



NORTH ADAMS COMMUNITY SCHOOLS  
**TRANSPORATION  
HANDBOOK**  
**2024-2025**



*Good at Learning. Good at Life.*

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## OUR VISION

*Good at Learning. Good at Life.*

## OUR MISSION

North Adams Community Schools provides a positive learning and working environment where quality programs and daily modeling of citizenship inspires all students, staff, and community members to achieve excellence.

## OUR GUIDING PRINCIPLES

- All students are challenged to maximize their learning potential and achievement for lifelong success.
- High quality curricular, co-curricular, and extra-curricular experiences are critical for academic achievement and student success.
- We value recruiting, developing, and retaining qualified, effective personnel.
- A positive and constructive relationship between staff, families, and community stakeholders is essential to providing the best educational opportunities and environment for our students.
- We believe in fiscally responsible decision-making.
- We value a safe, effective, and efficient learning environment.

## OUR CORE VALUES

- COMMUNITY—You belong here. As part of our school family, you will be safe, supported, and welcomed.
- GROWTH—You will grow here. We each have different talents and gifts as well as areas to grow. But we all have the superpower of effort.
- RESPECT—You will have an impact here. Each of us has the capacity to be a world changer. As such, we must treat others, and ourselves, with grace, kindness, compassion, and accountability.

## OUR PBIS (*POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS*): BE BRAVES

- B—Be Responsible. A verb. Do. Strive. Make a conscious choice and act.
- R—Respectful. Be kind, loving, encouraging, courteous, and mindful.
- A—Attentive. Be present physically and psychologically.
- V—Valiant. Do what is right, even when it is hard.
- E—Effort. Try. Practice. Do your best. Work to be better than yesterday.
- S—Selfless. Give to others. Be generous. Be thoughtful. Serve.

## REQUIREMENTS TO DRIVE:

1. All school bus drivers must hold a CDL Class B, with a Passenger (P), School Bus (S), and Air Brake endorsement.
2. Pass and maintain a DOT physical
3. Pass a pre-employment drug screening and adhere to NACS Transportation Drug and Alcohol procedures and policies, including random drug tests.

## PROCESS FOR OBTAINING COMMERCIAL DRIVER LICENSE WITH YELLOW CARD:

1. Prospective drivers must first apply for and receive a CDL learner's permit at the BMV.
  - a. There will be four tests to pass, and the cost is \$35 for all tests. Payment is due upon passing all tests.
  - b. The BMV has materials prospective drivers may use to study.
  - c. Prospective drivers may take each test as many times as needed to pass, with twenty-four (24) hours between retakes. Once a candidate passes one test, he/ she may go on to the next.
2. Prospective drivers will be scheduled for a CDL Physical and Pre-Employment Drug Screen.
3. Once a negative Drug Screen is received, prospective drivers must attend a 3-day, free bus course in Fort Wayne.
4. After earning their *Blue Card*, prospective drivers will work with North Adams Transportation Department staff during their ELDT training.
5. Once those steps have been successfully completed, North Adams Schools Transportation staff will work with prospective drivers on receiving their *Yellow Card*. This involves taking one of our buses to the Commercial Driving Site in Fort Wayne to take a field test. Up-front costs are \$100 for the test and \$95/ hour for the prep. However, the district will reimburse the prospective driver for these expenses once the yellow card is earned, and the driver starts driving for North Adams Community Schools.
6. Once the prospective driver receives a *Yellow Card*, he/ she must have four (4) hours of observation and eight (8) hours of driving with one of our drivers before the prospective driver may drive independently. After six (6) ECA trips and/ or regular routes driven, the district will provide a one-time stipend of \$300.

## DAILY PROCEDURES:

1. All drivers will provide safe transportation for students daily by:
  - a. Performing pre- and post-trip inspections for every drive.
  - b. Following all rules and regulations of the DOT, State, and federal laws.
  - c. Reporting all maintenance concerns immediately to ensure the bus is functioning at the highest possible level of safety, cleanliness, and comfort for students.

2. All drivers will provide efficient and on-time student transportation daily by:
  - a. Following established routes and schedules to ensure efficient use of resources.
  - b. Being prepared to accept and dismiss students at the appropriate location for on-time delivery and pick up. This includes being parked at the student receiving location at least ten (10) minutes before school dismissal.
  - c. Effectively, professionally, and pro-actively communicating student concerns with parents, building administration, and transportation administration.
3. Drivers must always carry their Indiana State License, Indiana School Bus State Certification Card (yellow/ blue card), and the DOT Medical Examiner's Certificate.

## **DRIVER AND TRANSPORTATION STAFF EXPECTATIONS:**

1. **Attendance:** When reporting an absence, drivers must speak to a live person. Please call between 5:30 and 5:45 a.m. In the afternoon you must call by 12:30 p.m. Please let us know if you have additional runs, including field trips. Absences must be entered into Frontline within 3 hours of your scheduled start time.
2. **Bus Cleanliness:** The school bus driver must keep the bus clean inside and out. At the end of the school year, drivers are responsible for cleaning their bus and returning it to the bus garage within one week after the last day of school.
3. **Cameras:** All buses have digital cameras installed and running when the ignition key is "on." It is the driver's responsibility to verify that the camera and hard drive are engaged each day.
4. **Cell Phone Use:** Drivers may not use cell phones or earbuds on the bus while driving school vehicles, whether students are on the bus or not. Cell phones must be turned off (or silenced) while operating a school bus. If keys are in the ignition, drivers may not operate a cell phone from the driver's seat. Personnel found in violation of this policy will be reprimanded with the possibility of suspension or termination of employment
5. **Dress/ Grooming:** NACS expects transportation employees to dress in a manner that promotes a professional public image as well that is safe and functional for what they may need to do as part of their job. This includes:
  - a. Good grooming and personal cleanliness.
  - b. Wearing clothes that meet dress code expectations for staff.
  - c. Wearing shoes that fully enclose the foot.
  - d. Having clothing, outerwear, and footwear appropriate for the weather and terrain in case an evacuation becomes necessary.
6. **Language:** Vulgar or obscene language should not be used.
7. **Leaving Students Unattended on the Bus:** All drivers and monitors must complete a detailed walk through on their bus before abandoning their bus after every route. A driver and/ or monitor will be recommended for immediate termination of employment if a student is left unattended on the bus.

