

The background image shows the exterior of a school building. The upper portion of the building has light blue horizontal siding and a large, white, five-pointed star mounted on the wall. Below this, the building features a brick base and large glass windows. Two tall flagpoles stand in front of the building, one flying the United States flag and the other the Texas state flag. The sky is blue with scattered white clouds. The foreground is a paved area with a red-painted curb.

**SAFETY OPERATIONS MANUAL**

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**STUDENT TRANSPORTATION SERVICES**



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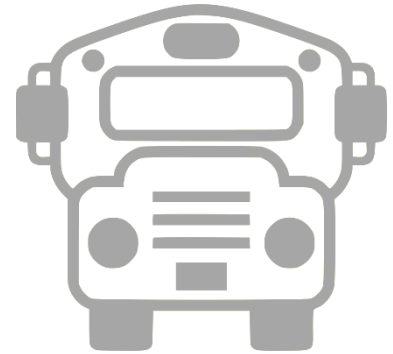
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## INTRODUCTION

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All federal, state, local laws and Dallas ISD board policy are to be adhered to while working at each one of the Student Transportation Service Centers and while operating a District Vehicle. Per [DH\(LOCAL\)](#) All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to their supervisor or the administration.



This handbook has been developed as a means to provide all District staff who work at each of the Service Centers with operational guidelines to ensure a safe, secure and enjoyable work environment as well as addressing safety issues which take place while operating a District vehicle. Per [CK \(LOCAL\)](#) The District shall take every reasonable precaution regarding the safety of its students, employees, visitors, and all others with whom it conducts business.

According to the National Association for Pupil Transportation and Student Transportation of America, the school bus is the safest vehicle on the road. Data collected from the U.S. Department of Transportation's National Highway Traffic Safety Administration shows that students are about 70 times more likely to get to school safely when taking a school bus instead of traveling by car. Statistics show only 1% of students die each year in school transportation vehicle accidents.

### **Service Center Director Responsibilities**

Service Center Directors have a key role in the administration of the District Safety Program. They shall make every effort to assure that the school/facility is maintained in safe condition and free of hazards by:

1. Supporting the District Safety Program, policies and procedures.
2. Making sure personnel are trained on safety procedures according to their job duties.
3. Cooperating with Risk Management with the enforcement of safety responsibilities.
4. Ensuring that safety suggestions from employees are encouraged and adopted, if feasible.
5. Ensuring all accidents/incidents are documented, investigated, and reported.

## **Employee Responsibilities**

All employees have the responsibility to themselves and their fellow workers to promote and practice high safety standards by:

1. Following District safety policies.
2. Refraining from unsafe behaviors.
3. Reporting all work-related injuries and accidents to supervisor, no matter the severity of the Incident within 24 hours.
4. Only operating equipment for which they have received proper training.
5. Wearing required personal protective equipment according to the task performed.
6. Actively participating in emergency drills.

## **SERVICE CENTER**

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### **Inspecting Work Areas and Equipment**

Service Center Directors shall ensure the offices and grounds are inspected at minimum once a year to safeguard against unsafe working conditions. The SC director shall work with the office of Risk Management to coordinate the yearly inspection.

The SC director and shop foreman will be responsible for ensuring the items on the safety inspection have been addressed with work orders for any items in need of repair.

The director or designee is expected to maintain a safe working environment by submitting work orders for any areas which need repair.

#### **CK (Regulation)**

**Candles and Electronic Heating Elements**—Lighted candles; oil lamps; lanterns; and electric heating elements, including but not limited to, candle and potpourri warmers, scented plug-ins, space heaters, and other heating elements will not be used for any purpose. However, an exception to the heating elements prohibition will apply to laboratories, cafeterias/ kitchens, and lounges where certain equipment is used as intended and monitored.

**Decorative Tree Lights** – The use of decorative tree lights in school buildings during the holidays will be in accordance with the following rules:

The base of the tree will be cut at an angle of 45 degrees or more instead of diagonally across the axis, thus giving the cut portion the largest possible area. The base of the tree will be set in water during the time it is in use. If branches are used for decorations, they will be sprayed with a solution of one pound of ammonium sulfate to each quart of water.

In addition, the use of crepe paper, cedar limbs, or cedar trees that have not been treated to make them fireproof will be avoided. Electric lights on trees and other decorations will be disconnected when not in use. Principals will use only electrical lighting equipment bearing the seal of approval of Underwriters Laboratories.

## Safety Operations Manual

### *Student Transportation Services*

All cut trees will be dismantled and removed from the building two weeks after they are assembled.

**Exit Doors** –When the building is in use, all exit doors of that section of the building will be unlocked. All exit lights will burn day and night while the building is in use.

**Inflammable Materials** Fire prevention in the District will include the following regulations governing inflammable material:

1. Waste paper and other inflammable material will not be stored in buildings. Closets under stairways will not be used for storage of waste or for the custodian's mops, brooms, rags, or other materials that might bring about spontaneous combustion.
2. Careless housekeeping practices will not be permitted in any area of the building.
3. No temporary electrical lines, connections from overhead lights, or any type of electrical installation will be made except under the supervision of the maintenance department.

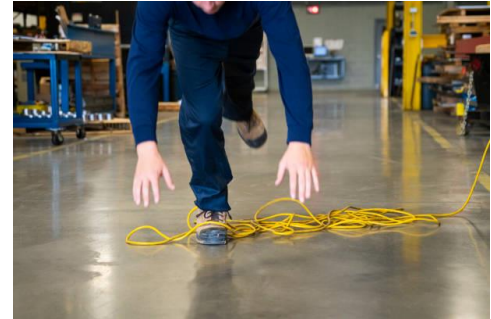
**Reporting Gas Odor** –Anytime a gas odor is detected, the following procedure will be followed immediately:

1. A report will be made to the maintenance department at the administrative level.
2. If the gas odor is detected in the lunchroom, the office of the director of food services will be contacted, if possible.
3. The building may be evacuated if the building manager deems it necessary.
4. Neither the fire department nor the gas company are to be called. This will be the responsibility of the maintenance department.

## Risk Management

### Slips, Trips and Falls

Slips, Trips & Falls represent the largest percentage of Worker's Compensation claims and costs on an annual basis. STF's can happen to anyone anywhere. They can result in injuries, temporary or permanent disability, or even death. Most of these incidents can be prevented.



**Slips** occur when there is a little friction or traction between footwear and surfaces that are being walked on. These include wet or oily surfaces, loose rugs or mats, irregularity, or uneven surfaces.

**Trips** occur when your foot collides with an object which causes you to lose your balance. Common causes of tripping are: clutter in your way, uncovered cables, and wrinkled carpeting.

### General Safety Procedures

1. **Safe Housekeeping Practices** are the first measure in preventing falls. These include:
  - a. Reporting and/or cleaning up any spills immediately
  - b. Mopping/sweeping debris from floors
  - c. Placing warning signs in spills/wet areas
  - d. Removing foreign items from floors, hallways and walkways
  - e. Closing file cabinets or storage drawers
  - f. Keeping electrical cords out of high traffic areas
  
2. **Safe Floor Practices** are measures that contribute to the prevention of slips and falls. These include:
  - a. Repairing damage to floors as soon as possible
  - b. Installing and securing floor mats and rugs
  - c. Marking any change in surface level
  
3. **Safe Footwear Practices** require that employees carefully select the proper type of footwear for the job they are performing. This may require that employees bring an additional footwear to work.

4. **Additional Safety Practices Include:**
  - a. Using step ladder when reaching above shoulder level
  - b. Avoiding unsafe acts such as jumping from elevated surfaces or leaning backwards when seated
  - c. Observing conditions ahead in the path you are walking
  - d. Adjusting your stride to a pace that is suitable for the walking surface and the task you are performing
  - e. Maintaining a clear field of vision when carrying or pushing a load
  - f. Turning on lights when entering dark areas



## Electrical Safety

### Extension Cords

1. Extension Cords should only be used on a temporary basis.
2. They should be rated for their intended use (indoor/outdoor), and meet or exceed the power needs of the device being plugged in.
3. Never use a cord that is damaged in any way (frayed sockets, exposed wires, loose connection, etc.)
4. **“Daisy Chaining”** – connecting extension cords to one another is prohibited.
5. Keep electrical cords out of walkways. When required, use a cord cover to prevent trips and falls as well as damage to the cord.



### General Safety Procedures

1. Electrical equipment, including extension cords, should be inspected at least monthly.
2. Do not overload electrical outlets.
3. Do not fasten cords with staples or ails, pinch them with doors or windows, or run them through ceilings or under rugs.
4. Electrical repair should be left to skilled, trained people only.
5. Large office equipment (such as copier and laminating machines) and large appliances (such as refrigerators and microwaves) must be connected directly to the electrical wall outlet.
6. Never use a metal ladder around live electrical wires or cables.
7. Make sure your hands are dry before you handle anything electric.
8. Remove the cord by pulling on the plug, not the cord.
9. If something doesn't look sound, smell, or work quite right, turn it off and report the problem to your supervisor.
10. Ground Fault Circuit Interrupters (GFCI's) are required in areas within 6 feet of water sources.
11. Do not touch a shock victim until contact is broken. When it is safe, disconnect the power source from the circuit. Call 911 immediately.
12. Never use water to extinguish an electrical fire.

