



**2024-2025**

**Havre Public  
Schools**

**School Bus Driver  
Handbook**

(Revised 06/27/2024)

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## OPENING STATEMENT

The following information contains School District policies, regulations and procedures that relate to the school transportation system. It is this administration's feeling that the responsibility for the safety and welfare of students who ride school buses is shared by students, parents, school bus drivers and the school district.

The goal of the Transportation Department and the primary responsibility of every school bus driver is to provide the safe, comfortable, and reliable transportation for school children in the most cost-efficient manner possible.

All policies pertaining to transportation will conform to the statutes in the School Laws of Montana as they refer to transportation. The Board of Trustees determines policies and practices relating to the Transportation program. A copy of the District Policies for all school employees is on file at the Transportation Department and may be obtained by contacting the Transportation Director. Driver and Parent-Student Handbooks are posted on the Havre Public School website, click the link to access the handbook 2024-2025 [Bus Driver Handbook](#)

**Montana law gives the County Transportation Committee supervisory power within a county over the administration of school bus transportation. As an aid to the equalization of educational opportunity for school children, the state legislature has made provisions for a school district to receive state and county reimbursement for a portion of the costs of its transportation program provided standards and regulations are met.**

### [Transportation Personnel 2024-2025](#)

#### **Full-Time Personnel:**

<b>Director of Operations</b>	<b>Scott Filius</b>
<b>Bus Technician</b>	<b>Seth Hamilton</b>
<b>Secretary / Router</b>	<b>Leila Haigler</b>
<b>Service Attendant</b>	<b>Woody Woodwick</b>

#### **Drivers:**

**Mike Badgley**  
**Leroy George**  
**Rick Graham**  
**Phil Huff**  
**Greg McKnight**

**Joann Olesen  
Brian Schlotfeldt  
Morris Sherlin  
James Sisty  
Alan Sorenson  
Bruce Sprinkle  
Loree Thompson  
Patrick Trumpour  
Maria Walters**

**Relief Drivers:**

**Tom Aeberman  
Wade Bitz  
Kent McCormick  
Jack Solomon  
Clay Vincent**

**Activity Coach Drivers:**

**Wade Bitz  
Scott Durward  
Leroy George  
Kade Rismon  
Ken Tyler  
Maria Walters**

**There are a total of 25 buses in the fleet, which includes 5 activities, coach-style buses.**

- 1. The initial planning and administration of the school bus routes is the duty of the school district. The planning of such reimbursable routes is subject to approval by the Hill County Transportation Committee.**
- 2. Buses will not leave high-grade roads to pick up students.**
- 3. School bus routes will be established with due consideration of conditions affecting safety, conditions of roads, bridges and culverts, presence of railroad tracks and hazardous crossings, extreme weather conditions, length of routes, number of children and families to be served, availability of turn-around points, capacity of bus, etc... Bus routes will be planned to eliminate overlapping and empty bus miles as much as possible. It should be remembered that bus transportation is a group service on in-city routes and not an individual taxi service.**
- 4. When the parent or guardian of an elementary pupil consents to a trip of over 1 hour, the trustees may require such eligible transported to ride a school bus for**

more than 1 hour per trip.

5. **Parents should be referred to the school administration for any request of change in rural routes, stops or schedules. School bus drivers and the Transportation Director should feel free in making recommendations in regard to establishing routes.**
6. **In-city busing will be defined as busing of students within three miles from their school. In-city busing will be considered a privilege as it is not mandated by law. It shall be the policy of our district that in-city bus stops will be no closer than .4 of one mile from the school site unless safety issues are involved.**
7. **Minor route changes due to traffic, road conditions, pupil load, etc. are the responsibility of the Transportation Director. The administration should be contacted on a regular basis regarding these changes. Major changes must be approved by the Board of Trustees.**
8. **Busing information will be available on the Parent Portal on the school website or at registration.**
9. **Bus drivers are not to alter the regular route in any way unless a real emergency exists.**

## PERSONNEL DESCRIPTIONS

### TITLE: SCHOOL BUS DRIVER QUALIFICATIONS:

1. **Be in possession of a Commercial driver's license with at least a class B endorsement; with passenger endorsement (P), the school bus endorsement (S). An activity coach driver must have no restrictions on the air brake to drive the coach bus and be qualified to drive Interstate.**
2. **Valid first aid and CPR card.**
3. **Pass DOT physical examination. The Board of Trustees may request that a bus driver have a physical examination every year. The district pays for the renewal of the examination.**
4. **Obtain a Montana Bus Driver's Certificate. The Director of Transportation will submit the necessary information for bus drivers to obtain this certificate.**
5. **Must have 5 years licensed, driving experience.**
6. **Driver must have and maintain an excellent driving record: All tickets must be reported to Transportation Supervisor.**

It is the goal of the Havre Public Schools Transportation Department to hire and retain school bus drivers with the highest respect for vehicular law and safety.

Automotive studies have established that an individual's driving record reliability predicts the future driving performance and likelihood as to whether driving violations or preventable accidents will occur.

In order to maintain this distinguished level of performance, a copy of the Motor Vehicle Record will be obtained for each individual when hired by the district. The expectation of the district will be that all drivers will report any violation to the Transportation Director as soon as possible. The MVR will also be secured annually for all drivers employed by the district and will become a permanent part of the driver's file.

#### Criteria for Acceptable MVR

- a. Two or more preventable accidents in a three-year period are a questionable record and the desirability of such an employee will be in serious doubt and placed on an improvement plan.
- b. Major moving violations such as hit and run, DUI, felony homicide or manslaughter involving a motor vehicle, racing or excessive speed (20 mph over limits), reckless or careless driving, and license suspension should be cause for rejecting an applicant or dismissing a present employee.
- c. Other moving violations will be treated such that two or more in a three-year period will be cause for serious review of desirability of the bus driving position.

#### Consequences for Violations

The MVR or the violation reported by the driver that reflects poor driving habits will be discussed with the driver, alerting the person to the fact that management is aware of the record and recommends a change in driving behavior in order to avoid placing the bus driver position in jeopardy.

#### Remedial Action

Upon hiring a driver, a performance analysis will be done on a newly hired bus driver. An analysis will also be completed annually on all currently employed school bus drivers.

#### Step 1. Moving Violations During Previous 36 Months

# Violations	Points	# Violations	Points
One	4	Four	12
Two	6	Five	14

<b>Three</b>	<b>8</b>	<b>Six</b>	<b>16</b>
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**Step 2. Vehicle Accidents (Preventable) During Past 36 Months**

<b># Accidents</b>	<b>Points</b>	<b># Accidents</b>	<b>Points</b>
<b>One</b>	<b>5</b>	<b>Three</b>	<b>10</b>
<b>Two</b>	<b>7</b>	<b>Four or More</b>	<b>15</b>

**Step 3. Major Moving Violations within Past 36 Months**

CAUSE FOR AUTOMATIC TERMINATION.

**Step 4. Criteria for Acceptability**

<b>Best</b>	<b>Average</b>	<b>Questionable</b>	<b>Needs Attention</b>	<b>Undesirable</b>
<b>0-3 Points</b>	<b>4-7 Points</b>	<b>8-9 Points</b>	<b>10-14 Points</b>	<b>15 &amp; Over</b>

**Step 5. Action Options**

<b>Points</b>	<b>Recommended Action</b>
<b>0-4</b>	<b>Generally no action</b>
<b>5-7</b>	<b>Supervisory counseling/Improvement plan</b>
<b>8-9</b>	<b>Heavy supervisory attention and counseling, plus required training</b>
<b>10-14</b>	<b>Removal from driving position until establishment of a clean 1-year record</b>
<b>15+</b>	<b>Terminated bus driver position</b>

SCHOOL BUS DRIVER DUTIES:

- 1. Drive bus in a safe and prudent manner at all times.**
- 2. Demonstrate good rapport with students and parents.**

3. **Obey all traffic laws.**
4. **Keep bus clean every day.**
5. **Maintain established bus route.**
6. **Check out mechanical areas of bus daily.**
7. **Report mechanical problems in writing to the mechanics.**
8. **Report disciplinary problems in accordance with the Student Management on the School Bus rules provided by the district.**
9. **Report any accident in which a student has been injured. Also report any type accident where the bus has been involved.**
10. **Make sure the rear windows and lights are clean.**

#### **TITLE IX INFORMATION, SEX DISCRIMINATION:**

**The Havre School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in offering employment or in providing education services, activities, and programs, including athletic vocational programs, in accordance with the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. The following District staff member has been designated to coordinate compliance with these requirements: Holly Bitz, Title IX Assistant Superintendent (395-8550).**