8. **Loading and Unloading of Students at Schools:** All buses arriving at school will shut down their engines as soon as they are parked. Buses should not be turned back on until the sidewalk in front of them is clear of all students/ personnel.
9. **Physical Expectations:** In addition to any physical certification requirements from the State, drivers must be able to assist student riders on and off the bus, climb bus steps adeptly, walk at a moderate pace for at least 100 yards, and lift a minimum of forty (40) pounds repeatedly, including from above one's head to the ground.
10. **Radio Etiquette:** All radio transmissions should be as brief as possible to use minimum airtime. Drivers are prohibited from using the radios for personal use.
  - a. Radios are for informational content, not to debate, argue with, disparage, make fun of, be passive aggressive toward, or yell at others. Inappropriate interactions with or toward others will result in a disciplinary action.
  - b. Confidential information should be handled by telephone, not by radio.
  - c. Profanity will not be permitted on the radio and will result in disciplinary action.
11. **Radio/ Media:** Please do not play any radio station that is not student friendly. Radios should be played at a moderate noise level so the driver can still hear the students when needed.
12. **Substance Use:** For more details, see "Controlled Substance and Alcohol Policy" on page 10 of this handbook.

The use, possession, sale, purchase, or transfer of unauthorized or illegal drugs or substances as well as the abuse or misuse of legal drugs on school property, while on school business, or while operating school vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, within the four-hour period before reporting to work or having any measurable amount of alcohol in the system during working hours is prohibited, whether on or off school property. Working hours include all break times. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance of their ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy may result in termination as a driver for NACS and possible legal prosecution.

13. **Tobacco:** No driver or any other transportation staff may use tobacco, tobacco products, or vapes on the bus or school property *at any time*. Personnel found in violation of this policy will be reprimanded with the possibility of suspension, probation, or termination of employment.
14. **Traffic Violations:** Any driver who receives a citation for a traffic violation or is arrested for any reason must report it to their supervisor immediately, per federal law, or risk termination of employment.
15. **Visitors/ Unauthorized Passengers:** No unauthorized person shall be permitted to ride in any school bus at any time, except as provided by law. Additionally, transportation employees are not allowed to bring their children/ grandchildren/ family members to work with them.

## STATE REQUIREMENTS FOR SAFE OPERATION OF BUS

**\*\*Refer to the School Bus Crisis Plan for all safety- and crisis-related procedures.**

1. **Accident:** In case of an accident when any school bus is stopped on the road, the driver shall protect the bus from further accidents by such methods as setting warning devices, controlling traffic, and/ or keeping in mind that the first responsibility is to the passengers. The Bus Garage should be contacted as soon as possible by radio.
2. **Backing Bus:** No bus shall be backed up on any school ground, playground, or loading area unless such backing is properly supervised by an adult.
3. **Bus Stops:** In no case shall a school bus driver put a passenger off the bus except at his regular station or at the school. The only exception is with written parental permission.
4. **Door:** Driving with the door open is not allowed.
5. **Flashers:** The appropriate lights shall be turned on at least two hundred (200) feet before stopping on the traveled portion of the highway to warn approaching traffic of intentions of the bus driver.
6. **Idling:** No school bus driver shall leave the bus with the engine running. Bus drivers shall not leave the key in the ignition when leaving the bus, with or without students on the bus.
7. **Moving Violations:** School bus drivers shall comply with all laws, rules, and regulations governing the operation of motor vehicles on the highways of the State of Indiana. Any moving violation will be handled accordingly.
8. **Operation of Bus:** No school bus driver shall permit any other person or student to drive the bus, occupy the driver's seat, or tamper with the engine or controls, except as authorized by school officials.
9. **Railroad Crossings:** Before crossing any railroad track at grade, the driver of a school bus, with or without students on board, shall stop the bus within fifty (50) feet, but not less than ten (10) feet, from the nearest rail. While the bus is stopped, the driver shall listen through an open door, look in both directions along the track for approaching trains, and look for signals indicating the approach of a train. Driver shall not proceed until it is safe to do so.
10. **Roadside Assistance:** No assistance shall be given by any school bus driver to any other vehicle on the road.
11. **Speed:** No school bus shall be operated at a speed greater than that posted in any speed zone, and in no event shall any school bus be operated at a speed greater than sixty (60) miles per hour on any state or federal highway or greater than forty (40) miles per hour on any county or township highway.
12. **Stop Arm:** The "Stop Arm" shall be displayed only when the bus is coming to and completely stopped on the traveled portion of the highway to load or unload passengers. While off the traveled portion of the highway, the stop arm shall not be used, and flashing lights shall not be operated.
13. **Student Location for Bus Operation:** No school bus shall be moved until all children are beyond the white line within the bus and the bus door has been closed. A driver should not accelerate until all students are seated. No student shall occupy a space forward of the rear of the driver's seat, and every bus shall have

clearly posted, at or near the front, a sign stating that it is a violation of the laws of the State of Indiana for a bus to be operated with school children occupying the prohibited area.

14. **Turn Signals:** The directional lights shall be turned on at least two hundred (200) feet before turning from the highway to warn approaching traffic of intentions of the bus driver.

