

Caesar Rodney School District



TRANSPORTATION HANDBOOK

2024-2025

(updated 8.22.2024)

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CRSD 2024-2025 Bus Schedule

SCHOOL	BUS ARRIVAL/ DOORS OPEN	STUDENT START TIME	DISMISSAL TIME	BUSES LEAVE
CAESAR RODNEY HIGH SCHOOL (CRHS)	7:15 AM	7:30 AM	2:30 PM	2:39 PM
DOVER AIR BASE MIDDLE (DABM)	7:15 AM	7:30 AM	2:30 PM	2:39 PM
FIFER MIDDLE (FMS)	7:15 AM	7:30 AM	2:30 PM	2:39 PM
POSTLETHWAIT MIDDLE (PMS)	7:15 AM	7:30 AM	2:30 PM	2:39 PM
ALLEN FREAR ELEMENTARY	8:30 AM	8:45 AM	3:45 PM	3:56 PM
NELLIE STOKES ELEMENTARY	8:30 AM	8:45 AM	3:45 PM	3:56 PM
ROBINSON ELEMENTARY	8:30 AM	8:45 AM	3:45 PM	3:56 PM
STAR HILL ELEMENTARY	8:30 AM	8:45 AM	3:45 PM	3:56 PM
W.B. SIMPSON ELEMENTARY	8:30 AM	8:45 AM	3:45 PM	3:56 PM
WELCH ELEMENTARY	7:50 AM	8:00 AM	3:00 PM	
W REILY BROWN ELEMENTARY	8:30 AM	8:45 AM	3:45 PM	3:56 PM
MCILVAINE	8:30 AM	8:45 AM	3:45 PM	3:56 PM
CHARLTON CRHS	7:30 AM	UPON ARRIVAL	2:15 PM	2:30 PM
CHARLTON DABM	7:30 AM	UPON ARRIVAL	2:15 PM	2:30 PM
CHARLTON FMS	7:30 AM	UPON ARRIVAL	2:15 PM	2:30 PM
CHARLTON PMS	7:30 AM	UPON ARRIVAL	2:15 PM	2:30 PM
CHARLTON Elementary (OFF-SITE)	8:20 AM	UPON ARRIVAL	3:10 PM	3:20 PM
CHARLTON FREAR	8:00 AM	UPON ARRIVAL	2:40 PM	3:00 PM
CHARLTON ILC	8:45 AM	UPON ARRIVAL	3:30 PM	3:45 PM
CHARLTON JSC (ON-SITE)	8:00 AM	UPON ARRIVAL	2:40 PM	3:00 PM
CHARLTON SIMPSON	8:20 AM	UPON ARRIVAL	3:10 PM	3:20 PM
CHARLTON WELCH	8:20 AM	UPON ARRIVAL	3:10 PM	3:20 PM
CHARLTON STAR HILL-AM (EIP)	8:15 AM	UPON ARRIVAL	10:55 AM	11:00 AM
CHARLTON STAR HILL-PM (EIP)	12:30 PM	UPON ARRIVAL	3:10 PM	3:15 PM



EMERGENCIESLate Opening:

- When school opens one or two hours late, your first stop should be one or two hours late. Do not pick up the first stop earlier than the announced delay. It is understandable that bad weather may slow your trip and your arrival time to school.
- For One (1) or Two (2) hour delays, there will be no AM pre-k (3yr old or 4 yr old).

Early Close due to Emergency or Weather:

- During times of possible severe winter weather, drivers are to keep their contractors advised of where they can be reached if needed for an early dismissal. We try to give as much notice as possible; however, quick action is sometimes necessary.
- Bomb threats or other facilities problems can result in one school being closed while others in the district remain open. Specific instructions will be given in these situations.

**CAESAR RODNEY SCHOOL DISTRICT
ADMINISTRATIVE CONTACT LIST**

District Office	Dr. Corey Miklus Superintendent Dr. Jessilene Corbett Assistant Superintendent	302.698.4800
Transportation Office 1038 Briarbush Rd Magnolia, DE 19962 (Behind Robinson Elementary and @ DO)	Supervisor- Susan Shelor Specialist- Crystal Shockley Specialist- Hali Flores Financial Secretary- Amanda Alley	302.697.4147 302-222-7698 302.698.4810
Caesar Rodney High School 239 Old North Rd. Camden, DE 19934	Administrator - Freeman Williams	302.697.2161
Fifer Middle School 109 East Camden-Wyoming Ave. Camden, DE 19934	Administrator – Larry Friend	302.698.8400
Postlethwait Middle School 2841 South State St. Camden, DE 19934	Administrator – Dr. Tonya Baker	302.698.8410
Magnolia Middle School 133 Thomas More Drive, Magnolia, DE 19962	Administrator- Matthew Keen	302.387-1780

Allen Frear Elementary School 238 Sorghum Mill Rd. Camden, DE 19934	Administrator – Julie Lavender	302.697.3279
David E Robinson Elementary School 1034 BriarBush Rd Magnolia, DE 19962	Administrator- Dr. Jerod Phillips	302-698-4230
Nellie Stokes Elementary School 3874 Upper King Rd. Camden, DE 19934	Administrator – Kerri Carr	302.697.3205
Star Hill Elementary School 594 Voshell's Mill/Star Hill Rd. Dover, DE 19904	Administrator - Darissa Everett	302.697.6117
W.R. Brown Elementary School 360 Webbs Ln. Dover, DE 19904	Administrator – Ashlee Upp	302.697.2101
W.B. Simpson Elementary School 5 Old North Rd. Camden, DE 19934	Administrator – Brook Fuchs	302.697.3207
McIlvaine Early Childhood Center 11 East Walnut St. Magnolia, DE 19962	Administrator – Brook Castillo	302.335.5039
Charlton School 278 Sorghum Mill Rd. Camden, DE 19934	Administrator – Amanda McDonough	302.697.3103
Kent ILC 5 Old North Road (Behind W.B. Simpson)	Administrator – Amanda McDonough	302.697.3504

CONTRACTOR RESPONSIBILITIES:

Most contractor responsibilities are defined in Delaware law and listed in the contract and will not be repeated here. The following responsibilities are highlighted as follows:

1. Follow all applicable federal, state, and local school bus regulations and policies.
2. Provide licensed capable drivers and licensed Delaware School buses.
3. COMMUNICATE with parents, school administrators, and the transportation supervisor as needed.
4. Assist the transportation supervisor in the resolution of negative/conflict situations, in regard to transportation.
5. Inform the transportation supervisor when a **spare bus or substitute driver** is necessary for a daily bus route.
6. Complete reports and forms on time as required. Submit mileage addendums as required.
7. Maintain an up-to-date roster on the bus at all times.
8. Maintain up-to-date rosters with the drug and alcohol testing company.
9. Dismiss a school bus driver or aide from performing duties on a contracted school bus route when it can be shown that the driver or aide is not satisfactorily performing driver or aide tasks. District transportation supervisors may restrict a driver or aide from operating in their school system.

TRANSPORTATION SPECIAL PROCEDURES:

1. The transportation supervisor's office is to be advised of all driver phone numbers, email and addresses, and changes.
2. A spare bus may be used on a regular run to allow the regular bus to take a Caesar Rodney extra-curricular trip. The spare bus must have proper registration and insurance coverage. This bus should also have a Caesar Rodney School District camera system installed.
3. The transportation supervisor's office must be notified of driver changes or sub drivers.
4. All regular and substitute drivers must be cleared with the transportation supervisor before driving a Caesar Rodney route or trip. All regular drivers should have an up-to-date driver file on record with the district. Contractors must give the transportation supervisor's office the names and file locations for substitute drivers.
5. Green Cards (Physicals) can be issued by the transportation supervisor. Make sure your physical and green cards are current!!!
6. Yellow bus driver cards can only be issued by the transportation supervisor.
7. Field trip and activity bus invoices must be submitted to the transportation office within 30 days of the service.
8. School bus drivers are entitled to have a fee waiver for the C.D.L. portion of their driver's license. You must get the waiver before going to the Department of Motor Vehicle. This saves you several dollars.