## **Fire Safety**

Fires can be initiated by such things as piled up cardboard, mixing incompatible substances, overloaded electrical outlets, wiring with frayed insulation, and large amounts of stored technology items.



If a fire starts in your workplace, you have less than two minutes to escape safely. NEVER ignore a fire alarm. Evacuate immediately by your closest exit.

“Prevention is the best way to stop a fire”

All Dallas ISD employees are expected to actively participate during fire drills and other emergency preparedness procedures.

### **Fire Drill Requirements**

The objective of fire drills is to ensure all building occupants can quickly move to designated safety locations outside the building. Always take fire drills seriously.

1. All Service Centers shall conduct fire drills at least twice a year.
2. Drills shall be executed at unexpected times and under varying conditions.
3. Emphasis must be placed on the execution of each drill in a quiet and orderly manner.
4. Make provisions for occupants with special needs.
5. Proceed to the predetermined meeting point outside the building. Make sure to account for all building occupants.
6. Meeting points shall be located at a reasonable distance from the building and from each other.
7. Remain outside until the command “All clear” is given to return to the building.

### **General Safety Procedures**

1. Exits must not be located, barred, or blocked in such a way as to prevent exit from the building.
2. The use of chains to secure any facility building is prohibited by Fire Marshal
3. Know the location of at least two exits close to your work area.
4. Evacuation maps should be posted by doorways
5. Personal heaters, lighted candles and oil lamps are prohibited per District Policy

6. Keep all flammable materials away from furnaces or other sources of ignition.
7. Curtains, drapers, and combustible decorations should have flame retardant specification.
8. Dispose of wastepaper and other flammable material regularly.
9. Fire extinguishers should be mounted on the wall in a well identified location.
10. Do not block any piece of fire protection equipment such as fire extinguishers, pull stations, sprinkler heads, etc.
11. If you spot a fire, pull the fire alarm nearest you and exit the building immediately.
12. Fires of any size must be handled by trained and equipped personnel only.

### The Most Common way to Properly Use a Fire Extinguisher

#### How to Use a Fire Extinguisher

**P**

**Pull** the pin between the handles

**A**

**Aim** the hose or nozzle at the base of the fire, leaving a distance of 6 – 10 feet between you and the fire.

**S**

**Squeeze** the fire extinguisher handle.

**S**

**Sweep** the extinguishing hose or nozzle from side to side to cover the base of the fire.

## Service Center Parking Lot

### Driving while on the Parking Lot

Vehicles shall not exceed **5 miles / hour** while on the service center parking lot. Vehicles traveling at higher speeds can be fatal for a pedestrian in a collision.

Additionally, buses while on the parking lot shall have their flashers on.

### Parking

Every service center has areas designated as parking spaces for employees. There are also visitor spaces as well as spaces marked for office personnel.

Buses shall not cross, pass through or otherwise enter an area designated for personal vehicle parking.

### Prohibited Parking

According to Texas Occupations Code – OCC § 2308.251 There are certain conditions where a vehicle is prohibited to park.

The owner or operator of a vehicle may not leave unattended on a parking facility a vehicle that:

1. Is in or obstructs a vehicular traffic aisle, entry or exit of the parking facility. Prevents a vehicle from exiting a parking space in the facility.
2. Is in or obstruct a **fire lane** marked as such.



### Handicap Parking

Individuals may not park in a disabled parking space unless the vehicle has a disabled license plate or state issued removable windshield identification card. The striped areas adjacent to disabled parking space are for wheelchair lifts and are not considered parking appropriate parking areas. Individuals who park in a handicapped space or on the striped areas are subject to fines imposed by the city of Dallas.

## **Safety During Non-Standard Work Hours**

Field trips or other events which require transportation which far extend beyond regular school day hours (return late in the evening) will require the following:

- A dispatcher and an additional driver shall remain at the service center while a driver is out on the trip. No one leaves the service center until the last bus returns to the lot.
- The dispatcher and the additional driver are not considered security guards and shall not investigate nor otherwise confront any potential intruders. The dispatcher or the additional driver is to contact DISD Police Department or 9-1-1 in the event of suspicious activity while at the service center.
- When the bus returns to the lot, the additional driver will shuttle the individual from the bus to the administration building in order to clock out. Once clocked out the shuttle will take the driver to their personal vehicle.
- In the event of an accident during a trip, dispatch will contact third party vendor to tow the bus back to the service center. Standard Operating Procedure for accidents will then ensue.

## **Uneven Ground**

Uneven ground can be reason of concern for some individuals. If any individual has a medical condition or need which prevents them from walking on uneven ground found on the normal path to/ from the employee parking area, to/from the administration building for usage of biometric clock and other such functions, and/or to/from bus, accommodations may be made based on approval from the district's benefits department. Uneven ground occurs when the ground is uneven, caused by pot-holes, uneven pavement, or other similar conditions causing a variance in the ground.

Mitigating Strategies include

- Do not walk on the uneven surface while distracted (on the phone or texting).
- Use a flashlight or the flashlight on the cell phone to help light the path if there is poor lighting.
- Use the shuttle, if available until a safe even ground is reached.

## **Mirror Check Station**

Each service center must be equipped with a mirror check station and drivers should be encouraged to utilize such stations regularly. Bus mirrors should be adjusted on the bus prior to leaving the service center. Checking the mirrors prior to leaving the service center should be part of the standard pre-trip.

- If the mirrors are adjusted properly, all blind spots in front of and along side both sides of the bus will be eliminated. There are still blind spots behind the bus.
- If you can't get your mirrors adjusted properly, tell your supervisor right away.

## **Mirror Adjustment**

According to the National Highway Traffic Safety Administration, the following is considered correct mirror adjustment.

### **The Inside Flat Mirror**

The inside flat mirror should be adjusted so that the driver can view the top of the rear window in the top of the mirror.

You will be able to see all the students, including the top of the students right behind you.

You will be able to see somewhat outside the passenger-side windows, but you will not be able to see below window level.

### **Crossview Mirrors (on the front fender)**

The crossview mirrors should be adjusted so that you can see the entire area in front of the vehicle, as well as the front bumper.

### **Outside Upper Left and Right Flat Mirrors**

The outside flat mirrors should be adjusted so that you can see:

- 200 feet or 4 bus lengths behind the bus
- The side of the bus

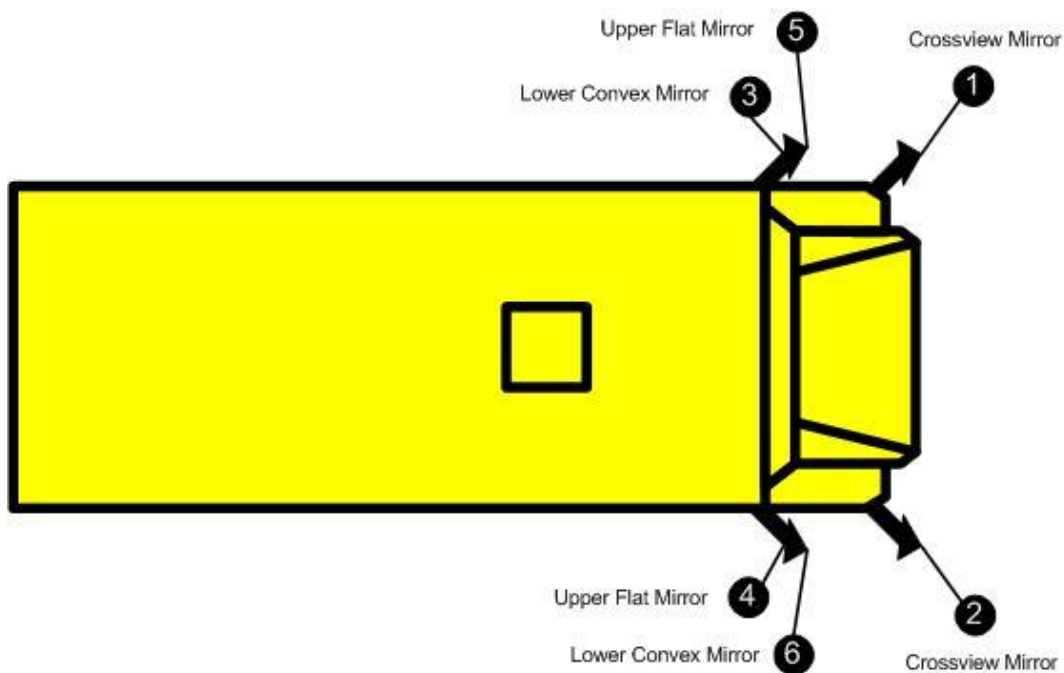
- The rear tires touching the ground. NOTE: On older buses, it may be impossible to see the tire touching the ground, but you should see the rubber skirting around the wheel well.

