

Bluffton-Harrison Metropolitan School District

Transportation Handbook

Adopted: June 17, 2024

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BHMSD TRANSPORTATION HANDBOOK

INTRODUCTION

This handbook has been prepared for the purpose of strengthening our transportation system. When the safety and welfare of approximately 1,700 students are at stake each day of the school year, it is necessary that each person involved have a clear understanding of his/her responsibilities. The success of any school transportation operation depends largely upon the quality of performance and the degree of dedication displayed by those involved.

It is hoped that the information set forth within this handbook will be of value to all school bus drivers. Each driver should read and be familiar with its contents. A copy should be kept in your bus for reference at all times.

This manual will be reviewed each year and necessary revisions will be made. Any suggestions for additions or deletions will be appreciated.

TRANSPORTATION HANDBOOK RECEIPT

It is the responsibility of all Bluffton-Harrison transportation employees to understand and follow all legislation affecting student transportation. Transportation employees may be suspended or terminated for failure to follow/comply with policies or procedures listed in the driver handbook. Decisions regarding suspension or dismissal will be made on a case-by-case basis. Please contact the Transportation Coordinator with any questions, comments, or concerns.

Employee Name: _____

Position: _____

I hereby acknowledge receipt of my personal copy of the Bluffton-Harrison M.S.D. Transportation Handbook. I agree to read the handbook and abide by its content. If I have any questions regarding this handbooks content, I should direct my questions to the Transportation Coordinator for training and assistance.

Signature: _____

Date: _____

OPERATIONS

TELEPHONE NUMBERS

CENTRAL OFFICE (260) 824-2620

ASSISTANT SUPERINTENDENT (Mrs. Meitzler)(260) 820-0433

TRANSPORTATION COORDINATOR (Kassandra Osborn) (260) 273-9571

MAINTENANCE DIRECTOR (Gary Schwartz) (260) 273-3380

ASSOCIATE DIRECTOR OF MAINTENANCE (Bryon Mayer) (260) 273-2412

MAINTENANCE MECHANIC (Cary Stewart) (260) 820-0387

HIGH SCHOOL OFFICE (260) 824-3724

MIDDLE SCHOOL OFFICE (260) 824-3536

ELEMENTARY SCHOOL OFFICE (260) 824-0333

BLUFFTON POLICE DEPARTMENT (260) 824-3320

WELLS COUNTY SHERIFF DEPARTMENT (260) 824-3426

EMERGENCY 911

GENERAL

1. One regular driver per route.
- ~~2.~~ During regular routes, only the driver and the assigned students are allowed on the bus.
3. If a driver cannot make a pickup at a stop, it will be the responsibility of the driver to contact the buildings and notify them of the reason and ask them to make provisions for another stop as approved by the Transportation Coordinator.
4. No buses are to arrive at Bluffton High School before 7:25 AM unless approved by the Transportation Coordinator.
5. Staff, child care, and student athletes may get off the bus at Bluffton-Harrison Elementary in the afternoons.
6. When drivers have a vehicle run their stop arm it will be the responsibility of the driver to submit a witness statement to the Transportation Coordinator.
 - a. Information needed:
 - i. Make of vehicle
 - ii. Color
 - iii. License plate number
 - iv. Description of driver
7. Each route is required to have a minimum of 2 (two)-evacuation drills each school year. These will be documented and sent to the Transportation Coordinator for verification of compliance. The Transportation Coordinator will designate when each evacuation drill will occur.
8. All buses have assigned parking spaces. Please park all buses in their assigned spaces.
9. Bus Fueling: Drivers must remain at the fuel pump during fueling. Drivers must use the BHMSD fuel pump whenever possible, exceptions must be approved by the Transportation Coordinator.
10. Drivers will not refuel buses with any students on the bus.
11. Drivers will attend and complete the following:
 - a. Annual Safety and Recertification Meeting
 - b. Department Meetings as scheduled
 - ~~c.~~ Opening and Closing District Meetings
 - d. Required IDOE Training
 - e. Other training session as assigned by the district.
12. All drivers are required to have a valid copy of their CDL, CDL physical, physical fitness certificate, physical performance test, and yellow card on file with the Transportation Coordinator. Drivers must give a copy of their BMV Driving Record to the Transportation Coordinator annually. Drivers must also report any motor vehicle infraction in their personal vehicle within 24 hours to the Transportation Coordinator.
 13. Drivers will dress appropriately, keeping in mind that they are working with children. Drivers are a representative of the district and will maintain a professional appearance. Wearing of sandals, flip-flops, and other open-toed shoes are not permitted to be worn by drivers.

14. All drivers will abide by all rules the students are required to follow.
15. Drivers are not to use cell phones while bus is moving or while supervising students. Cell phones should only be used in emergency situations when a driver is supervising students.
16. No driver may drink alcoholic beverages during the school day or 8 hours prior to service.
17. The driver shall not smoke or use tobacco in the school bus or on school premises.
18. Drivers shall abide by all Board Policies.
19. It is the responsibility of the driver to supervise loading and unloading of students. Drivers shall remain on the bus or beside the front door of the bus when children are in the bus. *At no point in time should students be unattended on a school bus.*
20. Drivers shall be responsible for reporting maintenance issues to the Associate Director of Maintenance and/or the Director of Maintenance and seeing that the bus is kept clean (inside and out).
21. All drivers shall use headlights at all times the buses are in operation, day or night.
22. Drivers shall prepare a student rider's sheet of children riding his/her bus. One copy of the chart should be turned in to Transportation within two (2) weeks of the beginning of school. Drivers shall keep the student rider sheet up to date throughout the school year by notifying the Transportation Coordinator of any changes.
23. No school bus shall pass another school bus unless the first bus authorizes the second bus to pass.
24. School buses MUST stop at all railroad grade crossings. Drivers shall use 4 way flashers, use the noise suppressant switch and put the bus in neutral.
25. No school bus shall be operated upon the highways of this state at a speed greater than that posted for any speed zone and in no event shall any school bus be operated at a speed greater than 60 mph on any Federal or State Highway and 40 mph on any county roadway.
26. School bus drivers shall comply with all laws, rules and regulations governing the operation of motor vehicles on the highways of the State of Indiana.
27. The "STOP" Arm shall be displayed when the school bus is stopped to load or unload passengers. The stop arm shall be displayed until students are on the bus **and are seated**. Then the stop arm will be put in and not displayed until the next stop.
28. When necessary for students leaving a school bus to cross the road, they shall keep to the right of the bus and cross at least ten (10) feet in front of the bus at the driver's signal. The driver shall not start the bus until such students have safely crossed the road.
29. All drivers shall check the bus at the completion of each trip to discover and follow the procedures:
 - a. Any children left on the bus-take student to the appropriate school building or location as required by the school office.
 - b. Any damage to seats or seatbacks-notify the Transportation Coordinator to pull bus video to verify who vandalized the bus.

