that if not completed, could result in failure of a facility system or equipment item.
4. Unscheduled Repair Actions – Action required in repairing a facility system, equipment item, or building component that is not functioning properly, or was damaged.
5. Support Services – Upon request, the Facilities Department can assist schools with special events and programs. As much advance notice as possible is requested so that this support can be de-conflicted with other work requirements.

B. *Procedures*

1. Work Order Summary
 - a. After a work order is generated, work orders will be printed and distributed to maintenance twice daily and prioritized by foreman and assigned to personnel.
 - b. Work orders will be entered detailing ALL information needed to fulfill the request (If one or more rooms or locations at a campus/building needing attention create additional work orders for precise work/material tracking).
 - c. Emergency work requests can be called in to maintenance for immediate assistance and followed up by a work order and printed by campus staff for personnel when they arrive to investigate request.
 - d. Department foreman to assign work orders daily to personnel in District software for tracking purposes.
 - e. If personnel have needed material to complete work orders from truck stock or no material required, employee will note work performed, parts used, man-hours, and have appropriate campus/department personnel sign work order indicating work and materials if used were completed and installed.

- V. After completion, ALL work orders are to be closed in the District’s information system and per Facilities Department documentation protocol.

VI. Work Order Initiation & Process Diagram



Ector County ISD

Energy Management & Custodial Operations | Department

OPERATING GUIDELINES & PREVENTIVE MAINTENANCE PLAN

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ENERGY MANAGEMENT

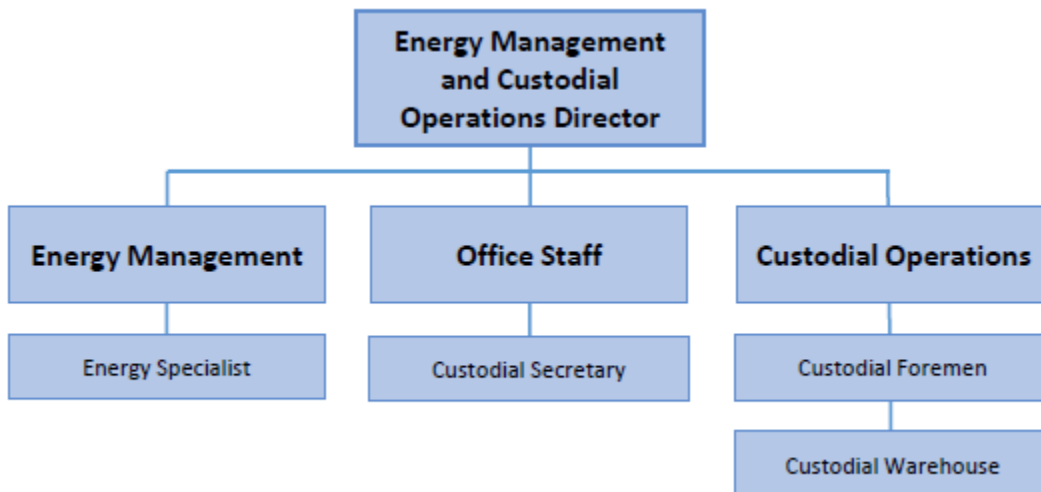
I. Mission

The mission of the ECISD Energy Management Program is to save money and energy through the conservation and efficient use of gas, water, and electricity, while maintaining a safe and comfortable learning environment.

II. Goals

- A. Change the way staff thinks about energy and its usage to reflect an attitude of conservation.
- B. Maintain the comfort and safety of the learning environment.
- C. Use our utility resources wisely.
- D. Achieve at least a 25% reduction in our energy bills.

III. Organizational Chart



IV. Energy Specialist Responsibilities

- A. Perform routine audits of all facilities and communicate the audit results to the appropriate personnel.
- B. The Energy Specialist is responsible for either directly or indirectly making adjustments to the Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.
- C. Provide monthly energy savings reports to facility administrators detailing performance results.
- D. Provide regular program update reports to the Board.
- E. Enter gas, water, and electric bills into the Energy CAP Online system for analysis and calculation of savings.
- F. Monitor utility usage in all District buildings.

- G. Program thermostats to Energy Management Guidelines specifications.
- H. Ensure all buildings are shutdown appropriately during District holidays.
- I. Utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the organization's facilities to ensure compliance with Energy Management Guidelines.

V. Communication

- A. Distribute Audit Forms to appropriate personnel after building audits.
- B. Create and maintain an Energy newsletter and website.
- C. Provide District staff with energy savings tips, ideas, and methods.
- D. Distribute shutdown requirements for all District holidays.
- E. Update all staff on the progress of the Energy Management Program.

VI. District Staff Responsibilities

- A. Every person is expected to become an “energy saver” as well as an “energy consumer.”
- B. It is the responsibility of all staff to implement these guidelines while he/she is present in the classroom, office, or area of responsibility.
- C. The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.
- D. Since the custodian is typically the last person to leave a facility in the evening, he/she is responsible for verification of the nighttime shutdown.
- E. The facility administrator is responsible for the total energy usage of his/her facility.
- F. Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.
- G. To complement the ECISD's behavioral-based energy conservation program, the District shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

VII. General Information for Energy Conservation

- A. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times.
- B. All exhaust fans should be turned off daily.
- C. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
- D. It is the responsibility of the instructor or office staff to turn off all classroom or related computers each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
- E. All capable PC's should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10-minutes of inactivity.

VIII. Set Points

Cooling Season Occupied Set Points¹: 72°F - 78°F

Unoccupied Set Point: 85°F

Heating Season Occupied Set Points¹: 68°F - 72°F

Unoccupied Set Point: 55°F

Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

A. Air Conditioning Equipment

1. Occupied temperature settings shall NOT be set below 72°F.
2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of day, unless teaching staff is directed to stay beyond "comfort period". It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the staff remains in the classroom after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when instruction begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Relative humidity levels shall not exceed 60% for any 24-hour period.
7. Air conditioning should not be utilized in facilities during the summer months unless the facilities are being used for summer school or year-round school. Air conditioning may be used by exception only or in those facilities that are involved in specific cleaning effort.
8. Use of A/C during off contract summer hours will not be permitted.
9. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned instruction rooms or dining areas should be kept closed as much as possible.
10. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.
11. Ensure dry food storage areas are maintained within code requirements. Typically, this is 55F-75F temperature and 35%-60% Relative Humidity. Utilize loggers to verify.

B. Heating Equipment

1. Occupied temperature settings shall NOT be above 72°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area, unless teaching staff is directed to stay beyond HVAC "comfort period".

4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
7. For heat pumps, ensure a 6° F dead-band between heating and cooling modes.