### **Outside Lower Spot or Convex Mirrors**

The convex mirrors are located below the outside flat mirrors.

The convex mirrors should be adjusted so that you can see the entire area to the rear of the mirror along the side of the bus.

You should be able to seat at least one traffic lane on either side of the bus.



## Visitors to the Service Center

**Identification** – All visitors who enter a district service center must sign-in at the service center office and provide a driver's license or another form of identification containing a photograph issued by a governmental entity.

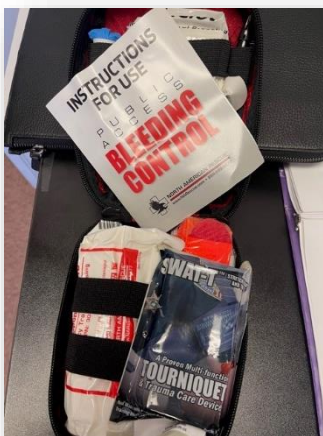
## Emergency Medical Equipment and Procedures

Each facility is equipped with both an automated External Defibrillator (**AED**) and a Bleeding Control Station. [CKD \(LEGAL\)](#)

### Bleeding Control Stations

The Bleeding Control Stations are located inside the cabinet of the AED. The bleeding control station contains all of the following supplies:

- Tourniquets approved for use in battlefield trauma care by the armed forces of the United States;
- Chest seals;
- Compression bandages;
- Bleeding control bandages;
- Space emergency blankets;
- Latex free gloves;
- Markers;
- Scissors; and
- Instructional documents





## **Bio-Hazard Materials**

Bio-Hazard Materials are those which may contain body fluid such as blood. All blood or other potentially infectious materials (OPIM) shall be handled as if contaminated by a bloodborne pathogen (BBP) and considered infectious regardless of the perceived status of the source individual.

## **Disposing of Bio-Hazard Materials**

Regulated waste materials, other than sharps, are placed in appropriate containers that are closable, leak resistant, labeled with a biohazards label, or color-coded, and closed prior to removal. If outside contamination of the regulated waste container occurs, it is placed in a second container that is also closable, leak proof, labeled with biohazard label or color-coded (red), and closed prior to removal. The EHS Department oversees all regulated waste disposal.

Environmental Health and Safety Department (EHS)

Daryl Daniels, Director of Environmental Health and Safety  
(972) 925-5012  
[DDaniels@dallasisd.org](mailto:DDaniels@dallasisd.org)

Pondera Brown, Administrative Assistant to Director  
(972) 925-4503  
[PonderaBrown@dallasisd.org](mailto:PonderaBrown@dallasisd.org)

## Hazard Communication Compliance

All employees by federal and state law have the right-to-know about hazardous chemicals they might be exposed to in the workplace and to receive training on how to work safely while using them.



### Safety Data Sheets (SDS's)

SDS is an essential source of chemical information and your best tool for using hazardous chemicals in a safe manner.

SDS's contain: the chemical characteristics, why the chemical is hazardous, how to handle the substance safely, PPE to use, what to do if an exposure occurs, and how to handle a spill or other emergencies. SDS's must be accessible at all times.

SDS's for Student Transportation Services are available on the DISD Student Transportation Web Page located at: <https://www.dallasisd.org/Page/71126>

### Management Responsibilities

Management has the responsibility for ensuring the implementation of the program at the service center. This includes:

1. Obtaining SDS for substances used at the service center.
2. Keeping an updated inventory of hazardous substances used on their premises.
3. Providing and requiring the use of appropriate PPE.
4. Ensuring that all employees receive proper training and resources necessary for their safety.

### Employee Responsibilities

All employees have the responsibility to follow all safety rules and procedures, including:

1. Using Personal Protective Equipment (PPE).
2. Check chemical SDS's and labels for safety procedures and potential hazards.
3. Handle chemicals carefully and safely.
4. Inspect containers for leaks, missing labels, and proper storage.
5. Keep chemicals capped when not in use.
6. Keep food and rinks out of the work area.

7. Wash hands thoroughly after use of any chemical and before eating or drinking.
8. Dispose of all contaminated material properly.

## **Training**

Training must be provided to all employees: at the inception of the program, when new substance are introduced, and annually as refresher training. All new or transferred employees must be trained prior to their assignment. This training must include:

1. Identifying substances that represent a hazard in the work place.
2. Location of the hazardous substance inventories and SDS's
3. How to read and interpret labels.
4. How to protect oneself from the hazards and use of PPE.
5. Additional precautions and emergency procedures.

## **General Safety Procedures**

1. No hazardous substance shall be permitted to be used UNLESS an SDS is first obtained and employees are properly trained.
2. The chemical inventory and SDS must be updated as new substance are added and/or old ones are removed.
3. Do not use substances from unlabeled containers.
4. Fume hoods are not to be used for storing chemical reagents or science equipment.
5. Clean chemical leaks or spills immediately.
6. Keep flammable and combustible liquids stored away from heat and potential ignition sources.
7. Use proper personal protective equipment to protect from exposure.
8. When an empty container has not been completely cleaned, putting another substance in it can cause an explosion or other reaction.
9. Know what to do in an emergency
  - a. Get into fresh air after inhalation
  - b. Flush with water after skin or eye contact
  - c. Get immediate medical attention after swallowing a chemical

#### **Chemical Storage**

1. Storage rooms containing hazardous substances must be properly ventilated and illuminated.
2. Access to the storage room must be limited to authorized personnel only.
3. Floors must be free of materials and debris.
4. All chemicals must be adequately labeled.
5. All chemical substances must be stored according to incompatibility to prevent reactions.
6. Unused chemicals must NEVER be returned to stock bottles.

#### **Chemical Disposal**

1. Always keep wastes separated from incompatible substances.
2. Do not use regular waste cans to dispose chemical waste.
3. Custodial staff are not authorized to conduct any cleaning tasks inside chemical cabinets.
4. Disposal of chemicals should follow, local, state or federal guidelines.

## **Boiler, Mechanical, Sprinkler Riser & Electrical Rooms**

Boiler, mechanical and electrical rooms must follow proper fire regulations and housekeeping guidelines to prevent fire hazards and allow safe access to the equipment.

### General Safety Procedures

1. These rooms shall not be considered an “all-purpose storage area,”
2. Keep these rooms clean and clear of all unnecessary storage.
3. A minimum clearance of 3-feet in front of equipment shall be maintained at all times.
4. Keep walkways and access aisles clear of materials.
5. Never store flammable materials (ie., propane tanks, gasoline, solvents, paints, cleaners, waxes, etc.) in these rooms.
6. Keep the rooms locked to restrict access to unauthorized visitors.
7. Report any water leaks or equipment malfunctioning to Maintenance Services as soon as possible.
8. Non-adherence to Fire Regulations may be cause to have a fine issued by State Fire Marshal.



## Reporting an Incident Involving a Student, Parent, or Visitors (No Employees)

An “Incident” is an injury to students, parents, or visitors, as well as any physical loss involving Dallas ISD schools, facilities, and equipment. An incident is NOT an employee injury.

How to report an incident:

- 1 Go to [Oracle](#)
- 2 Enter your user name and password
- 3 Click on “DISD Risk Management Portal”
- 4 Click on “Create Incident”
- 5 Complete form by filling in all required fields
- 6 If the incident includes property/content loss, complete “Property Loss Content Information”
- 7 Once all applicable fields are completed, click on “Submit E-Mail”
- 8 A copy will immediately be sent to [RiskManagement@dallasisd.org](mailto:RiskManagement@dallasisd.org)

## Reporting an Employee Injury

### [First Report of Injury](#)

## **Crisis Response Procedures**

Mandatory Drills are part of Education Code 37.114 and [CKB\(LEGAL\)](#)

**Evacuation** – Requires all individuals to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard, can involve fires, bomb threats, and gas leaks. **Evacuation drills must be done once per school year.**

### **Evacuation Procedure**

During a drill and actual evacuation:

1. The alarm is activated at the fire alarm panel or via the Public Address system. If there is imminent danger, a fire pull station can be used to activate the alarm. All buildings that are part of the campus will be evacuated whenever any building is evacuated.
2. The administrative assistant/ designee in each office suite / classroom will verify the suite/ classroom is empty and all will follow the posted evacuation routes.
3. The Safety Coordinator and the Building Custodian will check the building restrooms.
4. The campus emergency operations team will report to the designated incident command post.
5. The campus emergency operations team will account for all individuals with special needs.