- c. Any articles left on the bus-return to the appropriate building if students do not claim lost items.
30. A bus shall not stop to give aid to any other vehicle other than a school bus and then only in an emergency and under safe parking conditions.
31. Each school bus driver shall be at his or her designated school building ready for passengers prior to the school dismissal time.
32. Drivers shall report all accidents involving a corporation bus to the Transportation Coordinator as soon as possible. In the event of an accident, the vehicle will not be removed until authorized by a law enforcement officer or Transportation Coordinator.
33. In case of an accident, when any school bus is stopped on the road, the driver shall protect the bus from further accidents and must always keep in mind that his/her first responsibility is to his/her passengers.
34. Drivers shall be responsible for discipline on his/her bus. Unusual problems concerning discipline should be reported to the school administrators on the day they occur.
35. Drivers shall make contact to student's parent/guardian(s) regarding discipline issues whenever possible prior to involving school administrators.
36. Drivers shall follow the directions of the school administrators.
37. Drivers shall complete a "School Bus Conduct Report" form for all violators of safety or conduct rules by students on his/her bus. Conduct reports are located in each school building's main office-and in the Transportation Facility. Reports should be filled out thoroughly. Names of other riders involved should not be included on the report. Discipline or other occurrences involving students should be discussed privately in the office with one of the principals or the Transportation Coordinator. **Incidents on the bus are not to be discussed with other employees or outside the transportation department.**
38. Any complaint or notice in writing received by the Transportation Coordinator and/or Assistant Superintendent of an infraction by a bus driver shall be deemed sufficient grounds for an investigation and suspension or cancellation of contract.
39. When a parent or patron expresses a concern to the central office, the concern will be shared with the driver in either a phone conversation or during a meeting between the Transportation Coordinator and the driver. It is expected that this meeting will resolve the situation and correct any issues. The Transportation Coordinator or building administrator will support the driver publicly, but work with the driver to determine the validity of the concern. Additional steps may be taken by the Transportation Coordinator if it is determined that the concern is valid or safety issues are not resolved.
40. Bus drivers are required to check bus first aid and body fluid kits periodically to make sure all supplies are current. Requests for new supplies can be made to the Maintenance Staff for supplies with an expired expiration date or when replacement supplies are necessary.
41. It is the responsibility of each driver to provide current contact information to the Transportation Coordinator including: phone numbers (both home and mobile) and

mailing address. All drivers must utilize their assigned BHMSD email account for school communication.

42. School bus drivers should report any incidents of sexual or verbal harassment from another employee to the Assistant Superintendent.

PUBLIC RELATIONS

Transportation employees are a vital part of the school corporation support staff. Drivers are usually the first school employee a student sees at the beginning and end of every school day. All school transportation employees are expected to support the district's public relations program in the following ways:

- Contact parents with minor concerns about student conduct (when possible) before writing up a conduct report.
- Listen carefully to parent concerns without interrupting before offering a different viewpoint.
- Enforce bus discipline procedures without threatening students.

RELATIVES ON BUS

Family members are not to ride the bus with the driver unless they are a regular transportation student(s). Exceptions to this policy should be cleared in advance with the Transportation Coordinator.

REQUEST FOR ROUTE CHANGE

Drivers who would like to be considered for a different route should express their interest in writing to the Transportation Coordinator prior to April 1 of the current school year. Consideration will be given based on qualifications, seniority, performance evaluations, and any other factor determined to be relevant by the Transportation Coordinator in coordination with the Assistant Superintendent.

SEAT ASSIGNMENTS

Drivers need to start assigning seats on the bus prior to school reopening. All seat assignments must be copied and turned in to the Transportation Coordinator before school starts. Seat assignments are extremely important. Law enforcement officers will ask for a student roster/seating chart at the scene of an accident involving a school bus. Once assigned, it is the responsibility of the driver to monitor and enforce seating charts. Drivers will work with the Transportation Coordinator to keep seating charts up-to-date.

SUSPECTED NEGLECT OR ABUSE

Indiana Child Abuse and Neglect Hotline

1-800-800-5556

If you suspect a child is being abused or neglected, call Indiana's Child Abuse and Neglect Hotline today. It is available 24 hours a day, 7 days a week, 365 days a year. You do not have to be afraid anyone will find out who made the report because you can report abuse and neglect anonymously.

TORNADO

According to the National Weather Service, “tornadoes can occur any time of day or night, any time of the year. In Indiana, peak tornado occurrences are from April to June and between 3 p.m. and 8 p.m.”

Guidance

1. The school corporation should have a written severe weather policy that includes school transportation procedures for routes, athletic, field trip and extracurricular activities.
2. Prior to the threat of severe weather, the responsibility of the school bus driver:
 - o is to be thoroughly familiar with all roads adjoining their route in the event they are needed to seek shelter. For athletic, extracurricular activities, and field trips the school bus driver should have a map available to determine alternate routes to safety;
 - o has pre-determine shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary and to the extent practical similar options when on activity trips. In emergency situations most people will offer others shelter when asked;
 - o is to know the difference between a tornado watch and a tornado warning. A “watch” means tornadoes are possible in your area; remain alert for approaching storms. A “warning” means a tornado has been sighted or indicated by weather radar.
3. School administrators and school bus drivers are to routinely monitor weather reports for the prediction of severe weather or announcements of weather advisories. Once en route (daily route or activity trip) the school corporation should have a means to communicate this information to the school bus driver.
4. When a ‘tornado watch’ is issued a school bus driver is to be prepared for a sudden change in weather condition and alert for the appearance of violent wind, rain, hail, or a funnel shaped cloud.
5. When a ‘tornado warning’ is issued a school bus driver is to promptly seek shelter for the passengers.
 - o If the warning is announced at or near the dismissal of school, the school day students are to remain in the building in a designated safe area.
 - o If the warning is announced while enroute, a school bus driver is to go to a pre-identified shelter or building closest to their current location depending on the immediacy of the tornado threat.
 - o If caught in the direct path of a tornado or one is sighted and pre-identified shelter is not accessible the school bus driver is to:
 - stop and evacuate the passengers. Do not attempt to ‘out run’ the tornado. Do not remain on the school bus. If the bus is radio equipped advise the school corporation of your bus number and location.
 - Seek safety in a below ground level area, such as a ditch, ravine, or depression in a location that is:
 - away from the bus; and

- where practical on the side of the road without power lines, utility poles, trees etc.
 - Do not use above ground locations for shelter. (e.g., road or bridge over passes)
 - Instruct passengers to lie flat face first and to protect their head by using a jacket, other clothing, or their hands and arms. Advise passengers to ‘not sneak a peek’ at the tornado
6. After the emergency:
- Account for all passengers, check for injuries, and provide first aid if needed. Obtain medical attention if needed.
 - Before leaving a shelter or the immediate area if out in the open the bus driver should monitor the local sky for a few minutes in the direction the tornado came from to ensure a second tornado does not follow a similar path.
 - Be alert for continued storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads and bridges.