CAESAR RODNEY BUS DRIVER RESPONSIBILITIES

The Caesar Rodney school bus driver is in full charge of the bus and students, has the authority of a classroom teacher and is responsible for the health, safety, and welfare of each passenger. The Caesar Rodney school bus driver is expected to represent the Caesar Rodney School District in a professional manner. Specific responsibilities of Caesar Rodney school bus drivers are:

- Operate the school bus in a safe and efficient manner as per the State Bus Driver Handbook.
- When applicable and available, school bus drivers may be required to complete annual district provided in-service training programs.
- Contact parents at least **one week** prior to the start of school to review pickup and drop-off locations and times for MECC and special needs students.
- Maintain CDL with appropriate endorsement.
- Maintain your bus schedule (be consistent with your times and follow the school calendar).
- Conduct thorough pre-trip and post-trip checks on the vehicle to ensure that the vehicle and safety equipment is operational, that no child is left on board the bus, and that the vehicle is clean and secure.
- Establish and maintain rapport with passengers. Learn your students' names and faces as soon as possible. Treat students with respect.
- Keep the transportation supervisor's office and contractor informed of address and phone number changes.
- Maintain discipline among passengers and adhere to the Caesar Rodney Discipline Plan.
- Meet emergency situations effectively.
- Communicate effectively with district and school staff.
- Maintain effective contact with the parents/school staff.
- Complete reports as required by the state and /or school district.
- Complete required training programs satisfactorily.
- Refrain from using profane or indecent language while on duty.
- Dress appropriately. Flip-Flops / Sandals are not to be worn when driving the bus.
- Pick-up and drop-off students at designated stops only. Routes and stops must match the route detail sheet issued from the transportation supervisor. Any changes needed or requested must be submitted in writing to the transportation supervisor for approval.
- Submit to periodic random drug and alcohol testing and be subject to actions specified in the Delaware Code and in federal requirements.
- Operate any duties involving the school bus in a completely sober state of mind.
- Report suspected cases of child abuse to the school principal and transportation supervisor. Do not question the students.
- Notify the transportation supervisor of any unique hazards on the route.
- Instruct students on bus evacuations throughout the year.
- Complete a yearly physical examination by a doctor and give results to the transportation supervisor. You will receive your signed card upon review. You should have your card on you while on duty.
- To maintain a good driving record with the State of Delaware's Division of Motor Vehicles.
- To adhere to the posted speed limit in the loading and unloading zone.
- Do not pass buses in a lot when students are loading or unloading.
- Do not let students who are not on your route detail roster ride at any time unless they present a Caesar Rodney student bus pass signed by the school secretary (use common sense for emergency situations).

- Assign seats to all students (students may select the seat they want if the driver approves... the seating chart must be accurate).
- Keep copies of bus roster and seating charts on the bus at all times.
- Notify the transportation supervisor, coordinators and contractor immediately. Do not leave the scene of an accident or minor collision of any kind. Any time there is an accident, the van breaks down, or there is a major disturbance on or off the bus after ensuring the safety of the pupils.
- Follow the Caesar Rodney loading and unloading zone procedures.
- Follow the State of Delaware and Caesar Rodney Bus Operating Procedures, and the State Motor Vehicle laws.
- Arrive at schools approximately five (5) minutes before unload time. Be on the bus and in the proper bus location five (5) minutes before school dismisses. Buses cannot arrive in the afternoon more than 20 minutes before school dismisses.
- Ensure there are no nicotine, vapes or e-cigarettes products on school grounds or buses, any time.
- Do not operate the cell phone while driving. Pull over and call for emergencies only. Bus cell phones must be turned on when on school routes.
- Keep the front driving compartments clear of potential dangers (candles, personal items, radios, brooms, toys, etc) and tie down trash cans and other possible hazards. Trash cans should not be blocking the rear door.
- Keep the back seat of the bus empty unless the bus is filled to capacity.
- Limit the amount of time the bus idles on school property or other stops with students on board.
- Keep the bus clean and sweep out the bus every week.
- Use approved child safety restraints for all pre-k children and special needs students, as notified by the transportation office. Ensure all individuals must wear a seatbelt at all times.
- Keep all mirrors adjusted on the school bus for maximum student safety.
- Prior to each activity or field trip departure, instruct each pupil transported in a school bus in safe riding practices and on the location and operation of emergency exits. Please also ensure that the bus is then cleaned and trash is emptied especially if this is not your route bus.
- In accordance with DNREC code, buses are prohibited for idling for an excess of five minutes unless outdoor ambient temperatures are below freezing or special permission has been granted by the Supervisor of Transportation

Bus coverage:

Used to cover during driver absences:

- Stand By drivers
 - Coordinators
 - Secretary

CAESAR RODNEY BUS AIDE RESPONSIBILITIES

- Assist in loading and unloading of pupils, including lift operation.
- Ensure that pupils and equipment are properly secured to ensure safe transport. Adjust, fasten, and release restraint devices for pupils and equipment, as required. Continually, monitor overall safety of pupils and equipment.
- Ensure that all pupils remain seated at all times.

- Assist the driver during unusual traffic conditions; act as a lookout when backing the bus.
- Assist the driver in the enforcement of all state and school district bus safety regulations.
- Perform record keeping tasks related to pupil attendance and bus assignment.
- Monitor and report pupil misbehavior according to established procedure.
- Assist the driver in keeping the interior of the bus clean.
- Assist the driver with the post-trip inspection to ensure no pupil is left on board the bus.
- Assist pupils with disabilities as prescribed in the pupil's IEP and with personal needs associated with their disabilities.
- Assist in bus evacuation drills.
- Work cooperatively with all school personnel and parents, guardians and relative caregivers.
- When applicable and available, school bus aides may be required to complete annual district provided in-service training programs.
- Refrain from using profane or indecent language while on duty.
- Dress appropriately. Flip-Flops / Strapless Sandals are not to be worn when on the bus.
- Submit to periodic random drug and alcohol testing and be subject to actions specified in the Delaware Code and in federal requirements.
- Perform any duties involving the school bus in a completely sober state of mind.
- Report suspected cases of child abuse to the school principal and transportation supervisor. Do not question the students.
- Get a **yearly** physical examination by a doctor and give results to the transportation supervisor.
- Never use any tobacco products, vapes or e-cigarettes on the school bus at any time.
- Perform other duties as assigned by the district transportation supervisor.

CAESAR RODNEY VAN DRIVER RESPONSIBILITIES

The Caesar Rodney school van driver is in full charge of the van and students, has the authority of a classroom teacher, and is responsible for the health, safety, and welfare of each passenger. The Caesar Rodney school van driver is expected to represent the Caesar Rodney School District in a professional manner. Specific responsibilities of Caesar Rodney school van drivers are:

- Operate the school van in a safe and efficient manner.
- When applicable and available, school drivers may be required to complete annual district provided in-service training programs.
- Contact parents at least **one week** prior to the start of school to review pickup and drop-off locations and times for MECC and special needs students.
- Maintain a standard driver's license.
- Be consistent with your scheduled times and follow the school calendar.
- To conduct thorough pre-trip and post-trip checks on the vehicle to ensure that the vehicle and safety equipment is operational, that no child is left on board the van and that the vehicle is clean and secure.
- Check the child has been safely placed in the van and fastened with a seat belt, child restraint and/or car seat by the caregiver placing them on the van. The van driver is the second check to ensure the child(ren) were properly fastened for their safe transport.
- Ensure no items were left behind on the van belonging to a student; Some items may be required to be returned immediately, such as a feeding bag, for example.
- Establish and maintain rapport with passengers, learn your students' names and faces as soon as possible, and treat students with respect.

- Maintain discipline among passengers and adhere to the Caesar Rodney Discipline Plan.
- Notify the transportation supervisor, coordinators and contractor immediately. Do not leave the scene of an accident or minor collision of any kind. Any time there is an accident, the van breaks down, or there is a major disturbance on or off the bus after ensuring the safety of the pupils.
- Communicate effectively with district and school staff and parents/guardians.
- Refrain from using profane or indecent language while on duty.
- Dress appropriately. Flip-Flops / Sandals are not to be worn when driving the van.
- Pick-up and drop-off students at designated stops only. Routes and stops must match the route detail sheet issued from the transportation supervisor. Any changes needed or requested must be submitted in writing to the transportation supervisor for approval.
- Possibly be requested to submit to periodic random drug and alcohol testing and be subject to actions specified in the Delaware Code and in federal requirements. You would receive a blue card, that would be kept on you while on duty.
- Operate any duties involving the school vehicle in a completely sober state of mind.
- Report suspected cases of child abuse to the school principal and transportation supervisor immediately. Do not question the students.
- Notify the transportation department of any unique hazards on the route.
- Instruct students on evacuations throughout the year.
- Possibility of getting a yearly physical examination by a doctor and providing the results to the transportation supervisor. You will receive your signed card upon review.
- Maintain a good driving record with the State of Delaware's Division of Motor Vehicles and follow all driving laws and regulations.
- Do not let students who are not on your route detail roster ride at any time unless they present a Caesar Rodney student bus pass signed by the school secretary (use common sense for emergency situations).
- Keep copies of the van roster at all times.
- Follow the Caesar Rodney loading and unloading zone procedures.
- All individuals must wear a seatbelt at all times.
- Arrive at schools approximately five (5) minutes before unload time. Be in the van and in the proper location five (5) minutes before school dismisses.
- Ensure there are no tobacco products, vapes or e-cigarettes on school grounds or buses, any time.
- Not operate the cell phone while driving. Pull over and call for emergencies only. Van cell phones must be turned on when on school routes. **DO NOT** take personal phone calls while you are on duty in the van.
- To keep the front driving compartments clear of potential dangers (candles, personal items, radios, brooms, toys, etc).
- Keep the van clean, checking weekly for areas that need attention.
- Use approved child safety restraints for all passengers following State of Delaware laws.
- Keep all mirrors adjusted on the van for maximum student safety.
- Perform other duties as assigned by the district transportation supervisor as needed for duties to be met.