**In addition, inquiries regarding discrimination may be directed to: Brian Gum, Superintendent, Title IX Supervisor at 395-8550 or to the Director of Operations, Scott Filius.**

#### **STUDENT/PARENT/EMPLOYEE GRIEVANCE PROCEDURE:**

**A student, parent or employee with a grievance should first discuss it with his or her immediate supervisor with the objective of resolving the matter promptly and informally. If the issue is not resolved informally, the District has a Student/Employee Grievance Policy in District Policy which may be implemented by a staff member or student/parent to resolve grievances.**



## HATCH ACT:

**The Hatch Act is a series of Federal laws which prohibit certain political activities by employees of the Federal Government. In Montana, political activities by employees are regulated by Section 13-35-226, MCA. A copy of the statute, which is quite lengthy, is on file in the school office and available for review at any time. If you are engaged in political activities and want to know the limitations, if any, that apply to you, a copy of the statute will be provided. The penalty for violation of this statute is either up to \$1,000 fine, 6 months in jail, or both.**

## SEXUAL HARASSMENT/INTIMIDATION

**The District is committed to a positive and productive working and learning environment free from discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex. The District will take prompt, effective and remedial action on complaints, grievances, and reports of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) which come to the attention of the District.**

**The District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulation prohibiting discrimination and will lead to disciplinary action against the offender.**

**Sexual harassment will not be tolerated at school. This policy applies to all district staff and students. Report any harassment directly to the transportation director, Scott Filius, Brian Gum, Title IX Assistant Superintendent; Holly Bitz, Title IX Superintendent; or someone you trust. An investigation will be made following the guidelines outlined in District Policy.**

## STUDENT SEARCHES AND SEIZURE POLICY:

**Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures at school. If there is a need to conduct reasonable searches of a bus or of a particular student because there is reasonable cause to believe that that student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law, contact the Director of Operations immediately and the school principal will be informed. The school principal will conduct the search. Searches may include the use of specially trained canines.**

## REPORTING CHILD ABUSE AND NEGLECT

**As soon as an employee has reason to believe that a child may have been abused or neglected, that bus driver shall inform the transportation director and complete the proper form, Procedures for Reporting Suspected Child Abuse/Neglect Cases. You are required by law to report this information.**

## BUS CARE & MAINTENANCE

**The Transportation Department is responsible to maintain 25 buses plus other vehicles owned and operated by the school district. It is our general policy to operate on a scheduled preventative maintenance program.**

**To insure that our vehicles are operating at the safest level possible, we have a routine check-list or areas to be checked over on all vehicles. We believe that this procedure not only saves money, but may also be saving lives.**

### ENGINE WARM-UP/COOL-DOWN:

- 1. Buses are not to be taken from the shop area before the oil pressure and air pressure gauges are in their normal operating positions. A proper warm-up is from 1-3 minutes depending on the weather condition.**
- 2. When buses are parked at the end of a run, drivers are required to idle for a short time allowing the engine to cool down before shutting the bus off. A proper cool-off is approximately 1 minute depending on the type of route that is assigned to a particular bus. All switches should be turned to the off position before shutting off the bus. This is an excellent time for the bus driver to walk through the bus and check seats.**

### DRIVER MAINTENANCE RESPONSIBILITY:

- 1. Each driver is responsible for keeping his/her bus clean inside and out on a continual basis. Buses are to be swept daily, including keeping your rear windows and lights clean.**
- 2. The bus driver will be responsible for reporting all maintenance deficiencies to the bus mechanic in written form for needed repairs or corrections.**

3. **No loose objects should be left on the dash or control panel.**
4. **Garbage container provided should be emptied daily.**
5. **On cold days, the bus driver should take extra time to properly warm-up the bus before beginning the route. The driver should not leave the bus running an excessive time, 3-5 minutes, unless otherwise notified.**
6. **Bus drivers will be required to check out his/her bus daily and a written record will be submitted at the end of each week.**
7. **The bus driver is to fill the fuel tank and to operate the vehicle on the top half of the tank at all times.**
8. **Drivers are to accelerate slowly when starting routes to allow the automatic transmission to shift properly and for proper engine warm up.**
9. **Buses are to be washed every six weeks and more often during muddy road conditions. This is a safety issue. Buses will not be washed when they are serviced.**
10. **Drivers are to report any form of vandalism on the bus in writing immediately.**
11. **After unloading each route, drivers should check for articles left on the bus. Except for items of value, such goods are to be kept on the bus for a week and then placed in the lost and found at the bus garage. Make sure a final sweep for sleeping students is done.**

#### FUEL SAVING TIPS

1. **Check the oil and fluid levels.**
2. **Gradually accelerate the bus to the desired speed.**
3. **Drive slower when the engine is cold.**
4. **Look ahead and anticipate stops.**
5. **Drive at steady speeds. Use the brakes as little as possible.**
6. **Accelerate and decelerate smoothly when changing speeds.**
7. **Plan your traffic moves early.**
8. **Adjust the vehicle speed to the road and weather conditions.**

10. **Smell for trouble, look for trouble, listen for trouble, feel for trouble and report problems immediately.**
11. **Think fuel economy. Try as many fuel economy techniques as possible to increase your vehicle miles per gallon.**
12. **Use the proper starting procedures for the bus that is being driven.**
13. **Never ride the brake.**
14. **Don't rev up the engine before turning off the ignition.**
15. **Turn off all power consuming systems before turning off the ignition.**

## BUS ROUTE & BUS STOP POLICIES

### SCHEDULES:

1. **Each driver will be furnished a detailed schedule of his/her route. The bus driver is responsible to write any changes on the route description located on the clipboard. A sheet with special instructions will be maintained on the clipboard for relief bus drivers. Keep it up-dated daily or whenever changes occur in seat assignments, etc.**
2. **The number of working hours and time of day will depend on each individual route. All bus drivers are to report to work 15 minutes before leaving on the regular route in the morning. (This time should be spent pre-tripping your bus).**
3. **The driver shall adhere to the established schedule. Under no circumstances shall the driver run ahead of schedule. Punctuality and regularity of employees and buses are necessary.**

### BUS STOPS:

1. **Bus stops should be made only at designated loading places. Bus drivers will not be allowed to leave the regular route except in a rare emergency.**
2. **Bus stops should be chosen with safety in mind. Points should be selected where motorists approaching from either direction will have a clear view of the bus for a distance of at least 300-500 feet in the rural areas.**
3. **Loading and unloading zones at the schools are marked by the maintenance department as directed by the Director of Operations.**

4. **The principal and staff of each building are responsible for the conduct of students waiting in loading zones.**
5. **Whenever possible, select stops away from intersections when stopping in-city.**
6. **Bus stops are to be at least every other block in city unless the Director of Operations has authorized that they be closer together or extremely hazardous conditions mandate that stops be closer.**

## PUBLIC RELATIONS

**The school bus driver establishes an image for the transportation system. The driver's attitude toward the students, school personnel, parents and other people determines the good or poor relationship between the transportation system and the public. Remember, you are a part of the Havre Public Schools system--represent it wholeheartedly.**

1. **The driver is not to use the school bus for any personal reason.**
2. **Normally you should stay with the bus on daily route layovers. If you leave the bus you must take the following safety precautions:**
  - a. **Remove the key from the ignition.**
  - b. **Set the emergency brake.**
  - c. **If parked on a hill, be sure to turn the wheels in the proper direction.**
  - d. **Lock up the bus including the rear emergency door.**
3. **Try to protect the private property of citizens at or around bus stops. Report any observed damage by the bus or students to the Director of Operations.**
4. **Drivers are encouraged to decorate the bus at any time including holidays or just any time with student's pictures or drawings. However, please refrain from putting pictures on the windshield, the service door glass, the window on the driver's left the first set of windows on the passenger side of the bus or the rear windows.**

## STUDENT RULES AND MANAGEMENT POLICY

### STUDENTS ELIGIBLE TO RIDE:

1. **Public School Rural Students--School District 16-A will provide transportation for public students enrolled in the Havre Public Schools who reside 3 or more miles from school on routes approved by the Board of Trustees and the Hill County Transportation Committee and to special needs children within the 3 mile limit on approved routes.**
2. **In-city Students--School District 16-A will attempt to provide transportation within**

the 3 mile limit to public school students enrolled in grades K-12 where feasible and practical and along routes as specified by the Board of Trustees.