STUDENT SUPERVISION

Drivers should greet students at the front door/seat of their bus when students board the bus. Drivers should be present at all times when students are under their supervision. Drivers should actively supervise students while waiting for students to board the bus.

ATTENDANCE

Good attendance is extremely important and part of any transportation employee's job. Every effort should be made to ensure all employees are on the job every day possible. The Bluffton-Harrison MSD realizes that illnesses and family emergencies do arise; in this event every effort should be made to contact a substitute driver. **Excessive absences will be recorded and placed in the personnel file for disciplinary action and possible termination.** Drivers are to contact the Transportation Coordinator if no substitute drivers are available.

Loss of Pay Days will not be granted except for unusual circumstances which must be approved at least five days in advance by the Assistant Superintendent or Superintendent.

All leave requests must be communicated to the central office in advance. The central office will maintain an attendance record for each driver and failure to notify of an absence may result in disqualification for any attendance incentives (if applicable). In the event of an emergency, drivers must communicate an absence within 24 hours.

SUBSTITUTE DRIVERS

Drivers are responsible to obtain their own substitute bus driver. Drivers will notify the Transportation Coordinator who the substitute driver will be on their route. The Transportation Coordinator maintains a current substitute driver list and distributes new lists as new drivers are updated.

Drivers are expected to call all the substitutes on the list before contacting the Transportation Coordinator to make arrangements for one of the maintenance employees to drive a route.

Drivers who anticipate an extended leave (a week or more) should contact the Transportation Coordinator before contacting any sub drivers.

VEHICLE KEYS

Spare keys are located in the key box at the Transportation Facility. Drivers are required to keep track of their own key sets and return spares to the lock box. Drivers are required to complete the “sign-out form” and note the date when the keys were taken and returned.

CDL PHYSICAL PAYMENT & REIMBURSEMENT

Bluffton-Harrison MSD will pay the full expense for route drivers to complete their CDL Physical at Everside Health in Berne. Drivers that wish to use their own Doctor will be reimbursed the sum of \$100 or the amount of the physical price, whichever is less.

DAILY PRE-TRIP INSPECTION

Riding in the bus with you are several dozen children whose lives are in your hands and who depend on your good judgment. Even the best driver cannot safely operate a school bus that is malfunctioning or in need of repair. A safe school bus has parts and equipment that are properly maintained.

As a school bus driver, you can take an active role in the proper maintenance of your bus. You can do this by taking a few minutes each day to conduct a pre-trip inspection. By discovering minor problems, you could be preventing them from becoming major ones...that can affect the safe operation of your bus. Never attempt to make repairs to the school bus, but always be alert to the bus's mechanical condition and report all problems to the maintenance department.

The school bus driver should set aside time before each trip to conduct a pre-trip inspection, checking some of the equipment and functions of the bus. Monthly forms must be submitted by the 5th of each month for the previous month. Listed below are the items to be checked on a daily basis:

Overview

Notice the general condition. Note any damage or if the bus is leaning to one side. Look underneath for fresh puddles of oil, coolant, grease, or leaking fuel.

Passenger Entry

The steps should not be damaged and have good tread which is secure.

The handrail should be present, secure and undamaged.

The door should be clean, unbroken, and secure.

Emergency Equipment

The first-aid kit must be present, secure, and contain the required items.

The fire extinguisher must be present, charged, and the proper type (for electrical and liquid-fuel fires).

Pre-Driving Adjustments and Starting Engine

Adjust the seat, adjust all mirrors, and fasten the safety belt.

Check the door closure.

Check the parking brake, depress the brake pedal.

Shift to neutral.

Start engine.

Check Gauges

Listen for any unusual engine noises.

Check the oil pressure gauge to see that it builds normally and that no warning lights remain on.

The temperature gauge should not register "hot".

The fuel gauge should show enough fuel to complete the trip.

The battery gauge should show that the battery is being charged.

Check Inside Controls

The horn should be audible for at least 200 feet.

The steering wheel should have less than two inches of play.

Interior lights.

Heaters and defrosters.

Windshield wipers.

Interior lights.

Headlights – dimmer switch from high to low beam (blue light indicator for high beam) located either on the floor or on the turn signal arms.

Hazard flashers.

Amber lights.

Hydraulic Brake Check

Pump the brake pedal three times. Press the brake pedal firmly and hold for five seconds. The brake pedal should not move. If it moves, there might be a leaking brake line or other problem, and you must have the brakes repaired before driving the bus.

Air Brake Checks

Let air pressure build to the governed cut-out pressure – 120-140 psi (pounds per square inch).

Turn off engine, turn key to “on” position.

LAB Test:

Leaks – Releases brakes then press the brake pedal hard and hold for one minute. Listen for leak and check to see that the air pressure does not drop more than three psi.

Air warning – Fan off air pressure by pumping the foot brake to 55 psi. The warning light and buzzer should come on before the air pressure drops below 55 psi.

Button pop-out – Keep pumping brakes to reduce air to 25-45 psi. The parking brake button should pop out before the air pressure drops below 25-45 psi.

Start the engine and let the air pressure build to normal operating range (90-120 psi).

Parking Brake and Service Brake Checks

Parking Brake – Check to see that the air pressure is in the range of 90-120 psi. Set the parking brake; shift the transmission to drive, and then release the brake pedal. The vehicle should not move (with engine at a fast idle).

Service Brake – Check to see that the air pressure is in the range of 90-120 psi. Move the bus forward about five miles per hour. Press the brake pedal firmly. Note any problems with the brakes such as unusual noise, unusual feel, pulling to one side, or delayed stopping.

Passenger Seating, Emergency Exits and Windows, Signal Check

Check seats for damage. The seat bottoms should be securely fastened to the frames.

Check to see that all emergency exits open and close properly and that their warning buzzers operate when they are opened. Emergency door should always be secure when the bus is moving.

With emergency door open, check outside lights flashing – amber and hazards.

Turn off flashers and turn on left turn signal. Look in outside mirror to see if it is working in front. Go to the rear of the bus, open emergency door, check to see if it is working.

The windows, windshield and all other glass should be clean and free of any illegal stickers or anything that blocks the driver's view.

Outside of Bus, Lights, Signals, Stop Arm, Walking Control Arm

Turn right signal on and open the door to activate red flashing lights.

Go outside and check red lights and right turn signal in front. Go down the right side of the bus.

Check the fuel tank cover is in position, reflectors and clearance lights.

Kick tires for inflation check, check all lug nuts are in place and no excess grease (or oil level on new buses).

In back, check colored clearance lights, windows.

Battery box cover in position.

Check lights blinking red on stop sign. Stop sign is firm.

Outside mirrors should be solid, not loose.

Check hood latches, all front lights working – clearance lights, headlights, right signal, flashing red lights.

Door switch should turn the stoplights off, turn stop sign off, and latch properly when the door is shut.

The order of this inspection does not matter – as long as all areas are inspected before driving the school bus.