Caesar Rodney Operating Procedures for School buses and Vans

Caesar Rodney operating procedures for school buses are as follows:

- No person other than a teacher, school official, aide, driver in training or substitute driver shall be permitted to ride on a school bus while transporting district registered students. Exceptions may be made for parents, guardians and Relative Caregivers involved in Department of Education educational programs that provide for transportation and others approved by the district transportation Supervisor. The department **will** notify the driver when an exception is to be made.
- The driver shall not deviate from the scheduled bus route. Drivers shall not be required to wait for pupils unless they can be seen making an effort to reach the bus stop. If your student is not at their stop at the assigned time, please ensure that you make a complete stop (opening door, and activating your stop sign and red lights). This will help the Transportation Department track that the bus did make a stop at the house. Changes to the bus route, stops or stop locations must be approved by the district Transportation Supervisor.
- The driver shall maintain discipline on the bus and shall report cases of disobedience or misconduct to the designated school officials. No pupil(s) shall be discharged from the bus for disciplinary reasons except at the home or school. The principal or designated school official shall be notified of such action immediately. Any change to the action taken by the driver or any further disciplinary action to be taken is the responsibility of the principal or designated school official.
- Pupils shall have definite places to board and exit the bus. Pupils should not be allowed to leave the bus at any place other than the regular stop without written permission from their parents, guardian, or Relative Caregivers and approval by the school principal and/or designated school official.
- Buses shall be brought to a full stop, which includes placing the bus in neutral and setting the parking brake, and properly positioned before pupils are allowed to board and exit the bus.
- Pupils are not permitted to ride outside or in any hazardous location in the bus including the area ahead of the barriers or white floor line designating the driver-area.
- Buses shall not stop near the crest of hills, on curves, or on upgrades or downgrades of severe inclination. When stopped for the purpose of receiving or discharging pupils, the bus shall always be stopped on the right side of the road as far off the paved or main traveled portion of the highway as the condition of the shoulder permits and parallel to the main traveled portion of the highway.
- Pupils who must cross the road to board the bus or after leaving the bus shall cross at a distance in front of the bus and beyond the crossing control arms so as to be clearly seen by the driver and only upon an audible clearance by the driver. The driver shall direct pupils to cross by instructions through the external speaker of the public address system.
- When unloading pupils who must cross the roadway, always remind them that once the driver has given them the initial verbal direction to cross, they are only to cross as far as the driver's view mirror and stop. They are to wait for a second verbal command before continuing into the open lanes of potential traffic.
- Students must wait at the entrance to their lane/development if the bus stop is located at a combined intersection/corner stop. Students must not cross the road until the driver gives the audible clearance.
- All loading and unloading of pupils shall be made from the service door. The rear exit door is not to be used except in cases of emergency or emergency drills. No object shall be placed in the bus that restricts the passage to the emergency door or other exits.

- No one but the driver shall occupy the driver's seat.
- Pupils shall be assigned to seats by the driver, subject to the approval of the Transportation Supervisor.
- No food or drinks are allowed on the bus.
- The doors of the bus shall be kept closed and in the latched position while the bus is in motion.
- Pupils shall not put their head or arms out of open windows.
- When the bus is stopped on school grounds, pupils are aboard, and the motor is running, the transmission shall be in neutral (clutch disengaged) and the parking brake set.
- While on school grounds, drivers shall not leave their seat while the motor is running or leave the key in the ignition switch.
- Fuel tanks shall not be filled while the engine is running or while anyone is in the bus.
- Weapons of any kind are not permitted on a school bus.
- Animals are not permitted on school buses; however, a service animal is permitted if a physician certifies that it is required or it is part of the pupil's IEP or 504 plan under the Americans with Disabilities Act.
- A school bus shall not be used for hauling anything that would make it objectionable for school use or unsafe for passengers.
- Band instruments, shop projects, and other school projects shall not be permitted on the bus if they interfere with the driver or other passengers. The aisle, exits, and driver's vision shall not be blocked.
- Bus stops on roadways with three or more lanes (with oncoming traffic) must be made on the right side of the road. Students shall not be required to cross more than two lanes of traffic when entering or leaving the bus.
- Headlights or daytime running lights shall be on at all times when the bus is in motion.
- Strobe light, which comes on automatically with the activation of the overhead yellow lights, should be activated by the manual override switch for use in inclement weather. However, the strobe light is not to be used during normal driving conditions, day or night!
- On the bus route, every effort should be made to load children before a turnaround is made and unload them after the turnaround is made.
- Backing of school buses is prohibited, except in unusual circumstances: a school bus shall not be driven backwards on school grounds unless an adult is posted outside the bus to guard the rear of the bus. The driver and adult shall agree on signals to be used for backing.
- School buses will at all times, with or without passengers, stop at all railroad crossings (no closer than 15 ft and no further than 50 ft).
- Complete accident reports as required by the school district.
- Seat restraints are mandatory for Pre-K students (3yr old and 4 yr old). If there is no aide on the bus (special needs situations only require an aide), the driver is required to secure the students.
- Kindergarten and Pre-K / special needs students are not allowed off the bus unless a parent or guardian is present at the bus stop. The driver must contact transportation on their first attempt so that we can notify the school. The driver can proceed with the assigned route, and make a 2nd stop once other students have been dropped off. If the parent/guardian is not available, then the student should be returned to the school main office after the route is complete.
- Releasing a Student – If there are concerns, monitors and drivers need to contact the transportation department to inquire about any information that may appear on a student's

IEP, that could benefit the students wellbeing and safety. If there are concerns with releasing a student, when in doubt, the Supervisor of Transportation will provide this information for the contractor and drivers.

Caesar Rodney Transportation Policies

- Students may be required to walk up to ½ mile to an assigned stop. The Regulations of the Delaware Department of Education 14 DE Administrative Code 1150, School Transportation, Section 12.7, governs the distance that a student receiving transportation benefits may be required to walk to the bus stop as follows:
 - "A spur to a bus route (where the bus leaves a main route) shall not be scheduled unless the one-way distance is greater than ½ mile..."
 - This regulation stipulates that a bus cannot be re-routed and additional bus stops added unless the distance from the student's home to the bus stop exceeds ½ mile.
 - Bus stops will be at the entrance of most developments.
- Buses do not travel inside private developments or where a "turn-around", if necessary, is impracticable.
- Busing information is made available via the CR website in mid August. Your student's driver will call you with the bus stop locations and times. Please verify that the Caesar Rodney School District has your correct address on file so you are able to receive this information.
- Eligible students are assigned one bus to school and one bus from school.
- Any student who is issued a parking pass (CRHS) will **not** be eligible to ride a school bus to/from school per Title 14 §2909 and §4115. These students will not be assigned a bus or a stop.
- All transportation address changes and updates require valid documentation and 3 business days for the change(s) to take place.
- The Regulations of the Delaware Department of Education 14 DE Administrative Code 1150, School Transportation, Section 12.0, govern the provision of student transportation benefits. This regulation stipulates that students in grades K through 6 whose legal residence is within 1 (one) mile of the school are NOT eligible for bus transportation; and, students in grades 7 through 12 whose legal residence is within 2 (two) miles of the school are NOT eligible for bus transportation.