C. Thermostats & EMS

1. Teachers will be instructed in the appropriate operation of the override features. All other controls will be locked.
2. Only authorized staff may change the programming of thermostats.
3. Custodians will set thermostats to continuous unoccupied for all holidays, and will set back to run program when school resumes.
4. All occupied overrides will be set to one (1) hour.
5. Time Settings

Elementary	Start	End	Office
7:45-3:00	7:00	3:00	5:00
7:45-4:00	7:00	4:00	5:00
7:45-5:00	7:00	5:00	5:00

Secondary	Start	End
Classrooms	8:00	4:15
Office	7:30	5:15

Cafeteria & Auditoriums will be adjusted according to usage

Office Buildings	Start	End
	7:30	5:00

IX. Lighting

- A. All unnecessary lighting in unoccupied areas will be turned off. Staff should make certain that lights are turned off when leaving the classroom or office when empty.
- B. Utilize natural lighting where appropriate.
- C. All outside lighting shall be off during daylight hours.
- D. Gym lights should not be left on unless the gym is being utilized.
- E. All lights will be turned off when students and staff leave for the day. One hour after students are dismissed custodians will perform a check of all classrooms to make sure lights are off. Custodians will turn on lights only in the areas in which they are working.
- F. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
- G.

- H. Specific light control measures may be established through discussion with the Principal.

X. Water

- A. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
- B. Grounds watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am – 8pm.
- C. When spray irrigating, ensure the water does not directly hit the facility.

XI. Reporting Comfort Issues

- A. Communicate temperature comfort issues to the building administrator.
- B. The building administrator should have a custodian investigate to make sure the thermostat (if applicable) is set to the correct time & day. If those need adjustment, the custodian can reset them.
- C. If the adjustment of day & time does not fix the problem, contact the Energy Specialist for your building and report the issue.
- D. The Energy Specialist will investigate the problem and report the solution or need for a work order to the building administrator.
- E. If a work order is necessary, the building administrator is responsible for submitting the request in the District’s work order system.
- F. Obvious equipment problems should be directly reported through the work order system.

XII. Bad Weather Days

- A. Custodians reporting to buildings should make sure all thermostats in unused areas are placed in unoccupied mode for the day.
- B. Energy Specialist will reset campuses with EMS controls to unoccupied.

XIII. Shutdown Requirements

A. *Nightly/Weekend*

- 1. All electronic equipment (*computers, copiers, printers, monitors, speakers, office equipment, radios, fans, scented candles*) must be powered off, not in sleep mode. Network and security equipment should be left on.
- 2. All lights, except for security lighting, must be off.
- 3. Close all blinds and doors. Bathroom doors should remain open.

B. *3-Day Weekend*

- 1. All items from Nightly shutdown, plus;
- 2. Thermostats must be setback for the holiday period.

C. *Long Holidays*

(Thanksgiving, Christmas, Spring Break, July 4th)

- 1. All computer and electronic equipment UNPLUGGED. (See list from Nightly shutdown)

2. All refrigerators cleaned out, defrosted, and UNPLUGGED with the door left open. This includes refrigerators in the lounge areas. (Excludes Nurse and required Science refrigerators)
3. Unplug microwaves and coffee pots.
4. All lights, except for security lighting, must be off.
5. Close all blinds and doors. Bathroom doors should remain open.
6. Thermostats setback for the holiday period.
7. Water heaters turned off.
8. Water fountains unplugged.
9. All exhaust fans off.

D. *Summer*

1. All electrical devices UNPLUGGED. (See list from Nightly shutdown)
2. All school owned refrigerators cleaned out, defrosted, and UNPLUGGED with the door left open. One refrigerator in the Lounge can be left running for custodial staff during the summer, but must be emptied and unplugged during the July 4th break.
3. Take home all personal appliances – like refrigerators and microwaves.
4. Unplug microwaves and coffee pots.
5. All lights, except for security lighting, must be off.
6. Close all blinds and doors. Bathroom doors should remain open.
7. Thermostats setback for the holiday period.
8. Water heaters turned off.
9. Water fountains unplugged.
10. All exhaust fans off.
11. Leave ON all network and security equipment.
12. Clearly label any equipment which must not be unplugged/power off and the reason why it must remain on.

XIV. **References**

- District Policy CL(LOCAL)

CUSTODIAL OPERATIONS

I. Mission

To provide safe and clean facilities that promote a healthy learning and working environment for students and staff.

II. Custodial Job Description

- A. Custodians are responsible to their Head Custodians, Principals, Custodial Foreman, Energy Management and Custodial Operations Director and the Chief Operation Officer. Schedules will be determined by the Energy Management and Custodial Operations Director.

- B. The general duties of the custodian are to maintain the cleanliness, safety, and order of the classrooms, restrooms, corridors, administration offices, gym or auditoriums and other areas of each school facility.
- C. Specific duties include, but are not limited to, the following
 1. Dust, sweep and/or mop floors as necessary.
 2. Wash windows as needed and clean sills.
 3. Care and cleaning of the grounds.
 4. Scrub or strip and wax floors as scheduled.
 5. Clean and sanitize restrooms fixtures, hardware, tile, mirrors, etc. Replace restroom supplies as needed (this includes dressing rooms).
 6. Set up chairs, tables, stands, benches, etc. for school meetings, games, dances and other events.
 7. Report any damage to school property and report maintenance needs.
 8. Replace light bulbs and fluorescent tubes includes elevators.
 9. Follow schedule and do the things in a timely manner that appear on it.
 10. Load and unload supplies and equipment.
 11. Assist in maintenance work if needed.
 12. Do any minor miscellaneous maintenance work that is needed.
 13. Sweep exterior walks.
 14. Relieve, assist, or fill in temporarily on other jobs as assigned by a Supervisor.
 15. Know location and proper care and use of all firefighting equipment.
 16. Responsible for the security of rooms and building, being sure all students are out of the building, lights are off, windows closed and locked, doors locked, rooms and building checked for fire hazards.
 17. May be assigned split shifts, day shifts, or night shifts as determined by the custodial foreman.
 18. Work on maintenance during the summer months.
 19. Responsible for heat and ventilation – report any troubles or problems.
 20. Properly care for tools and equipment.
 21. Demonstrate the ability to follow directions and take orders.
 22. Get along with teachers, students, other school personnel and the public.
 23. Always be neat in personal appearance.
 24. Custodians are not allowed to watch TV, sit and read or play games while on duty.
 25. Don't complain about what others do! Stick to your job and do not try to run the school.
 26. Don't wait for someone else to do the work for you or work that needs to be done.
 27. Be on time for work.
 28. Remember the person next to you has to fit his work in with yours, so do your work well and help others.
 29. You will work an eight-hour day.
 30. On days that students are dismissed because of bad weather the time for reporting is 7:30 a.m. until 4:30 p.m.