Additional items for which a bus driver should be aware:

Transmission – should start out smoothly in response to acceleration.

Brakes – should not grab, lock or make excessive noise.

Engine – listen for unusual noise, vibrations and lack of normal response.

Steering – should respond to the driver.

Suspension – bus should not sway bounce or sag. Could have faulty shocks or springs.

These are items that can be observed by you, the school bus driver. A malfunctioning bus will only make your job harder. Do not hesitate to report even the slightest problem. When your bus is in good mechanical condition, you can devote full attention to your job – driving.

Remember, these daily pre-trip inspections can greatly help our preventive maintenance program. A well-planned, preventive maintenance program includes doing the right things at the right time.

RADIO GENERAL

We are licensed to transmit only those messages that are considered essential to the efficient operation of the Bluffton-Harrison MSD.

The radio may be used for transmission of any messages pertaining to the operation of safe transportation, safety of life, or the protection of property. For example, an accident, mechanical breakdown, illness, fire, adverse weather, serious discipline, or other situations that may arise in need of immediate attention.

Radio messages need to be kept short, using professional language and tone of voice.

SCHOOL BUS DRIVER QUALIFICATIONS

The primary responsibility of a school bus driver is to safely transport students to and from school. In addition, a school bus driver is responsible for the safe operation and physical appearance of the school bus.

A school bus driver is a friend, a neighbor, a counselor and a disciplinarian. A school bus driver provides the link between home and school. Not everyone can become a school bus driver. A school bus driver must be mentally alert, stable, and react instantly in order to prevent accidents. A school bus driver must be mentally and physically qualified to drive a school bus.

A school bus driver must possess the highest moral character in order to set a proper example for the student passengers. A school bus driver must meet the following additional requirements.

1. Shall be of good moral character.
2. Shall not use intoxicating liquor or drugs during school hours.
3. Shall not use intoxicating liquor to excess at any time.
4. Shall not be addicted to any narcotic drug.
5. Shall not use tobacco in his/her bus.
6. Shall be at least twenty-one (21) years of age.
7. Shall hold a valid Class B or higher CDL license issued by the State of Indiana.
8. Shall possess the following required physical characteristics (screened locally every 2 years):
 - a. Sufficient physical ability to drive a school bus.
 - b. Possession and full normal use of both hands, both arms, both feet, legs, both eyes and both ears.
 - c. Freedom from any mental, nervous, organic or functional disease, which might impair his or her ability to properly, operate a school bus.
 - d. Freedom from any communicable disease.
 - e. Visual activity, with or without glasses, of at least 20/40 in each eye and a field of vision of 150 degrees minimum and with depth perception of at least 80%.
 - a. Possess a valid Indiana school bus driver's certificate.
9. Shall not be convicted of a felony.
10. Shall not be convicted of a morals charge.
11. Shall be examined by a physician and present a certificate of good health as required to maintain licensure and certification.
12. Shall have a satisfactory driving record.
13. All school bus drivers will be approved by the School Board before they may drive a bus in the Bluffton-Harrison M.S.D.
14. Shall have full knowledge and be familiar with all laws, rules, and regulations concerning school bus transportation.

BUS IDLING

Section 1 – Bus Warm-up:

- (a) At 32 degrees or above, buses will be allowed to idle for up to five (5) minutes;
- (b) From 20 degrees to 32 degrees buses will be allowed to idle for up to fifteen (15) minutes;
- (c) From 20 degrees and below, buses will be allowed to idle for up to thirty (30) minutes; or until front windows are defrosted and all safety equipment is operable.

Section 2 – Loading/Unloading at schools:

All buses arriving at schools to load or unload students who are going to remain at the school longer than three (3) minutes will turn off their engines after the appropriate cool-down time and leave them off until the buses are ready to depart. This section also applies to field trips and arrival and departure from those locations.

Section 3 – Auxiliary equipment/Extreme temperatures:

When extreme temperatures require the idling of the bus to maintain a reasonable level of comfort inside the bus, the above sections may not apply. This section also applies to auxiliary equipment (i.e. lift equipment for loading and unloading students with disabilities.) However, the limiting of extended idling times is still encouraged.

BUS OPERATIONS

1. Seatbelts must be worn at all times.
2. Drivers must continuously check mirrors for obstructions and obstacles in the danger zone around the bus.
3. Headlights and taillights must be on at all times that the bus is on a public roadway.
4. Strobe lights are only to be used in inclement weather (heavy rain, fog, or heavy snow).
5. Should a Driver need to address a situation on the bus, the driver must pull over safely. Ensuring that the bus is to farthest right of the traveled roadway or shoulder as possible, turn on the four-way flashers, and secure the driver area by removing the keys from the ignition before getting out of the driver seat to address the situation.

STUDENT MANAGEMENT

STUDENT DISCIPLINE

In order to guarantee our children riding the bus the safe transportation they deserve, we are using the following Discipline Plan:

Our Philosophy:

We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.

The following rules must be observed on the bus:

1. Follow Driver's directions the first time they are given.
15. Stay in your seat.
16. Keep head, hands and feet inside the bus and to yourself.
17. No drinking, eating, cursing, swearing or loud talking.
18. Be at pick-up point on time.

If a student chooses to break a rule, the following consequences are applied:

- | | |
|---------------------------|--|
| 1 st incident: | Student warned by driver. |
| 2 nd incident: | Conference with driver on bus after other students exit. |
| 3 rd incident: | Student assigned different seat and parent notified. |

4th incident: Student discipline referral submitted to school administrator.

5th incident: Student discipline referral submitted to school administrator.

Severe misbehavior: Same as fifth incident.

As in the classroom, student discipline is an important matter on a school bus. But unlike a teacher, the driver has his/her back to his/her students and his/her hands and mind are primarily occupied with guiding thousands of pounds of steel through morning and afternoon traffic. With this in mind, the following guidelines are established:

The school bus driver is charged with ensuring the safe travel of students to and from school.

- All discipline will be handled at the building level.
- Discipline will follow the same due process as regular discipline.
- The school administrator will advise the driver of what action was taken on each report that was referred to him/her.

BUS RULES

FOLLOW THESE RULES

Follow driver's directions the first time they are given.

Stay in your seat.

Keep head, hands and feet inside bus and to yourself.

No drinking, eating, cursing, swearing or loud talking.

Be at pick-up point on time.