3. **Non-public School Students--Non-public school students will not be provided transportation..**

#### STUDENT BUS STOP RULES:

1. **Arrive at the bus stop just 5 minutes before the bus is scheduled to pick up students.**
2. **Be respectful to each other at the bus stop.**
2. **Ball games and running games are absolutely not allowed.**
3. **Show respect for the property where the bus stop is located.**
4. **Stay off the street or main highway.**
5. **Do not run toward the bus in an effort to be the first to board the bus.**
6. **Do not cross the street at the bus stop until traffic has stopped for flashing red lights. Then cross the street in front of the bus if you must cross to get on the bus.**

#### STUDENT RULES AFTER LEAVING THE BUS:

1. **Do not run or push while unloading from the bus.**
2. **When crossing in front of the bus always watch for the driver to give the "all clear" signal before crossing.**
3. **Students should go directly from their bus stop to home.**
4. **If students must cross the road or street after getting off the bus, they should cross 10 feet in front of the bus while the red lights are flashing.**

#### STUDENT RULES WHILE ON THE BUS:

1. **Follow the driver's directions the first time they are given.**
2. **Keep all parts of your body and all objects to yourself.**
3. **Stay seated on your seat.**
4. **Be courteous, use no profane language.**
5. **No loud talking or loud noise.**

6. Do not smoke.
- 7, Be respectful to others.
8. Do not be destructive.

## STUDENT MANAGEMENT ON THE SCHOOL BUS

**There is much to be learned in connection with understanding children and maintaining good behavior on the school bus. This is one of the major problems that confront the bus driver. The driver who will learn about problems and behavior patterns of children and young adults will be better equipped to handle the problems that arise. It has been proven many times that when a driver determines the cause of bad behavior, a whole new avenue of understanding is opened between the child and the driver.**

**The driver must keep control of the students at all times. The driver should never attempt to perform any disciplinary action while the bus is in motion. Stopping the bus lends emphasis to the situation. Do not make threats that cannot be carried out.**

**NEVER DROP OFF A STUDENT BEFORE HIS DESIGNATED BUS STOP AS A FORM OF DISCIPLINE. A CHILD WILL BE DELIVERED HOME IN THE AFTERNOON IF TAKEN TO SCHOOL BY THE BUS THAT DAY, UNLESS THE TRANSPORTATION DIRECTOR AUTHORIZES A CHANGE FROM THIS POLICY.**

### BUS Guidelines

**The goal of the Director of Operations is to create the safest environment on the school bus as possible. To achieve this goal, students can and will be taught the guidelines for success. These are the guidelines.**

2. Be respectful to the driver and other passengers
3. Use a calm manner in entering, riding and departing from the bus
4. Safe and appropriate interactions at all times

**We want a safe, caring, orderly school bus in which children can feel safe and secure while riding to and from school. To provide this safe and predictable environment on the school bus, students are required to follow the BUS guidelines.**

**Students who behave appropriately will be positively rewarded with praise and a variety of different incentives. Student behavior incentive programs may be implemented for an entire bus load of students at various times during the school year.**

### Bus Driver Role

**All bus drivers will be required to post a list of expanded guidelines, consequences, and**

**rewards in their assigned bus. The behavior expectations will be taught to all bus riders the first week of school. Reminders to students regarding behavior expectations will be addressed as students are entering the school bus for the return trip home in the afternoon.**

### **BUS Guidelines on the School Bus**

**Failure to follow the rules on the bus will lead to further consequences. The student will be given a verbal warning to stop the behavior. If the behavior continues, the driver will ask the student to change seat positions at the next bus stop or pull the bus over in a safe place and require the student to change to a different seat assignment for the remainder of the ride.**

### **25 WAYS TO MAINTAIN STUDENT DISCIPLINE:**

- 1. Never give an order you do not mean to enforce.**
- 2. The response of the child is in action. Give your command to stimulate action, not to check it. Say, "do this," rather than "don't do that." Suggest an action which can be successfully obeyed.**
- 3. Give a child time for reaction.**
- 4. Have a reason for what you ask a child to do and when possible, take time to give the reason.**
- 5. Be honest in what you say and do.**
- 6. Be fair. It is not punishment, but injustice that makes a child rebel against you.**
- 7. Be friendly. Always show an interest in what the children are doing.**
- 8. Commend good qualities and actions.**
- 9. Remember that a sense of humor is extremely valuable.**
- 10. Never strike a child.**
- 11. Do not judge misconduct on how it annoys you.**
- 12. Do not take your personal feelings and prejudices out on the children.**
- 13. Maintain poise at all times. Do not lose your temper.**
- 14. Do not nag or bluff.**
- 15. Look for good qualities - all children have them.**
- 16. Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook**



some things.

17. **Listen for suggestions and complaints from the children.**
18. **Follow up all cases which have been disciplined.**
19. **Be sincere in your work.**
20. **Set a good example yourself.**
21. **Never hold a child up to public ridicule. It is the surest way to create a discipline problem.**
22. **Try to be constructive, not repressive, in all dealings with children.**
23. **Bear in mind that misbehavior is seldom willful. There usually is a cause and it may be in yourself or some other influence outside the child.**
24. **Intelligence in handling youth consists of thinking faster than they do. If they can out-think you, you are not using your maturity and the advantage of your larger education. You should see possibilities before they become results. This is the secret of leadership.**
25. **Defiance of established procedure comes from failure in some adult to keep the situation in hand. If there is a danger of a direct break the child should not be forced. An adult's will should never be pitted against that of a child. It is far wiser to give some simple directions that will be mechanically obeyed and pick up the reins of control in a quiet way.**

#### SCHOOL BUS DRIVER RULES

1. **Aisles on the bus must be clear of any obstructions at all times. While baggage, musical instruments, athletic equipment, etc. are allowed, they must not obstruct the aisles and should be stored under or on the seat.**
2. **Animals, firearms, weapons, insects, bottles, jars, balloons or any other potentially hazardous materials will not be permitted on the bus. Special exceptions are made infrequently when approved by the Director of Operations or special preparations provided for science projects, etc.**
3. **No unauthorized riders are to be allowed on the school bus.**
4. **Driving practices:**
  - a. **Drivers must know all traffic laws and be thoroughly familiar with the safe handling of the school bus.**
  - b. **Avoid speeding, jerky stops and starts and fast corner turning.**

**c. Make all approaches to bus stops in a careful and prudent manner.**

5. Stay in the bus while loading students and take charge when the students enter.
6. Drivers are required to stop at every designated rural pick-up point and check to see if student may be on the way to bus stop on the morning route.
7. Drivers are not allowed to drink beverages on the bus while driving.
8. Drivers shall observe and assist in conducting student instructions and evacuation drills as directed by the Director of Operations.
9. Backing up a school bus is prohibited at a school loading or unloading zone unless an emergency exists. If an emergency does exist, the driver will get assistance from a reliable person to ensure no one is near the rear of the bus.
10. Never leave the bus when pupils are in it until the motor is shut off, the brake is set and the key is removed from the ignition.
11. Do not put the bus in neutral and allow the bus to coast except in extremely icy conditions when making a stop.
12. All doors must be closed while bus is in motion.
13. Do not permit anyone to hang on or hitch onto the bus.
14. Do not permit anyone else to operate the bus.
15. Driver must sign in at the office before leaving the bus garage to proceed on the route.
16. Driver must wear gloves provided in the first aid kit when handling open cuts, bleeding cuts, nose bleeds, vomiting, or other body fluids.
17. Obey speed limits. Buses must be driven 35-40 miles per hour on gravel roads. A driver must always operate his bus at a speed that will permit him to maintain proper control of the vehicle under all conditions. Speed limit around school areas is 15 mph. Our school district will adopt the following speed limits that are equivalent to speed limits for trucks or larger vehicles.

	<b>DAY</b>	<b>NIGHT</b>
<b>INTERSTATE</b>	70	65
<b>INTERSTATE IN URBAN AREAS</b>	65	65

<b>OTHER HIGHWAYS</b>	<b>70</b>	<b>65</b>

18. **All new bus drivers will be required to drive his/her regular assigned route at least one time before transporting students.**
19. **Loading and Unloading Procedures:**
  - a. **School bound--When children must cross the road to board the bus, they shall wait on their side until the bus stops with red lights flashing. After traffic stops, the bus driver will signal students to cross the street.**
  - b. **Homebound--When children must cross roads, they shall cross 10 feet in front of the bus and the bus will remain stopped with lights flashing until children have safely crossed the roadway. In the afternoon when picking up students at the respective schools, the bus will wait for 6-8 minutes after the dismissal bell rings at the first school before leaving to pick up remainder of rural students or leaving Havre.**
20. **A check of the bus seats must be done at the end of every route to ensure that no child is left behind.**
21. **Drivers will not be allowed to talk on cell phones when the bus is in motion. If you must answer the school cell phone while on the route or activity, please find a safe place to pull off the roadway or pass the phone to another adult in the bus. If you are carrying a personal cell phone, you will need to call the person back after you have completed your driving responsibilities.**
22. **Extend all courtesy to motorists.**
23. **Drivers are not permitted to bring members of their families or friends on the bus on the school route unless enrolled in Havre Public Schools.**
24. **Smoking is not permitted on the bus by law.**
25. **Complete all information on fuel sheet when fluids are added to bus.**
26. **Keep an up-to-date list of students riding the bus.**
27. **Bus drivers must use seat belts.**
28. **All buses must be parked at the bus garage when not in use unless special permission is obtained from the Director of Operations.**
29. **There is no custodial personnel in this building. Each person must do his/her part in keeping the restroom and other areas clean.**