## **SPECIAL NEEDS DRIVERS & MONITORS**

Expectations for Special Needs Transportation:

1. **Lift:** Only the driver or bus monitor may operate the wheelchair lift and/ or secure students who will be riding the lift, along with all other child safety restraint systems.
2. **Seatbelts:** If there are lap belts installed on the bus, students are required to wear them.
3. **Confidentiality:** All personal student information must be kept confidential and in a secured place on the bus. Information shared on the radio about a special needs student should be limited.
4. **Emergency Information:** Route information, directions, seating charts, individual health or behavior plans, and crisis plans must be kept up to date at all times. Drivers should notify the Bus Garage of any changes.
5. **Monitoring:** Monitors must always be actively monitoring students when they are on the bus. Unless assisting/ supervising a particular student, bus monitors should be seated behind students.
6. **Physical Expectations:** In addition to any physical certification requirements from the State, drivers and transportation staff must be able to assist student riders on and off the bus, climb bus steps adeptly, walk at a moderate pace for at least 100 yards, and lift a minimum of forty (40) pounds repeatedly, including from above one's head to the ground.
7. **Compliance:** Drivers and monitors must always follow students' IEP or 504 plans.
8. **Drop Offs:** Drivers and monitors must always know who is responsible for accepting students from the bus. Check with the transportation or school office if there is a question regarding the verification of the adult at the bus stop.

## **FIELD TRIP PROCEDURES**

School buses may be used to transport students to and from school-sponsored activities. The principal must approve all curricular field trips. Assignments on the use of school buses will be made through the Bus Garage or the athletic director. Drivers are given the opportunity to take field trips on a voluntary basis.

When special equipment is needed for a trip, it is the responsibility of the sponsoring organization to furnish and secure such equipment in or on the bus.

### **Extra-Curricular Clubs:**

Club trips are paid at the extra-curricular rate by the club who is taking the trip, even if the trip is during the school day. However, these trips normally are taken after school or on



weekends. Trips will be offered to regular route drivers prior to substitute drivers. Assignments will be made by telephone, bus radio, or in writing via driver's mailbox at the Bus Garage. Most requests will come to the Transportation Assistant by email.

When transporting groups on a field trip the driver will wait to be sure the scheduled activity will proceed as scheduled. The bus driver will never leave an event without first checking with the coach or teacher in charge. If the teacher or coach in charge agrees that you may leave, provide them with contact information.

If a driver is scheduled to drive for a field trip and not notified of a cancellation prior to arriving, he/ she is entitled to one hour pay. To be paid, the driver should submit the trip ticket.

### **Athletics:**

There are several sports funded by their respective athletic department. The drivers assigned to those sports will be selected by the athletic director at that school. All other athletic trips are assigned by the Bus Garage.

Every attempt will be made to give after-school trips to regular bus drivers prior to substitute drivers. Substitute drivers may be assigned to athletic trips requiring an early departure after school.

When driving for athletic events the following guidelines have been established for overnight accommodations and meals:

1. Overnight Accommodations: When making overnight trips it is assumed that the traveling group will be responsible for providing a room for the bus driver at double occupancy.
2. Meals: It is assumed that the accompanying bus driver will be responsible for their own meals while on a trip unless other accommodations are made prior to traveling.

### **Trip Selection Process:**

1. Trips will be offered to regular route drivers prior to substitute drivers or dual-employed drivers.
2. Once a trip is picked, it is the driver's responsibility. Trips cannot be selected with the intention of giving them to another driver. If, for unforeseen reasons, it becomes necessary to transfer a trip, the Transportation Assistant must be notified, and the driver will need to secure an alternate driver for the trip.
3. By placing their names on the seasonal list, drivers are also on the call list for uncommitted trips.

### **Trip Tickets:**

Drivers are to submit a trip ticket for each trip they take as soon as the trip is completed. Trip tickets should not be held. Drivers will leave their trip tickets at the Bus Garage for processing. Even if a driver is volunteering his/ her time for a trip, a trip ticket still must be submitted for record keeping purposes.

All NACS drivers are permitted to charge an additional 15 minutes prior to any field trip to be able to arrive at the determined location, load the school bus and be ready for departure at the time the teacher/ coach has requested.

The principal, athletic director, or teacher/ coach in charge of the trip must sign the trip ticket. Any trip ticket submitted without a signature will result in a delay of pay.

Curricular and extra-curricular trips are paid in quarter hour increments. Bus drivers are to record the actual number of hours and minutes that they were on the field trip.

If a regular route driver is asked or requests to drive a curricular trip that requires a substitute driver to take over their regular route, the regular driver cannot take a personal day. The regular driver will need to request a leave day without pay. This should not be a regular practice as we expect our full-time drivers to fulfill their primary driving obligation.

### **Parochial School Field Trips:**

Parochial Schools will request bus transportation in the same manner as NACS personnel. Transportation Request forms are to be submitted to the Bus Garage for approval at least two weeks prior to the day of the trip.

NACS will not be responsible for payment of wages to the driver. Wages are to be negotiated between the driver and the parochial school. At the beginning of each school year a copy of the bus driver wage scale is sent to the parochial school principals. Trip tickets are required for each parochial school trip and are available at the Bus Garage.

The NACS bus must be returned to the Bus Garage with a full tank of fuel. The bus must be refilled immediately following the trip at a local fuel station, not the NACS Bus Garage.

Parochial schools are responsible to provide fiscal responsibility for the school bus. Documentation is to be kept on file in the Administration Office and in the Bus Garage evidencing they have insurance to cover an accident. If a "Certificate of Insurance" is not on file, the parochial school will be denied use of a NACS bus.

## **SCHOOL BUS POST-ACCIDENT PROCEDURES**

1. After a site accident investigation is completed, take the bus to the Bus Garage for a damage evaluation.
2. Generate an accident report for District Office to submit to the insurance claims office. This report must be provided to the Transportation Assistant no later than the morning immediately after the day of the accident.
3. The driver must notify the Transportation Assistant if a citation is issued to him/ her for a violation related to the accident.
4. If any of the following conditions are present, the driver will be required to take a post-accident drug and alcohol test:
  - a. There is a fatality resulting from the accident.

- b. The driver receives a citation and there is an injury that is treated at a facility other than the scene of the accident.
  - c. The driver receives a citation, and a vehicle had to be towed from the scene of the accident.
5. It is critical that the drug and alcohol test be taken within two (2) hours of completion of the site accident investigation. If a sample is not submitted in a timely manner, it is considered the same as a positive test result.