ON THE BUS

1. The bus is an extension of the classroom. Students will practice the good manners displayed while at school and at home.
2. Standing on the bus seats or putting feet on the seats is prohibited.
3. Move quickly to your seat.
4. Moving about while the bus is in motion is prohibited, remain seated at all times.
5. Never lower the windows unless the driver gives permission. Never lower the windows beyond the designated point.
6. Never extend your arm, head or any other body part out of the bus window.
7. Never throw objects from the bus.
8. Help the driver keep the bus clean by not eating or drinking on the bus.
9. Do not smoke or use tobacco on the bus.
10. Cell phones are allowed on the bus, but cell phones should not be a distraction to other students or the driver.
11. No laser pointers or similar electronic devices are permitted on the bus.
12. Electronic games and headphones may be permitted as long as they do not create a distraction or disruption for the bus driver, nor create an unsafe condition for other riders.
13. No swearing, cursing or loud talking.
14. The bus driver is authorized to assign seats.
15. Animals, insects, reptiles, fowl, firearms, weapons, fireworks, glass containers or other dangerous or unsanitary objects will not be permitted on the bus.
16. Equipment may not be transported on the bus that would damage the bus, block the view of the driver, block the aisles, entry and/or exit doors. This includes inflatables and balloons. When required to take large projects, musical instruments or other things, which takes a great deal of space to school, attempt to have someone take you to school.
17. There will be no talking to the driver while the bus is in motion, except for emergencies. Help him/her by being respectful and courteous at all times. Excellent behavior on your part permits the driver to give full attention to driving safely.
18. Passengers will not tamper with the emergency door or any other part of the bus without instructions from the driver.
19. Do not walk between buses. Leave the unloading area as quickly as possible.
20. Only authorized students are permitted on buses. New students on a bus must have prior approval.
21. Adults will not be allowed to remove students once the student has boarded the bus unless the driver has administrator approval.
22. The bus shall transport items sold through the schools unless they are awkward for the student to carry or hold causing a safety problem during boarding, seating or exiting the bus.

BUS STOP RULES

1. Buses will stop at authorized bus stops only.
2. When necessary to cross the street, students must cross in front of the bus.
 1. Students should respect the personal property of property owners at the bus stop.
 - ~~2.~~ No student will be allowed to get off or on the bus at any other stop, other than his own.
3. The student should be waiting at his stop when the bus arrives. In case of an emergency causing late arrival by the student at this stop, the school bus driver will wait a reasonable amount of time. The school bus driver will be required to wait no longer than three (3) minutes after the scheduled time for arrival. If the school bus driver is already late, he/she need not wait at all.

SPECIAL PURPOSE BUS

1. All bus rules will apply.
2. All discipline guidelines will apply.
3. All emergency guidelines will apply.
 - a. Each child who is transported on a special purpose bus will have an information sheet on file as follows:
 - i. One in the bus.
 - ii. One in the transportation office.
4. If these sheets are not filled out, transportation will not be furnished.
5. No child shall be added to these buses without the approval of the Transportation Coordinator.
6. The routes of these buses will not be altered without the approval of the Transportation Coordinator.

**SPECIAL PURPOSE BUS DROP-OFF GUIDELINES
(DROP-OFF AT HOME)**

1. **A parent or other responsible adult must be at home to receive the child when delivered by the bus driver.** This person should be seen by the driver so that child can be discharged from the bus and the driver is able to proceed.
 1. If you desire your child to be left at home without an adult there to receive the child, a letter authorizing the driver to leave your child unattended must be on file with the Bluffton-Harrison M.S.D.
 1. Parents are responsible for children needing assistance from the bus into the home.
2. **Children will not be dropped anywhere other than the home address, unless a written request is submitted and approved.**
 1. Exceptions to drop at home procedures may be requested if:
 - a. The requested address is on the route.
 - b. No increase in time is required.
 - c. The duration of the alternate address is permanent.
 - d. Short-term request will not be approved.
 - a. Emergency request will be handled on an individual basis.
3. **If an authorized adult is not at home when the child arrives, and an authorization to leave unattended is not on file, the following procedures are to be followed:**
 1. The driver notifies the school office.
 2. The school office calls the home or the emergency phone number.
 3. If no one is at home, the driver will proceed on the route; and the parent will have to arrange to meet the bus along the route. At the end of the route, if the driver still has the child, he will bring the child to the child's school or BHMSD Childcare Program at BHES where the parent must pick the child up. Parents may be billed for the childcare service. If this occurs three times it may result in suspension of transportation services.

TRIPS

DEFINITIONS

Educational Field Trips:

Any trip to transport students, teachers, and adult chaperones to places of an educational nature, such as, but not limited to, museums, government buildings, industries, inter and intra school education functions.

Athletic Trips:

Any trip to transport players, coach's, managers, and cheerleaders to a scheduled athletic event or tournament that a school is a participant. Buses to these events are only available when not in conflict with the normal to and from operation of transportation.

Extra-Curricular Trips:

Any trip to transport students, teachers and chaperones for non-educational purposes, such as, but not limited to, amusement parks, trips of awards for money making events and athletic fan buses.

DRIVER ASSIGNMENT

At the driver's annual safety meeting before school, all drivers have an opportunity to request athletic trips by sport and season. Bus drivers will be assigned trips on a rotation basis, as trips become available for all other non-athletic trips.

If a driver is unable to take a trip, the school personnel will reassign a driver for the trip.

Drivers are responsible for the cleanliness of the bus after a field trip. Failure to properly clean the bus is cause for disciplinary action.

REQUEST

Any time BHMSD students are transported on any trip, except regular to and from school, there will be a request form filled out and approved. These request forms are located in each school office. The athletic departments shall fill out the special form only for their use.

The form shall be fully completed and signed by the principal. The athletic director of the secondary schools, through the principal's authorization, may sign the request for athletic trips. The request for trips shall be submitted to the Transportation Coordinator ten (10) school days prior to the date of the trip. The ten-day period can be waived for rescheduled events and emergencies.

TRIP RULES

1. All regular bus rules apply.
2. Equipment may not be transported on the bus that would damage the bus, block the view of the driver, block the aisles, entry, or exit doors. This includes inflatables and balloons. All equipment must be secured from moving while bus is in operation.
3. **Drivers are permitted to go only to the place as stated on the request. Exceptions can be made with approval of the Sponsor or the Transportation Coordinator.**
4. Buses are restricted to improved highways or roads.

5. The Transportation Coordinator and the driver shall select the routes for drivers on trips. If the driver is not familiar with the destination, the sponsor will provide the information. Sponsors may suggest alternate routes.
6. The bus driver shall be in command of the bus while the bus is in operation, including loading and unloading.
7. Coaches and Chaperones shall be responsible to the drivers for maintaining discipline and to have the students at the proper place at the starting and return time of the trip. Drivers are not required to act as chaperones after the students have left the bus.
8. The Transportation Coordinator reserves the right to assign drivers and buses on all trips.
9. Damage to a bus that is caused by a passenger, the school and sponsor will be responsible for the recovery, cost of clean-up, and repair to a bus that is damaged by vandalism caused by a passenger or passengers on a trip.
10. The Superintendent may cancel trips during adverse weather conditions or while other emergency situations exist.
11. When school is cancelled, all trips are cancelled unless approved by the Superintendent.
12. If a trip is on the weekend and adverse weather develops it is the discretion of the Superintendent if it is safe to go or not.
13. There will be no pick-up or drops between leaving school and trip destinations and return.
14. All trips are required to have a coach or chaperone who is a school official on the bus.
15. If there is more than one bus on a trip, students shall be assigned to the same bus for departing and returning.
16. In the event of mechanical failure or accident and the bus is disabled, the sponsor and chaperones shall be responsible for the students until an alternate means of transportation can be arranged.
17. On overnight trips, sponsors shall submit to the Transportation Coordinator a manifest, listing the names, home addresses, and telephone numbers of all passengers.