30. **Personal parking--Bus drivers may park on the east and west sides of the building, keeping the overhead doors clear at all times. There will be absolutely no parking parallel to overhead garage doors.**
31. **Fueling Procedures: Will be explained and fuel will be purchased locally when possible.**
  - a. **Drivers will be required to report all fuel added to a vehicle through a procedure established at the bus garage.**
  - b. **No smoking will be allowed while filling vehicles.**
  - c. **The vehicle must be turned off before servicing.**
  - d. **The operator shall not leave the pump when servicing vehicle.**
  - e. **The bus should be empty of passengers when fueling is taking place.**
32. **All school buses will operate with headlights in daytime and night.**
33. **All drivers will honk horn when backing the bus at any time.**
34. **Drivers will not be under the influence of any alcoholic beverage or any dangerous or narcotic drug while on duty.**
35. **Allow time for students to be seated before putting the bus in motion.**
36. **Complete training required by the Transportation Department.**
37. **Never allow students to operate the bus functions such as opening the door, sitting in the driver's seat, etc. Those are serious job responsibilities for the driver to attend to.**
38. **Strobe lights: strobe lights are to be used whenever there are visibility issues during scheduled routes or on field and activity trips.**

## SAFETY CHECKS

**Drivers will check out their assigned bus every morning before it leaves the garage and complete a written check sheet indicating all items that were checked. (A copy of the check sheet is available at the bus garage.)**

### GENERAL:

1. **Emergency equipment (fire extinguisher, first aid kit, reflectors)**
2. **Start motor**

3. Check turn signals and amber loading lights
4. Check seats on way to emergency exit. Check seats by attempting to lift the cushions.
5. Check red lights, turn signals, headlights and clearance lights
6. Walk around and check tires, lug nuts, oil, water, power steering fluid and exhaust system
7. Check hazard lights, high beam indicator light
8. Check all switches--heater, defrosters and wipers
9. Check all gauges
10. Seat adjustment
11. Mirror adjustment
12. Check seat belt
13. Check steering
14. Sound horn before backing

## TWO-WAY RADIO SYSTEM

The Havre Public Schools Transportation system is on an FM radio system with Hill County. Our contract with Hill County is very specific and strict. We are allowed to use the radio frequency for school transportation business only. Never abuse this privilege or the district could lose its use of the frequency.

The following suggestions will help you operate the system properly:

1. Be sure you acquaint yourself with the operational controls.

Normally all radios operate on Channel 1(bus repeater) however, if you are very close to another bus, you may have to switch to Channel 2(talk around) to talk. Also, if the repeater is down, using Channel 2 may give you some radio contact.

2. Observe communication discipline. Never press the transmit button on the mic when someone else is already talking on the air.

3. Use the proper call signs.

- a. When calling the bus garage say - Bus #\_\_ to Bus Garage.
- b. When calling another bus say - Bus #\_\_ to Bus #\_\_.

4. Never crowd the mic. Keep your mouth approximately 2 inches away from the face of the mic.

5. Always be prepared to give your location. If a second bus or a mechanic is needed they will need to know where you are. In the event of a stalled bus, try to describe as well as you can what the problem is. This gives the dispatcher the means to determine if a second vehicle is needed, a mechanic only, or if specific tools need to be taken.

6. If you are reporting an accident or one you have just observed, be sure of the location. Do not get over excited; speak clearly and distinctly. It also helps if you are able to discern if any ambulance may be needed or just a police officer.

7. When finished with your message "clear the air" by saying - Bus # \_\_ clear.

8. Be sure to hold the mic button down at least a second or two before transmitting. This will give your radio time to connect with another base radio or another bus radio.

9. A rubber band may be placed on your mic that could be used in an emergency situation. This rubber band could be used to key the mic unknowingly if it was necessary for the bus garage or the police to monitor the activity on the bus.

## GENERAL TRANSPORTATION POLICIES

The DMVD State of Montana Commercial Driver License School Bus Endorsement Supplemental Manual will be used as a basis for all rules and regulations regarding transportation procedures and operation. The District will refer to those procedures in addressing issues regarding school bus operation.

### Bus Warning System:

By law, vehicles must stop when a school bus has red lights flashing and slow down and proceed with caution when the amber lights flash. Bus drivers are barred from signaling to vehicles in their vicinity to pass the bus.

Refer to the DMVD School Bus Endorsement Supplemental Manual for proper use of light system p. 10-3 and p. 10-4 Sections 10.2.2 and 10.2.3.

### Procedure for Bus in Need of Towing:

In the event that a school bus slides into the ditch because of muddy or slick roads or gets stuck on the road or any similar incident, the following will apply:

1. Do not allow anyone to move the bus or attempt to pull the bus under any circumstances.
2. School personnel will be allowed to perform the task with the school owned 4-wheel drive or an authorized wrecker service will be called. When in doubt about the removal or the procedure, a wrecker will be called.
3. Never attempt to pull the bus with students on board.

4. The Highway Patrol will be notified if there is any damage to the bus.

5. **Seat Belts:** Before placing the bus in motion, and at all times when the bus is in motion, the driver must be firmly strapped and buckled by the driver's seat belt.

#### Railroad Crossings:

Refer to DMVD School Bus Endorsement Supplemental Manual, pp.10-7 to 10-9, Sections 10.4.1 to 10.4.3.

#### Dress and Appearance:

1. Every driver is expected to maintain a personal appearance that will present a favorable image towards the school district and the Transportation Department.

2. In the interest of safe school bus operations, drivers must wear proper footwear (i.e. clogs, thongs, barefoot, or strapless sandals would not be appropriate.)

3. Drivers are expected to wear suitable clothing and footwear during very cold weather, i.e. winter coat, boots, and gloves.

4. During warm weather if shorts are worn, they must be knee-length. Shorts more than 3 inches above the knee will be unacceptable.

#### Absences and Tardiness:

1. In the event of absence, it is the driver's responsibility to notify the Director of Operations so that a substitute driver can be assigned. The director should be notified at least one hour before the driver's scheduled report time. It is also the driver's responsibility to tell the director when he/she will again be returning to work after an absence.

2. The driver must inform the director in writing of the reason for the absence so the proper information can be included on time sheets.

#### Procedure for Relaying Emergency Information:

Our procedure for relaying emergency information concerning tragic circumstances relating to staff or students in a particular building will be the following:

1. When the transportation director is notified of an emergency situation, the director will call a staff meeting on that day at 8:30 AM and relay the information to the staff. If the notification occurs during the school day, a

meeting will be held before the drivers leave on the PM bus route.

2. **If the situation arises during the weekend, the Director of Operations will contact the employee or employees directly affected by the situation by phone before the driver leaves on the next bus route and will call a meeting at 8:30 AM to notify the remainder of the staff on the first working day after the notification. A call list has been distributed to the mechanics to help the supervisor make calls if necessary.**

#### DOT Physical:

1. **The Havre Public Schools will pay for a DOT physical renewal.**

#### Cold Weather Policy:

1. **Never leave the bus or allow students to leave the bus if it is stalled or stuck.**
2. **Do not drop off students whose parents are not at the bus stop during blizzard conditions or sub-zero weather if the student must walk very far. Bring the student back to town and arrangements will be made at that time or radio the bus garage for further instructions.**
3. **Never leave the established bus route.**
4. **Ask about absent students before leaving town.**
5. **If a student drives to the bus stop, wait until the student gets his/her car started before continuing on the route.**
6. **Rules relating to the bus:**
  - a. **Fuel-line anti-gel additive is to be added to the fuel tank in accordance with posted instructions from the Director of Operations or mechanics.**
  - b. **Buses will operate on the top half of the fuel tank.**

#### Building Policies:

**Since this building is being shared by the maintenance and transportation departments, there must be cooperative effort extended by both parties to get the most out of the facility.**

1. **The building is divided into four sections: bus shop, bus storage area,**



carpenter shop, maintenance shop.