## **END OF DAY LOCATION FOR NACS BUSES**

Any bus being used for transportation of students in any curricular, extra-curricular, or sporting event will be returned to the Bus Garage parking area at the end of the route. This policy does not apply to regular route drivers who have been given permission to take their bus home at the end of the day.

## **BUSES PARKED AT OTHER LOCATIONS**

No NACS bus shall be used for personal reasons or purposes. This includes, but is not limited to, stopping before or after a regular route or extra-curricular trip at any place to conduct personal business.

Any NACS bus that is parked in a location other than those reasonably expected to be part of a normal school route or in areas not otherwise authorized as a legitimate part of an extra-curricular activity, driver training, or bus repair pose a liability for the driver and NACS, particularly if they are directly or indirectly involved in an accident. If a driver uses a NACS bus for personal business and that bus is involved in or causes an accident, the DRIVER personally may be liable for the accident.

## **ILLEGAL STOP ARM PASSING**

Forms for illegal stop arm passing are available from the Transportation Assistant. Drivers are **REQUIRED** to complete the form and return it to the NACS Resource Officer or Decatur Police Department if the SRO is not available as soon as possible following a violation. Copies of the completed form also must be filed at the Bus Garage and Central Office.

## **VEHICLE MAINTENANCE**

Maintenance is facilitated through the Bus Garage. Drivers should make a report to the Transportation Assistant about any operational concerns or maintenance needs. A substitute bus will be made available when necessary.

Fuel is provided at the Bus Garage. When adding fuel to a bus, the driver must stay with that bus until the fueling is complete. **DO NOT WALK AWAY!**

## **WORKING MORE THAN 40 HOURS PER WEEK**

Any driver who works more than forty (40) hours during a week cannot hold trip tickets until the next pay period due to Indiana labor laws. Overtime is paid only on hours WORKED more than 40 hours per week. Overtime will be paid on a weighted average of all hours and rates driven for that week.

## **TRANSPORTATION LOG SHEETS**

NACS transportation personnel are required to complete and submit to the Transportation Assistant a Transportation Log Sheet at the end of each week. Each time an employee is completing a task for the Transportation Department they must record the date, trip information, start and end times, and total time. These forms are available from the Transportation Assistant.

## **CONTROLLED SUBSTANCE AND ALCOHOL POLICY**

This policy applies to all NACS drivers who are required to hold a Commercial Driver's License (CDL) to perform their job functions.

Employees are responsible for:

1. Reporting for duty in a work-ready condition;
2. Remaining in a work-ready condition throughout the assigned shift;
3. Reporting to his/ her supervisor the use of medically authorized drugs or other substances that may impair the driver's performance of safety-sensitive functions; and
4. Submitting to drug and/ or alcohol testing as is required by State or federal laws, INDOT requirements for CDL drivers, or NACS policy for bus drivers or other employees of the district.

A safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include all time:

1. An employee is waiting to be dispatched,
2. Inspecting, servicing, or conditioning any commercial motor vehicle,
3. Spent at the driving controls of a vehicle,
4. Other than driving time, in any vehicle,
5. Loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, and/ or
6. Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

To meet the responsibility to be work-ready, the employee shall:

1. Abstain from the consumption of illegal drugs at all times.
2. Submit to being tested for drugs and/ or alcohol during the performance of their duty.
3. Abstain from using alcohol at least four (4) hours before performing safety-sensitive functions.

4. Abstain from the consumption of alcohol during assigned on-call hours.
5. Refrain from reporting to or remaining on duty with a registered blood alcohol concentration other than 0.00%.
6. Acknowledge to his/ her supervisor the use of alcohol and the inability to perform safety-sensitive functions if called to report to duty when unscheduled. This self-report would carry no disciplinary action.
7. Abstain from consuming alcohol, including medications with alcoholic content, while at work and for eight (8) hours following the involvement in an accident or until he/ she submits to a post-accident drug/ alcohol test, whichever is first.
8. Inform his/ her physician of the employee's job duties and determine from the physician or other health care professional whether any prescribed drug may impair one's job performance or mental/ motor function.
9. Report to his/ her supervisor the use of medically authorized drugs or other substances that may impair job performance of safety-sensitive functions. Such report should be accompanied with proper written medical authorization from a physician to work. Failure to report or provide appropriate documentation may be grounds for disciplinary action. When use of prescribed drugs adversely affects job performance or safety, it is in the best interest of the driver, co-workers, and the School Corporation that the driver takes sick or vacation days, or, if necessary, unpaid leave, in accordance with the NACS leave policies.

Submitting to drug and/ or alcohol testing in appropriate circumstances when required includes not refusing. A refusal will be assumed if the employee:

1. Fails to provide a breath or urine sample,
2. Provides insufficient volume without a valid medical explanation,
3. Adulterates or substitutes a specimen,
4. Fails to appear within a reasonable time,
5. Leaves the scene of an accident without just cause prior to submitting to a test,
6. Leaves the collection facility prior to test completion,
7. Fails to permit an observed or monitored collection when required,
8. Fails to take a second test when required,
9. Fails to cooperate with any part of the testing process, and/ or
10. Fails to complete or sign required forms involved in the testing process.

Refusal to test will be considered the same as a positive test for the purposes of disciplinary action.

### **Types and Reasons for Testing**

All drivers will be tested for alcohol and drug use in accordance with approved procedures when directed by the Superintendent.

1. **Pre-Employment:** Offers of employment for positions that require the possession or maintenance of a CDL shall be made contingent upon the applicant passing a controlled substance test. Any individual who refuses to submit to such a test or has a positive controlled substance test result will not be considered for employment with NACS.
2. **Random Testing:** All employees occupying positions requiring CDLs are subject to

random testing for alcohol and controlled substances.