Caesar Rodney Transportation Personnel

Delays:

- The district shall make every effort to communicate with contractors and transportation staff in the event of a delay
- The Superintendent will make every effort to make the final decision concerning a delay for any reason by **5:50 AM**.
 - CRSD staff will ONLY be permitted to document time for payment if a delay is called after the SCHEDULED report/pick-up time has passed for an individual driver's schedule.
 - That driver shall only document to the **half hour** the time they worked to get back to the point of returning students if students were already picked up or back to the yard. GPS tracking may be randomly checked when timesheets are submitted.

Physicals:

- Required staff must comply with completing an annual physical as part of the position requirement.
- All staff completing a physical for the CRSD shall document a total of **one (1) hour** on their timesheet if seeking time for completing their physical. No additional time will be approved above **one (1) hour**

Random/Required Drug/Alcohol screening(s):

- Required staff must comply with completing random drug and alcohol screening(s) as part of the position requirement.
- All staff completing a random or required drug and alcohol screening/test for the CRSD shall document a total of **one (1) hour** on their timesheet if seeking time for completing their test. No additional time will be approved above **one (1) hour**

Call Back (Mechanic):

- Callbacks may occur outside of the normal scheduled time for the Mechanic. The Mechanic shall receive a minimum of **two (2) hours** for a call-back regardless if the time start to finish is less than **two (2) hours**. Time beyond **two (2) hours** shall be added in increments of **fifteen (15) minutes** to match the total time.

Closings:

- Casual/Seasonal employees will not be permitted to add days closed on their timesheet for hours they did not work
- If the district is closed abruptly for various reasons, or as scheduled, Casual/Seasonal will not receive their hourly rate for that day.

Communication:

- Drivers are required to either use a work provided cell phone on a Van or a Radio on a Bus to ensure communication is effective
 - All cell phones and radios must remain in the vehicle, charged and on.
 - Bus drivers are **REQUIRED** to check in before each run utilizing the radio system
 - Radios are to only be used for communicating with transportation and specific transportation needs
 - the radio is not used for matters such as individual communication for personal matters or items unrelated to transportation as it can distract other drivers
 - If you see another driver swerving or driving erratically, always assume a medical emergency could be going on and contact the office **ONLY** to get it addressed. **DO NOT** discuss this over the radio.

FuelMan:

- All FuelMan cards must remain in the bus or van at all times
- FuelMan cards are to be audited annually by a Coordinator to ensure the accurate card is in each vehicle
 - FuelMan cards are **NOT** to be kept by the driver on their person at any time
 - If a driver notices a FuelMan card is missing or has been switched with another, the driver is to contact Transportation to report immediately

Appearance:

- All staff should ensure they are appropriately dressed and presentable as staff are representing the Caesar Rodney School District in the community and at buildings

SCHOOL BUS STUDENT CONDUCT AND DISCIPLINE PROCEDURES

The following are Caesar Rodney's rules for student conduct while riding, entering or exiting a school bus. These guidelines are established to preserve the safety of all Caesar Rodney students who use a school bus for transportation. All students must adhere to the following rules. Violation of these rules may result in suspension and/or denial of bus riding privileges and/or school disciplinary action. Buses are equipped with video cameras and recording devices to assist with bus behavior. Nothing in this policy shall preclude the required enforcement of other policies that govern student discipline.

STUDENTS WILL ADHERE TO THE FOLLOWING:

1. Obey the driver promptly and be courteous to the driver and to fellow pupils. Pupils are to conduct themselves while on the bus in such a way that they shall not distract the driver from driving tasks.
2. Observe classroom conduct when on the bus and at stop areas. The school bus is a classroom on wheels.
3. Do not smoke, use profanity, eat, drink or chew gum on the bus.
4. Do not throw articles of any kind inside, around the bus, or out of the bus windows.
5. Wait in a safe manner for the bus on the sidewalk or shoulder, not the roadway.
6. Keep a safe distance from the bus while it is in motion.
7. Enter the bus when directed to by the bus driver or aide without crowding or disturbing others and occupy their seats immediately. Students should stay in their seats until the bus arrives at the discharge point.
8. Remain seated, face forward, and keep the aisle clear.
9. Be at their bus stop approximately 5-10 minutes before scheduled pickup time.
10. Exit the bus only at their approved stop or at school. Get on or off the bus only when it is stopped. Do not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
11. Before crossing the road to board the bus, cross only upon an audible clearance signal from the driver/aide.
12. Do not cross the road until the driver has verbally directed it is clear of all traffic and then walk in front of the bus beyond the crossing control arm and far enough to be seen by the driver at all times.
13. For unloading, walk at least 10 feet away from the side of the bus and remain in view of the driver. For those crossing the road, walk to a position at least 10 feet in front of the right corner of the bumper and away from the bus. After looking in all directions and being told to begin crossing by the driver or aide, walk to the left edge of the school bus, look for traffic again in all directions, and wait to be told to cross by the driver/side.
14. Stay out of the driver's seat. Unnecessary conversation with the driver is prohibited while the bus is in motion.
15. No student shall occupy a position in the driver area in front of a barrier or white floor line that may distract the driver's attention or interfere with the driver's vision.
16. Follow highway safety practices in accordance with the Motor Vehicle Laws of the State of Delaware by walking on the side of the road facing traffic when going to or from the bus or bus stop along the highway.
17. Do not shout to other passengers or to passers-by.
18. Do not open the bus windows without permission from the driver, extend any body part out of the windows or call out to passers-by.

19. Keep the bus clean, sanitary, and orderly and do not damage or abuse the equipment or seats.
20. Place no book bags, books, projects, or any other equipment in the aisles – these items should be kept on their laps. Students should keep feet out of the aisles.
21. Misuse of cell phones and other electronic equipment will not be tolerated (grades 6 – 12) and shall not be used by grades k - 5.
22. Serious violations and other forms of misconduct will be handled through the disciplinary steps for Acts of Misconduct as documented in the Student/Parent Handbook in conjunction with the Bus Regulations for Conduct of Students.
23. Other forms of misconduct that shall not be tolerated on the bus and at bus stops are acts such as, but not limited to, bullying, indecent exposure, obscene gestures, spitting, and other actions that may be addressed in the district code of conduct.

SUSPENSION OF BUS PRIVILEGES:

Parents shall be notified before a bus suspension takes effect, except in emergency situations necessary to protect the safety of individuals, property, or the integrity of the educational process. In such cases, the necessary notice will follow as soon as possible. DURING THE SUSPENSION OF BUS PRIVILEGES, IT SHALL BE THE PARENT'S RESPONSIBILITY TO PROVIDE THE STUDENT'S TRANSPORTATION TO SCHOOL. FAILURE TO ATTEND SCHOOL, DUE TO THE LOSS OF BUS PRIVILEGES, IS CONSIDERED AN UNEXCUSED ABSENCE. Suspensions of privileges shall not be used as a disciplinary action for non-bus related violations.

DO'S AND DON'TS OF DISCIPLINE:


1. Never threaten and/or issue an order that can't be enforced.
2. When attempting to stop bad behavior, it's far better to tell a child what to do instead of telling the child what not to do.
3. After requesting a child behave in a given manner, give them time to react. It may not be realistic to expect instant change.
4. If possible, give a reason for what you ask a child to do. "Because I said so" is not a reason.
5. Be consistent and fair in disciplining children. That applies equally well to the use of rewards for good behavior.
6. Try to be friendly (but not overly so) with the children that ride your bus. Try to exhibit an interest in what they are doing and the things they say to you. There is a lot to be said for a simple, friendly hello in the morning and afternoon.
7. Reinforce good behavior and be sure to comment on the "good" qualities of children.
8. Try to maintain a sense of humor, even when it occasionally means laughing at your own actions.
9. Refrain from taking your personal feelings out on a given student.
10. When speaking to an offender, call the child by name and speak in a firm but courteous manner.
11. Don't lose your cool! It's foolish to engage in sarcastic remarks with your riders. It is also very unprofessional.
12. Don't be concerned with correcting every misdeed a child commits. Sometimes it is wiser to ignore some things if they are not disrupting others, or in violation of the safety of themselves or other pupils on the bus.