2. **Electronic key will be distributed by the Director of Operations.**
3. **No one will be allowed to use the facility for personal use. The building is intended for school purposes only and will be used that way.**
4. **Personal Parking--the front of the building will be reserved for the full time employees. Bus drivers may park on the east and west sides of the building, keeping the overhead garage doors clear at all times. There will be absolutely no parallel parking to overhead garage doors.**
5. **Bus Parking--Buses will be parked in the storage area at all times when not in use. Other parking arrangements will be designated by the Director of Operations.**

#### Electronic Key:

**Staff members having access to appropriate buildings and rooms is important but with that goes the responsibility of guaranteeing the security of our building through proper handling.**

**District Policy also states that if an employee loses his/her keys/fob, he/she is to immediately contact his immediate supervisor and relay that information to him.**

#### Personnel Safety:

1. **Material Safety Data Sheets will be on file and provided for all employees to view at all times. MSDS sheets are available in the MSDS area located behind the door in the driver's coffee room.**
2. **There is an Asbestos Operation and Maintenance plan established and on file in the Director of Operation's office and can be viewed at any time upon request.**
3. **Employees will be required to view a video and receive training regarding blood borne pathogens. Employees are required to wear personal protective equipment provided such as gloves, mouthpieces and resuscitation bags. A disinfectant product is also provided and should be used according to the directions stated.**

#### School Bus Evacuations:

**Please refer to Evacuation Procedures in the DMVD School Bus Endorsement Manual for further information on evacuation on pp. 10-6 to 10-7.**

## ACTIVITY TRIP PROCEDURES

### Procedures for Obtaining a Bus:

- 1. The teacher/advisor will be required to complete a Request for Bus for Activity/Field Trip form and give to the building principal for proper signature and budget code. The request must be sent to the Director of Operations one week before the bus is needed.**
- 2. If the bus request is approved, a copy of the request with approval signature of the Director of Operations will be sent before the trip occurs. If the trip must be denied, the building principal will be called immediately.**
- 3. The teacher/advisor will be required to give the bus driver a tentative schedule for all out-of-town trips.**
- 4. The teacher/advisor will provide the school office with a list of students, chaperons, etc. who will be riding on the bus.**
- 5. The teacher/advisor will be required to sign the activity/field trip report verifying time spent on the trip.**
- 6. The teacher/advisor will be required to sign a Bus Driver Trip Report form after the trip is complete. The teacher will check the report thoroughly before signing.**
- 7. The report shall be turned over to the Director of Operations for final processing. The Director of Operations will be responsible for sending a copy of all details on the report to the building principal.**
- 8. All Activity/Field Trip Reports will be sent to the business office at each pay period.**
- 9. Activity/field trip buses will pick up or unload students only in bus loading zones.**
- 10. Short field trips should be planned so that departure is not earlier than 8:30 am and return time is not later than 2:30 PM if the trip is scheduled on a school day.**
- 11. The advisor/teacher will be required to indicate the budget number on the trip request for all expenses incurred during the trip.**

### Bus Driver Procedures for an Activity/Field Trip:

- 1. Two activity boards will be established for black and yellow bus drivers for all out-of-town activities. One for long trips over 50 miles from Havre and one for short trips of less than 50 miles from Havre. These boards will work on a rotation system developed by the Director of Operations and will be applied to drivers who drive a regular route every day.**

2. **Every black and yellow bus driver has the option of putting his/her name on the long board. Special drivers have been specifically trained to drive the diesel-powered coaches. They will be assigned to take activity trips involving those buses.**
3. **In cases of emergency, the Operation Supervisor will be allowed to take buses on activity trips.**
4. **The bus driver will be required to eat with the activity group or complete a meal form for payment after the trip.**
5. **The driver will receive a tentative schedule from the advisor on all out of town trips. Please remember this is flexible and cooperate with the advisor. Drop off students at their destination and find a parking place for the bus. Fuel the bus after dropping off the students at their event. Have the bus fueled and checked out before leaving for the return trip home before the students board the bus.**
6. **The bus driver will be required to check out credit cards for purchasing diesel, oil, emergency repairs, and etc. while on the trip. The credit cards will be numbered and will be the responsibility of the Director of Operations. The credit card must be returned at the end of each trip. A bus check sheet must be completed before leaving on the trip. If the trip is more than one day, keep the check sheet and use it to check out the bus every day while on the trip.**
7. **The bus driver will not be allowed to smoke on the bus at any time. It's the law.**
8. **It is expected that bus drivers will refrain from drinking alcoholic beverages at any time while on an activity/field trip.**
9. **Bus drivers should dress appropriately for the particular occasion and should set a good adult example for the students involved. Know the group, where it will appear and what kind of dress is appropriate.**
10. **Drivers who assume responsibility for driving on activity/field trips should recognize the need for being properly rested and ready. The safety of students must be a matter of first concern to each--anything less than this first concern will not be tolerated. A motel room will be provided for bus drivers on overnight trips. A motel room may be provided for rest on longer day trips. Longer trips will have 2 drivers assigned.**
11. **Each activity trip's bus driver shall assume responsibility for careful and proper storage of all luggage involved. Consider students and teacher's "gear" as personal items and treat it as you would your own.**
12. **Use of Lights**
  - a. **Whenever there is sufficient darkness, turn on the dome lights if there are passengers loading and unloading.**

- b. Use marker lights with headlights.
  - c. Parking lights are for parking only. Some buses only have marker lights and taillights for parking.
  - d. Use directional lights for turning, lane changes and entering or leaving the traffic lane.
- 13. The bus will have the headlights on when traveling both in daytime and night.
  - 14. Every bus going on a trip with students must be accompanied by an advisor.
  - 15. A list of students must be left at principal's office before leaving for a trip.
  - 16. On occasion a bus driver may be hired to drive bus for an outside activity group that the district has approved. Drivers will be paid by the outside group and will not receive any benefits for this service.
  - 17. Bus drivers receive no additional benefits for driving activities.
  - 18. While on short field trips, the bus driver will be required to remain at the destination unless previous permission is obtained from the Director of Operations.
  - 19. Over-the-road coaches will be used first on out-of-town trips for Middle School and High School activities with special considerations will be given to numbers of students participating and gear needed for the trip. The High School will have the use of the coaches before Middle School or elementary.
  - 20. Activity/Field Trip Board Procedures for Black and Yellow Bus Drivers

As activities are an extension of the school program the school district expects that all bus drivers will be assigned to drive buses for short field trips and activity trips on a rotation basis. The following rules will apply:

- a. All drivers must sign up for short trips (less than 50 miles from Havre).
- b. In the fall or when a new driver is hired, the driver will have the option of driving long activity trips (over 50 miles from Havre). This rule will exist as long as 2/3 of all regular drivers sign on to take trips. If the driver supply falls below that figure, then all drivers will be required to participate in long activity trip driving.
- c. The route assignment number will be used on the rotation board.
- d. The driver first assigned to the trip will be required to take it if no one else on the board rotation consents to do so. If one of the following occurs, the next number on the board will be required to take the trip:

- 1) **Immediate family emergency.**
  - 2) **Written doctor's excuse for illness or injury.**
  - 3) **Supervisor's decision not to send a particular driver.**
- e. **When a trip is posted, the driver will have 12 hours to indicate "yes" or "no." If the driver needs additional time to work out arrangements, a sign indicating "hold" will be placed on the trip for 10 more hours. In the meantime, the next number will be placed on the trip in the event the trip is turned down after the 10-hour extension.**
- f. **Trading trips - Bus drivers will be allowed to trade a short trip for a short trip or a long trip for a long trip provided that both drivers say "yes" to the trip traded.**
- g. **Emergency situations - On occasion an emergency trip will happen that has not been scheduled ahead or an unforeseen situation will arise. When time is the major concern, the supervisor will attempt to follow the board rotation as closely as possible; however, if someone cannot be notified immediately the next driver will be contacted.**

#### **Second Driver on Activity Trips:**

**The Board of Trustees authorized that some funds be set aside to provide for this kind of safety feature on activity trips where long periods of extended driving time is necessary.**

1. **The Director of Operations will have the final responsibility for determining which trips shall have the second driver assigned.**
2. **Pay rate for the second driver will be as established by the district and accepted by the activity driver group.**
3. **On occasion during a long trip, a motel room may be obtained for the driver during the day. This driver would not have any driving responsibilities for several hours and would have an opportunity to rest and refresh at the motel before the return trip home.**

#### **Activity Trip Procedures for Coach Drivers:**

1. **Keep the windshield clean at all times.**
2. **Complete a bus check sheet and sign before your trip. This sheet should be deposited in the bus sheet file before leaving on the trip, unless the trip is more than one day. In that case, take the check sheet with you and use it every day to check out the bus.**

3. If you are leaving before 7:00 am on weekdays or on Saturdays, you will be responsible to pick up a credit card and a key from the Director of Operations office before closing hours on Friday evening.

4. Complete the following areas of the Activity Report Form--beginning and ending mileage, total miles traveled, number of students riding, sign the form and get the signature of the advisor.