- a. At least 50% of the total number of drivers shall be tested annually for drugs.
  - b. Similarly, at least 10% of the total number of drivers shall be tested annually for alcohol.
    - i. Random drug and alcohol testing may be combined. For example, when testing at 50% drug random rate and 10% alcohol random rate, half of the randomly selected drivers chosen for testing might be tested for both drugs and alcohol, while the rest could be tested only for drugs
  - c. Random testing selection:
    - i. All employees remain in the testing pool all year regardless of whether previously drawn for testing;
    - ii. Use a valid random selection process or application;
    - iii. Test at least once each quarter; and
    - iv. Dates of testing are not announced or known.
3. **Post-Accident:** An employee occupying a position requiring a CDL will be required to submit to alcohol and/ or controlled substance testing, if, while performing driving duties:
- a. There is a fatality resulting from the accident,
  - b. The driver receives a citation, and there is an injury that is treated away from the scene of the accident, or
  - c. The driver receives a citation, and a vehicle had to be towed from the scene of the accident.

After an accident, the employee shall contact the supervisor as soon as possible. The supervisor must complete the FMCSA Post-Accident Documentation Form and direct the employee for required testing as quickly as possible. The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by Federal, State, or local officials having independent authority for the test shall be considered to meet the requirements for post-accident testing if the school corporation receives the results.

If federal, State, or local officials conduct breath, blood, or urine tests for the use of alcohol and/ or controlled substances following an accident, employees must comply with such requests.

If a driver is seriously injured and cannot submit to testing at the time of the accident, the driver shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were drugs or alcohol in the driver's system. Nothing herein shall be construed to require the delay of necessary medical attention for the injured or to prohibit an employee from leaving the accident scene for a period to obtain emergency assistance.

Time limits on Post-Accident Testing are as follows:

- a. An employee subject to post-accident testing shall remain readily available for such testing, including notifying his/ her supervisor of his/ her location should he/ she leave the accident scene.
  - b. If the driver has not submitted to an alcohol test within two (2) hours of the accident, the employer shall prepare and maintain on file a record stating the reason a test was not promptly administered.
  - c. If the driver has not submitted to an alcohol test within eight (8) hours, the employer will cease attempts to administer the alcohol test and prepare and maintain the record described above.
  - d. No driver required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident or until he/ she undergoes a post-accident alcohol test, whichever occurs first.
  - e. If a post-accident controlled substances test is not administered within thirty-two (32) hours of the accident, the supervisor shall cease attempts to have the controlled substances test administered and prepare and maintain on file a record stating the reasons the test was not done within said thirty-two (32) hours.
4. **Reasonable Suspicion:** NACS is required to test for the use of alcohol and controlled substances upon “reasonable suspicion.” Reasonable suspicion is defined to mean that the school corporation believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/ or controlled substances. Supervisor or other administrative personnel in the district must witness the conduct that indicates a reasonable suspicion that the driver may be under the influence of alcohol or a controlled substance.

Supervisors or other administrative personnel who have reasonable suspicion will take the following actions:

- a. Keep the employee under direct observation until the situation is resolved.
- b. Tell appropriate district personnel about his/ her observations, discuss the circumstances, and determine whether testing should be required.
- c. If testing is deemed to be necessary, the employee will immediately be notified of the allegation and provided a brief explanation of the evidence giving rise to the reasonable suspicion. The employee may have an opportunity to respond to the allegation before being required to submit to a breath, urine, and/ or blood test.
  - i. At this point, the employee may not be permitted to drive a district vehicle or return to duty unless and until a negative test result has been received. The employee will be suspended without pay until results are received. If the results are negative, then the employee will be reimbursed for lost wages due to suspension.
  - ii. Admission by the employee of having ingested drugs or alcohol shall be sufficient evidence on which to base disciplinary action without requiring the employee to submit to formal testing.
- d. Chain of custody shall be observed by the supervisor or administrative

personnel coordinating the testing process.

- e. Administrative personnel shall transport the employee to an appropriate collection site and, thereafter, will ensure that arrangements are made for the employee to be transported to the employee's residence or place of lodging. Under no circumstances shall an employee be permitted to drive from the collection site.
- f. If the driver has not been administered an alcohol test within two (2) hours following the determination to conduct a reasonable suspicion test, the employer shall prepare and maintain on file a record stating the reason a test was not promptly administered. If the driver has not been administered an alcohol test within eight (8) hours, the employer will cease attempts to administer the alcohol test and prepare and maintain the record described above.
- g. A written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test and signed by the supervisor or official who made the observations within twenty-four (24) hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier; and
- h. Disciplinary action shall be initiated for any employee with a verified positive test result.

### **Testing Procedures**

All testing will be performed by an authorized organization or agency designated by NACS. Samples will be provided without observation unless there is reason to believe a particular individual may alter or substitute the specimen. Reasons for observation include, but are not limited to, previously being identified as an illegal drug user, tampering with other tests, providing an unacceptable specimen at the time of collection, or the medical review officer ordering a direct observation re-test.

NACS will pay the cost of drug and alcohol testing that it requires or requests of employees, including confirmation testing of positive results from an initial test. All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at his/ her overtime rate, if applicable, if the test is negative. If an employee is off work while awaiting the results of a drug and/ or alcohol test, the Board will reimburse the employee for lost wages if the test result is negative. If the test results are positive, the Board will not pay for the employee's time while not on duty.

1. **Positive Alcohol Testing Protocols:** An employee who receives a positive test result on an initial alcohol breath test (any BAC over 0.0%) is required to take a confirmation validity test within 15-30 minutes. If this test is positive, the employee will be required to report to the district's collection site at the district's expense to receive a blood alcohol concentration test.
2. **Positive Controlled Substances Testing Protocols:** Within seventy-two (72) hours after an employee is notified of a positive, adulterated, or substituted test result for a



controlled substance, he/ she may request that the “split” portion of his/ her specimen be tested again.

When a confirmed positive test has been returned by the laboratory, medical personnel will review all medical records provided by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.

If medical professionals determine there is no legitimate explanation for the positive result, such result will then be considered a verified positive test result. Consistent with confidentiality requirements, the medical professional shall refer written determination regarding all verified positive test results to the appropriate school district representative.