13. Set a good example yourself regarding your behavior and treatment of others. You set the emotional tone for the bus. Model what you want the students to copy.
14. Review the regulations, or some of them, from time to time with the students.
15. Never ridicule a child. You can almost guarantee that a child who has been ridiculed or embarrassed by a bus driver in front of his peers will find a way to "get you back".
16. If you ever have to leave the driver's seat for any reason, be sure to remove the ignition keys and take them with you.
17. NEVER put a student off the bus at any location other than his or her home or school unless prior arrangements have been made with the parents and school, except if the child's actions are serious enough to endanger other children or yourself. In such a case, it would be best to deliver the child back to school or to a law officer, if at all possible.
18. Do not attempt to continue driving while extreme misconduct is occurring on your bus. It's far safer to pull off the road and stop the bus to handle an extreme problem than to divide your attention between driving and serious problems of student misbehavior.
19. Do not use the brakes as a form of discipline!!!
20. Notify the building administration when the bus video camera tape needs to be viewed. Driver's are NOT permitted to remove or view the tape on their own.
21. Understand your responsibility is to make school officials aware of misbehavior and they will take it from there. Do not argue with school district officials' decisions.

Pre-Trip/Post-Trip Walk Around Inspection

Please record any notes of potential problems to a Coordinator immediately

This mandatory form shall be utilized and submitted to the CRSD Transportation office bi-weekly. This form is **due each payday Friday**. Transportation staff are to complete these tasks as part of their time (6, 7, 8 hours per day). Working time is based on each driver's/aide's route and includes two 15 minute pre and post trip walking inspections. Layover times and times not driving, but within an employee's paid time (per timesheet/allotted hours) shall be utilized to complete this form and its tasks detailed. This form is a mandatory document to be completed and submitted each payday Friday. One form is due for each vehicle. The main driver of that vehicle (bus/van) is responsible for this form.

OFFICIAL Template:  Bus/Van weekly check-list

~CRSD Transportation~

Bus/Van (as applicable) weekly check-list

Driver Name: _____

Two week period dates: _____ to _____

Bus/Van Number: _____

Daily~

Task	Completed Daily
Check trash can	Monday: ____ Tuesday: ____ Wednesday: ____ Thursday: ____ Friday: ____
Check for supplies needed; seat belts and car seats properly functioning	
Pre/Post drive assessment of vehicle checking for safe operations	
Ensure radio/phone is on and charged (required in all)	

Weekly~

Task	Completed week 1	Completed week 2
Wipe down seats		
Wash windows		
Sweep floor		
Check with a Coordinator for any scheduled trips/Voc runs for following week		

Bi-Weekly~

Task	Completed/Notes
Exterior cleaning as appropriate	
Update turn by turn and/or rosters if changes have been made	
Report any concerns to Mechanic	

Signature: _____

Date submitted to Transportation office at DO: _____

EMERGENCY EVACUATION DRILLS:

*Each year we conduct two required bus evacuation drills. Students need to be instructed in proper bus evacuation at the beginning of each year. Drills will be scheduled through the transportation department. Drills may be held on different days at different schools.

To adequately meet the requirements of Highway Safety Program Standard 17, and to reduce the possibility of injury or death to school children while they are being transported to and from school, school bus evacuation drills shall be conducted on a regular schedule.

The transportation program is growing continually, providing transportation for more pupils to more places. At the same time, the number of vehicles is increasing, causing the potential for accident hazards to be increased. It is essential that students who ride school buses be instructed and participate in school bus emergency evacuation drills at least two times during each school year.

The Chief School Officer (administrator) shall be responsible for seeing that evacuation instruction is made available to all students. Evacuation drills shall be held at least two times during the school year...one during the Fall term before October 31st and one during the Spring term before March 31st. It is recommended that drills be held on predetermined days and the riders be notified in advance. A written report shall be submitted to the Transportation Section of the Department of Education certifying the date that drills were held.

CONSIDERATIONS TO BE GIVEN TO THE EVACUATION DRILLS:

1. With large numbers of pupils moving rapidly to evacuate a bus, there is always the possibility of injury. The safety of the children must be given first priority. Drivers will remind students of procedures before beginning a drill.
2. All drills must be held on school property and carried out under the supervision of school personnel designated by the school administration.
3. Every student should be exposed to two types of evacuation plans:
 - a) everyone exits through the rear "emergency door". (Example – front end collision, fire in engine compartment).
 - b) the front half exits through the "entrance door" and the back half exits through the "emergency" door. The driver would normally be stationed at the back door. (Example – side collision).
4. During practice, the school bus driver and helper must be stationed to assist students from the bus. Whenever the back "emergency door" is used, the driver will be at this location (outside) with his/her back to the opened door warning them not to jump.
5. Children shall not be permitted to take books, lunches, etc., off the bus when they leave during the drill. Aisle will be kept clear to permit easy exit. Students will exit slowly one at a time. When completed the bus driver shall close the "emergency door" if used, then reload the bus.

PREPARING FOR EMERGENCY DRILLS:

Drivers will tell the student helpers (if used) of their duties. The driver may select student helpers to assist in the emergency evacuation drill. These students should be among the first pupils on the bus, and the last ones off for each trip. The helpers are not to be placed in jeopardy at any time, and are to serve only such duties as may be assigned for the safety and welfare of all

pupils. Duties would include helping others off the bus, directing pupils to a safe location, and serving as a leader of the group.

In cases where the driver may be injured or incapacitated, the helper should have specific instruction as to the procedure to follow in the control of the pupils and in seeking help.

INSTRUCTIONS FOR (OPTIONAL) HELPERS IN THE EVENT OF THE DRIVER'S INJURY:

1. If the front entrance door can be used, one of the two optional helpers will open the door, while the second helper assists the students from the door. The first helper will then lead the students at least 100 feet (40 or 50 steps) away from the front of the bus, away and off the traveled portions of the roadway, remaining there until assistance arrives. The nature of the accident may require a greater distance than 100 feet, depending upon other vehicles involved.
2. If the rear emergency door only is in use, the helpers will open the door. One will remain to assist the passengers from the bus; the other will lead the students at least 100 feet away from the rear of the bus and off the traveled portion of the roadway, remaining there until assistance arrives.

The helpers are optional and under no circumstances should act without the consent of the driver unless the driver is physically unable to give instructions. The helpers will be used only to aid other students and should be trained to use caution in carrying out their duties.

SUMMARY OF EMERGENCY DUTIES:

BUS DRIVER:

- a) Remain calm
- b) apply parking brake
- c) turn off ignition and remove key
- d) turn on 4 way hazard lights
- e) announce to students which exit they are to use, and where they should meet (i.e. "the big tree behind the bus")
- f) supervise bus helper
- g) signal helpers to open rear door
- h) supervise and assist in the exit of the students.
- i) Go to the assembly area with a copy of your roster and check that all students are together

FRONT UNLOADING:

Front Helper, if used:

- a) turn on 4-way hazard lights if driver is injured
- b) assist with unloading
- c) help small children
- d) direct students to safe place

Rear Helper, if used:

- a) keep pupils moving toward front door
- b) keep pupils quiet to prevent panic
- c) assist small and/or injured pupils
- d) make sure back of bus is clear

REAR UNLOADING:

Front Helper, if used:

- a) keep pupils moving toward rear emergency door

- b) keep pupils quiet to prevent panic
- c) assist small and/or injured pupils
- d) make sure front of the bus is clear

Rear Helper, if used:

- a) open emergency door when directed by driver
- b) if driver is injured...use good judgment as to when to exit from the rear door
- c) have another student assist in unloading
- d) direct pupils to safe place

RECOMMENDED PROCEDURE IN CASE OF FIRE:

- A. Driver orders unloading – front, rear, or both
- B. Pupils should be led to a safe place away from the bus by a helper
- C. Helpers assist where they can be of most help to the driver

RECOMMENDED PROCEDURE IN CASE OF ACCIDENT:

Driver not injured:

- A. Driver turns on 4-way hazard lights
- B. Driver orders unloading – front, rear or both
- C. Helpers help driver spot injured pupils
- D. Helper assists pupils off the bus and directs them to a safe waiting place
- E. Driver stays with injured pupils until help arrives

Driver injured:

- A. If the bus is still in motion – the front helper, who is thoroughly instructed, moves to the area of the driver's seat, guides the bus to the shoulder of the road and brings it to a complete stop. The duties and procedures used may have to be modified according to the grade level transported.
- B. Stops engine
- C. Applies brakes and turns on 4-way hazard lights
- D. Helpers supervise unloading of pupils

CAESAR RODNEY SCHOOL DISTRICT
SCHOOL BUS EMERGENCY PROCEDURE GUIDE

BOMB THREAT PROCEDURES

BUS COLLISION PROCEDURES

CIVIL EMERGENCY PROCEDURES

HOSTAGE SITUATION PROCEDURES

INCLEMENT WEATHER PROCEDURES

NATURAL DISASTER PROCEDURES (TORNADO & FLOOD)

The School Bus Emergency Procedure Guide may be used in conjunction with the CAESAR RODNEY School District Emergency Procedure Guide for building emergencies.