5. Sweep out and mop the bus immediately after the trip. Keep the dash wiped off and the windshield cleaned on the inside. Clean the overhead racks after each trip.

6. Report all defective or inoperable equipment in written form to the mechanic.

7. After the trip is completed, leave trip report, credit card, keys, etc. in the assigned area of the bus garage and lock the doors on the way out.

8. Lock door of the bus when it is parked outside. Do not give the key to students to get on the bus unsupervised.

9. Prepare bus for return trip home before students are boarding. Take on fuel before students have boarded. Does a pre-trip check before return home?

10. If the bus develops any type of mechanical problems while on an activity trip the bus driver has the authority to have the problem checked out. The driver should contact the Director of Operations or one of the mechanics for advice or further authorization if the problem is serious. The first concern should always be the passengers. Therefore, if the bus breaks down while it is loaded, be sure the flashers are working and all safety precautions are taken for passenger safety. Notify the Director of Operations and contact the proper authorities if the bus is on a highway, and notify them of the location of the bus.

11. Never store heavy objects in the overhead racks.

#### [Travel Policy for Adverse Road Conditions:](#)

The following procedures become effective whenever school administration, an advisor/coach and/or a bus driver feel weather conditions are hazardous to highway travel:

1. Each activity sponsor will provide all students, one day prior to departure, a complete itinerary to be taken home to parents. An itinerary will also be given to the Activity Director at this time.

**2. Prior to departure:**

**The activity advisor/coach will contact the Activity Director or Director of Operations at school or at home and jointly determine road conditions by:**

- a. calling the highway department and/or highway patrol for a road report for the trip,**
- b. calling law enforcement agencies or highway department for a road report at a minimum of two locations, or three for longer trips, between Havre and the destination;**
- c. calling school administration personnel at the point of destination and intermediary localities to request their assessment of local road/weather condition;**
- d. checking the weather and road report on the Internet.**
- e. the activity director or transportation director will make the final decision to travel if the previous assessments indicate hazardous road conditions exist.**

**3. After departure:**

**Once on the road, the activity advisor/coach and bus driver will make an on-going assessment of travel conditions.**

- a. At intermediary localities, contact is to be made to determine travel conditions ahead. Contact is to be made with the Activity Director or Director of Operations to keep the school informed and receive updated travel conditions relative to the point of destination.**
  - b. The activity advisor/coach and bus driver will mutually determine if travel should be continued. In the event of disagreement, the bus driver has final determination, and the activity director or transportation director is to be notified as soon as possible.**

**4. Upon arrival at the destination the activity advisor/coach will contact the Activity Director or Director of Operations.**

**5. Prior to departure for Havre, part 2 will be repeated.**

**If it is determined to stay overnight, do the following:**

- 1. The activity advisor/coach will call all area broadcasting stations and have them broadcast pertinent information.**

2. The activity advisor/sponsor will make sure all the parents are notified.
3. After departure part 3 above will be repeated.

## RULES FOR ACTIVITY \ FIELD TRIP BUSES:

School bus drivers are assigned to do a service for student activities. The driver is in charge of the bus itself and the advisor/teacher is in charge of the student activity group. Communication is a very important part of insuring that the trip is a success. The following guidelines will help to meet this goal:

1. The bus driver will let the advisor know where he/she is at all times on the trip.
2. The bus driver must notify the advisor if the bus will not be at the activity location.
3. Be aware of the itinerary and be on time.
4. If the students create problems on the bus, notify the advisor to handle the problem.
5. Safety is our number one concern while students are on the bus. The following rules will apply:
  - a. No smoking. It's the law.
  - b. Students should remain seated and under control. An infrequent changing of seats on long trips may be permissible.
  - c. Carry only soft baggage in overhead racks.
  - d. No students in overhead racks or sleeping in aisles.
  - e. Open liquid containers should be kept at a minimum.
  - f. Consequences for misbehavior will be left to the discretion of the school involved.

## PAY GUIDELINES FOR WEEK DAY FIELD TRIPS

1. Trips occurring Monday through Friday during time when school is in session.
2. Trips occurring between 8:00 am - 5:00 PM or during the employee's work day.



3. **The 30-minute rule will apply. (If the employee has 30 minutes or more between routes and is not assigned to be on duty, he/she will be considered off duty--no pay.)**
4. **Rate of pay will be contracted hourly rate, with the minimum of one hour**

#### PAY GUIDELINES FOR ACTIVITY TRIPS

1. **Activity trips will occur on off-hours Monday through Friday and weekends.**
  - a. **Rate of pay will be established by the union contract.**

#### SPECIAL NEEDS POLICIES

**Special curb-to-curb services will be provided for both physically and mentally handicapped children with specifically written I.E.P.'s. The following rules and regulations will be in effect:**

1. **There will be no eating on the bus.**
2. **All wheelchair equipment, security straps and seat belts must be in proper working order at all times.**
3. **Toys will not be allowed on bus.**
4. **The Transportation Department should be notified when students are not riding.**
5. **All books, diapers, and other such personal items must be sent in a bag that is labeled with the child's name.**
6. **Any messages or special instructions for the teachers must be handwritten and then they will be delivered to school.**
7. **Medication will not be transported to school on the bus.**

#### EMERGENCY BUS PROCEDURES IN CASE OF BREAKDOWN:

1. **Another regular bus or handicapped bus will be provided to transport the students who are mobile. The aide will accompany these students if a regular bus must be used.**
2. **The non-mobile students (wheelchair, inability to sit up, etc.) will remain on the bus as arrangements are made for parents to transport them (if the other special needs bus is unavailable). The bus driver will remain with these children.**

### Specific Instructions:

1. **The needs of the students will be cared for first.**
2. **The driver will contact the Director of Operations as to the situation and the aide will remain with the students.**
3. **The director of transportation will dispatch another bus to transport the mobile students. (The other bus with a lift will be used if it is available.)**
4. **The Director of Operations will contact the principal at the school/s involved. The teachers will be contacted and the secretary of the building will call parents of the non-mobile students requesting that they help by transporting their child from the address given if necessary.**
5. **If the parents cannot be contacted, the principal will notify the Director of Operations and provisions will be made to pick up the non-mobile students and transport him/her either to school or home through the best means possible (car, pick-up, etc.)**

**Our overriding concern is to provide for the safety and well-being of the children. This will require total cooperation among the various parties concerned--bus personnel, school personnel and parents.**

### EMERGENCY AND ACCIDENT/DISABILITY PROCEDURES

**Under no circumstances are bus drivers, students or others to take any action that would jeopardize their safety or any others involved with the accident or disability. Students are not to be left unattended at any time.**

**The following procedure will be implemented in the event of a bus accident or disability while transporting students.**

#### Accidents:

1. **The driver is to report any accident to the proper authorities (city police or highway patrol) and to the Director of Operations, who will, in turn report to the administration all accidents or emergencies. The Director of Operations shall notify the parents by radio or by phone in cases of emergency, if necessary.**
2. **All accident reports should be completed and submitted to the Director of Operations for proper handling no later than 24 hours after the accident.**
3. **In cases where the school bus driver is issued a citation for a traffic violation or accident while driving the bus, the driver will be suspended from driving the bus**

until further investigation can be done. The same procedure will apply if a student is injured on a bus accident even though a citation is not issued. The Board of Trustees will make the final determination whether the driver continues to drive the bus or not.

**4. Procedures to follow in case of an accident:**

- a. Call police or highway patrol immediately. Let them know if an ambulance is needed.
- b. Call the bus garage and report to the director or mechanic. Someone from the bus garage will go to the scene immediately to help with the investigation.
- c. Don't leave scene of accident until police or highway patrol arrive. Do not move the bus. Another bus will be dispatched to the scene if necessary.
- d. Get names and addresses of witnesses and people in other vehicles involved. Get names of students on the bus and where they were seated.
- e. Make no statement or admissions. Merely give name and driver's license information to police. The registration slip and insurance information are taped inside above the windshield or in a packet provided on the bus.
- f. Be courteous at all times. Do not provoke an argument.
- g. Students may be transported to the hospital by another bus if necessary. Students should be instructed to contact the school office if an injury should later develop for an exam by the school nurse or further assistance. In case of injuries, the administration offices will be kept informed as readily as information is available.
- h. Parents will be notified by phone as soon as possible in the case of an injury.