31. Report any injury (major or minor) immediately to the custodial office on the day that it happens. Job injury insurance papers are filled out in the custodial office.
 32. Clean chalkboards with water only and only in an emergency.
 33. Notify the custodial office immediately if you plan to resign from your position.
 34. Report sexual harassment to the building principal or department head promptly.
 35. No beepers or cellular phones will be worn by custodial personnel without approval of the building principal in writing and on file at the custodial office.
 36. Remain on school grounds during hours and during non-school hours when attendance is required.
 37. Move furniture, books and other equipment as required.
 38. Maintain campus swimming pool if necessary.
 39. This job does not consist of just the custodian's run; it encompasses the whole campus in any activity that the custodian may be needed in.
 40. Head custodians or their designee will check their building the day before school begins following the Thanksgiving, Christmas, Spring break holidays and severe inclement weather for leaks, damage or loss of power. Pay will be two (2) hours unless a problem exists that requires more time in this case the Custodial Foreman or Energy Management and Custodial Operations Director must be notified.
- D. *Classrooms Daily*
1. Vacuum all rooms with carpet daily
 2. Sweep tile floors daily and mop as needed
 3. Clean sinks daily
 4. Clean mirrors daily
 5. Empty trash cans daily (Recyclable trash cans are dumped separately into the "Mixed Paper Dumpster")
- E. *Classrooms Weekly*
1. Dust rooms at least once per week
 - a. Chalk trays
 - b. Cabinet tops
 - c. Window sills
- F. *Classrooms as Needed*
1. Clean door facings as needed
 2. Clean windows as needed
- G. *Restrooms Daily*
1. Clean all fixtures daily with germicidal cleaner
 2. Fill all dispensers daily (soap, paper products)
 3. Mop floors with germicidal daily
 4. Empty trash
 5. Clean mirrors daily
 6. Check periodically during the day

- H. *Restrooms Weekly*
 - 1. Acidize urinals and commodes once a week
- I. *Halls Daily*
 - 1. Vacuum carpeted halls daily
 - 2. Clean water fountains in assigned halls daily
- J. *Halls as Scheduled*
 - 1. Sweep hard surface halls on schedule set by Head Custodian or Custodial Foreman
 - 2. Spot mop and totally mop as required
 - 3. Buff halls as assigned by the Head Custodian or Custodial Foreman
- K. *Glass as Needed*
 - 1. Clean glass in areas assigned by Head Custodian or Custodial Foreman as needed
- L. *Miscellaneous Daily*
 - 1. Pick up paper in assigned areas daily or as needed
- M. *Exterior as Needed*
 - 1. Clean trash and debris at front entrance
 - 2. Clean trash and debris at fence line
 - 3. Others as assigned

***Any duty not assigned on above list will be assigned by the head custodian or custodial foreman. Each custodian will have responsibilities as defined by areas outlined on the floor plan.*

III. District Facilities Summary

The ECISD has 43 campuses and 14 administration sites.

ECISD CAMPUSES

- | | |
|--------------------------|--------------------------|
| 1. Carver EEC | 13. Murry Fly Elementary |
| 2. Lamar EEC | 14. G/P Alamo Elementary |
| 3. Austin Elementary | 15. Goliad Elementary |
| 4. Buice Elementary | 16. Gonzales Elementary |
| 5. Blackshear Elementary | 17. Hays Elementary |
| 6. Blanton Elementary | 18. Ireland Elementary |
| 7. Burleson Elementary | 19. Johnson Elementary |
| 8. Burnet Elementary | 20. Jordan Elementary |
| 9. Cameron Elementary | 21. Milam Elementary |
| 10. Cavazos Elementary | 22. Noel Elementary |
| 11. Dowling Elementary | 23. Pease Elementary |
| 12. Downing Elementary | 24. Reagan Elementary |

25. Ross Elementary
26. Sam Houston Elementary
27. San Jacinto Elementary
28. Travis Elementary
29. West Elementary
30. Zavala Elementary
31. Bonham MS
32. Bowie MS
33. Crockett MS
34. Ector MS
35. Hood MS
36. Nimitz MS
37. Odessa MS
38. Permian MS
39. GHWB New Tech Odessa
40. Alt. Center
41. Youth Center

42. UT Falcon ECHS
43. OC Techs ECHS

ADMINISTRATION BUILDINGS

1. Administration Building
2. Administration Annex Special Ed
3. District Police
4. Family Outreach Center
5. Food Service Building
6. Instructional Tech Building
7. Facilities
8. New Direction
9. Print Shop/Mail Room
10. Ratliff Stadium
11. CATE
12. Testing Warehouse
13. Textbooks & Records
14. Transportation Office

PREVENTIVE MAINTENANCE PLAN

I. Purpose

The purpose of the ECISD's Preventive Maintenance Plan is to develop and implement an efficient, proactive and effective systematic system for maintaining facilities.

II. Objective

The primary objective of the Preventive Maintenance Plan is to provide direction for maintenance in a manner, which will maximize equipment operational readiness.

A. *The intermediate objectives are as follows:*

1. Establish uniform maintenance standards and criteria.
2. Minimize cost by reducing unnecessary damage to building systems and equipment.
3. Schedule, plan, manage, and track maintenance.

III. Description

The Preventive Maintenance Plan should provide simple and standard guidelines for maintenance personnel to plan, schedule and control ECISD's facility systems, equipment and

infrastructure. The plan represents an effective means for utilizing available manpower and other resources in support of the Energy Management and Custodial Operations Department.

IV. Organization

Supervision of the Preventive Maintenance Plan will be provided by a single point of contact within the District Operations division.

A. *Charge of Supervisor:*

2. Coordinate scheduling and inspections as detailed herein
3. Through established work-order process, document needed preventive maintenance as scheduled or unscheduled
4. Supervise and coordinate division personnel to complete preventive maintenance work as scheduled or unscheduled
5. Maintain all documentation required by the plan
6. Make recommendations for long and short term budgeting as related to plan
7. Timely reporting to division leadership plan implementation
8. Recommend modifications to plan

V. Goals

- A. Efficient and proactive approach to the maintenance of all building systems
- B. Reduce work orders and call backs
- C. Specific and efficient budget planning
- D. Focused capital requests
- E. Focused personnel requests

VI. Monitored Facilities Systems

Category	Designation	Description
HVAC	h-ahu	All air handler units
	h-ahu-1	Unassigned
	h-ch	All chiller systems
	h-ch-1	Unassigned
	h-rtu	All roof top units
	h-rtu-1	Unassigned
	h-sp	All Freon based split systems components
	Plumbing	p-gs-1
p-gt-1		Grease traps
p-ls-1		All lift stations
p-ss-1		Sewer main and building sanitary sewer systems
p-ss-2		Backflow devices
p-fm-1		Forced main system
p-w-1		Domestic water system
p-w-2		Unassigned
p-wh-1		All water heaters
p-wh-2		Unassigned