DRIVER RESPONSIBILITY

1. Shall be at the place of pick-up at the time designated on the trip sheet.
2. Shall be courteous to passengers and sponsors.
3. Shall follow all rules pertaining to regular scheduled transportation.
4. Shall clean and service the bus for the trip.
5. Shall report any irregularities occurring during the trip to the Transportation Coordinator.
6. Shall be neat, clean and appropriately dressed for the trip.
7. Shall keep accurate records on hours, miles, and number of passengers.
8. In the event of bus failure or an accident, driver shall follow the approved reporting procedure.

SPONSOR RESPONSIBILITY

1. Shall recognize the primary purpose of the school bus is to transport students to and from school on a regularly scheduled bus; therefore, they shall have their students at the pick-up points as designated on the trip sheets given to the driver.
2. Shall maintain discipline and be responsible for the student's behavior.
3. Shall respect the driver's responsibilities and shall not request or demand the driver to violate traffic laws or rules of Bluffton-Harrison M.S.D.
4. Shall ensure the bus is cleaned before departing. Failure to leave the bus in the same condition as it was at the start of the trip will cause an additional assessment of \$25.00 charged to the organization sponsoring the trip. The driver and the sponsor should jointly inspect the bus before starting and again at the end of the trip.

SPONSOR RESPONSIBILITY

5. Shall recognize the primary purpose of the school bus is to transport students to and from school on a regularly scheduled bus; therefore, they shall have their students at the pick-up points as designated on the trip sheets given to the driver.
6. Shall maintain discipline and be responsible for the student's behavior.
7. Shall respect the driver's responsibilities and shall not request or demand the driver to violate traffic laws or rules of Bluffton-Harrison M.S.D.
8. Shall ensure the bus is cleaned before departing. Failure to leave the bus in the same condition as it was at the start of the trip will cause an additional assessment of \$25.00 charged to the organization sponsoring the trip. The driver and the sponsor should jointly inspect the bus before starting and again at the end of the trip.

DRIVER DISCIPLINE

In accordance with the Bluffton-Harrison M.S.D. classified handbook, an employee may be disciplined by immediate suspension, which could result in a recommendation for termination. See support staff handbook for examples of unjustifiable acts of conduct and unreasonable actions by an employee which could generate such actions.

In addition to these, the following guidelines will be in place for bus drivers:

If upon completion of bus route, a driver departs and leaves a student on the bus, immediate dismissal of driver will result.

VIOLATIONS

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Violation of Operations Policy	Discussion>Written Reprimand	Verbal Reprimand > Suspension	Suspension > Termination
Violation of Operation Policy Involving Safety	Verbal Reprimand > Suspension	Written Reprimand > Termination	Termination
Moving Violation Ticket without students/Infraction	Written Reprimand	Written Reprimand > 5 day Suspension	5 day Suspension > Termination
Moving Violation with students/Infraction	Written Reprimand > 5 Day Suspension	5 Day Suspension > 10 Day suspension	10 day Suspension > Termination
Moving Violation Ticket without students/Misdemeanor	Written Reprimand > 5 Day Suspension	5 Day Suspension > Termination	Termination
Moving Violation Ticket with students/Misdemeanor	Written Reprimand > 10 Day Suspension	10 Day Suspension > Termination	Termination

RANGES OF DISCIPLINARY ACTIONS

- DISCUSSION
- VERBAL REPRIMAND
- WRITTEN REPRIMAND
- SUSPENSION
- TERMINATION

Any disciplinary action taken against an employee will remain permanently in the employee's file. However, for disciplinary levels, the incident will only be considered if it occurred within the last seven (7) years. (The same time period done on license checks.)

GRIEVANCE

- STEP ONE:** The employee shall state the grievance orally to their immediate supervisor.
- STEP TWO:** If the grievance is not resolved in Step One, the grievance shall be presented in writing to the Assistant Superintendent. The Assistant Superintendent will render a decision to the employee as to the resolution of the grievance.
- STEP THREE:** If the grievance is not resolved in Step Two, the employee may request a conference with the Superintendent.
- STEP FOUR:** If the grievance is not resolved in Step Three, the employee may appeal to the Board of School Trustees.

EMERGENCY PROCEDURES

In the event a telephone call or a radio call is received regarding a bus accident or breakdown, obtain the following information:

1. Are there students on the bus?
2. Bus number.
3. Drivers name.
4. Location of accident and destination of the bus.
5. Have police been notified?
6. Is ambulance needed and if so, has it been called?

After you receive this information, follow the steps below:

1. Refer the call to the Assistant Superintendent. In the event he/she is absent, refer call to the Superintendent.
2. Telephone the police if they have not been notified.
3. If needed only, advise the 911 operator of the need for an ambulance if they have not been notified.
3. Notify the school or schools involved. The school or schools are the only ones to contact parents.
- ~~4.~~ In the event that students have been transported to the hospital emergency room, check to be sure that someone in administration has gone to the hospital to get names and addresses of the students. Provide transportation home to released students via BHMSD bus if needed.

ACCIDENT REPORTING

The Driver will complete a School Bus Accident Report following all accidents. This report must be filled out and turned in to the Assistant Superintendent within 24 hours of the time of the accident or the next working day. This report should describe the details of each accident regardless of the cost.

ANY DRIVER OR SUPERVISOR FAILING TO PROPERLY COMPLETE AN ACCIDENT REPORT WITHIN THE DESIGNATED PERIOD OF TIME WILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING POSSIBLE TERMINATION

ACCIDENT PROCEDURES

The following procedures shall be observed in the case of an accident involving a school bus:

1. Stop the bus immediately.
2. Remain at the scene of the accident.
3. Determine if evacuation is necessary and/or possible.
4. Make certain all students are in a safe place, away from traffic and that they are not permitted to leave the assigned area without permission.
5. Notify the Transportation Coordinator and/or the Assistant Superintendent.
6. Notify the proper law enforcement agency immediately.
 - a. Notify the law enforcement agency if an ambulance is needed and they will notify them.
7. Render any injured person reasonable assistance.
8. In the case of injured being taken to the hospital, all possible effort should be taken to insure that all family members be taken to the same hospital.
9. The three triangle reflectors are to be placed as follows:
 - a. One beside the bus in the rear.
 - b. One 100 feet in front of the bus.
 - c. One 100 feet behind the bus.
10. Make list and seating chart of riders. Review seating chart and make list of students riding at the time of accident.
11. List witness if possible. Request name, address and telephone number.
12. Arrange with the Assistant Superintendent to submit to a post-accident drug and alcohol test if required.