I. Drug and alcohol testing will be administered in accordance with district policy.

## EMERGENCY PROCEDURES FOR SENDING BUSES HOME EARLY

The decision to send buses home early will be made by the Director of Operations and the Superintendent of Schools. Persons to be notified are as follows:

1. Persons to Notify:
  - a. Director of Operations
  - b. All radio stations in the area
  - c. School Food Service Director
  - d. Director of Operations will notify:

- 1) **Bus Mechanic**
- 2) **Secretary/Router**
- 3) **Service Attendant**
- 4) **Bus Drivers**
- 5) **All school principals**
- 6) **Key persons on rural route**

## 2. **In-city Procedures**

**Students riding on in-city buses will be returned home on their regular return-home buses on the regular schedule if possible. Buses that are assigned to both in-city and rural routes will take rural students home first. If rural students are returned home in the PM, some in-city students may have to remain at school for one-half hour longer. If rural students are dismissed in the AM, and in-city students remain until the PM, the students will all be returned on their regular in-city buses.**

## MONTANA LAW REGARDING RAILROAD CROSSINGS

**61-8-349. Certain vehicles to stop at all railroad grade crossings.**

**(1) (a) Except as provided in subsection (1)(b), the driver of a motor vehicle carrying 7 or more passengers for hire, a school bus with or without passengers, or a vehicle carrying explosive substances or flammable liquids as a cargo or part of a cargo, before crossing at grade any track or tracks of a railroad, shall stop the vehicle as close as practicable but not less than 15 feet from the nearest rail of the railroad and while stopped shall open the door (in the case of a school bus) and shall listen and look in both directions along the track for an approaching train and for signals indicating the approach of a train and may not proceed until the driver can do so safely. After stopping as required in this section and upon proceeding when it is safe to do so, the operator of a vehicle may cross only in a gear of the vehicle that requires no changing gears while traversing the crossing. The operator may not shift gears while crossing the track or tracks.**

**(b) A stop is not required at a crossing where a police officer, highway patrol officer, or official traffic control device directs traffic to proceed.**

**(3) As used in this section, "official traffic-control device" does not include a railroad grade crossing signal.**

## MEETING OR PASSING SCHOOL BUS

**61-8-351. Meeting or passing school bus -vehicle operator liability for violation - penalty.**

**(1) Upon overtaking from either direction a school bus that has stopped on the highway or street to receive or discharge school children, a driver of a motor vehicle:**

**(a) shall stop the vehicle not less than approximately 15 feet before reaching the**

school bus when there is in operation on the bus a visual flashing red signal as specified in 61-9-402; and

(b) may not proceed until the children have entered the school bus or have alighted and reach the side of the highway or street and until the school bus ceases operation of its visual flashing red signal.

(2) The driver of a motor vehicle shall slow to a rate of speed that is reasonable under the conditions existing at the point of operation and must be prepared to stop when meeting or overtaking from either direction any school bus that is preparing to stop on the highway or street to receive or discharge school children as indicated by flashing amber lights as specified in 61-9-402.

(3) Each bus used for the transportation of school children must bear upon the front and rear plainly visible signs containing the words "SCHOOL BUS" in letters not less than 8 inches in height and, in addition, must be equipped with visual signals meeting the requirements of 61-9-402. Amber flashing lights must be actuated by the driver approximately 150 feet in cities and approximately 500 feet in other areas before the bus is stopped to receive or discharge school children on the highway or street. Red lights must be actuated by the driver of the school bus whenever but only whenever the school bus is stopped on the highway or street whether inside or outside the corporate limits of any city or town to receive or discharge school children. However, a school district board of trustees may, in its discretion, adopt a policy prohibiting the operation of amber or red lights when a bus is stopped at the school site to receive or discharge school children and the receipt or discharge does not involve street crossing by the children. The lights may not be operated in violation of that policy.

(4) The requirements that a driver of a motor vehicle shall stop when a school bus receives or discharges school children under subsection (1) and the requirements that amber and red lights must be actuated by a school bus driver under subsection (3) do not apply when a school bus receives or discharges school children in a designated school bus pullout on a state highway. A designed school bus pullout must meet the following requirements:

(a) The pullout must be located on a roadway separated by a physical barrier, such as a guardrail, raised median, drainage ditch, or irrigation ditch.

(b) The separated roadway must be designed, constructed, and signed specifically for use by school buses, with sufficient space for safe ingress and egress from the main traveled way.

(c) The pullout must be approved by the local affected school district, by a resolution of the district trustees, and by the district superintendent as a mandatory school bus stop for receiving and discharging school children.

**(5) When a school bus is being operated upon a highway for purposes other than the actual transportation of children either to or from school or for school functions, all markings on the bus indicating "SCHOOL BUS" must be covered or concealed.**

**(6) The driver of a motor vehicle upon a highway with separate roadways need not stop upon meeting or passing a school bus that is on a different roadway or when upon a controlled-access highway and the school bus is stopped in a loading zone that is a part of or adjacent to the highway and where pedestrians are not permitted to cross the roadway.**

**(7) (a) A person who observes a violation of this section may prepare a written, in addition to an oral, report indicating that a violation has occurred. The report may contain information concerning the violation, including:**

- (i) The time and approximate location at which the violation occurred;**
- (ii) The license plate number and color of the motor vehicle involved in the violation;**
- (iii) identification of the motor vehicle as a passenger car, truck, bus motorcycle, or other type of motor vehicle; and**
- (iv) a description of the person operating the motor vehicle when the violation occurred.**

**(b) A report under subsection (7)(a) constitutes particularized suspicion under 46-5-401(1) that an operator of the vehicle committed a violation of this section.**

**(8) Violation of subsection (1) is punishable upon conviction by a fine of not more than \$500.**

**61-8-352. Prohibited operation of special lighting equipment on school buses. It shall be unlawful to operate any flashing pre-warning or warning signal light on any school bus except when the school bus is preparing to stop or is stopped on a highway for the purpose of permitting school children to board or alight from said school bus.**

## **PEDESTRIAN RIGHT-OF-WAY**

**61-8-502. Pedestrians' right-of-way in crosswalk - school children. (1) (a) Except as provided in subsection (1)(b), when traffic-control signals are not in place or not in operation, the operator of a vehicle shall yield the right-of-way, slowing down or stopping if, necessary, to a pedestrian crossing the roadway within a marked crosswalk or within an unmarked crosswalk at an intersection, but a pedestrian may not suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close that it is impossible for the operator to yield. This provision does not apply under the conditions provided in 61-8-503(2).**

**(b) When a vehicle is stopped at a marked crosswalk or at an unmarked crosswalk**

at an intersection, the driver of a vehicle may make a right-hand turn if the pedestrian is in the opposite half of the roadway and is not in danger.

(2) When a vehicle is stopped at a marked crosswalk or at an unmarked crosswalk at an intersection, the operator of a vehicle may make a right-hand turn if the pedestrian is in the opposite half of the roadway and is not in danger.

(3) A person may not operate a vehicle through a column of school children crossing a roadway or past a school crossing guard while the crossing guard is holding an official signal in the stop position.

## UNIFORM ACCIDENT REPORTING ACT

**61-7-103. Accidents involving death or personal injuries.** (1) The driver of any vehicle involved in an accident resulting in injury to or death of any person shall immediately stop such vehicle at the scene of such accident or area close thereto as possible, but shall then forthwith return to and in every event shall remain at the scene of the accident until he has fulfilled the requirements of 61-7-105. Every such stop shall be made without obstructing traffic more than is necessary.

**61-7-104. Accident involving damage to vehicle.** (1) The driver of any vehicle involved in an accident resulting only in damage to a vehicle which is driven or attended by any person shall immediately stop such vehicle at the scene of such accident or as close thereto as possible and shall forthwith return to and in every event shall remain at the scene of such accident until he has fulfilled the requirements of 61-7-105. Every such stop shall be made without obstructing traffic more than is necessary.

**61-7-105. Duty to give information and render aid.** The driver of any vehicle involved in an accident resulting in injury to or death of any person or damage to any vehicle which is driven or attended by any person shall give his name, address, and the registration number of the vehicle he is driving and shall upon request and if available exhibit his driver's license to the person struck or the driver or occupant of or person attending any vehicle collided with and shall render to any person injured in such accident reasonable assistance, including the carrying or the making of arrangements for the carrying, of such person to a physician, surgeon, or hospital for medical or surgical treatment if it is apparent that such treatment is necessary or if such carrying is requested by the injured person.

**61-7-106. Duty upon striking unattended vehicle.** The driver of any vehicle which collides with any vehicle which is unattended shall immediately stop and shall then and there either locate and notify the operator or owner of such vehicle of the name and address of the driver and owner of the vehicle striking the unattended vehicle or shall leave in a conspicuous place in the vehicle struck a written notice giving the name and address of the driver and of the owner of the vehicle doing the striking and a statement of the circumstances thereof.

**61-7-107. Duty upon striking fixtures or other property upon a highway.** The driver of any vehicle involved in an accident resulting only in damage to fixtures or other property legally upon or adjacent to a highway shall take reasonable steps to locate and notify the owner or person in charge of such property of such fact and of his name and address and of the registration number of the vehicle he is driving and shall upon request and if available exhibit his driver's license and shall make report of such accident when and as required in 61-7-109.