### 3. **Non-Routine Collections:**

- a. **Dilute**—A specimen wherein creatinine and specific gravity values are lower than expected for human urine. The laboratory and not the collection site will note this situation. Dilute specimens will require a re-test, the results of which will be determined by policy of the laboratory.
- b. **Out-of-Temperature**—A specimen with temperature higher than one hundred (100) degrees or lower than 90 degrees Fahrenheit. This anomaly is determined at the collection site. A re-test will be immediately required using protocols of the collection site.
- c. **Shy Bladder**—Situation wherein the donor does not produce sufficient volume of urine. Protocols of the collection site will be followed for this situation.

### Consequences for Positive Test Results

1. Drivers who test positive for alcohol (.04% BAC or greater) or for a controlled substance will be prohibited from driving or performing safety-sensitive functions for NACS and will be subject to any other NACS policy dealing with the use of alcohol and controlled substances, which may include dismissal from employment.
2. Drivers who have an alcohol breath test less than .04 shall not drive or perform safety sensitive functions for NACS, nor shall NACS permit the driver to perform or continue to perform safety sensitive functions until the driver has had a blood alcohol test result that verifies the actual blood alcohol level of the driver. If this test has a BAC greater than 0.0%, the employee will become subject to all other policies in this handbook, and any other NACS policy, dealing with the use of alcohol and controlled substances and may be subject to disciplinary measures in accordance therewith.

### Return to Duty:

An employee who was not dismissed after a refusal to test or positive test result will be required to undergo a counseling or rehabilitation program for alcohol or controlled substance use, and must complete the following steps:

1. The employee meets with a Substance Abuse Professional (SAP) and complies with the SAP’s written follow-up education, treatment, and testing plans, all at the expense of the driver.

2. After fulfilling item # 1, the employee has a negative alcohol and/ or drug test, which will be administered by a testing agency authorized by NACS.
3. Following completion of items 1 and 2, the employee will not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the return-to-duty test.
4. Subject to any collective bargaining agreement or other legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the Superintendent.

#### **Follow-Up Testing:**

When a driver has been determined to need assistance in resolving problems associated with alcohol misuse and/ or controlled substance use, the driver will be subject to unannounced follow-up alcohol and/ or controlled substances testing. This follow-up testing would consist of a minimum of six (6) follow-up tests in the first 12 months. The follow-up testing period shall not exceed sixty (60) months. Follow-up testing for alcohol shall be conducted only when the driver is performing safety-sensitive functions.

#### **Confidentiality**

Any information concerning a driver's drug or alcohol abuse will be available only to members of the administration and legal counsel whom NACS believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by NACS to any other employer, organization or individual without the driver's written consent.

The Superintendent and/ or Transportation Director are responsible for communicating this policy to all drivers and are accountable for its consistent enforcement. The Superintendent is designated to answer questions about this policy and all other matters involved in alcohol and controlled substance use and testing of CDL drivers.

#### **Training and Educational Materials**

1. NACS shall provide a drug-free awareness program which will inform bus drivers about:
  - a. The effects of alcohol and controlled substance use on health, work and personal life;
  - b. The name and contact information of an individual or organization that can provide counseling and access to treatment programs.
2. Bus drivers shall be provided with information regarding the NACS drug and alcohol testing program and applicable federal regulations, including the information required by 49 CFR 382.601. These materials will be provided to each bus driver prior to the start of a drug and alcohol testing program. Each bus driver is required to sign a statement certifying that the driver has received a copy of these materials.
3. Supervisors and appropriate staff members shall receive training that meets the legal requirements in alcohol and drug abuse recognition, in the procedures for testing, and in the proper assistance of staff member who exhibit the effects of substance abuse.

## **SEAT BELT USAGE**

Per 575 IAC 1-10-1, any school bus driver operating a bus equipped with safety belts shall at least once per semester provide instruction to passengers regarding the proper fastening of safety belt. This should include the proper position of the belt once fastened, the correct tightness, improper placement, required times for usage, and consequences for failure to use safety belts properly.

Documentation of said training must be provided to the transportation secretary who must report these trainings to IDOE by June 30<sup>th</sup> each year.

NACS reserves the right to terminate any driver who violates the school corporations' drug and alcohol abuse policy for CDL drivers. Employees who are convicted for alcohol- or drug-related charges may be subject to NACS disciplinary action, up to and including termination. NACS may offer the driver (at the driver's expense) the opportunity to receive appropriate treatment. When NACS makes such an effort and the driver rejects assistance or demonstrates a lack of serious commitment to overcoming the problem and achieving a satisfactory level of performance, attendance, or behavior, then termination will result.

## **BUS EVACUATION DRILL AND PROCEDURES**

NACS holds the safety of students as our foremost responsibility and consideration. While staff and administration work to prevent unsafe situations, there still may be events outside our control that may require NACS to invoke different crisis plans. To help facilitate our transportation team's response to any potential threat to safety, each bus has a NACS School Bus Crisis Plan book readily accessible which has been reviewed with the driver. Some parts of the plan have also been practiced with students to improve every person's response time, understanding, and comfort with different practices which may become necessary in unforeseen circumstances.

One such practice on which students train with the driver is the bus evacuation. Per Indiana Code 575 IAC 1-10-2, bus drivers must operate a bus evacuation drill with passengers within forty-five (45) days of the beginning of each semester. These drills must only utilize emergency exit or service doors and be completed in two (2) minutes or less. One of these required drills must be done without the driver directing the students during the evacuation to simulate a situation wherein the driver was incapacitated.

Documentation of these drills must be submitted to the Transportation Assistant who will then report to the State by June 30<sup>th</sup> of each year. In certain situations, students may be exempted from participation in the drill, but must have documentation of such exemption on file at school.

### **Bus Evacuation Drill**

#### **Pre-Drill Information to Cover with Passengers:**

1. Emphasize the point of the evacuation drill is for everyone to understand how to get out of a bus to safety quickly and effectively.