Monitored Facilities Systems *(continued)*

Category	Designation	Description
	p-bl-1	All boilers
	p-bl-2	Unassigned
	p-ch-1	All hydronic systems
	p-ch-2	Unassigned
	P-fe-1	Fire extinguishers
	p-fs-1	Fire sprinkler systems
Electrical	e-elt-1	Emergency light fixtures
	e-elt-2	Unassigned
	e-lt-1	Exterior light fixtures
	e-lt-2	Exterior pole mounted lights
	e-lt-3	Unassigned
	e-mn-1	Distribution/Panels
	e-mn-2	Distribution/panels
	e-lt-4	Athletic lighting
	e-lt-5	Electronic marquees
Grounds	g-pg-1	Playground fields
	g-pg-2	Playground equipment
	g-ls-1	Landscaping and Entry ways
	g-pk-1	Parking lots and Signs
	g-fn-1	Chain link fencing including gates
	g-ath-1	Athletic Grass fields
	g-ath-2	Athletic Turf fields and Tracks
	g-ig-1	Irrigation systems
	g-ww-1	Water well systems
Carpentry	c-fn-1	Elementary school finishes
	c-fn-2	Junior high school finishes
	c-fn-3	High school finishes
	c-dr-1	Exterior doors and hardware
	c-dr-2	Interior doors and hardware
	c-wn-1	Windows
	c-mw-1	Cabinetry
	c-mw-2	Plastic laminate surfacing
	c-sn-1	Exterior signage including ADA
	c-sn-2	Interior signage including ADA
Operations	o-fc-1	Structural system
	o-fc-2	Foundation system
	o-elv-1	Elevators
	o-ada-1	Ramps and facility access
	o-ada-2	Signage
	o-ada-3	Restroom facilities and building hardware
	o-cpt-1	Elementary flooring
	o-cpt-2	Secondary flooring

Monitored Facilities Systems *(continued)*

Category	Designation	Description
	o-pt-1	Portables
	o-pv-1	Asphalt paving
	o-pv-2	Concrete paving
	o-ab-1	Asbestos
Roofing	r-bu-1	Elementary built up roofing systems
	r-bu-2	Secondary built up roofing systems
	r-bu-3	Roof gas lines and supports
	r-bu-4	Roof drains, gutters and outlets
	r-bu-5	Open condensate lines
	r-bu-6	Fascia, expansion joints, counter flashing, parapets, roof curbs, etc.
	r-bu-7	Standing seam metal roofs
	r-bu-8	Soffits
	r-pt-1	Pests and debris

VII. Monitoring Facilities Systems Schedule

Des	Sch	Lc	Lc	Lc	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
h-ahu	M															
h-ahu-1																
h-ch	M															
h-ch-1																
h-ch-2																
h-ch-3																
h-rtu	Q															
h-rtu-1																
h-rtu-2																
h-sp	Q															
p-gs-1	A															
p-gt-1	A															
p-ls-1	M															
p-ss-1	M															
p-ss-2	A															
p-fm-1	Q															
p-wt-1	A															
p-wt-2																
p-wh-1	SA															
p-wh-2																
p-bl-1	M															
p-bl-2																
p-fe-1	A															

Monitoring Facilities Systems Schedule (*continued*)

Des	Sch	Lc	Lc	Lc	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
p-fs-1	A															
p-ch-1	M															
e-elt-1	SA															
e-elt-2																
e-lt-1	SA															
e-lt-2	SA															
e-mn-1	A															
e-mn-2																
e-lt-4	A															
e-lt-5	A															
g-pg-1	SA															
g-pg-2	SA															
g-ls-1	A															
g-pk-1	A															
g-fn-1	A															
g-ath-1	A															
g-ath-2	SA															
g-ig-1	A															
g-ww-1	A															
c-dr-2																
c-fn-1																
c-fn-2																
c-fn-3																
c-dr-1																
c-wn-1																
c-mw-1																
c-mw-2																
c-sn-1																
c-sn-2																
o-fc-1	A	ES	JH	HS												
o-fc-2	A	ES	JH	HS												
o-elv-1	SA	ES	JH	HS												
o-ada-1	SA	ES	JH	HS												
o-ada-2	A	ES	JH	HS												
o-ada-3	SA	ES	JH	HS												
o-cpt-1	A	ES														
o-cpt-2	A		JH	HS												
o-pt-1	SA	ES	JH	ES												
o-pv-1	A	ES	JH													
o-pv-2	A	ES	JH													
o-ab-1	SA	ES	JH													

Monitoring Facilities Systems Schedule *(continued)*

Des	Sch	Lc	Lc	Lc	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
r-bu-1																
r-bu-2																
r-bu-3																
r-bu-4																
r-bu-5																
r-bu-6																
r-bu-7																
r-bu-8																
r-pt-1																

Legend:

Des: *Monitoring Category:* Refer to monitoring facility systems
 Sch: *Monitoring Schedule:* M-Monthly, Q-Quarterly, SA-Semiannually, A-Annually
 Lc: *Location:* ES-Elementary, JH-Junior High, HS-High School

VIII. APPENDIX A

h-ahu HVAC--air handler units Facilities Inspection Report *(EXAMPLE)*

Department: Facilities/HVAC
 Schedule: _____
 Facility: _____
 Date of Inspection: _____
 Areas inspected: _____
 Definition: Applies to all inspection and maintenance of air handlers units
 Special Instructions Submit work order for any component not working properly

Checkpoints

	Monthly	Semiannually	Annually
	Check overall operations	Adjust/replace drive belts	Inspect electrical
	Check fan operations	Check overall operations	Inspect valves and connections
	Inspect motor drives	Check fan operations	Clean coil
		Remove/replace filters(quarterly)	
		Check electrical operations	
		Lubricate as required	
		Inspect motor and blades	

Inspection Evaluation:

1. Good
2. Needs Attention
3. Needs Immediate Attention

Ector County ISD

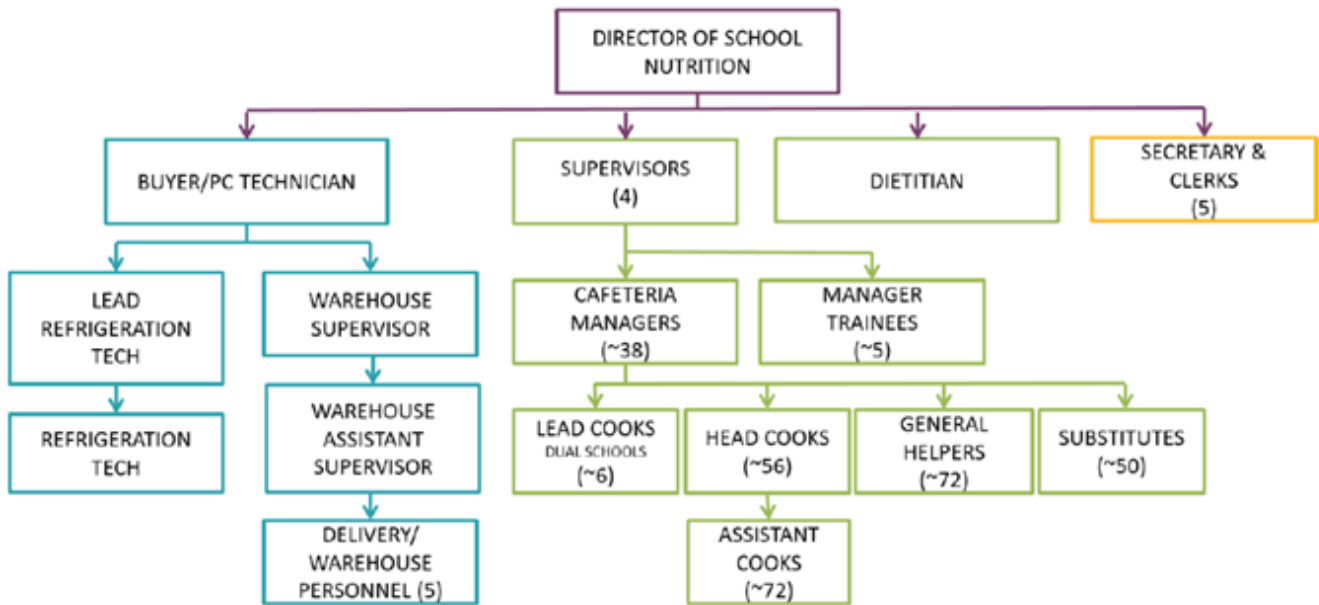
School Nutrition | Department

OPERATING GUIDELINES

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I. Organizational Chart



II. Federal Programs

A. School Breakfast Program (SBP)

The SBP balanced breakfasts to children each school day that meet federal nutrition guidelines. Texas State Law requires that a school must participate in the School Breakfast Program if at least 10 percent of their students are eligible to receive free or reduced-price meals. ECISD offers breakfast at no charge to every student in the District regardless of eligibility status, and ECISD elementary campuses serve Breakfast in the Classroom (BIC). Approximately 19,000 ECISD students are served breakfast each day.

B. National School Lunch Program (NSLP)

The NSLP serves low-cost or free lunches to students in Texas schools depending on eligibility status. Lunches must meet federal nutrition guidelines to be reimbursable. The USDA's Food Distribution Program supports American agricultural producers by providing nutritious, USDA-purchased food to child nutrition programs participating in the NSLP. ECISD receives approximately \$800,000 of donated foods each year from USDA. Approximately 15,500 students are served a reimbursable lunch each day in ECISD.

C. Afterschool Care Programs (ASCP)

Sites that are eligible to operate the NSLP may also provide reimbursable snacks to eligible children in ASCP. The ASCP must provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities. ECISD provides approximately 850 afternoon snacks per day for five elementary magnet campuses.

D. Summer Food Service Program (SFSP)

The SFSP was created to ensure that children in low-income areas could continue to receive nutritious meals during long school vacations, when they do not have access to school lunch or breakfast. It provides nutritious and free meals to any children age 18 and under, regardless of eligibility status, during the summer months.

III. Local Programs

A. *A La Carte*

All a la carte items sold by the School Nutrition Department meet the federal standards for All Foods Sold in Schools. It is the policy of the department to leave the decision regarding a la carte sales with the parent. If a parent does not want their child to purchase a la carte items, they may contact their cafeteria manager to put this information on their account.

B. *Catering*

The School Nutrition Department's catering program offers a variety of foods for any occasion. The menu offers simple to full-service breakfasts, lunches, dinners, appetizers and desserts for any of your meeting or event needs. Catering brochures are available from the School Nutrition Office or on the department website. As a convenience, budget transfers may be used as a method of payment.

C. *Warehouse Sales*

As a convenience, the department also offers warehouse sales of basic paper goods or staple items for campus or department use. Again, budget transfers may be used as a method of payment.

IV. Budget

To maintain nonprofit status, the fund balance of the School Nutrition Program (SNP) account should not exceed three months of average expenditures. The School Nutrition Department has operated without debt for many years. Food and labor costs combined typically range from 78-84%, which is well within industry standards. The department is largely self-supporting and receives no monies from ECISD funds. ECISD does provide some capital equipment at new campuses as well as limited maintenance and custodial assistance. The School Nutrition Department also conducts its own purchasing and human resource functions to further restrict any strain on ECISD resources.

V. Meal Times

Regular meal times specified in regulations for the NSLP have been identified as 10 a.m. to 2 p.m. SBP hours would be identified as meal service prior to 10 a.m. in most circumstances. CEs are encouraged to allow students to eat breakfast when they are late arriving at school. However, this is not a requirement. Snacks to be claimed in the Afterschool Care Program (ASCP) are to be served after the end of the student's regular school day. Snack campuses that operate a longer regular school day may use the dismissal time of surrounding campuses to determine the allowable beginning time for snacks.

VI. Fundraising

All food and beverage items sold on campus from midnight until 30 minutes after the last bell must meet the federal standards for All Foods Sold in Schools. These items must receive prior approval from the School Nutrition Director to ensure that the items meet all applicable standards. As a service to campuses and student organizations, cases of compliant items formulated for schools may be purchased from the School Nutrition Department to be sold as a fundraiser. Campuses may designate six exempt days on which to sell items that do not meet these standards.

VII. Meal Prices

A. *Students*

All student meals are subsidized through federal reimbursement and commodity assistance. Student paid meal prices are reviewed annually to be in compliance with the Healthy, Hunger-Free Kids Act of 2010. Reduced price lunches are set by USDA at a maximum of \$0.40.

B. *Non-Students*

USDA/TDA requirements stipulate, "In no case should the funds available to pay the cost of adult meals be less than the actual cost of providing the meals." Since, by law, school meal programs must be "non-profit," it follows that the revenue received for meals closely approximates the cost of providing those meals. Therefore, non-student prices are adjusted every year to include the reimbursement for a child receiving a free meal plus the value of the commodity assistance rate per meal and rounded up to the nearest quarter.

VIII. Free and Reduced Meal Applications

Households may apply for free or reduced price meals at any time during the school year. All students shall receive information regarding the on-line application process at the beginning of the school year or when they first enter a school. If parents desire uninterrupted meal benefits for their children at the beginning of the school year, the application should be completed no later than the tenth day of school. Parents wishing to complete a paper application may do so at the School Nutrition office located at 1120 W. 10th St. Students' eligibility status from the previous school year will be honored for the first 30 operating days of the new school year. Students who submit an application should plan to bring money for their meals, or a sack lunch, until the application is processed. Any charges made before an application is processed will be the responsibility of the parent.

IX. Verification

USDA requires that 3% of the applications eligible to receive benefits must verify their income each year. This process begins on October 1st and ends November 15th. The applications are randomly chosen through our computer system. If chosen, the household receives a letter that they have been chosen for verification and must provide proof of income to the School Nutrition Department to determine if the students are eligible to continue the meal benefits. If proof of income is not provided by November 15th, meal benefits are terminated.

X. Meal Charges

A. Elementary / Early Education Students

Elementary students are permitted 3 charges before being offered a courtesy meal.

B. Secondary Students

Secondary students are permitted 1 charge before being offered a courtesy meal.

C. Courtesy Meals

After a student has reached the defined charge limit, the School Nutrition Department will offer a courtesy meal the next time the student requests a meal and has not brought money to pay for it. The courtesy meal will consist of a cheese sandwich, fresh fruit, fresh vegetables, and milk. Courtesy meals may be continued for up to five days. Efforts will be made to contact the parent before a courtesy meal is served.