Do not, under any circumstances, move a school bus from the point of impact unless instructed to do so by a police officer. Do not be motivated by remarks from bystanders.

An accident involving only property damage will also require the presence of an officer before the vehicle can be moved. In this case, the bus driver must contact the owner in addition to reporting the incident to the Assistant Superintendent or Transportation Coordinator.

The driver **MUST** remain with the bus, protecting the scene of the accident if students are aboard. Weather conditions, traffic conditions, distance to the nearest telephone and the time of day or night will influence the driver's decision concerning the manner in which he/she elects to handle any emergency.

In the event that wrecker service is required, all students will be removed from the bus and be required to wait a safe distance while the bus is pulled away.

The insurance card and registration are located in the safety kit located on each bus. Be prepared to share the insurance card with the police and others in the event of an accident.

Students should not be dismissed from the scene of an accident unless an administrator or support personnel are available to dismiss students to a parent or guardian. Utilize the student roster to release students.

ACCIDENT REVIEW PROCEDURE

The Review Team is to review all Bluffton-Harrison M.S.D. bus accidents in an effort to prevent future occurrences.

The National Safety Council defines a preventable accident as: "Any accident involving damage and/or personal injury, regardless of who was involved, what property was damaged, to what extent or where it occurred, in which the Driver in question failed to exercise every reasonable precaution to prevent the accident."

For the purpose of this procedure, the term 'Driver' shall mean a Bluffton-Harrison M.S.D. employee whose duties include the operation of a Board-owned vehicle. Substitute and regular employees are covered by this policy.

PROCEDURES

1. The Review Team shall consist of five persons:
 - Transportation Coordinator – Chairperson
 - Two bus drivers as selected by the drivers at the beginning of each school year.
Superintendent / Assistant Superintendent
 - One member of the Maintenance PersonnelThe Chairperson votes only in the case of a tie. Three persons must be present to render a decision.
2. Within five workdays of the accident, the review team will be asked to render a written opinion whether the accident was avoidable or unavoidable and recommend

action to help prevent future accidents. If evidence of the accident is not available within five workdays, the review team can adjourn until evidence is available.

3. The review team may use whatever resources are available to assist them in determination of their opinion.

POINTS ASSESSED FOR PREVENTABLE ACCIDENTS INVOLVING PROPERTY DAMAGE ONLY

If the Committee concludes that the accident was preventable, the Driver will be notified that a chargeable accident has been placed on his/her record. The Driver will be asked to sign a memo that will inform him/her of the current point status. *Any points charged against an employee's driving record will remain on the record for two (2) years from the date of the accident and then removed. Part-time employees, hired as permanent Drivers, will have any points accumulated remain on their driving record for the balance of two (2) years.*

Property damage accidents that are ruled to be preventable, charged to a Driver, and which do not involve personal injury or substance abuse, will be evaluated on the following point system:

Repair costs between:

\$500.00	-	\$1500.00	1 point
\$1501.00	-	\$2500.00	2 points
\$2501.00	-	\$5000.00	3 points
\$5001.00	-	\$10000.00	4 points
\$10001.00	-	\$17500.00	5 points
\$17501.00 and up			6 points

These dollar values include damages to all vehicles and property involved in the accident, whether the vehicle and property belongs to the School Board or any other party.

DISCIPLINARY CONSEQUENCES AND RETRAINING SCHEDULE

LEVEL ONE

When a driver is charged with **two points within a two-year period**, a verbal discussion will be conducted between the Driver and the Transportation Coordinator. The accident will be reviewed and the Transportation Coordinator and Driver will discuss what safety measures will be utilized to prevent similar incidents in the future.

LEVEL TWO

When a driver is charged with **three or four points within a two-year period**, a conference between the Transportation Coordinator and the Driver will be held and a verbal reprimand given to the Driver. **At this meeting, the Driver will be encouraged to improve his/her driving record and reminded of the disciplinary policy for the chargeable accidents. The Driver will be counseled about the merits of defensive driving.**

LEVEL THREE

When a Driver is charged with **five to seven points within a two-year period**, a meeting will be held with the Driver, Assistant Superintendent, and the Transportation Coordinator. At this meeting, a written reprimand will be issued and the importance of safe driving techniques will be stressed. **The Transportation Coordinator will be scheduled to accompany the Driver on his/her morning and/or afternoon route to assess and make recommendations regarding driving skills up to and including driver retraining.**

LEVEL FOUR

Drivers receiving eight to eleven points in a two-year period will normally be subject to suspension without pay for a three-day period and be directed to attend the National Safety Council Coaching the School Bus Driver Program at the sole expense of the Driver. The employee will be given appropriate notice of suspension and the suspension must be consistent with statute and BHMSD Policy. Employees will have thirty days in which to satisfactorily complete the schooling. Drivers may either attend the classroom presentation or complete the computerized version, provided that it is completed within the thirty-day period. Anyone refusing to attend or not completing the training as required will be recommended for termination. Upon completion of the Course, the certificate of successful completion is to be given to the Transportation Coordinator for verification. A copy of this certificate will be filed with the Assistant Superintendent. As each additional two points are accumulated within a two-year period. The Accident Review Team will recommend the appropriate retraining.

LEVEL FIVE

The accumulation of twelve points or more in a two-year period will result in a recommendation for termination.

This procedure does not apply to substitute/part time Drivers. The Assistant Superintendent reserves the right to review substitute/part time driving records and recommend any appropriate remedial action or discipline.

PERSONAL INJURY ACCIDENTS

Any chargeable accident resulting in personal injury will be reviewed by the Accident Review Team and points will be assigned or other action taken as appropriate. Preventable accidents, which result in serious personal injury, death, or accidents involving recklessness or substance abuse will be reviewed by the Assistant Superintendent and the Superintendent. Appropriate administrative action will then be taken in accordance with BHMSD policy, which may include discipline, up to and including recommendation for termination.

RECKLESS OR UNSAFE DRIVING

Any employee found to be operating a BHMSD vehicle in a reckless and/or unsafe manner will have the charge investigated by the employee's immediate supervisor or his/her designee. The supervisor will determine the appropriate disciplinary action and report same to the Transportation Committee. The seriousness of the violation will dictate the disciplinary actions taken, including possible termination. Disciplinary discussions will be reviewed with the Superintendent prior to any action being taken.

STUDENT BULLYING

School bus drivers should monitor and take reasonable steps to stop any forms of bullying and or harassment. Any complaint of bullying must be reported to the building administrator immediately for investigation. Reasonable steps to stop/prevent bullying may include but are not limited to the following interventions:

- talking to students
- moving students
- calling parents
- meeting with the student and a building administrator
- completing a student conduct form.

Bullying can involve but is not limited to the following activities: **overt, repeated acts or gestures, including: verbal or written communications transmitted, physical acts committed; or any other behaviors committed.**

WEAPON POLICY

The following procedures should be followed when a student has a gun or weapon on the school bus.