**61-7-108. Immediate notice of accidents.** The driver of a vehicle involved in an accident resulting in injury to or death of any person or property damage to an apparent extend of \$250 or more shall immediately by the quickest means of communication give notice of such accident to the local police department if such accident occurs within a municipality, otherwise to the office of the county sheriff or the nearest office of the highway patrol.

**61-7-109. Written reports of accidents - additional information - form of report.** (1) The operator of any motor vehicle which is in any manner involved in an accident within this state in which any person is killed or injured or in which damage to the property of any one person in excess of \$400 is sustained shall, within 10 days after such accident, report the matter in writing to the department unless the accident was investigated and reported by a law enforcement officer as provided in subsection (3). (2) The department may require any driver of a vehicle involved in an accident of which report must be made as provided in this section to file supplemental reports whenever the original report is insufficient and may require witnesses of accidents to render reports. (3) Every law enforcement officer who in the regular course of duty investigates a motor vehicle accident in which any person is killed or injured or in which damage to the property of any person exceeds \$400, either at the time of and at the scene of the accident or thereafter by interviewing participants or witnesses, shall within 10 days after completing the investigation forward a written report of the accident to the department. (4) The form of the accident report required under this section shall contain information sufficient to enable the department to determine whether the requirements for the deposit of security for safety responsibility are inapplicable by reason of the existence of insurance or other exemptions specified in chapter 6 of this title.

**61-7-110. When driver unable to report.** (1) An accident report is not required under this part from any person who is physically incapable of making such report during the period of such incapacity. (2) Whenever the driver of a vehicle is physically incapable of giving an immediate notice of an accident as required in 61-7-108, and there was another occupant in the vehicle at the time of the accident capable of doing so, such occupant shall make or cause to be given the notice not given by the driver. (3) Whenever the driver is physical incapable of making a written report of an accident as required in 61-7-109, and such driver is not the owner of the vehicle, then the owner of the vehicle involved in such accident shall within 10 days after learning of such accident, make such report not made by the driver.



## TRANSPORTATION DEPARTMENT

### CRISIS/EMERGENCY HANDBOOK

**This booklet is designed to help bus drivers readily deal with emergency or crisis procedures and will be placed on all clipboards assigned to school buses.**

#### BUS IN CRISIS:

**In the event that the bus is in crisis and assistance is needed immediately, do one of the following:**

#### PROCEDURES FOR REPORT OF A WEAPON ON THE BUS:

**Will Smith** will be the code word for Weapon on the bus.

Keep in mind that remaining calm and keeping the students calm may help everyone involved. Be alert when students board the bus. Ask what is in book bags or packages. If there is an emergency at the school, remember a lot of people listen to scanners and giving out too much information on the radio could also cause alarm. Do not broadcast information that is not necessary, particularly if the bus garage is already aware of a problem. Do not cut in if a driver is having a problem, just do your route and remain calm and keep your students calm.

#### TO SCHOOL: (DO NOT PANIC)

Report to bus garage that you are having bus trouble. Give bus # and location and say that you are proceeding to the bus garage. Do not pick up students along the way. Ask if **WILL SMITH** could bring you a spare.

The bus garage will call the police and administration at Robins.

The police will handle from there.

#### HOME DELIVERY: (DO NOT PANIC)

Radio the bus garage and tell them you forgot to pick up a new student, **Will Smith**, give the bus # and location. Continue to drop off students. Do not pick up any new students.

The bus garage will call the police and the administration at Robins.

The police will be sent to your bus.

If the student with the weapon gets off the bus, leave the stop and radio the bus garage that **Will Smith** got off the bus and report the location.

#### ON FIELD TRIPS: (DO NOT PANIC)

Report that you are having bus troubles and you will need **Will Smith** to bring you a bus and give location that you will meet the other bus. Do not meet at a school, suggest a place that is isolated.

The bus garage will call the police and notify the administration at Robins.

The police will be sent to your bus.

#### IF STUDENT DISPLAYS WEAPON:

Try to call the bus garage and give your location.

If you cannot radio in, try putting your rubber band around the mic.

Do not confront the student, stay calm and do as the student asks.

If you can work it into the conversation, try to say the name **Will Smith**.

The bus garage will call police and the administration at Robins.

If none of these things are possible, try to solicit help in any other way you can.

#### IF STUDENT STARTS SHOOTING ON BUS:

Pull the bus over as quickly as possible and get students off the bus.

#### PROCEDURES IF THE BUS DRIVER IS SUSPICIOUS OF STUDENT ON BUS:

If you suspect that there may be a weapon on the bus or that a student is acting suspicious and needs immediate attention, radio in that you would like for the principal to meet the bus at the school and notify the Bus Garage

## COLD WEATHER PROCEDURE

**Never leave the bus or allow students to leave the bus if the bus is stalled or stuck.**

**Do not drop off students whose parents are not at the bus stop during blizzard conditions or sub-zero weather if the student must walk very far. Bring the student back to town and arrangements will be made at that time or radio the bus garage for further instructions.**

**Never leave the established bus route.**

**Ask about absent students before leaving town.**

**If a student drives to the bus stop in a rural area, wait until the student gets his/her car started before continuing on the route.**

**Rules relating to the bus:**

**Diesel anti-freeze is to be added to the tank in accordance with posted instruction from the Transportation Department director or mechanics.**

**Buses will operate on the top half of the fuel tank.**

**During extreme cold weather a spare bus will be parked inside out of the weather to insure a quick start and a bus available to use as a spare immediately. If the bus has not been parked inside, a spare bus outside will be started immediately in the morning to insure a quick response if an emergency should arise.**

## PROCEDURE FOR PARENTS/ADULTS TO RIDE THE BUS:

**Authorization must be obtained in advance before a parent or adult may be allowed to ride the bus. Young children under school age are not allowed to ride on the bus at any time unless authorized by the Director of Operations.**

## PROCEDURES FOR STRANGE ADULTS TO BOARD THE BUS:

**Close the door and do not allow a stranger to enter the bus. If a suspicious vehicle or person is at the bus stop, alert the students getting off the bus. If the student/s are unsure of the situation, keep the student/s on the bus and radio into the bus garage for assistance.**

## PROCEDURE FOR BUS IN NEED OF TOWING:

**In the event that a school bus slides into the ditch because of muddy or slick roads or gets stuck on the road or any similar incident, the following will apply:  
Do not allow anyone to move the bus or attempt to pull the bus under any circumstances**

without permission from the Bus Garage.

Never allow anyone else to drive the bus except other transportation personnel.

School personnel will be allowed to perform the task with the school owned 4-wheel drive or an authorized wrecker service will be called. When in doubt about the removal or the procedure, a wrecker will be called.

Never attempt to pull the bus with students on board except when it is safer than removing the students.

The Highway Patrol will be notified if there is any damage to the bus.

#### SCHOOL BUS EVACUATIONS:

During the fall of the school year the Director of Operations will provide bus safety and evacuations for students in the Havre Public Schools. Bus evacuations will be provided for both regulation school buses and over-the-road coaches. School bus drivers will be required to attend and assist in the evacuation session. In the spring the bus driver will provide information involving evacuations to all students riding the bus.

Also refer to the DMVD School Bus Endorsement Supplemental Manual for information in Emergency Exit and Evacuation and Planning for Emergencies on pp. 10-5 to 10-7.

#### STUDENT EVACUATION OF SCHOOL BUILDING:

In the event that an emergency or crisis exists at a school building where students must be removed immediately, buses may be dispatched to the school building and loaded. Because buses are equipped with a radio system, further instructions can be relayed to the bus driver regarding further emergency procedures.

#### MALFUNCTIONING RAILROAD CROSSING ARMS:

If the railroad crossing arms are malfunctioning, do not attempt to cross the tracks. Get additional help if it will be necessary to turn the bus around and travel a different direction to that location or return at a later time to cross if the problem has been solved.

Also refer to the DMVD procedures for Special Situations at railroad tracks on p 10-9 of the School Bus Endorsement Supplemental Manual.

#### TORNADO PROCEDURES:

**Never try to out drive a tornado. Tornadoes can change direction quickly and can lift up a car or truck and toss it through the air. Drive to the side of the road.**

**Get out of the bus immediately and take shelter in a nearby building.**

**If there is no time to get indoors, get out of the bus and lie in a ditch or low-lying area approximately 200 feet away from the vehicle. Be aware of the potential for flooding.**

**Assist passengers in lying face down on their knees with hands clasped behind their heads. Be sure to keep far enough away from bus so it will not fall on students.**