XI. Denial of Meals as a Disciplinary Action

USDA policy prohibits the denial of meals as a disciplinary action against any student who is enrolled in a school or child care institution participating in the SNP. When considering a disciplinary action against any student, school officials must ensure that such action is consistent with the above policy and must make a reimbursable meal available to any child attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria.

XII. Special Diets

USDA regulations require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided alternate foods when requested in writing by a licensed physician. The written order must be updated on an annual basis. The required meal modification form is available in English and Spanish on the School Nutrition website at: <http://www.ectorcountyisd.org/page/432>. Arrangements will be made by the School Nutrition Department in cooperation with the school nurse to accommodate the directive.

XIII. Wellness Policy

The Child Nutrition and WIC Reauthorization Act of 2004 required Contracting Entities (CEs) to have a written local wellness policy. The Healthy, Hunger-Free Kids Act of 2010 strengthens wellness policies by emphasizing ongoing implementation and assessment. Each CE participating in the SNP must have a local wellness policy for schools/facilities under the CE.

XIV. Civil Rights

The CE must assure that School Nutrition Program benefits are made available and provided to all eligible individuals without discrimination on the basis of their race, color, national origin, sex, age, or disability. Students cannot be required to participate in the SNP.

XV. USDA Nondiscrimination Statement

The USDA Nondiscrimination Statement is updated annually. At the time of this writing, the statement is as follows:

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's Target Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) e-mail: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

XVI. Compliance

- A. The ECHD makes formal site inspections at each campus a minimum of twice per school year.
- B. *ECISD Internal Auditors*
The School Nutrition Department is subject to internal audit of cash collection and deposit procedures at any time.
- C. *External Auditors*
The School Nutrition Department is audited annually by external auditors that verify inventory, bid procedures, accounting procedures and timekeeping procedures for all employees.
- D. *USDA/TDA*
An Administrative Review (AR) is a standardized review process developed by the United States Department of Agriculture (USDA) that includes a comprehensive on-site evaluation of school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). The review includes both critical and general areas of review, as well as areas the Texas Department of Agriculture (TDA) deems as important. USDA provides specific guidance and instructions for the review process so that all SFAs nationwide are evaluated in the same manner. The

Healthy, Hunger-Free Kids Act of 2010 insures that CEs will be on a three-year review cycle.

XVII. Resources

- A. <http://www.squaremeals.org/>
- B. <http://www.fns.usda.gov/fns/>
- C. <http://www.ectorcountysd.org/page/429>

XVIII. Summary

All of the foregoing information is a summary of the School Nutrition Department operation guidelines and procedures. Should you require additional information, call the office at (432) 456-9749. Your call will be directed to a Supervisor or Director.

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

Ector County ISD

Transportation | Department

OPERATING GUIDELINES

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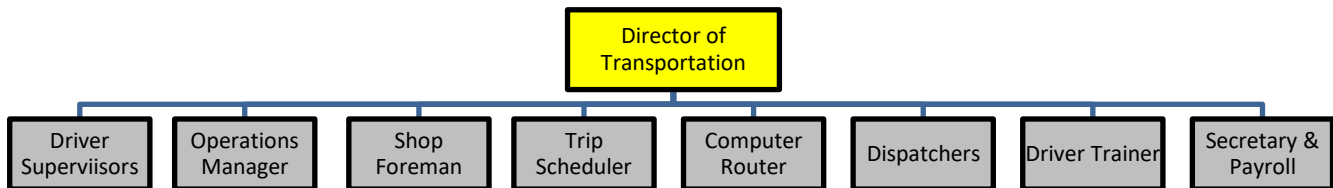
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I. Mission

Ector County ISD Transportation Department is committed to providing safe, efficient, dependable, and courteous transportation to all eligible bus students.

II. Organization

A. Organizational Chart



B. Contact Numbers:

1. Daytime M-F (5:00am to 8:00pm) 456-5982
2. Nights/Weekend 456-5988 or 770-0412
3. Questions and Concerns 456-6980

III. ECISD Transportation Guidelines Overview

The Education Code states that a Board may provide student transportation service; therefore, such service is not the right of every student, but rather a privilege to be accorded to those students who qualify within the terms established by the Board. ECISD Transportation ridership guidelines for the most part reflect TEA funding guidelines for school transportation found in the TEA Transportation Allotment Handbook. Prime consideration in the design and operation of the transportation system shall be safety, efficiency and providing a courteous service.

IV. Eligibility Distances for Regular Transportation

A. *Home to School*

Students may be provided transportation if their primary residence meets the eligibility distance of 2 or more miles by direct route on a publicly maintained road to their home school. The parent(s) or guardian(s) is/are responsible for the safe conveyance of their children to and from school if they do not meet bus eligibility requirements.

B. *Home to Bus Stop*

Students eligible for transportation according to the eligibility distances noted above will be assigned to a bus stop location according to the following distance guidelines:

1. Elementary students 2 tenths of a mile
2. Secondary students 3 tenths of a mile

C. *Exceptions*

Students who attend a school outside their attendance zone may be required to go to their home campus to catch a bus. The parent(s) or guardian(s) is/are responsible for their children prior to pick-up and following drop-off.

V. Eligibility for Special Education Transportation

Special Education bus eligibility is determined by the Admission, Review, and Dismissal Committee (ARD) on the student's assigned campus. If the ARD committee determines that transportation is a necessary related service that student will be placed on a Sp. Ed. Bus and will be picked up and dropped off at their primary residence.

VI. Hardship Cases

Students not eligible for bus transportation may apply for hardship transportation based on the following criteria:

- A. A hardship application must be filled out and present to the building principal who will determine if a hardship exists in the parent providing transportation to and from school. If the principal determines a hardship exist, the form will be presented to the Transportation Office to determine if service is available.
- B. Consideration will be given only if space is available on the bus that serves the student's school and residence area. Availability is based on 100% of capacity: 71 students on elementary buses and 55 students on secondary buses.
- C. Hardship cases will be granted on first come, first serve non-discriminatory basis.
- D. Hardship ridership may be revoked at any time the bus reaches maximum capacity. Students who were most recently placed on the bus will be the first removed on a non-discriminatory basis. Students who are removed during the semester shall be entitled to a pro-rated refund of fee for any remaining months of the semester.
- E. A student will be required to meet the bus at the stop that is closest to his/her address or the bus may make a stop on the way to school provided the stop is along the legal route and is not within one mile of the school.
- F. A fee of \$45.00 per family, per semester, will be charged for the bus service to ineligible riders. The fee may be waived for students qualifying for free lunch, or reduced for students qualifying for reduced lunch prices under the Federal Lunch Program. The reduced fee will be \$20.00 per semester. This fee is due at the beginning of each semester. A five-day grace period will be observed. Service will be discontinued at the end of the grace period if payment for the semester has not been received.
- G. Billings and payments will be handled at the Transportation Office located at 2211 W. 10th Street.

VII. Transportation to and from Child Care Facilities or Grandparents Residence

As stated in the TEA Transportation Allotment Handbook a parent may designate a grandparent's home or a state recognized Child Care Facility for transportation purposes. The following criteria must be met:

- A. The grandparent's residence or child care facility must be two or more miles from the students assigned campus of regular attendance or in a District designated hazardous traffic area less than two miles from the student's assigned campus of regular attendance.

