

BERMUDIAN SPRINGS SCHOOL DISTRICT

Administration Office
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TRANSPORTATION PROCEDURES MANUAL FOR SCHOOL BUS DRIVERS



The following information is a listing of rules, regulations, and procedures for school bus drivers contracted or employed by the Bermudian Springs School District. With driver commitment and parent/guardian support of this policy a safe, economical transportation system will continue as the safest means of transporting our children.

Driver Qualifications

Must be at least 18 years of age.

Possess a valid Pennsylvania Commercial Operator's license.

Certified by the Department of Transportation as a school bus driver, license stamped with a Class B.

Passes a health certificate (yearly).

Possess a driver training certificate (every four years).

Possess a clear criminal record, child abuse clearance and FBI clearance.

All drivers will be required to attend driver training required by the Bermudian Springs School District or by other contracted carriers.

Each driver is responsible for knowing all sections of the Transportation's School Bus Operator's Manual before driving.

Submit to pre-employment and random drug and alcohol testing per State/Federal regulations. Drivers are responsible to report any traffic citation, or any charges brought against them for any reason to their contractor and District Office immediately. This includes any civil, criminal charge, lawsuit, or felony misdemeanor that may affect your employment.

Record Keeping

Each driver will maintain an updated roster sheet and seating chart to be carried on the bus at all times.

All reports required by the School District shall be turned in on time.

General Driving Rules

Each driver is responsible for obeying all laws that pertain to the transportation of students.

Drivers will follow his/her route slips to assigned stops and are not to deviate from the stops without permission unless an emergency situation occurs. Any driver that takes it upon themselves to deviate from the route will be reprimanded.

Drivers are to honor any request made verbally or in writing by an administrator unless the request would lead to a direct violation of a State Law; in such case notify the administrator of the problem. If a driver feels a request is out of line, he/she should carry

it out if at all possible, and then make a report to the Assistant Business Manager. If the driver is still not satisfied they may put their concern in writing to the Superintendent.

Students shall be taken on and discharged from the bus only at designated stops. No student shall be permitted to get on or off the bus while it is in motion. No school bus operator shall start his/her bus or signal the driver of any vehicle who has stopped to proceed until after each child who may have alighted there shall have reached a place of safety.

No person other than a school student, assigned teacher, or other school official shall be permitted to ride in the bus without prior approval of the Assistant Business Manager.

All school bus drivers of the Bermudian Springs School District are to be at the controls of their assigned bus and directly supervise all children during the entire time said students enter the bus until they leave the bus and shall assume complete responsibility for the safety and welfare of all students under said bus driver's supervision.

The Board of School Directors delegate discretionary authority to school bus drivers to deviate from their bus run(s) in the event of emergencies that may impair the safety of passengers and/or the safe operation of the bus due to extremely adverse environmental conditions, physical obstructions and/or serious mechanical malfunctions. In the event of serious misbehavior the driver shall return the student and bus to the school from which it departed. Bus drivers must justify and show good cause for his/her action.

Students shall not be discharged prior to their designated arrival time *at the school*.

Drivers are permitted to pick up students at a stop that has not been assigned to them, however, the driver must report this to the building administrator. Drivers shall not let students get off the bus at any other approved bus stop other than their own, unless the student has a bus pass from a school official.

Smoking and/or tobacco products are not permitted on the bus.

Never exceed the posted speed limit in a school bus.

No bus shall exceed 15 mph on BSSD property or in a designated school zone.

Under no circumstances should the brakes be used to jerk, or stop the bus quickly, unless it is an emergency.

Any injuries to students while on or around the bus shall be reported to the Principal.

Cell Phone should not be used while driving the school bus

Traffic Violations have to be reported to the District Office

Loading and Unloading

Students are expected to be waiting at the bus stop approximately five minutes prior to the bus arrival. Drivers are required to stop at each approved stop on their route. On bad weather days, drivers are encouraged to stop at all regular bus stops.

When the bus has stopped, with the red lights flashing, the driver shall signal the waiting students to board only after making sure all traffic is under control. The driver shall not start moving until all passengers are seated. The driver shall be careful of latecomers before proceeding.

Requests for deviations from the student's normal bus arrangements should be made in writing and given to an Administrator before the start of the school day. Upon approval by the Administrator, the student will be given a bus pass to present to the bus driver before boarding the bus. If a student does not present a bus pass, do not allow the student to board, no exceptions.

Students shall be discharged only at their designated stop unless approved in writing by an administrator and the student possesses a bus pass. Parent/guardian requests for deviations from the student's normal busing arrangements should be made in writing. Parents will be notified within 24 hours of the decision. Only three (3) bus stop changes will be allowed in one school year.

Before discharging students, make sure all traffic has stopped and is under control.