2. Students should leave any items that cannot be worn on their person on the bus during an emergency evacuation. Coats and backpacks/ purses may be taken with them if there is time, and they are ready to go. Passengers may NOT take time to put things in/ get things out of a backpack.
3. The gathering location (a landmark) should be identified where students should congregate after leaving the bus.
4. Identify which seats exit by which door. Emphasize that the door used to evacuate during a real emergency is contingent upon the situation. (i.e., If there is a fire at the front of the bus, then the rear door and emergency windows would be used.)
5. Relate that older students will be expected to help younger children off the bus and to safety as well as to help them remain calm in any crisis event. Screaming and being dramatic will not help get people to safety.
  - a. Identify at least 3-4 students for each door whose responsibility it will be to assist students off the bus from those points. Make sure those students know how to open those doors/ windows/ roof hatch/ kick out windshields.
  - b. Identify another two students per door who will help lead the students in an orderly line to the gathering location. Emphasize the need to be quiet and to follow directions.
  - c. Identify a couple kids to operate the bus radio and front of bus processes.
    - i. Show how to put the bus ignition in Accessory Position for the radio to work.
    - ii. Explain how to operate the radio and to access the Bus Garage.
    - iii. In making a report, they should give the bus location, road number, landmarks, etc. and provide if there is fire or injury needing an ambulance.
      1. After initial call, instruct them to stick the handpiece out the window before evacuating.
    - iv. Also, show them how to operate the 4-way flashers, red lights, and strobe; shut off engine; and set parking brake.
    - v. Show them where first aid kit is as well as crisis flip chart.

## **PUPIL SAFETY AND BUS CONDUCT EXPECTATIONS**

School bus drivers are expected to keep order, maintain discipline among the students while on the bus and along the route, treat each student with kindness and respect, see that no child is mistreated while in his/ her charge, and use every care for the safety of the students in his/ her charge. Students are expected to demonstrate good behavior and to follow all school rules from the time the student is within eyesight of the bus driver while waiting to be picked up through when walking away after disembarking. Failure to abide by bus and/ or school rules may result in consequences ranging from a verbal warning to the loss of bus riding privileges.

### **Bus Rules of Orderly Conduct**

Below is a non-exhaustive list of guidelines and rules for appropriate student conduct when

on a school bus. Students are expected to:

1. Arrive at loading stations prior to the expected time.
2. Ride one's assigned bus unless given express permission by the building administration. A student may not ride a different bus for non-school related activities such as extra-curricular activities, babysitting, visiting friends, etc. Emergency requests will be extended consideration by the building principal or designee.
3. Sit in the seat directed by the bus driver or bus monitor upon entering the bus.
4. Always remain in their seats until the bus comes to a complete stop and students are at their expected bus stop.
5. Refrain from eating or drinking on the bus.
6. Refrain from throwing any objects at any time.
7. Refrain from using inappropriate, vulgar, or profane language.
8. Speak at an appropriate volume for a small, enclosed space.
9. Refrain from engaging in inappropriate contact or violence of any kind.
10. Have permission from the driver to open or close any windows or doors.
11. Be respectful toward staff and other students on the bus at all times.
12. Avoid any actions which may distract the bus driver.
13. Refrain from being under the influence of or possessing any illegal/ illicit substances, paraphernalia, tobacco, vaping paraphernalia, or alcohol.
14. Refrain from knowingly possessing, handling, or transmitting any object which could reasonably be considered a weapon on the bus.
15. Maintain the condition of the bus and any other property stored/ transported on the bus.
16. Refrain from recording or taking a picture of any person on the bus without the express permission of every person in the frame, video, or audio track. Additionally, students may listen to music or watch videos on their devices on the bus if the content is considered school appropriate, and the volume is at a level so as not to disrupt others.

### **Consequences**

Should a student's behavior be determined by the bus driver to require redirection, the bus driver may:

1. Change the student's seat,
2. Have a conversation with the student,
3. Contact the student's parent/ guardian,
4. Require the student to stay on the bus until all other students have disembarked at his/ her stop, or
5. Write a discipline referral to be given to school administration.

School administration may apply any consequences as outlined in the student code of conduct for that building, such as loss of recess, lunch detentions, after-school detentions, ISS, RISQ, out of school suspension, or recommendation for expulsion. Additionally, for bus incidents, administration may also require students to clean the bus, as appropriate for the infraction, or remove the student from the bus for a day up to a year.

**Bus Video**

The School Board has authorized the installation of video cameras on school buses for the purpose of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/ her actions were recorded, the video may be viewed by the driver, Transportation Assistant, Transportation Director, the School Resource Officer, and/ or administration and may be used as evidence in the investigation.

Since these videos are considered part of a student's record, they may be viewed only in accordance with federal and State law. Videos are for school use only and may not be shared with others unless subpoenaed in a legal proceeding.

**Distinctive Offenses**

The following list provides some examples of distinctive disciplinary offenses, their categorization, and associated disposition. This list is not exhaustive, and dispositions for infractions not covered on this list will be determined by Administration.

Minor Offenses	Disposition*
Yelling	<ul style="list-style-type: none"> <li>• <b>1st Offense:</b> Warning or School-Appropriate Disposition</li> <li>• <b>2nd Offense:</b> Detention (Lunch, Recess, or After-School)</li> <li>• <b>3<sup>rd</sup> Offense:</b> Thursday/ Friday Night School</li> <li>• <b>4th Offense:</b> ISS</li> </ul>
Bouncing over bumps	
Playing music/ videos too loudly	
Moving seats	
Horseplay	
Eating/ Drinking on Bus	
Public Display of Affection	
Leaving Trash on Bus	

More Significant Offenses	Disposition*
Vandalism to bus	Restitution/ School-Appropriate Disposition/ Loss of bus privileges from one day up to a year
Throwing objects	School-Appropriate Disposition/ Loss of bus privileges from one to five days
Possession of weapon	School-Appropriate Disposition/ Loss of bus privileges from one day up to a year