**Lock Down** – All exterior doors and classroom doors are locked and staff in their classrooms / offices; can involve bomb threats, severe weather conditions, terrorist threats, death and/or suicide at school, and civil disruption. **Lock down drills must be done twice per school year.**

**Purpose:** All in the building take actions to minimize harm from a person with a weapon.

### **During the lockdown**

1. A Text message and email will be sent to each manager in the building indicating a lockdown
2. All staff inside the building should move into the nearest office / training room

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### Student Transportation Services

3. All doors are to be locked and lights turned off. If the doors cannot be locked, they should be barricaded. If the doors cannot be barricaded then all individuals in the offices should hide out of sight behind furniture or other barriers, and make an attempt to secure the door a different way (ie., with a belt) if possible.
4. Doors should not be unlocked until a text message / email is sent to each manager stating the building is safe.

**Modified Lockdown** – All exterior doors are locked, outside activities are cancelled/postponed, and no one enters or leaves the campus. Modified lock down is utilized when a threat is outside, such as police activity in the area.

Purpose: Secure the building to protect occupants from potential dangers outside the building.

During the Modified Lockdown

1. The custodian and security guard will be instructed to secure all exterior doors.
2. A text message and email will be sent to each manager in the building to inform them of the modified lockdown.
3. Signs will be posted at each exit door indicating not to exit the premises until it has been determined to be safe.
4. A text message and email will be sent to each manager in the building once the situation has been resolved.

**Shelter in Place / Severe Weather** – Requires all to take shelter in their designated severe weather locations, avoiding areas with windows, or large roof spans (cafeteria, gymnasium, auditorium) involves tornado threats, as well as other severe weather threats. **Shelter in Place drills must be done once per school year.**

Purpose: Occupants move to areas of greatest safety during severe weather such as tornados.

During the Shelter in Place Severe Weather Drill or Emergency

1. A text message and email will be sent to each of the managers indicating that a tornado is imminent and to direct all in their organization to take shelter immediately.
2. Individuals are to follow the posted Severe Weather Evacuation Routes.
3. A text message and email will be sent to each of the managers indicating that the building is out of danger.



## SCHOOL BUSES

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**DH(REGULATION)** Employees require do inspect, service, repair, maintain, operate or handle hazardous chemicals or equipment, or heavy equipment.

### Bus Safety

Safety precautions shall be exercised in bus operations at all times. If at any time the bus driver is uncertain about road or vehicle conditions, or other safety factors, the driver shall park the vehicle until safe operating conditions are assured. [CNA](#) [\(LOCAL\)](#)

School buses are designed so that they're highly visible and include safety features such as flashing red lights, cross-view mirrors, and stop=sign arms. They also include protective seating, high crush standards, and have rollover protection features.

The section on Bus Safety is divided into three main categories:

- *Mechanical Safety*
- *Behavioral Safety*
- *Emergency Management*



## **Mechanical Safety**

Mechanical safety refers to the mechanical condition of the vehicle which includes pre-trip and post-trip inspections.

### **Bus Inspection**

All drivers are required to do a complete pre-trip and post-trip inspection of their bus before and after every route, or extra-curricular trip for a minimum of **7-10** minutes. Every bus is equipped with a Zonar device. This device is to be used to record any safety issues pertaining to the bus. Drivers are required to be familiar with this procedure and exercise professional judgment while performing the inspection. To ensure driver and passenger safety, all drivers must comply with this process and report any issues to the appropriate service center personnel.

If a driver discovers, in the course of the inspection, that a bus is unsafe to drive, the driver must submit a maintenance request form to shop inbox and request a spare bus. Drivers **are neither required nor permitted to drive an unsafe bus**. Fleet maintenance staff will inspect the vehicle and will determine if the bus is mechanically safe to drive and make any necessary repairs. Only after fleet maintenance staff have repaired and/or declared the bus in safe mechanical working order shall a driver be able to once again drive the vehicle. The driver will be notified by dispatch when the bus is ready.

If inspection of the vehicle cannot be completed by using the Zonar device, the driver should obtain a vehicle inspection booklet from dispatch. Once the inspection is complete, the completed inspection booklet should be turned into dispatch. Dispatch should notify fleet maintenance of any issues or concerns.

### **Pre-Trip Components:**

#### **Zone: Brakes**

Air-abs System, Air-build Up Time, Air-low Air Warn, Air-park Brake, Air-prk Brk Popon, Air-service Brake, Hydraulic-abs System, Hyd-park Brk Holds, Hyd-pedal Adjust, Other, Two Stops - 5mph

#### **Zone: Driver Seat Area**

Gauges/horn/lights, Gear/neutral Switch, Heat/def/ac/fans, Loading Door, Mirrors Adj, Radio/p.a. System, Steering, Wipers/washer, Windows/mirrors/windshield

# Safety Operations Manual

## Student Transportation Services

### **Zone: Inside the Bus**

Other, Below/seats/belts, Emer Exits/doors, Open/close/buzzer, Wc Car Seats/equip, Wc Door Light, Wc Lift Operation, Wc Safety Strap, Wc Tie Downs/belt, Windows

### **Zone: Entering the Bus**

First Aid/emergency, Accident/body FI Kit, Below/driver Seat, Drivers Area/belt, Fire Extinguisher, Floor Security, Handrail/steps/floor, Registration/insurance Card, Seat Belt Cutter, Triangles

### **Zone: Right Front**

Batteries, Body/paint/letters, Fuel/air Tanks/cap, Slack Adjusters, Suspension/exhaust, Tire/wheel/lugs, Wheel well/hub/axle, Windows/mirrors

### **Zone: Front Lighting**

4 Way/turn Signals, 8 Way Flashers, Clearance Lights, Headlights High, Headlights Low, Insp Reg Sticker, Reflectors/signs

### **Zone: Left Front**

Batteries, Body/paint/letters, Fuel/air Tanks/cap, Slack Adjusters, Stop Arm/lights, Suspension/exhaust, Tire/wheel/lugs, Wheelwell/hub/axle, Windows/mirrors

### **Zone: Left Rear**

Emergency Exits/doors, Windows, Body/paint/letters, Fuel/air Tanks/cap, Slack Adjusters, Stop Arm/lights, Suspension/exhaust, Wheelwell/hub/axle, Tires/wheels/lugs, Under Vehicle Leaks

### **Zone: Right Lighting**

Four Way/turn Signals, 8 Way Flashers, Clearance Lights, Reflectors/signs, Emer Exits/doors, Brake/tail lights, Bumper, Rev Lights/beeper

### **Zone: Right Rear**

Emer Exits/doors, Windows, Body/paint/letters, Fuel/air Tanks/cap, Slack Adjusters, Suspension/exhaust, Wheelwell/hub/axle, Tires/wheels/lugs, Under Vehicle Leaks

## Checklist for Troubleshooting Issue with Zonar

Bus driver or monitor must troubleshoot any issues related to entering pre/post trip checks into Zonar prior to reporting concern to the service center management team. If after troubleshooting at the service center the issue persists, please notify a fleet specialist.

### Tablet not functioning

- Driver must check to see if the tablet has power.
- Tablet must be turned off at the end of the shift. Tablet charges while the bus is being operated. Failure to turn off the tablet especially after a weekend or holiday will affect the tablet battery voltage.

### Is the tablet secured in the cradle?

- Not positioned correctly will cause the tablet not to charge properly.

### Is the power cable plugged into the bottom of the cradle?

- Reposition of the cradle can pull the power cable out from the cradle causing the tablet not to charge or operate.

### Is the V4 (look for lights on the black box ) connected?

- If the V4 is not connected it will affect the tablet.



### Is the bus driver holding the tablet the correct way when scanning the bus yellow or black asset tags?

- On the left side of the tablet towards the bottom you will find a circle. You will have to align that circle to the points on the asset tags on the bus. Do not align the flashlight (red) to the bus, instead align the circle that's located inside the green square. The asset tag reader is below the flashlight on the side of the tablet.



### Inspection Reports available on Zonar

- **View Inspections**
- **Incomplete Inspections**
- **Unverified Inspections**

### View Inspections

This report on Zonar provides information to Service Center supervisors about the duration of the inspection as well as any defects noted after the inspection.

The reports here can be run by type of inspection ie., Pre-Trip or Post-Trip, the report can be sorted by an individual bus and can be sorted with options for a date or date range.