Instruct students to walk in front of the bus when unloading. They should cross at a distance where they are completely visible and should reach a point of safety before proceeding.

If for some reason the driver is unable to return the student to the proper discharge point, the student shall be transported to a stop nearest the regular stop, or back to the school. Drivers should use their best judgment.

Drivers should not allow parents to take students off of the bus unless at the regular stop, under emergency circumstances, or with an administrator's approval.

Kindergarten - 2nd Grade Students

We require that when a Kindergarten, first or second grader exits the bus that a parent/guardian or other authorized individual is present to meet the child. We also recommend that the parent/guardian arrive at least 5 minutes prior to the pickup time. If a parent/guardian or authorized individual is not present upon the student exiting the bus, the student will be returned to the school.

Vehicles

Drivers shall complete a pre and post-trip inspection of their vehicle for each trip taken. The inspection shall focus on the lighting system, brakes, windshield wipers, tires and any other areas required by the contractor.

Any problems found during the pre and post-trip inspection should be reported immediately to the contractor. If such problems effect the safe operation of the bus, it shall not be used to transport students until the problem is fixed or a replacement bus is used.

If mechanical problems are encountered during a route, the bus shall be stopped in a safe place and the contractor called to fix or replace the bus.

Bus interiors shall be checked after each run for damage. All litter shall be cleaned out at this time.

Buses are not to be refueled with students aboard.

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.

Permanent signs notifying drivers of the idling restrictions have been placed on district property at locations where passengers load and unload.

Student Discipline Recommendations

Each driver is responsible for maintaining discipline on the bus. The driver has similar authority in the vehicle as the teacher has in the classroom.

The driver should:

Be friendly and cheerful

Businesslike and patient

Be firm but fair

Be consistent with policies

Be honest

Avoid favoritism

Stop the bus on the side of the road to reprimand a pupil. Never put any pupil off a school bus while it is enroute. If the pupil is endangering the safety of the bus or the safety of another pupil, call the State Police immediately to have the pupil removed from the bus. If a student is removed for the safety of others, notify the contractor and Assistant Business Manager as soon as possible. A written report must be submitted within 24 hours.

Use the discipline reports provided to refer students for disciplinary action.

Accident Procedure

In the event of an accident the driver shall follow these steps, if possible.

The bus driver is responsible for the health and safety of the passengers until relieved by the bus contractor and/or district administrators.

An immediate call to 911 should be made if needed requesting police or fire/emergency assistance.

Notify E&B by radio and they will call the below contacts.

**Call Jen Heller's cell phone @ 717-476-8878
Assistant Superintendent's cell phone @ 717-712-4019**

Call Administration Office 717-528-4113, ext. 1700

A district administrator and school nurse will be dispatched to the scene of the accident and will determine the need of the Emergency Response Team. School district personnel will assist the emergency medical technician/paramedic who has assumed control of the situation.

No student will be discharged from the scene of the accident until they have been checked by medical personnel. Students who are checked by medical personnel and considered uninjured will be transported back to the school until parents have been notified and release forms signed.

School district personnel will label students with name and condition using identification tags. Medical personnel will have color coded identification tags depending on the condition of the passenger.

District personnel will also:
Compile a list of injured students.

Compile a list of uninjured students.

Provide the Superintendent with an accident report.

Uninjured students will be transported to school and will remain there until parents have been notified and release forms signed.

Students who are returned to school shall be brought to a large group area (i.e. auditorium, gymnasium).

School personnel should be available for medical and emotional support required by students.

Injured passengers shall be transported to a medical facility based on medical services protocol. If possible, district personnel will accompany or meet injured passengers at the medical facility.

The administrator will assign office personnel the responsibility to contact parents to inform them that:

Their children have been in a school bus accident, and they were transported to a hospital - tell them which hospital or are at another location - school, etc...

The superintendent or his/her designee will make arrangements for a substitute bus driver to continue the bus route.

The superintendent or his/her designee will compile and file an accident report.

If the bus driver receives a citation at the scene, he/she will be requested to have a drug test.

Emergencies and Evacuation Drills

Drivers are responsible for evacuating their passengers in the event of an emergency.

When to evacuate:

Fire, unsafe position of the bus (curve, hill, tracks, etc.) or weather such as a Tornado

Procedures:

During an evacuation students should be removed to a safe location at least one hundred (100) feet or more from the bus.

During a tornado all students should be removed to a safe location when a tornado is sighted. The safest location would be in a sturdy building or in an open area, in a depression or ditch with all students lying face down.

In any emergency situation, the driver must remain calm and use common sense in making decisions. Always keep the students' safety in mind.

Drivers are required to exercise two emergency evacuation drills each year. The purpose of these drills is to prepare each student in case of an emergency.

Each student is to cooperate fully with the driver's instructions.