- B. The grandparent's residence or childcare facility must be in an area serviced by a school bus route from the student's assigned campus of regular attendance on a TEA approved bus route.
- C. A stop at the childcare facility will only be added if a minimum of three students are eligible on the bus that drops off at that location. If there are less than three eligible students, they will be dropped off at the closest stop to the childcare facility. Stops will be evaluated at the beginning of each semester.
- D. The only exceptions to the minimum of three eligible riders are Special Education Students that ride a Sp. Ed. Bus and Pre-K students that ride a Pre-K Bus.
- E. Parent(s)/guardian(s) must annually apply, on the approved form, for this type of alternate address pick-up and drop-off.

VIII. What are the Expectations for Student Conduct During Transportation?

All students using the School Transportation System are responsible for their Conduct on the bus.

- A. Abide by the Bus Operator's Instructions.
- B. Behave in an Orderly Manner.
- C. Refrain from use of Profane Language.
- D. Refrain from Smoking.
- E. Refrain from Eating or Drinking.
- F. Respect the Safety of the other Students.
- G. RIDING ON A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.

IX. Consequences for misconduct on the bus will be as follows:

- A. First time a student breaks a rule the driver will have a conference with the student and change seating arrangements if necessary.
- B. Second time the student breaks a rule the driver will contact parents seeking their assistance. Further incidents will result in written referrals.
- C. 1st written referral—the Principal will have a conference with the student and parents will be contacted.
- D. 2nd written referral—the student will receive a 5-day suspension from the bus.
- E. 3rd written referral—the student will be suspended from the bus for the remainder of the semester.
- F. After returning to the bus in the second semester, if the student receives another bus referral, the student shall be removed from the bus for the remainder of the school year.

**In the event of initiation and/or participation in a major offense, a student may lose bus privileges for an undetermined length of time. The student may also receive other disciplinary action. Flagrant misbehavior could result in immediate removal from the bus. Restitution for any damages incurred must be made before returning to the bus. Students must be dressed according to the dress code when riding the regular bus to and from school.*

X. Transportation Frequently Asked Questions by Parents

A. *How do I find out about bussing arrangements for my children?*

1. You may contact the Transportation Office at Ph. 456-9869.
2. Prior to the start of each school year post cards with bussing information are mailed out to the home of each eligible bus rider. This information includes bus number, stop location, and pick up/drop off times.

B. *How are bus stops determined?*

Based on the Operational Guidelines, Student Transportation staff allocates bus stops in safe, centralized pick up areas. Based on the large numbers of students transported centralized pick up points are used when possible.

C. *I am unhappy with my stop location and want it changed. How do I change the stop location?*

Transportation Operational Guidelines provide transportation eligibility distances and bus stops are set up within those guidelines. It is the responsibility of the parent/guardian to get the student to and from the stop, both in the morning and the afternoon. Concerns can be registered with Transportation staff and your request will be reviewed, but it is indeed a parental responsibility to get children safely to and from the bus stops.

D. *If I have infants at home, can I change my bus stop to my door, so I do not have to bundle up my infants to take my student to the bus stop?*

Your children's transportation is governed by the same policies as other families who do not have infants at home. It is the responsibility of the parent/guardian to get students to and from the stop, both in the morning and the afternoon.

E. *My student has been suspended from the bus and I don't have a way to get them to and from school. How can I get them back on the bus?*

The student will not be eligible to ride again until the allotted time has passed. It is the responsibility of the parent/guardian to make arraignments to get their student to and from school when the student is suspended from the bus.

F. *Why are there no seat belts on school buses?*

School buses are the safest form of transportation on the road, very few injuries happen in school buses. Instead of requiring seat belts, school buses are designed and constructed differently from passenger cars. School Buses protect passengers through "compartmentalization", a design that includes:

1. Seats with high backs
2. Seats filled with energy-absorbing material
3. Seats placed close together to form compartments
4. Strong seat anchorages

XI. Transportation Frequently Asked Questions by ECISD Staff

A. *Where can I find trip request forms?*

You may go to the Transportation Department web page and on the left click on the link [Trip Request Form](#) print it, filled it out and fax to the Transportation Department ph. 456-9868.

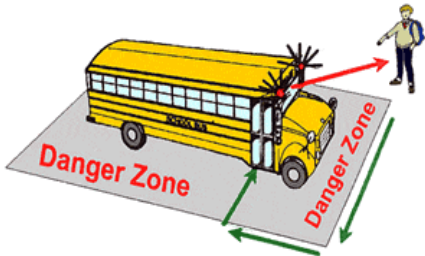
- B. *What is the deadline for trip request?*
All trip requests should be received at Transportation by Tuesday for the following weeks travel.
- C. *How much will the trip cost?*
1. Yellow bus trips are charged \$18.00 per hour for the driver and \$1.15 per mile for the bus.
 2. Activity bus trips are charged \$2.40 per mile and this includes the cost for the driver.
 3. Suburban's and cars are charged \$0.54 per mile
- D. *How many people can fit on a bus?*
1. Yellow buses hold 44 passengers with 2 to a seat and 72 passengers 3 to a seat.
 2. Activity buses hold 46 passengers.
- E. *How can I know my trip has been scheduled?*
You may go to the Transportation Department web page and click on the link to the left called Trip Confirmations and scroll down to the date of your trip. If your trip is there then your trip has been scheduled and if it is not there call our Trip Scheduler, Elsa Barragan at Ph. 456-5790.
- F. *Can you bill my trip to our activity account?*
No we can only bill the trip account. You will need to transfer activity funds to your trip account if you want to pay for the trip with those funds.
- G. *How long will it take our account to be billed?*
The Transportation Department sends billing information to accounting on the 10th of each month for the previous month's travel. Accounting will then transfer funds within a few days.
- H. *Who is eligible to ride a school bus?*
You may go to the Transportation Department web page and click on the link to the left called Operational Guidelines and their bus eligibility information can be found.
- I. *How can I know what students are scheduled to ride a bus?*
You may call Marte Cirrincione, Computer Routing Specialist, at Ph. 456-5791 and request a printout be emailed to you with student and bussing information for your campus.

XII. School Bus Safety Tips

- A. The following information on School Bus Safety should be discussed with your student prior to riding the bus.
1. Stay out of the danger zone at all times!
 2. Remember — if you cannot see the driver, the driver cannot see you!
 3. Never go near the bus unless the driver has given you the signal to come!
 4. Never, ever walk or play behind a vehicle!
 5. When you go near the bus, always, always be sure you can see the bus driver!
 6. If you drop anything in the danger zone, leave it. Never, never stop to pick it up!

B. Know the Danger Zones

1. Every child must know the DANGER ZONES around the school bus.
2. Children should never enter the DANGER ZONE unless the driver has given them permission.
3. If a child can touch the bus, he or she is too close.
4. If a child must cross the street, know all the rules to cross safely.
5. The 10 Giant Step rule is a good measurement for children to identify the DANGER ZONE around the school bus, particularly when crossing in front of the bus.
6. When near a bus, the children must have the attention of the school bus driver.
7. Children should never play around or near school bus vehicles.
8. When leaving the bus, children must walk directly home.