Once the report is generated, the supervisor can then sort the report by Date, Type, Asset Number, Drive and Duration of Pre-Trip

Row 1 to 63 of 63 Page 1										
NO.	DATE	TYPE	STATUS	ASSET NO.	DRIVER	MILES	DURATION	DEFECTS	EVIR	PRINT
1	Fri 08 Oct 2021 06:37	BUS POST-TRIP (MOBILE)	<span style="color:red">!</span> <span style="color:blue">i</span>	[REDACTED]	[REDACTED]	19096	00:02:01	N/A defects	<input type="checkbox"/>	<a href="#">select all</a>
2	Fri 08 Oct 2021 07:02	BUS POST-TRIP (MOBILE)	<span style="color:green">✓</span> <span style="color:blue">i</span>	[REDACTED]	[REDACTED]	18279	00:02:09	N/A defects	<input type="checkbox"/>	
3	Fri 08 Oct 2021 15:00	BUS POST-TRIP (MOBILE)	<span style="color:green">✓</span> <span style="color:blue">i</span>	[REDACTED]	[REDACTED]	17885	00:03:04	N/A defects	<input type="checkbox"/>	
4	Fri 08 Oct 2021 06:38	BUS PRE-TRIP (MOBILE)	<span style="color:green">✓</span> <span style="color:blue">i</span>	[REDACTED]	[REDACTED]	15825	00:05:45	N/A defects	<input type="checkbox"/>	
5	Fri 08 Oct 2021 06:46	BUS PRE-TRIP (MOBILE)	<span style="color:green">✓</span> <span style="color:blue">i</span>	[REDACTED]	[REDACTED]	17771	00:02:51	N/A defects	<input type="checkbox"/>	
6	Fri 08 Oct 2021 06:47	BUS PRE-TRIP (MOBILE)	<span style="color:green">✓</span> <span style="color:blue">i</span>	[REDACTED]	[REDACTED]	20269	00:02:37	N/A defects	<input type="checkbox"/>	
7	Fri 08 Oct 2021 06:39	BUS PRE-TRIP (MOBILE)	<span style="color:green">✓</span> <span style="color:blue">i</span>	[REDACTED]	[REDACTED]	112123	00:02:49	N/A defects	<input type="checkbox"/>	
8	Fri 08 Oct 2021 16:07	BUS PRE-TRIP (MOBILE)	<span style="color:orange">!</span> <span style="color:blue">i</span>	[REDACTED]	[REDACTED]	108752	00:03:22	0/2 defects	<input type="checkbox"/>	

### Incomplete Inspections

This report on Zonar provides information on those who did not complete one or more zones on Zonar.

The report will provide the bus number and the name of the drivers who have incomplete inspection reports.

NO.	DATE	TYPE	STATUS	ASSET NO.	DRIVER	MILES	DURATION	DEFECTS	EVIR PRINT
1	Thu 07 Oct 2021 05:58	BUS POST-TRIP (MOBILE)	<span style="color: red;">!</span> <span style="color: blue;">i</span>	[REDACTED]	[REDACTED]	3317	00:08:00	N/A defects	<input type="checkbox"/>
2	Thu 07 Oct 2021 09:04	BUS POST-TRIP (MOBILE)	<span style="color: red;">!</span> <span style="color: blue;">i</span>	[REDACTED]	[REDACTED]	3157	00:03:45	N/A defects	<input type="checkbox"/>
3	Thu 07 Oct 2021 09:21	BUS POST-TRIP (MOBILE)	<span style="color: red;">!</span> <span style="color: blue;">i</span>	[REDACTED]	[REDACTED]	4655	00:04:10	N/A defects	<input type="checkbox"/>
4	Thu 07 Oct 2021 09:27	BUS POST-TRIP (MOBILE)	<span style="color: red;">!</span> <span style="color: blue;">i</span>	[REDACTED]	[REDACTED]	3164	00:03:15	N/A defects	<input type="checkbox"/>

The online report will allow the supervisor to see which component or Zone was missing from the inspection.

EVIR®		Electronic Vehicle Inspection Report			Type: BUS POST-TRIP (MOBILE)	
<b>Organization/Operator</b> Dallas Independent School District		<b>DOT/NSC No.</b>	<b>Report No.</b> 692597	<b>License Plate Number</b>	<b>Jurisdiction</b> No Registration Record	
<b>Asset No.</b> [REDACTED]	<b>VIN Number</b>	<b>MFG</b>	<b>In Service</b> 19 May 2021	<b>Miles</b> 3317		
<b>Inspection Date:</b> Thursday 07 Oct 2021 05:58		<b>Inspection Duration:</b> 00:08:00		<b>Driver ID</b> [REDACTED]	<b>Driver Name</b> [REDACTED]	
<b>Assigned Asset Location</b> Raney		<b>Location of EVIR</b> Lancaster, TX				
Asset: P417 (Standard) Timestamp: 05:58:57 (Primary asset)						
THE FOLLOWING ITEMS HAVE BEEN INSPECTED IN ACCORDANCE WITH THE STANDARD/REGULATION (IF EQUIPPED):						
Zone	Time	Components			Defects	Verified
Inside Bus	06:00:02	Other, Below/seats/belts, Emer Exits/doors, Open/close/buzzer, Wc Car Seats/equip, Wc Door Light, Wc Lift Operation, Wc Safety Strap, Wc Tie Downs/belt, Windows			N	Y
Right Rear	06:01:55	Other, Emer Exits/doors, Windows, Body/paint/letters, Fuel/air Tanks/cap, Slack Adjusters, Suspension/exhaust, Wheelwell/hub/axle, Tires/wheels/lugs, Undr Vehicle Leaks			N	Y
Rear Lighting	06:02:14	Other, 4 Way/turn Signals, 8 Way Flashers, Clearance Lights, Reflectors/signs, Emer Exits/doors, Brake/tail Lights, Bumper, Rev Lights/beeper			N	Y
Left Rear	06:02:29	Other, Emer Exits/doors, Windows, Body/paint/letters, Fuel/air Tanks/cap, Slack Adjusters, Stop Arm/lights, Suspension/exhaust, Wheelwell/hub/axle, Tires/wheels/lugs, Undr Vehicle Leaks			N	Y
Left Front	06:02:44	Other, Batteries, Body/paint/letters, Fuel/air Tanks/cap, Slack Adjusters, Stop Arm/lights, Suspension/exhaust, Tire/wheel/lugs, Wheelwell/hub/axle, Windows/mirrors			N	Y
Front Lighting	06:03:03	Other, 4 Way/turn Signals, 8 Way Flashers, Clearance Lights, Headlights High, Headlights Low, Insp Reg Sticker, Reflectors/signs			N	Y
Right Front	06:03:22	Other, Batteries, Body/paint/letters, Fuel/air Tanks/cap, Slack Adjusters, Suspension/exhaust, Tire/wheel/lugs, Wheelwell/hub/axle, Windows/mirrors			N	Y
Brakes	06:06:17	Air-abs System, Air-build Up Time, Air-low Air Warn, Air-park Brake, Air-prk Brk Popon, Air-service Brake, Hyd-abs System, Hyd-park Brk Holds, Hyd-pedal Adjust, Other, Two Stops - 5mph			N	Y
Drivers Seat Area	06:06:23	Other, Gauges/horn/lights, Gear/neutral Swtch, Heat/def/ac/fans, Loading Door, Mirrors Adj, Radio/p.a. System, Steering, Wipers/washer, Wndws/mirs/wndshld			N	Y
<b>DEFECTS NOTED DURING THIS INSPECTION:</b>						
Zone	Component	Condition	Status	Technician:	Repair Date:	Ref No.
THESE ZONES WERE NOT INSPECTED: Asset: [REDACTED] Timestamp: 05:58:57 (Primary asset)						
<b>Zone &lt; not inspected &gt;</b>		<b>Components &lt; not inspected &gt;</b>				
Entering Bus		Other, 1st Aid/emergency, Accdnt/body Fl Kit, Below/driver Seat, Drivers Area/belt, Fire Extinguisher, Floor Security, Handrail/steps/flr, Regstr/Insur Card, Seat Belt Cutter, Triangles				
<b>REVIEWER</b>						
<b>Accepting Inspector:</b>				<b>Next Inspection Date:</b> N/A		

**Unverified Inspections**

This report on Zonar provides information on those who failed to verify one or more of the inspection zones. While the driver may have inspected the zone, the zone was not verified causing it to appear in this report.

<b>INSPECTED IN ACCORDANCE WITH THE STANDARD/REGULATION (IF EQUIPPED):</b>				
<b>Components</b>		<b>Defects</b>	<b>Verified</b>	
doors, Open/close/buzzer, Wc Car Seats/equip, Wc Door Light, Wc Lift Operation, Wc Safety Strap, Wc Tie		N	N	
-low Air Warn, Air-park Brake, Air-prk Brk Popon, Air-service Brake, Hyd-abs System, Hyd-park Brk Holds, mph		N	Y	
iel/air Tanks/cap, Slack Adjusters, Suspension/exhaust, Tire/wheel/lugs, Wheelwell/hub/axle,		N	Y	
ers, Clearance Lights, Headlights High, Headlights Low, Insp Reg Sticker, Reflectors/signs		N	Y	
iel/air Tanks/cap, Slack Adjusters, Stop Arm/lights, Suspension/exhaust, Tire/wheel/lugs,		N	Y	
dy/paint/letters, Fuel/air Tanks/cap, Slack Adjusters, Stop Arm/lights, Suspension/exhaust, , Undr Vehicle Leaks		N	Y	
ers, Clearance Lights, Reflectors/signs, Emer Exits/doors, Brake/tail Lights, Bumper, Rev Lights/beeper		N	Y	
dy/paint/letters, Fuel/air Tanks/cap, Slack Adjusters, Suspension/exhaust, Wheelwell/hub/axle,		N	Y	
/ Fl Kit, Below/driver Seat, Drivers Area/belt, Fire Extinguisher, Floor Security, Handrail/steps/flr, angles		N	Y	
al Swtch, Heat/def/ac/fans, Loading Door, Mirrors Adj, Radio/p.a. System, Steering, Wipers/washer,		N	Y	
<b>NOTED DURING THIS INSPECTION: (click to repair)</b>				
<b>Status</b>	<b>Technician:</b>	<b>Repair Date:</b>	<b>Ref No.</b>	<b>Defect ID</b>

**When Zonar Isn't Working**

- Troubleshoot using the [Troubleshooting Checklist](#)
- A pre and post trip must still be completed.
  - Use the non Zonar electronic version of Pre and Post trip checklist or
  - Use a paper version of the pre and post trip found in the Bus Binder.