Guidelines for Bus Drivers

Should a gun/weapon be seen on the bus:

1. Calmly radio your specific location to the person in charge of Transportation and request a "Bus # - Code Green - No Response Necessary."
3. A call should be placed **immediately** to the local law enforcement agency by the person in charge of Transportation.
4. Follow up with the **appropriate paperwork** that will substantiate what has happened and report it to the appropriate person.
5. Report the incident to the appropriate school **administrator**.

Should a gun/weapon be seen at or near a bus stop:

1. **Calmly** radio details of location of a weapon sighting to the person in charge of Transportation.
6. A **call should be placed immediately** to the proper local law enforcement agency by the person in charge of Transportation.
7. Drivers should then **distance themselves from the weapon sighting**.
8. A **full and complete report** (with names, if available) should be prepared by the driver and **turned into the person in charge of Transportation**.
9. **Report the incident** to the appropriate school **administrator**.

FIGHT PROCEDURE

1. Use verbal intervention to inform those fighting to stop. (Each driver must assess in advance what his or her threshold is for physical intervention. Do not attempt to intervene if you fear injury to yourself).
10. Focus attention towards the one losing the fight; he/she will most likely be looking for a way out.
11. Be observant (names, descriptions, weapons, what is happening).
12. If students do not stop fighting, calmly radio details of your location to Assistant Superintendent or Building Administrators, if in their parking lot.
13. A call will be placed immediately to the School Resource Officer.
14. Report the incident to the appropriate Building Administrator.

UNAUTHORIZED BUS ENTRY

The number one priority of a Bluffton-Harrison M.S.D. School Bus Driver is the safety and well-being of each student. From time to time an individual may attempt to detain or board a school bus without the driver's consent or permission. If, in the bus driver's opinion, the individual's attempt to detain or board the school bus may potentially endanger the safety or security of the students, the driver may and will deny such attempts.

A school bus is school property. Entry without the bus driver's permission is considered trespassing. If an individual enters or attempts to enter a school bus without the bus driver's permission or attempts to detain the bus, the bus driver should ask the individual to step off or away from the bus. If the individual refuses, the bus driver should inform them that they are trespassing. The driver should also inform them that the local police will be contacted if they do not cooperate. If the individual refuses to leave, the bus driver should contact the Assistant Superintendent for police assistance. A bus driver should not try to remove the individual or leave the location until authorities arrive.

An individual attempting unauthorized entry may be charged with trespassing.

HIJACK/HOSTAGE PROCEDURE

1. Follow the instructions of the hostage taker.
15. Do not try to disarm the hostage taker. Neither you nor your students should try to be a “hero”.
16. Stay calm! Inform the students to remain seated and calm.
17. Do not radio for assistance, unless you are instructed to use the radio by the hostage taker.
18. Have a “common code-word” that is used for hostage situations on your bus, if you are permitted to relay a message to the Assistant Superintendent. (Bus # - Code Green - No Response Necessary)
19. If the hostage taker allows certain students off the bus, write down their names and where they got off.
20. Do not offer yourself as a hostage.
21. Do not try to negotiate with the hostage taker.
22. If hostage negotiators arrive, trust them!

EVACUATION PROCEDURE

DRIVER SUPERVISION

1. Both exits accessible.
 - a. Upon driver’s command, one rear safety helper should open the rear emergency door and all three helpers disembark. Two (2) front safety helpers should also disembark at the front entrance.
 - b. Upon driver’s command students in the rear section of the bus should exit one row at a time, to the front door exit.
 - c. One front helper should assist the students to leave the bus. The other front helper should lead those students away from the vehicle, at least 100 feet off the roadway.
 - d. Two rear safety helpers should station themselves on each side of rear door and hand-assist students to the ground.
 - e. The driver should supervise student evacuation and ensure that all students have left the bus prior to self-evacuation.
 - f. Driver should designate two helpers to go for assistance if necessary.
4. Front door only accessible.
 - a. Upon driver’s command, the two front safety helpers should disembark.
 - b. Upon driver’s command, students will exit, row at a time, through the front door.
 - c. One front safety helper should assist students to leave the bus. The front helpers should lead the students away from the vehicle, at least 100 feet from the roadway.

- d. Rear helpers should assist the driver in supervising orderly student evacuation and insuring that all riders have left the vehicle.
 - e. Drivers should supervise orderly student evacuation and insure that all students have left the vehicle prior to self-evacuation.
 - f. Drivers should designate two helpers to go for assistance if necessary.
5. Rear Emergency Door only accessible
- a. Upon driver's command, one rear safety helper should open rear emergency door and the three rear helpers disembark.
 - b. Upon driver's command, students should exit, row at a time through the rear exits.
 - c. Two rear safety helpers should station themselves on each side of the rear emergency door and hand-assist students to the ground. The other helpers should lead the students away from the vehicle, at least 100 feet off the roadway.
 - d. Two front safety helpers should assist the driver in supervising orderly student evacuation and insure that all students have left the vehicle.
 - e. Driver should supervise student evacuation and insure that all students have left the vehicle.
 - f. Driver should designate two helpers to go for assistance if necessary.
6. Window or windshield evacuation
- a. Driver should knock out necessary windows and/or windshield and remove all glass slivers.
 - b. Driver should designate three helpers (and more if necessary) to evacuate through the window opening to assist students to the ground. One helper should lead those students away from the vehicle, at least 100 feet off the roadway.
 - c. Remaining helpers inside the bus should assist the driver in supervising the orderly evacuation of students through the window opening and ensuring that all students have left the vehicle.
 - d. Driver should supervise student evacuation and insure that all students have left the vehicle prior to self-evacuation.
 - e. Driver should designate two helpers to go for assistance if necessary.

EVACUATION PROCEDURE – WITHOUT DRIVER SUPERVISION

- 1. If driver becomes ill and unconscious while the bus is in motion, front safety helpers should push driver from driver's seat, steer bus to a stop, turn off ignition switch, apply the emergency brake, and initiate flashers warning lights and stop arm. Rear helpers should assist as necessary to calm and reassure student passengers.
- 1. Both exits are accessible
 - a. Employ same procedures as with driver supervision except:

- i. One rear helper should remain inside the bus and supervise student evacuation and insure that all students have left the vehicle.
 - ii. One front helper should lead students from both exits, away from the vehicle, at least 100 feet of the roadway.
 - iii. One helper should go for assistance, if necessary.
 - iv. Helper should remove driver from the vehicle if hazards present justify such action.
2. Front door only accessible
 - a. Employ same procedures as with driver supervision except
 - i. One rear safety helper should disembark through front exit at same time as front helpers lead students away from the vehicle, at least 100 feet off the roadway.
 - ii. Remaining two rear helpers should supervise student evacuation and insure that all students have left the vehicle.
 - iii. One helper should go for assistance if necessary.
 - iv. Helpers should remove driver from vehicle if hazards present justify such action.