BOMB THREAT

Bomb Threat (pre-planning)

1. The Transportation Supervisor or designee (hereinafter referred to as TS/D) will train bus drivers and contractors on bomb threat contingency plan implementation.
2. The TS/D will verify school crisis team members and their assignments.

Bomb Threat (Implementation)

<i>If a student gives you a note or you receive a phone call concerning a potential bomb threat implement the following procedures:</i>	
<p><u>Driver Response</u></p> <ul style="list-style-type: none"> ● Remain calm and do not panic. Pull the bus over to a safe location. ● If note, handle with caution and do not discard. If phone call, ask the following questions: <ul style="list-style-type: none"> ○ Where is IT located? ○ When will IT go off? ○ What materials are in IT? What does IT look like? ○ Who is calling? Why is the caller doing this? ● Listen closely to the caller's voice and speech patterns and to noises in the background. ● Make note of phone number on caller ID (if available). ● Follow additional procedures below depending if the threat indicates the bomb is in the school or on the bus. 	<p><u>School Response</u></p> <ul style="list-style-type: none"> ● TS/D notifies the Superintendent. ● Crisis Team assembles. ● Call 911 and give control of the situation to the police and bomb squad. ● Keep detailed notes of events. ● If necessary, implement school evacuation procedures. ● Refer media to the District Media Relations Specialist, Mike Williams (698.4800). ● Train additional school personnel to handle guardian phone calls about incidents. ● Hold post-incident debriefing.
<i>If the threat indicates that there is a bomb in the school implement the following procedures:</i>	
<i>You are on your route and in sight of the school:</i>	
<ol style="list-style-type: none"> 1. Proceed to school and park away from the building in an alternate lot location. 2. Upon arrival, immediately notify the school official. Give them a note or phone number. 3. Do not let students off the bus and do NOT allow students to use cell phones. Do NOT use your cell phone. 	
<i>You are on your route and not near the school:</i>	
<ol style="list-style-type: none"> 1. Pull over to a safe location. 2. Call the school and inform the TS/D or other school administrator of the note or phone call. Keep calling until you reach someone of authority. 3. Proceed to school and park away from the building in an alternate lot location, but do not let students off the bus unless you are told to do so by the TS/D or school administrator. Wait for additional instructions from TS/D. 	
<i>If the threat indicates that there is a bomb on the bus implement the following procedures:</i>	
<i>You are on your route and in sight of the school:</i>	
<ol style="list-style-type: none"> 1. Proceed to school and park away from the building in an alternate lot location. 2. Park the bus away from the other buses and buildings. 	

3. Tell the students that there is an emergency situation which requires immediate evacuation of the bus. Do NOT tell students there may be a bomb on the bus.
4. Implement bus evacuation procedures. Tell students to leave all belongings on the bus including their cell phones.
5. Have students and yourself move at least 300 yards away from the bus.
6. Do not call the TS/D or school administrator. Send a student to relay a message to TS/D or administrator that you have a priority emergency that you will explain to the administrator.

You are on your route and not near the school:

1. Immediately find a safe place to park the bus away from buildings and other vehicles. Preferably an open area.
2. Tell the students that there is an emergency situation which requires immediate evacuation of the bus. Do NOT tell students there may be a bomb on the bus.
3. Implement bus evacuation procedures. Tell students to leave all belongings on the bus including their cell phones. Students should take their coats with them in cold weather.
4. Have students and yourself move at least 300 yards away from the bus.
5. Call 911 and inform them of the situation. Follow any instructions you may be given by emergency personnel.
6. Call the TS/D or a school administrator to explain the situation.
7. Call your contractor so another bus may be dispatched to finish the route.
8. If an alternate bus is needed, supervise students until a new bus arrives or parents/guardians pick up students at the incident location.

In the event that school is dismissed early due to a bomb threat in the building, the following procedures will be implemented:

Driver Response

- Upon notification to report for an early dismissal run, report to school as soon as possible.
- If unable to report for an early dismissal run, call the contractor and TS/D. Contractor will secure a substitute driver.
- Upon arrival at school, immediately drive around to the north end of school and pull along the curb by the football field (CRHS) or any open area.
- Wait for students to load onto the bus. Do NOT let students that are not on your route roster on the bus unless they have a bus pass.
- Members of the Crisis Team will communicate to the driver when to depart school.

School Response

- Crisis Team assembles
- Decision is made to evacuate school.
- Decision is made to dismiss early.
- TS/D contacts bus drivers/contractors using ALERTNOW system or phone tree to alert them of early dismissal. Instructions will include time and location to report.
- School officials will remain at the front entrance and radio to members of the Crisis Team the arrival of each bus.
- Members of the Crisis Team will dismiss students by bus as they arrive.
- School officials will communicate to members of the Crisis Team any guardian arriving in front of the building to pick-up students. Crisis Team members will alert students over the P.A. system.

Remember – In all bomb threat situations you should stay extremely calm. Students will cue off your behavior and you will have better control. Do NOT inform students you have received a

bomb threat. Inform students that there is an emergency situation which requires them to follow your directions.

COLLISION

All vehicle collision incidents must be reported immediately. This includes non-collision type incidents that result in any damage to the vehicle, and/or injury to bus passengers or drivers.

Collision (Pre-planning)

1. The Transportation Supervisor or designee (hereinafter referred to as TS/D) will train bus drivers and contractors on bus collision contingency plan implementation.
2. The School Administrator will verify school crisis team members and their assignments.

Collision (Implementation)

1. *If a bus collision occurs, the bus driver will initiate the following procedures:*
2. Evaluate student well-being and immediately contact 911 for police assistance and ambulance dispatch (if needed). Communicate over the bus cell phone to the TS/D that a bus collision has occurred. The bus driver should be prepared to inform the TS/D of the collision's location and whether an ambulance was dispatched.

Activity bus drivers or drivers transporting students during extra runs (field trips, sports runs) will use their cell phone to immediately call 911. The driver will then call into school during school hours or their contractor during after-school hours. The contractor will then attempt to contact the Transportation Supervisor and department. If the Transportation Supervisor cannot be reached, the contractor will attempt to contact another school administrator listed in their Caesar Rodney Bus Handbook.

Procedure:

- Remain with their students and take all precautions for their safety. Make sure students stay at the scene of the incident.
- Bring all copies of their bus roster and their seating chart off of the bus with them and account for all students who were riding the bus at the time of the incident.

After receiving information that a bus collision has occurred, the transportation unit will implement the following procedures:

- The TS/D will ask the bus driver the location of the collision and if an ambulance is required.
- The TS/D will confirm if the driver has contacted 911 for emergency service personnel. If not, TS/D will call 911 – requesting an ambulance if necessary.
- The TS/D will then notify the Superintendent, Building Principal and the contractor of the bus. If the Superintendent and Building Principal cannot be contacted, then other administrators and directors will try to be contacted.
- If the collision is called into the school, school personnel should immediately notify 911 – requesting an ambulance if necessary, then contact the Transportation Supervisor, and Building Principal. If the Transportation Supervisor or Building Principal cannot be reached, the school personnel member should attempt to contact another school administrator.
- The TS/D and Building Principal proceed to the scene. If these people cannot be reached, other school administrators will have to report to the scene when contacted. At least two school administrators must report to the scene.

At the scene

- Injured students are taken to the hospital accompanied by a school employee when one is available if family is not present.
- Students are not permitted to leave the school until they have been accounted for and received permission from the Paramedic and/or school administrator in charge at the scene. Students can only be picked up by their parent/guardian, or other persons listed on their school emergency card.
- School administrators will complete the School Bus Collision Disposition Form. The name of each student taken to the hospital will be circled.
- The Contractor or district will send the bus driver to an alcohol/drug testing lab, following protocol.
- If there are no injuries, the transportation supervisor (or designee or school administrator if transportation supervisor cannot be at the scene) may clear the students to be taken home. Students can only be picked up by their parent/guardian, or other persons listed on their school emergency card. Students can only be picked up by their parent/guardian, or other persons listed on their school emergency card.