**Bus Maintenance**

1. If after the first request for any type of maintenance the bus is not satisfactorily repaired within a reasonable length of time, a second request should be completed, and the supervisor or manager should be notified immediately. If the above step fails to remedy the situation, the service center director should be notified. The Service Center Director will work with the fleet maintenance.
2. Preventative maintenance and unscheduled repairs for buses will be performed by fleet maintenance staff at the service center and should be requested by the driver in a timely manner to accommodate scheduling.

## Safety Operations Manual

### Student Transportation Services

3. Drivers are responsible for the bus assigned to their route or trip. Drivers must keep buses clean inside and outside. Washing of buses will be done at the service center where the buses are parked.
4. If maintenance is required during a route or trip, the driver is responsible for contacting dispatch, staying with the vehicle until the mechanic repairs it, or until other arrangements have been made. Drivers or monitors are responsible for assessing seats to secure seat belts, ensure accessories are working, and that seats are not torn. All issues should be reported to the appropriate Service Center personnel.

### School Bus Idling

The following vehicle idling procedures have been adopted by Student Transportation Services in cooperation with the Federal Clean Air Act and out of concern for the quality of the air in our community.

All Dallas ISD vehicles shall not idle for more than five (5) minutes, except as follows:

1. Traffic Conditions (vehicle is still in the flow of traffic);
2. If students are on board;
3. Vehicle is being serviced or repaired;
4. During the transport, loading and unloading of special education students;
5. While the vehicle is operating a lift; or
6. If the temperature is below 40 or above 85 degrees, the idle time should not exceed 30 minutes including district vehicles.
7. Unless the service center director, fleet director, or executive director of Student Transportation Services deems necessary.

### Bus Idling Report on Zonar

This report on Zonar provides total idle time for the assets at a Service Center. In order to look at all of the assets at any given service center – use the menu found on the right. Select **All Assets**, occurring **Within** find your service center. Select the day you would like to search then select the number of minutes you are checking the bus was idle – such as **Longer than 10 minutes**



# Safety Operations Manual

## Student Transportation Services

The screenshot displays the GROUND TRAFFIC CONTROL software interface. At the top, there is a navigation bar with 'Reports', 'Drivers', 'Assets', and 'Manage' options. The main area features a world map with a search bar and filters. A yellow circle highlights the filter settings on the right, which include: 'Asset No.' set to 'Raney SC', 'Idle times occurring' set to 'within', 'Date Range' from '2021-10-27 00:00:00' to '2021-10-27 23:59:59', and 'Only include Times' set to 'longer than' with a value of '10' and '55'. Below the map, a table shows the report data for asset B008.

ASSET NO.	IDLE COUNT	MAX IDLE DATE		MAX IDLE	MAX IDLE ZONE	TOTAL IDLE	TOTAL COST
		FROM	TO				
B008	2	2021-10-27 05:47	2021-10-27 06:30	00:42:40	Raney SC	00:59:18	\$0.00

## Bus Fueling Safety Protocol

These procedures are to be implemented while fueling vehicles at the Service Centers.

- All vehicles must be fueled at a District fueling facility.
- Fuel Key Fob are to be used only for the intended / assigned bus.
- Shut the Engine Off
- No one on board while the vehicle is fueling.
- Use gloves for propane.
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Keep hands on the nozzle while fueling
- Conduct cleanups of any fuel spills immediately
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (ie, kitty litter) and absorbent material shall be swept up.
- Collected waste is to be disposed of properly.

## Fuel Station Emergency Stop

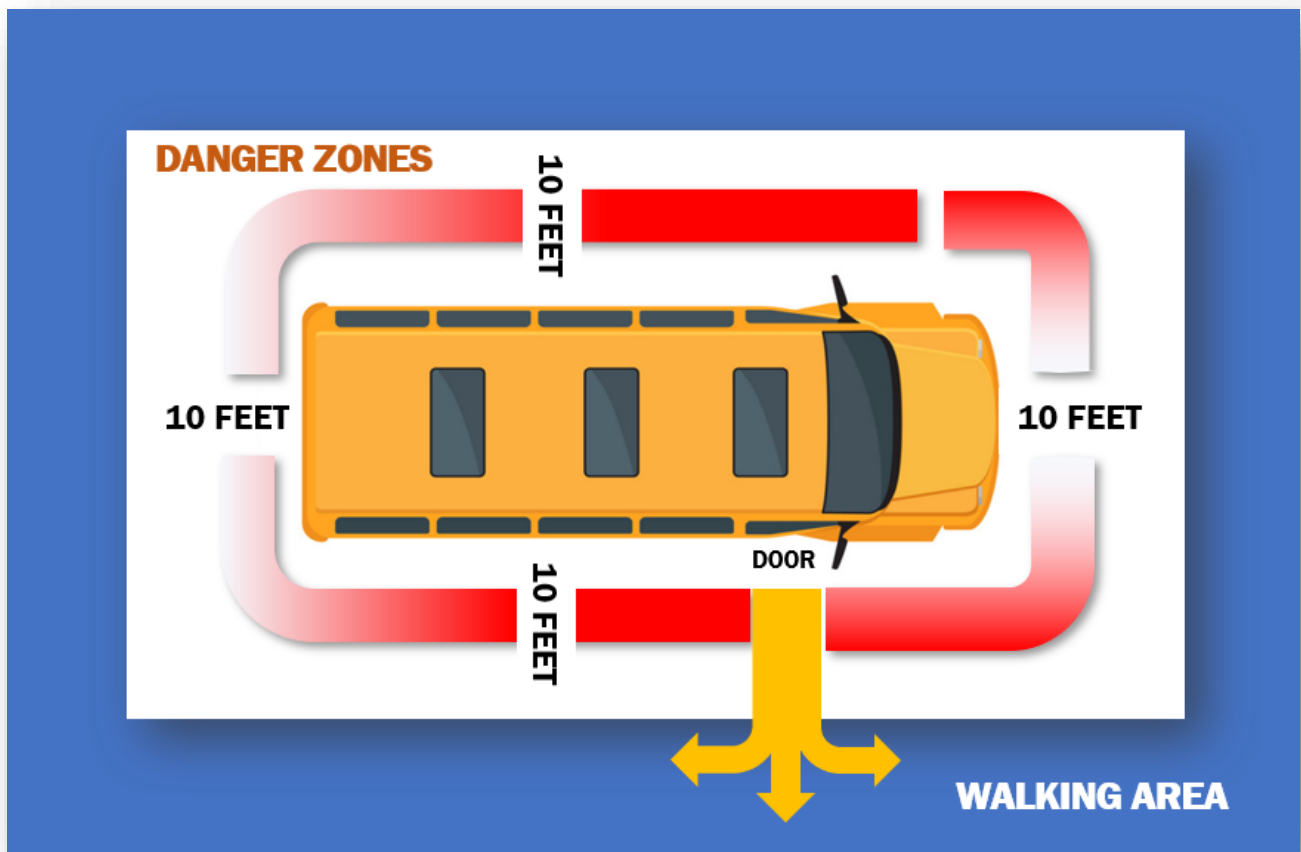
Every fuel dispenser is fitted with an “Emergency Stop” system. This system serves as an electrical disconnect system, which cuts off voltage supply to all circuits powering the fuel dispensing machine.

## Bus Loading and Unloading

The most dangerous part of the school bus ride is getting on and off the school bus. National statistics show that most deaths occur when the student is getting off the school bus or walking from the bus stop. Students are at greatest risk of being injured or killed, either by a passing vehicle or their own school bus in the “danger zones.”

Knowing what to do before, during, and after loading and unloading students can save lives. Bus drivers must teach students about school bus safety and potential dangers during loading and unloading.

**Danger Zones** The danger zone is the area on all sides of the bus where students are in the most danger of not being seen by the driver (ten feet in front of the bus where the



driver may be too high to see a child, ten feet on either side of the bus where a child may be in the driver's blind spot, and the area behind the school bus.