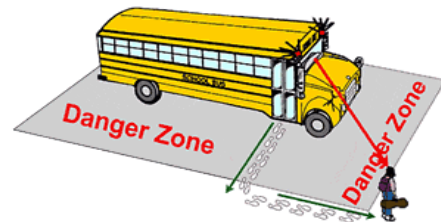


C. Getting On and Off the Safe Way

1. Always be on time with your school things tucked safely away.
2. Never run to or from the bus.
3. Wait for the bus at a safe place away from the road.
4. Wait for the bus to stop before approaching to get on.
5. Remember if you can touch the bus, YOU ARE TOO CLOSE!
6. Your driver will tell you when to get on.
7. Walk up the steps, one at a time, using the handrail.
8. Never push or shove.
9. IF YOU DROP ANYTHING IN THE DANGER ZONE, LEAVE IT. NEVER, NEVER STOP TO PICK IT UP!
10. Sit facing the driver, feet in front of you.
11. Keep the aisle clear at all times.
12. ALWAYS LISTEN TO AND OBEY YOUR SCHOOL BUS DRIVER!

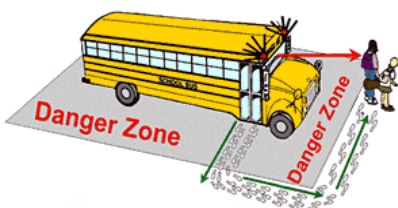
D. Getting Off the Bus

1. Use the handrail.
2. Do not push or shove.
3. Walk do not run away from the bus.
4. Never go behind the bus.
5. Go right home.



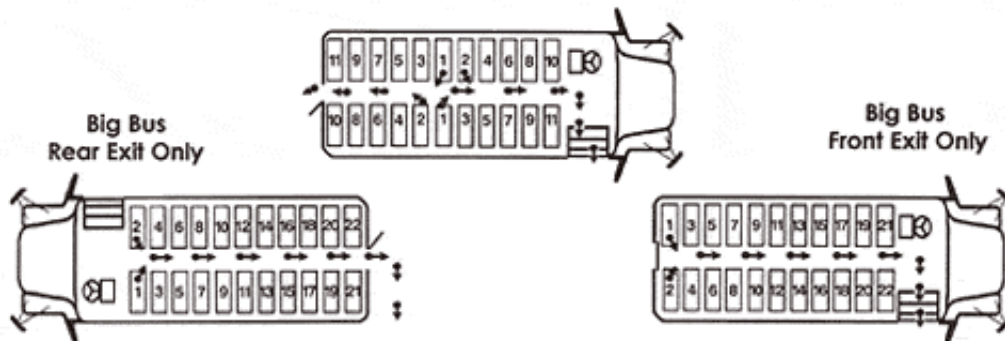
E. Crossing the Street after Getting Off the Bus

1. If you must cross the road after getting off the bus, use the 10 GIANT STEPS as a guide to take you out of the DANGER ZONE at the front of the bus.
2. Be sure you can see the driver and that the driver sees you.
3. Watch for the driver's signal that it is safe to cross.
4. Stop when you reach the edge of the bus.
5. Look and listen both ways to be sure it is safe before you cross.

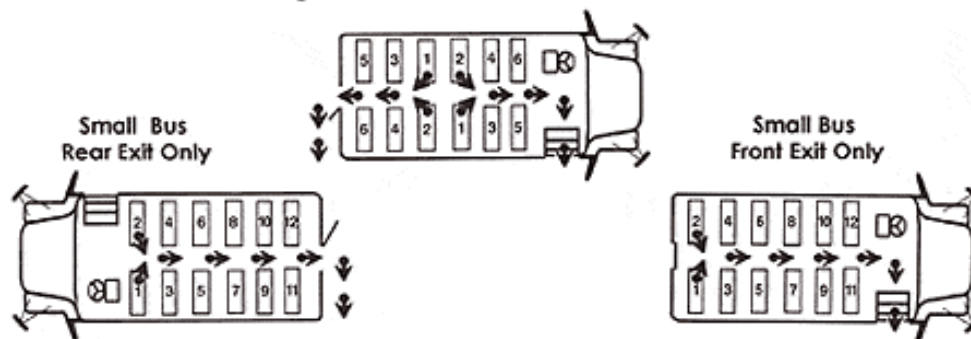


6. IF YOU DROP ANYTHING IN THE DANGER ZONE, LEAVE IT. NEVER, NEVER STOP TO PICK IT UP!
 7. Walk never run across the street.
 8. Go right home.
- F. *Crossing the Street to the Bus*
1. If possible, have an adult help you cross the road.
 2. Before crossing, be sure you can see the stop arm and lights flashing.
 3. Wait for the driver's signal before you start to cross.
 4. Look and Listen both ways to be sure it is safe before you cross.
 5. Walk never run across the street.
 6. STAY OUT OF THE DANGER ZONE AT ALL TIMES!
 7. IF YOU DROP ANYTHING IN THE DANGER ZONE, LEAVE IT. NEVER, NEVER STOP TO PICK IT UP!
- G. *Emergency Evacuation the Safe Way*
1. Listen to the driver's instructions for the correct exit.
 2. Be calm, quiet and do not panic.
 3. Leave your belongings behind.
 4. Exit seat-by-seat alternating rows.
 5. Leave the bus quickly without pushing, or shouting.
 6. Walk to a safe place and stay together.

Using available exits on a Big Bus

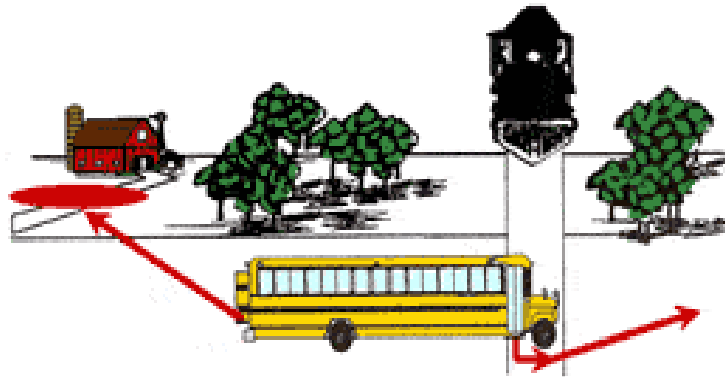


Using available exits on a Small Bus



XIII. Railway Crossing Evacuation

- A. Listen to the driver's instructions for the correct exit.
- B. Go away from the tracks as far as possible in a direction (at a 45-degree angle) toward the train to avoid being hit by debris from the crash.
- C. Go to a safe place and stay together.



END

Ector County ISD does not discriminate on the basis of gender, age, race, nationality, religion, disability, socioeconomic standing or non-proficiency in English language skills in providing educational services for students' benefit.