At the school

- Principals and the School Nurse will make preparations to meet the incoming bus students involved in the bus collision if an accident happened during arrival.
- Students should be taken to the School Nurse who will check the students for injuries. The School Nurse will then decide if any students need to be taken to the emergency room. If injuries have occurred, then paramedics will set up a triage at the school and take control of evaluating the students.
- PARENTS, OR OTHERS LISTED ON EMERGENCY CARD(S) MUST BE CONTACTED IMMEDIATELY.
- If an accident has occurred in the afternoon, the parents will be informed by a school administrator where their child is and that they will be given bus transportation home as soon as possible; or that the parents are permitted to come to school or scene of accident and pick up their child. If injuries have occurred, then all students will be taken to the school or hospital for evaluation by the paramedics.
- School administrators will notify parents of the bus collision and the condition of their child, or that their child is not injured. Parents should be instructed to take their child to their family doctor or to the emergency room of the hospital for examination if it becomes necessary.
- The bus driver will complete the state Insurance Report form which will be submitted to the Transportation Supervisor (half sheet pink card).
- The Transportation Supervisor will complete a report summarizing the bus collision and submit this report to the School Superintendent within 24 hours. The Transportation Supervisor will also notify the State Supervisor of Pupil Transportation, Tyler Bryan.

CIVIL EMERGENCIES

Civil emergencies (C.E.) could be any event (happening with or without warning) that causes or threatens death or injury, damage to property/environment, or disruption to the community on such a large scale that the event cannot be controlled by emergency personnel and local authorities as part of their normal daily activities. Examples include: Military attack by foreign nations, disruption due to extreme weather conditions, fire/explosion/chemical spill, large scale telecommunication breakdown, medical pandemic, large scale civil disobedience.

Civil Emergencies (Pre-planning):

1. The Transportation Supervisor or designee (hereinafter referred to as TS/D) will train bus drivers and contractors on civil emergency situation contingency plan implementation.
2. The Transportation Supervisor will create an emergency contact list of all current bus drivers and contractors. This list will be saved as a .csv file to be used with the ALERTNOW automated phone call-out system as the main source of communicating civil emergency plans to transportation personnel.
3. The Transportation Supervisor will create a bus driver/contractor phone tree to be used in lieu of the ALERTNOW (Global Connect) system in case of any technical difficulties. All bus drivers and contractors will receive this information during the annual August training meeting along with updates throughout the school year as needed.
4. The school administration will verify school crisis team members and their assignments.

Civil Emergencies (Implementation):

<i>In the event a civil emergency is declared by the government the following procedures will be implemented:</i>
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<u>Driver Response</u>	<u>School Response</u>
<ul style="list-style-type: none"> ● Follow directions of TS/D regarding school response to C.E. Be sure of when and where to report with your bus. ● If you are unable to report for duty due to the C.E. call TS/D and the contractor so an alternate driver may be contacted. ● If early dismissal due to C.E., have students print name on sign-in sheet and give it to TS/D prior to departure. This will be used to verify students on buses if telecommunications are unavailable. ● Avoid C.E. site and re-route if necessary. If possible, notify TS/D of change. ● Do not stray from the assigned route to view C.E. site. ● Follow directions of emergency personnel if encountered while en route. If possible, notify TS/D if change in route is necessary. ● If unable to get to assigned stops along the route due to C.E. do NOT drop-off students anywhere. If possible, notify TS/D. If unable to contact, return to school with those students unable to depart the bus. ● If a parent/guardian meets you at an assigned stop and requests that their child be dismissed from the bus to his/her care, verify that the person is the legal guardian. Ask for I.D. 	<ul style="list-style-type: none"> ● Superintendent will notify TS/D and schools. ● Crisis Team assembles. ● Follow all directions given with C.E. declaration. ● TS/D contacts bus drivers/contractors using ALERTNOW system or phone tree to alert them of C.E. and instruct them of resulting school response (i.e. closure, early dismissal). Response instructions will also be posted on-line at <i>Delaware School Closing website located at http://schoolclosings.delaware.gov/</i> ● TS/D will determine if any buses may encounter the C.E. site along their route and re-route buses accordingly. ● Refer media to Mike Williams (698.4800) ● Train additional school personnel to handle guardian phone calls about incidents. ● Hold post-incident debriefing.

Specific Civil Emergency Additional Information:

Medical Pandemic

- Stay home when you are sick especially when you have flu-like symptoms including a fever.
- Seek medical attention early if you are sick. Isolate yourself if you have been diagnosed with the pandemic condition. Wear a surgical mask.
- Wash hands frequently with soap and water. At minimum use a hand sanitizer.
- Cover nose and mouth with tissue when sneezing and coughing. Use shirt sleeve or inside of elbow if no tissue is available.
- Routinely clean areas that students often touch on the bus including seat backs.
- Communicate to school officials those students on your bus who exhibit pandemic condition symptoms.

Chemical Spills

- Do not approach the chemical spill location.
- Avoid downwind locations from chemical spill. Keep windows and vents closed.

Civil Disobedience

- Avoid immediate downwind locations in case of tear gas use. Keep windows and vents closed.
- Avoid immediate areas of disobedience, especially areas with unusually large crowds.

Large Scale Brush/Forest Fire

- Avoid immediate downwind locations of fire. Keep windows and vents closed.
- Do not try to drive through an area of fire.
- Avoid downed and broken power lines.

HOSTAGE SITUATION

A hostage incident is any situation in which a person or persons are forced to stay in one location against their will by one or more individuals. Weapons are usually in the possession of the hostage taker(s) and hostages are threatened with some degree of bodily harm. All hostage situations should be considered dangerous events. The dynamics of a hostage situation vary greatly and no two incidents will be the same.

Hostage Situation (Pre-Planning)

1. The Transportation Supervisor or designee (hereinafter referred to as TS/D) will train bus drivers and contractors on hostage situation contingency plan implementation.
2. The TS/D will verify school crisis team members and their assignments.

Hostage Situation (Implementation)

<i>If hostage taker is unaware of your presence (unlikely) implement the following procedures::</i>	
<p><u>Driver Response</u></p> <ul style="list-style-type: none"> ● STAY CALM AND DO NOT PANIC. ● Do not intervene. ● Call 911 immediately. ● Give the dispatcher details of the situation. ● Follow directions from the hostage negotiation team. ● Notify TS/D or have 911 dispatchers notify TS/D. 	<p><u>School Response</u></p> <ul style="list-style-type: none"> ● TS/D notifies the Superintendent. ● Crisis Team assembles. ● Give control of the situation to the police and hostage negotiation team. ● Keep detailed notes of events. ● If necessary, initiate school lockdown procedures. ● Refer media to CR Media Relations Specialist, Mike Williams 698.4800 ● Train additional school personnel to handle guardian phone calls. ● Hold post-incident debriefing.

<i>If hostage taker is aware of your presence (likely) implement the following procedures:</i>	
<p><u>Driver Response</u></p> <ul style="list-style-type: none"> ● STAY CALM AND DO NOT PANIC. Students will cue off of your behavior. ● Do not resist or try to overwhelm hostage takers. ● Follow instructions from the hostage taker. ● Treat the hostage taker as normally as possible. ● Be respectful to the hostage taker. ● Ask permission to speak and do not argue or make suggestions. ● If possible: 	<p><u>School Response</u></p> <ul style="list-style-type: none"> ● TS/D notifies the Superintendent. ● Crisis Team assembles. ● Give control of the situation to the police and hostage negotiation team. ● Keep detailed notes of events.

<ul style="list-style-type: none"> o Call 911 immediately and give what details you can. If you are unable to talk without drawing attention to yourself, leave the phone on and connect to the 911 dispatcher. o Try to pull the bus over in a safe location. Preferably near woods or a location where emergency personnel could go undetected. Turn on bus interior lights and put windows down. o Signal to police or emergency personnel (i.e. flashing headlights, hand wave, etc). Hang a red flag outside your driver window as an alternative alert signal to law enforcement officials. Drive in a manner that would attract attention to your bus or cause someone to call the school.(i.e.drive by stops, throw litter out the window) o Notify TS/D and give what details you can. If needed, use pre-established covert code: "The wheels on the bus go round and round." ● Follow directions from the hostage negotiation team. 	<ul style="list-style-type: none"> ● If necessary, initiate school lockdown procedures. ● Refer media to CR Media Relations Specialist, Mike Williams 698.4800 ● Train additional school personnel to handle guardian phone calls about incidents. ● Hold post-incident debriefing.
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If a bus is 15 minutes or more late from returning from a bus route and has not notified anyone and the TS/D is unable to reach the driver by phone then the following procedures will be implemented:

- The TS/D will retrace the bus route until located and continue to try to contact the bus driver.
- If unable to locate the bus, the TS/D will contact proper law enforcement authorities, the superintendent and the bus contractor.
- Hostage situation school response procedures will be implemented. TS/D continues to make contact with the bus driver.