#### *National Safety Council Recommendation for Loading and Unloading*

Training for drivers and students should be conducted on loading and unloading procedures at the beginning of the school year and throughout the school year as a reminder. The driver should repeat these procedures to students regularly. The recommended procedures are:

1. Activate warning flasher system at least 100 feet prior to making a stop.
2. Approach the loading zone slowly and carefully. Direct students to wait in an orderly fashion safely back from the roadway.
3. Stop the vehicle 10, or 15 feet, if space is available, from students before loading (direct students to walk to the bus when the door is opened and the driver signals them to load).
4. Place the vehicle's transmission in neutral and set the parking brake before opening the door to load or unload.
5. Ensure that traffic is stopped in both directions before allowing the pupils to approach or exit the bus.
6. Unload the pupils that cross the street prior to those who do not cross.
7. Count students to know how many are loading on or unloading from the bus, where they are, and where they are going. If count is lost, do not move the bus. If necessary, shut off the bus, secure it, and check underneath before moving the bus.
8. Ensure that students cross far enough in front of the bus so that the driver can see them even if they drop something. Require students to maintain eye contact with the driver.
9. Instruct students to look to the driver for a signal and check for traffic before continuing across the roadway. All drivers in the fleet should utilize the same signal - confusion could lead to tragedy.
10. Establish a pre-arranged danger signal, such as the horn, in case a vehicle does not stop for the bus while children are loading or unloading. Make sure students know exactly what to do if they hear the danger signal - for instance, "Go back

to the side of the road you started from." All drivers should utilize the same danger signal and instructions.

11. Load and unload at designated pick up and drop off points.
12. Back only at approved turn-arounds, if backing is necessary near a bus stop. Prior to backing, ensure students are inside the bus. For instance, load children before backing up in the morning and unload children after backing up in the afternoon.
13. Do not unload children at corners immediately before making a right turn. Discharge children after making the turn.
14. Pick up and drop off pupils on their own side of the street if possible.
15. Instruct pupils never to cross behind the school bus.
16. Double-check all crossover and side mirrors for students and traffic before leaving the bus stop.
17. Do not put the bus in motion until all students outside are at a safe distance from the bus and all students inside are properly seated.
18. Before moving the bus after loading or unloading students, look and listen for any last-second warnings from others nearby that a child might be near the bus. A parent, teacher, motorist, another bus driver, or students on the bus might see a child near or even under the bus. Turn off noisy equipment and silence passengers so warnings can be heard.
19. Instruct students in the proper procedure for loading and unloading within the first week of school and throughout the school year.
20. Be cautious when students are carrying loose papers or books which they might drop near the bus - encourage students to use a book bag.
21. Be aware of the dangers of clothing, book bag, back pack and jacket strings/straps that could become entangled in the doorway of the school bus.
22. Upon completion of the route, walk through the bus to check for sleeping students, vandalism, and forgotten articles.
23. Report the license number of vehicles passing a stopped school bus with an operating stop signal arm and/or warning light system.
24. Examine stops regularly and to report unsafe conditions to the supervisor.

## **Behavioral Safety Protocols**

The behavior and attitudes of both drivers and passengers affect the overall safety on the bus. A driver's attitude can positively or negatively affect your driving ability and the behavior of the passengers.

### **Educator's Code of Ethics**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty.

- *What to do when confronted with a hostile angry parent*
- *What to do when confronted with hostile angry student toward the driver or other student.*

### **When confronted with a hostile or angry parent:**

- Remain Calm / Professional
- Use the Panic Button to ensure the conflict is recorded.
- Do not engage or attempt to reason with someone who is angry.
- Do not leave the students on the bus unattended.
- Do not allow yourself to be disrespected by allowing the parent to use foul language toward you.
- If the parent is using foul language while students are on the bus, politely close the door and proceed with the route once everyone is safe.
- Report the behavior to your supervisor with the time and date and the name of the parent/ person who intentionally disrupts, prevents, or interferes with the lawful transportation of students to and from school. CNC (LEGAL)

**When confronted with a hostile or angry student toward the driver or other student:**

- Remain Calm / Professional
- Use the Panic Button to ensure the conflict is recorded.
- Notify dispatch of the problem and the severity of the problem on the bus.
- Advise dispatch whether 9-1-1 must be called to intervene.
- Do not engage or attempt to reason with someone who is angry.
- Drivers/monitors shall not use any type of physical force with a student except to protect themselves, the student, or other persons from assault or imminent, serious, physical harm. Physical force may only be used when non-physical interventions would not be effective, and the student's behavior poses a threat of imminent, serious physical harm to the student or others. Any physical force used under these circumstances shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm. The use of physical force in these circumstances is permitted only for as long as the student's behavior poses a threat of imminent, serious physical harm to the student or others.
- Drivers may return to the school during afternoon runs to get assistance from the school office only after contacting dispatch.
- The behavior must be documented and provided to the Service Center supervisor.
- The Service Center Supervisor will contact the school and/or parent.

**Threats of Violence**

All threats of violence must be reported to the principal immediately to ensure the safety. All threats shall be taken seriously. When a student makes a threat, the school principal must determine whether it is a terroristic threat or a threat of a less serious nature.

## Child Abuse

### FFG (Exhibit)

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

Reports may be made to any of the following:

A law enforcement agency: The Dallas Police Department (nonemergency) at (214) 932-5627;

The CPS division of the Texas Department of Family and Protective Services (800) 252-5400 or on the web at [www.txabusehotline.org](http://www.txabusehotline.org);

The Dallas County CPS Office at (214) 951-7902; or

911 if the child has an injury or the child's life is in imminent danger.

Upon reporting an allegation of abuse or neglect to CPS and/or law enforcement that involves a District employee, complete and submit a Dallas ISD Critical Incident Report.

If the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or to another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

## Emergency Management

If a driver has or declares an emergency while operating a bus, the driver must contact 911 for assistance, as well as contact their service center to provide necessary information regarding the emergency.

### ACCIDENTS / COLLISIONS

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- **Driver Protocol**
- **Service Center Protocol**

#### Driver Protocol

- Notify dispatch of the accident.
- Remain at the scene. **Do not** leave the scene of the accident.
- Stay Calm
- Make sure the injured are being cared for.
- Assure that all students are safe, secure, and away from danger.
- Only permit authorized personnel and emergency responders on board the bus.
- Wait for further direction from dispatch / service center management



### Service Center Accident Protocol

Transporting students is a complex operation and when there is an accident, several departments and individuals play a critical role in emergency response. This document is a framework which outlines the emergency response procedures for Student Transportation Services. This guide should also be used to assist in training to ensure its consistent implementation. The protocol is initiated after a bus driver has contacted dispatch informing them of an accident.

#### Dispatch

Informs the Service Center Director of the Accident

- Calls DISD Police and/or EMS to report the accident and/ or request emergency medical assistance.
- Communicates information about the accident on the Accident/ Incident Report
- Communicates information about the accident on Bus Bulletin if no injuries
- Contacts the Customer Service Office in Student Transportation to begin calls to parents of students on the bus.
- Notifies the service center shop foreman if the vehicle involved in the accident is inoperable and a replacement bus is needed.
- Updates the electronic roll out if the bus involved has been exchanged with another bus.

#### Customer Service Staff

- Communicates with parents and campus as quickly as possible by phone.

#### Service Center Director Deploys Response Team

Two individuals should respond to an accident. These individuals are:

- **Accident Researcher** (Safety Specialist, Training Coordinator or Service Center Leader) and
- **Relief Driver** (another individual with a CDL).

# ACCIDENT SCENE

## Upon Arrival at the Scene

*The Accident Researcher takes command of the accident scene upon arrival to ensure those involved are safe and the proper documentation of the accident has occurred.*

### The Accident Researcher Does the Following:

- Ensures all students are safe, secure, and away from danger.
- Ensures all individuals at the accident scene are stable (cared for)
- Allows access to other authorized personnel (ie, school personnel) into the scene only after accident procedures have been completed.
- Ensures the driver (if able) is actively supervising any students who may have been on the bus.
- Ensures the driver has filled out the Seating Chart with the student's names, seat numbers and their seat positions at the time of the accident.
- Ensures the accident scene is secured with reflector triangles, flares, etc.
- Directs all questions from reporters to the District's Communication Office
- Only permits authorized personnel and emergency responders to board the bus.
- Collects location information for anyone being transported for medical care.
- Exchanges insurance information with the other party/ parties involved and provides other driver with the **Post Accident Sheet**.
- Gathers information for the Vehicle Accident Report including Dallas ISD vehicle information, other driver/ property owner information, record of injuries, witness statements and police report number.
- Takes photos of the damages to the bus as well as the other vehicles/ items involved.
- Takes photos of the accident scene.
- Communicates with the Dallas ISD Police or Dallas Police Department.
- Assists the police officer in releasing students to their parents (if any arrive on the scene).

### Cleared Accident Scene

Once the Accident scene is clear

- **Accident Researcher** transports the driver back to the service center.
- **The Relief Driver** will drive the bus/ vehicle back to the service center (if operable) or will finish the route once released by Dallas ISD PD if students were on the bus.

# POST ACCIDENT

## Post-Accident Procedures

Being involved in an accident may be traumatic for a bus driver as well as the passengers. Drivers are not allowed to drive back to the service center nor are they allowed to continue a route unless cleared by Service Center management. The protocol is initiated after the bus driver has been transported back to the Service Center.