<b>Fighting (<i>Battery</i>)</b>	<b>1<sup>st</sup> Offense:</b> School-Appropriate Disposition/ 3 days loss of bus privileges/ Police Report <b>2<sup>nd</sup> Offense:</b> School-Appropriate Disposition/ Loss of bus privileges/ Police Report **Cumulative for year
<b>Fighting (<i>Pre-Meditated or with Bodily Injury</i>)</b>	School-Appropriate Disposition/ Loss of bus privileges from 5 days to year/ Police Report
<b>Inappropriate contact</b>	School-Appropriate Disposition/ Loss of bus privileges from one to five days
<b>Possession of, distribution of, or under the influence of illegal/ illicit substance, paraphernalia, or alcohol</b>	<b>1<sup>st</sup> Offense:</b> School-Appropriate Disposition/ Loss of bus privileges 10 days/ Police Report <b>2<sup>nd</sup> Offense:</b> School-Appropriate Disposition/ Loss of bus privileges from one semester to a year/ Police Report *Cumulative for Year
<b>Possession of, distribution of, or use of vape or tobacco</b>	<b>1<sup>st</sup> Offense:</b> Confiscation/ School-Appropriate Disposition/ 1 day loss of bus privileges/ Police Report <b>2<sup>nd</sup> Offense:</b> Confiscation/ School-Appropriate Disposition/ 3days loss of bus privileges <b>3<sup>rd</sup> Offense:</b> Confiscation/ School-Appropriate Disposition/ 5- 10 days loss of bus privileges *Cumulative for Year
<b>Actions that distract driver</b>	School-Appropriate Disposition/ Loss of bus privileges from 1 day up to 1 year
<b>Disrespect/ Insubordination to bus driver or monitor</b>	School-Appropriate Disposition/ Loss of bus privileges from 1 day up to 1 year
<b>Refusal to Identify Self</b>	School-Appropriate Disposition/ Loss of bus privileges from 1 day up to 1 year
<b>Failing to observe safety practices in proximity to bus (<i>i.e., crossing a road to/ from a bus stop unsafely, touching a bus as it is in motion, failing to stay a safe distance from bus as it approaches stop, pushing/ shoving/ horseplay while bus approaches/ pulls away</i>)</b>	Education opportunity about bus safety/ Contact with parent or guardian/ School-Appropriate Disposition/ Potential loss of bus privileges from 1 day up to 1 year

\*Administration reserves the right to modify any discipline action. Consequences for any act of student misconduct taking place at the end of the school year may be carried over to the following school year.

## **DRIVER COMPENSATION**

Beginning January 2, 2023, transportation employees must report time using Frontline (Veritime) or the current system adopted by the district for such purposes for regular daily routes. Reporting time may be done from the driver's phone or on the kiosk in the Transportation Office. It is the employee's responsibility to submit accurate time reports in

a timely manner. The electronic timekeeping system and associated work records are considered the official record of the workday. By law, time reports must reflect the actual time worked during the pay period. Falsification of the timesheet may result in immediate dismissal.

Any attempt to tamper with timekeeping hardware or software will be considered a serious offense. Any interference with other employees' use of the time reporting system will be considered a serious offense. Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination.

If an employee is unable to clock in or out because of a timeclock malfunction, it is the employee's responsibility to immediately inform their supervisor. The supervisor or designee will determine next steps as to documentation of the employee's time report.

For field trips, extra-curricular, and any other occasional routes, drivers will complete a paper timesheet until further notice. When coaches or sponsors with their bus license drive the bus for a field trip or extra-curricular event primarily AFTER-HOURS, they are paid only for their time spent driving (as opposed to entire span of the event), recognizing a three (3) hour minimum.

When coaches or sponsors with their bus license drive the bus for a field trip or extra-curricular event primarily DURING SCHOOL HOURS, they are paid only for their time spent driving (as opposed to entire span of time of event) time, recognizing a one (1) hour minimum.

Transportation employees must "clock in" at the beginning of their workday and "clock out" at the end of the workday. Bus drivers should observe the following protocols for clocking in/ out:

1. **Clock-In:** Drivers may clock in up to fifteen (15) minutes before the start of driving their regular route. (This time should include pre-trip check and other routine preparations.)
  - a. Warming Bus—On days when wind chill or actual temperature is under 20 degrees Fahrenheit OR when windows are covered with ice/ heavy frost, drivers may start their bus up to thirty (30) minutes before the start of driving their route. (This time should include pre-trip check and other routine preparations.)
  - b. If drivers are NOT performing their pre-trip inspection or warming their bus themselves (for example, Transportation Department staff are taking care of that portion of preparations), drivers may only clock in up to seven (7) minutes before the start of driving.
2. **Clock-Out:** Drivers must clock out within ten (10) minutes of parking the bus. (This time should include the post-trip check and other routine activities.)
3. **Mid-Day Route Drivers:** Drivers with regular mid-day routes may stay logged in for gaps between routes that are less than twenty-five (25) minutes. For gaps between routes of twenty-five (25) or more minutes, drivers must log out and log back in for



the next trip. Mid-day route drivers are guaranteed a minimum one-half hour (30 minutes) drive time for each trip.

4. **Other “Clock-able” Events.** There are other intermittent job duties which may not fall within the time allotted for routine tasks and drive time. For these events, drivers may clock in/ out for time spent OUTSIDE the allowable fifteen (15) minutes before driving and ten (10) minutes after driving. For these events, drivers MUST note in the comments section for what purpose the time is being reported. For example, a driver may write, “*Watching bus video re: a fight between ER and DH*” or “*Talking with Bowers re: AG vaping on bus.*”
  - a. **Student Supervision:** Time spent addressing student concerns, including, but not limited to, watching bus video, talking to building administration, and talking with parents/ guardians. These events will be at regular route rate.
  - b. **Training:** Staff should use Frontline for training days, such as Yellow Card and annual safety training, readying for bus inspections, and other school-required training. These events will be compensated at the ECA rate. (The required district trainings at the first of the year will be compensated if completed that day on-campus. If the driver wishes to complete them at home, he/ she will not be compensated.)
  - c. **Random Drug Testing:** Drivers may clock time spent waiting for and the administration of their district-directed random drug test.