INCLEMENT WEATHER

Caesar Rodney School District uses a variety of sources of information to determine whether to close school, delay the opening of school, or dismiss school early. These sources include actual physical inspection of county roads and/or school condition by the Transportation Supervisor, bus contractors, and other staff, and an analysis of independent reports from the National Weather Service, Dover Air Force Base, and news media such as The Weather Channel. The most severe weather conditions within Kent County and Sussex County, DE are used as the basis for decision-making. Consistent procedures are maintained in order to respond quickly to emergency weather conditions and protect the safety and well being of students.

Inclement weather (Pre-planning):

1. The Transportation Supervisor will use the School Messenger system when possible to notify staff of delays, early dismissals and closings.
2. The Transportation Supervisor will create a bus driver/contractor phone tree to be used in lieu of the ALERTNOW system in case of any technical difficulties.
3. Bus contractors will create alternate stop locations at the main entrance of developments that their buses have to enter as part of their assigned route. These stop locations will be used if

development roads are impassable due to snow and ice. The need to utilize these alternate stops will be included in the message sent from the Superintendent.

4. Bus contractors will create "safe harbors" along the beginning, middle and end of each route in case weather conditions deteriorate to the point where continuing with the route is unsafe.

Inclement weather (Implementation):

If it appears that because of weather conditions school may be delayed, not in session, or dismissed early on a particular day the Superintendent will notify the Transportation Supervisor or designee (hereinafter referred to as TS/D) of this decision. The TS/D will implement the following procedures:

Delay:

Contact all bus drivers and contractors with delay information. Verify if the delay is 1 hour or 2 hours.

Closing before school starts:

Contact all bus drivers and contractors indicating that school is closed for the day and drivers are not to attempt to pick-up students for delivery to school.

Early closing during school:

Contact all bus drivers and contractors indicating that school is being dismissed early and to report for the afternoon run at a specified time.

If deteriorating weather conditions make it unsafe for a bus to continue while in route the following procedures will be implemented:

1. Bus drivers will pull into the nearest pre-designated "safe harbor" area along the route.
2. Bus driver will inform student passengers of the decision to stop at the "safe harbor" area.
3. Bus driver will call TS/D and the bus contractor and inform them of the decision to stop at the "safe harbor" area.
4. TS/D will contact guardians using the ALERTNOW system informing them of delay in bus service due to deteriorating weather.
5. TS/D will contact main office staff to inform them of the situation in case of phone calls from guardians.
6. Bus Driver will maintain contact with TS/D and the bus contractor in order to make decisions as to when to resume the route.
7. Bus contractor will proceed to the safe harbor location to help assist the driver with student management.
8. If conditions continue to deteriorate and the bus cannot proceed without assistance the TS/D will contact emergency personnel and/or D.D.O.T.
9. TS/D will notify the main office of bus status in case of guardian phone calls.

If road conditions within developments are impassable for buses due to snow and ice the following procedures will be implemented:

1. TS/D will contact students and guardians using the ALERTNOW system informing them to report to pre-arranged inclement weather stop located at entrance to development.
2. TS/D will contact bus drivers and contractors using the ALERTNOW system informing them that stop locations within developments will be moved to the pre-arranged inclement weather stop located at entrance to developments.
3. Bus drivers will allow additional time for students to board buses due to extra distance that must be traveled by students to reach alternate bus stops.

NATURAL DISASTERS

Natural Disasters (Pre-planning)

1. The Transportation Supervisor or designee (hereinafter referred to as TS/D) will train bus drivers and contractors on natural disaster contingency plan implementation for the following scenarios: tornado, flooding.
2. The TS/D will verify school crisis team members and their assignments.
3. Bus contractors will create "safe harbors" along the beginning, middle and end of each route in case weather conditions deteriorate to the point where continuing with the route is unsafe. For a tornado, the contractor should seek prior approval from the building owner(s).

Natural Disasters (Implementation)

Tornado

<i>If a tornado warning is issued or a tornado is sighted in an area while buses are on the road the following procedures will be implemented:</i>	
<p><u>Driver Response</u></p> <ul style="list-style-type: none"> ● Upon notification from the TS/D about a tornado warning the driver should observe the sky and alert students to watch the sky for tornadoes and notify the driver if one is sighted. ● If a tornado is sighted and you believe you are in its path do NOT attempt to outrun the tornado. ● If you can, evacuate students from the bus and seek shelter in a well-constructed building or house as soon as possible. Move to the interior or the basement away from windows and doors. Do NOT seek shelter in a mobile home. ● Direct students to assume a "drop and tuck" position. ● If no shelter is nearby and path of tornado is imminent: <ul style="list-style-type: none"> ○ Look for a ditch or low-lying area. ○ Stop the bus at least 100 feet downwind from the selected location. ○ Evacuate the bus and have students move to a ditch or low-lying area and direct them to assume a "drop and tuck" position. Take a first-aid kit with you. ● After the tornado has passed, account for all students, evaluate student well-being and call 911 if medical personnel are needed. To the best of your ability, triage any students needing medical attention. Keep students away from any downed or broken utility lines. 	<p><u>School Response</u></p> <ul style="list-style-type: none"> ● TS/D contacts the bus driver(s) by phone to alert him/her of tornado warning or sighting. ● TS/D continues to monitor Emergency Alert Stations (EAS) or NOAA Weather Stations ● TS/D notifies the Superintendent. ● Crisis Team assembles. ● Maintain contact with the bus driver. If no contact can be established with the bus driver after 15 minutes of initial contact TS/D will call 911 and give the location of the bus when the tornado approaches. ● Refer media to CR Media Relations Specialist, Mike Williams 698.4800. ● Train additional school personnel to handle guardian phone calls about incidents. ● Hold post-incident debriefing.

<ul style="list-style-type: none"> ● Call TS/D to update the status of location, students and bus condition. ● Call the contractor and request an alternate bus if the original bus was damaged. ● If an alternate bus is needed, supervise students until a new bus arrives or parents/guardians pick up students at the incident location. <u>Check guardian I.D.</u> 	
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Flooding

<p><i>If a flash flood warning is issued or flood waters are sighted while buses are on the road the following procedures will be implemented:</i></p>	
<p><u>Driver Response</u></p> <ul style="list-style-type: none"> ● If you know of flood waters prior to departing contact TS/D and contractor to plan an alternate route. ● If you are in route and encounter flash flood waters do the following: <ul style="list-style-type: none"> ○ NEVER attempt to drive through flood waters. ○ NEVER enter a flooded underpass. ○ NEVER cross a bridge that is flooded. ○ Seek an alternate route or return to school. ○ If you get caught in flood waters and the bus stalls, evacuate and abandon the bus and seek higher ground. In cooler temperatures (approximately 60 degrees or lower) seek indoor shelter to prevent hypothermia. ○ After evacuation, account for all students, evaluate student well-being and call 911 if medical personnel are needed. To the best of your ability, triage any students needing medical attention. Keep students away from any downed or broken utility lines. ○ Call the TS/D and contractor and inform them of an alternate route or decision to abandon the bus. Give location. ○ If needed, request an alternate bus from the contractor. ○ If an alternate bus is needed, supervise students until a new bus arrives or parents/guardians pick up students at the incident location. <u>Check guardian I.D.</u> <p><i>Remember: Flash flooding is a dramatic and dangerous rise in the water level and can sometimes occur without warning!</i></p>	<p><u>School Response</u></p> <ul style="list-style-type: none"> ● TS/D contacts bus driver(s) by phone to alert him/her of flash flood warning or sighting. ● TS/D continues to monitor Emergency Alert Stations (EAS) or NOAA Weather Stations ● TS/D notifies the Superintendent. ● Crisis Team assembles ● Maintain contact with the bus driver. If no contact can be established with the bus driver after 15 minutes of initial contact TS/D will call 911 and give the location of the bus when it encounters flood waters. ● Refer media to CR Media Relations Specialist, Mike Williams 698.4800 ● Train additional school personnel to handle guardian phone calls about incidents. ● Hold post-incident debriefing.



Caesar Rodney School District Acknowledgment

Handbook Review: Transportation – 2024/25 SY

I confirm that I read the 2024-2025 Transportation Handbook and will keep my copy provided to me as a reference and resource. I understand that as an employee, it is my responsibility to abide by Caesar Rodney School District's policy and procedures, in accordance with the handbook.

If I have questions about the materials or contents, I understand it is my responsibility to seek clarification from my Administrator or Transportation Coordinator.

Employee Signature: _____

Print name: _____

Position Title: _____

Date: _____