### Upon Arrival at the Service Center

#### Post-Accident Drug and Alcohol Testing

- All District drivers involved in an accident are required to complete a post-accident drug and alcohol test.
- The bus driver may not ingest anything and may not use the restroom or left unattended until the drug and alcohol test has been administered.
- The driver cannot leave the service center until they have been dismissed from Drug and Alcohol Testing.

#### Post-Accident Paperwork

- The bus driver involved in the accident must submit a statement of what occurred.
- Complete paper copy of the Accident Report to provide additional details to the Accident Researcher.
- The **Accident Researcher** uploads all documents, pictures, driver statement, driver Accident Report and any other artifacts from the accident to the Risk Management [Vehicle Accident Portal](#) within 24 – 48 hours of the accident.
- Service Center Director completes a Critical Incident Report if anyone at the accident scene was transported by Emergency Medical Services.
- The paper copy of the accident form should be sent to Byron Gardner, [BYGARDNER@dallasisd.org](mailto:BYGARDNER@dallasisd.org) (Risk Management) and the Service Center Director before the individual who reported to the accident leaves for the day.

### Within 48-72 Hours After the Accident

#### Risk Management

- Will classify the accident as preventable or non-preventable.
- Driver will be enrolled in a required Defensive Driving Class if the accident was found to be preventable.

## **Administrative Post-Accident Procedures**

The supervisor and the Service Center Director must complete the following administrative procedures after an accident.

### **Meet with the Driver**

- Supervisor provides driver with information on worker's comp/ risk management and mental health services available.
- Review video of the accident.
- Discuss actions which ensue after an accident.
- The driver is informed they may be placed on leave or in a non-driving position pending an investigation of the accident if it resulted in the issuance of a citation or injury / death of a person.
- Provide driver with a Summary of Conference.

### **Documentation**

- Provide Executive Director with a copy of the Summary of Conference
- Link to the video of the accident

## **Emergency Evacuation Procedures**

### **Preparing an Emergency Evacuation Plan**

Each bus should have an emergency evacuation plan, which should be kept on the bus in the Bus Binder. The plan should allow for individual capabilities and needs of each student, the type of behavior that might be exhibited during an emergency evacuation, and the types of wheelchair or support equipment being used for students.

The components of the plan should include the following:

- How to disconnect or cut wheelchair securement and occupant protection equipment, including belts, trays, and other support equipment.
- Whether or not students can help, and to what extent
- How to deal with individual emergencies (e.g., seizures) during the evacuation process.
- Whether students should be evacuated in their wheelchairs or removed from their wheelchairs before evacuation.
- The order or sequence in which students should be evacuated.
- The length of time a student requiring life support equipment or medical care procedures can survive if such service is interrupted or delayed during the evacuation process:
- Where to gather once off the bus and how to evaluate different scenarios to make the best decision about where to gather.
- Training plan and schedules for drivers and students.
- Specific emergency equipment needed, training in use, and assignment of responsibility to remove from the bus when evacuations occur.

### **Floor Plan/ Seating Chart**

Each bus should have a floor plan with student location and special needs.

### **Assessing the Need to Evacuate**

Student safety and control are best maintained by keeping students on the bus during an emergency and/or impending crisis situation if doing so does not expose them to unnecessary risk or injury. A decision to evacuate should include consideration of the following conditions:

- A. Is there a fire involved?
- B. Is fuel leaking?
- C. Might the bus roll or tip, thereby causing a further threat to safety?
- D. Is the bus likely to be hit by other vehicles?
- E. Is the bus in direct path of a sighted tornado or other natural disasters, such as rising water?
- F. Would evacuating students expose them to speeding traffic, severe weather, or other dangerous environments?
- G. Considering the medical, physical, and emotional condition of the students, does staying on the bus or evacuating pose a greater danger to the students' safety?

### **Procedures to Follow for Emergency Evacuation**

- A. Keep the situation as orderly and as low-key as possible.
- B. If time and conditions permit, the bus driver should use the communication system to advise the office of the following information:
  - 1. The exact location, including nearest intersecting road or familiar landmark.
  - 2. The condition creating the emergency
  - 3. The type of assistance needed (police, fire, ambulance) and
  - 4. Notification that the bus is being evacuated
- C. Analyze conditions to determine the safest exit from the bus and safest gathering location.
- D. During the evacuation, monitor conditions and adjust procedures to meet unexpected circumstances.
- E. Move evacuated students to the nearest safe location at least 100 feet from the bus.
- F. Be prepared to give information to emergency medical personnel regarding individual students' medical or physical requirements.

## **Emergency Exit Drills**

Due to the increased number of students being transported and the increased number of accidents on highways, there is an urgent need to instruct students on how to properly vacate a school bus in case of an emergency. Students can block the emergency door if all are trying to get out at the same time.

Important factors about school bus evacuation drills.

1. Safety of students is of utmost importance and must first be considered.
2. All drills should be supervised by the principal or by persons assigned to act in a supervisory capacity.
3. The bus driver is responsible for the safety of the students. When the driver is incapacitated and unable to direct the evacuation, school patrol members, appointed students, or adult attendants should be authorized to direct these drills. It is important to have regular substitutes available (cover drivers).
4. If operable, the school bus alternately flashing signal lamps (red traffic control lamps) must be activated, and the side stop arm extended to alert oncoming traffic.

### **Fire or Danger of Fire**

Being near an existing fire and unable to move the bus or being near the presence of gasoline or other combustible material is considered dangerous, and students should be evacuated.

The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire.

Students should be moved to a safe place 100 feet or more from the bus and instructed to remain there until the driver has determined that the danger has passed.

### **Unsafe Position**

When the bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for students to remain in or to evacuate the bus.

#### Mandatory Evacuations

The driver must evacuate the bus when the following situations arise:

- A Fire or threat of fire is apparent.
- The final stopping point is in the path of a train or is adjacent to railroad tracks.
- The stopped position of the bus may change and increase the danger (e.g., a bus comes to rest near a body of water or at a precipice where it could still move and go into the water or over a cliff). The driver should be certain that the evacuation is carried out in a manner that affords maximum safety for the students.
- The stopped position of the bus is such that there is a danger of collision.

#### Sight Distance

In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered a reason for evacuation.

### Instructions for Conducting Emergency Exit Drills

- School Bus Drivers and Monitors should be active participants.
- Drills should be scheduled in a manner similar to fire drills that are held regularly in schools. They should be held more often during fall and spring months and conducted when the bus arrives at the school building with the students.
- Drills should be restricted to school property and conducted under the supervision of school officials.
- Types of drill should be varied.
- The driver should say in the bus during evacuation drills. He/she must set the parking brake, turn the engine off and place the manual transmission in the appropriate gear.
- Students should not be permitted to take backpacks, lunchboxes etc with them when they leave the bus. (The objectives are to get the students off safely in the shortest time possible and in an orderly fashion).
- Students should travel a distance of at least 100 feet from the bus in an emergency drill and remain there until given further directions.



## Safety Operations Manual

### Student Transportation Services

- All students should participate in the drill, including those who ride only on special trips.
- Each student should be instructed in proper safety precautions.
- Students should be instructed in how and where to obtain assistance in emergencies. Written instructions and telephone numbers should be posted in the bus.

#### Sample Drill Formats:

- Everyone exits through the front entrance doors and emergency door configurations.
- Everyone exits through the rear-most emergency door(s).
- Front half exits through the front door and rear half exits through the rear-most door.
- Other emergency exits (e.g., windows, hatches) are included in drills.

#### Passengers should receive instruction on how to:

- Turn off ignition switch/ shut down the engine;
- Set emergency brake;
- Summon help when and where needed;
- Use kick out window or emergency escape exits;
- Set warning devices;
- Open and close doors and account for all students passing the station;
- Help small students off the bus;
- Perform other assignments; and
- Use electronic voice equipment to summon help

### Emergency Evacuation of Students with Disabilities

The driver and the monitor must be familiar with any equipment in the bus that would aid in an actual evacuation, (e.g., the use of all emergency exits, emergency /fire blankets, webbing cutters, etc.)

It is important to enlist the help of school liaisons, parents and other personnel (e.g., physical therapists) to train and help students and staff understand emergency procedures including how to exit the bus without use of their mobility devices and equipment (wheelchair, etc.)

Local emergency personnel should be involved in developing the plans, especially if the students transported have complex medical conditions.

## **SAFETY AT THE SCHOOL CAMPUS / BUS STOP**

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### **Loading and Unloading**

#### **Texas Transportation Code TRC §547.701**

When a school bus is being stopped or is stopped on a highway to permit students to board or exit the bus, the operator of the bus shall activate all flashing warning signal lights and other equipment on the bus designed to warn other drivers that the bus is stopping to load or unload children. A person may not operate such a light or other equipment except when the bus is being stopped or is stopped on a highway to permit students to board or exit the bus.