



Transportation Services Operations Manual



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ACPS Mission:

Working together as a team, we will end the predictive value of race, class, gender, and special capacities for our children's success through high-quality teaching and learning for all. We seek to build relationships with families and communities to ensure that every student succeeds.

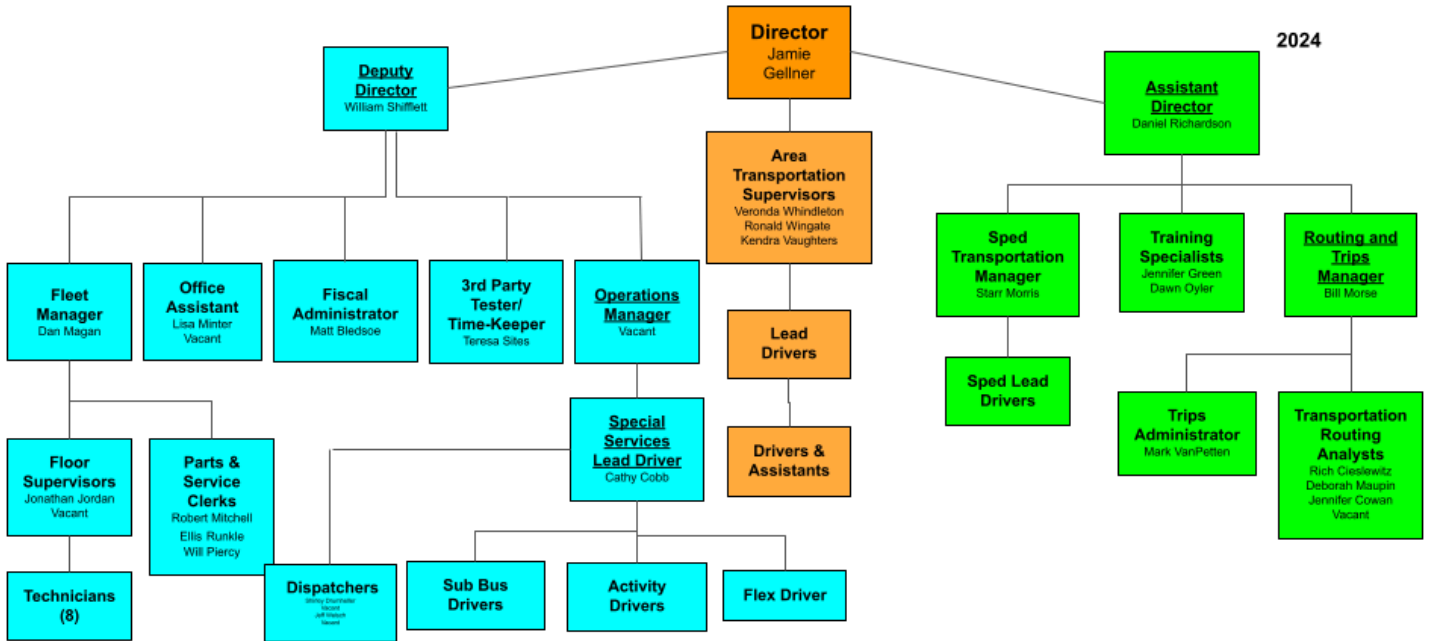
We will know every student.

ACPS Vision:

Our learners are engaged in authentic, challenging, and relevant learning experiences, becoming

lifelong contributors and leaders in our dynamic and diverse society.

Organizational Chart



Director's Message

Dear Transportation Team:

The standards outlined in this manual are important for you to understand in order to be a successful employee in the Transportation Department. Our work is grounded in the Division [Mission & Vision](#) and the work that you do every day is vital to the success of that mission--for ALL students to learn and grow in our schools.

The Mission of Transportation Services is to provide safe, timely, efficient, and service-oriented transportation to Albemarle County's Pre-K through Post-High School students. All transportation employees will embrace lifelong learning for continued improvement in performance so that we excel in the areas of safety, timeliness, efficiency, and service. Partnerships between students, parents, school administration, and transportation staff is the key to success. Employees engage in their team and support each other's physical and mental wellness.

I hope this message finds you well and thriving. Let's take a moment to reflect on some core values that anchor our work: equity, excellence, family and community, and wellness.

Equity is the cornerstone of our mission. Every member of our community deserves equal access to safe and reliable transportation services. Whether it's ensuring accessibility for individuals with disabilities or addressing disparities in service coverage, we are committed to fostering an inclusive environment where everyone can thrive.

Excellence is not just a goal; it's our standard. Each interaction, each route, and each maintenance task is an opportunity to uphold the highest quality of service. By continuously seeking improvement and innovation, we demonstrate our dedication to excellence in everything we do.

Family and community are at the heart of our operations. Together, we share in the challenges and triumphs of our work, supporting one another every step of the way. Beyond our department, we are deeply connected to the students, families, and communities we serve, recognizing that our actions have a ripple effect that extends far beyond the confines of our daily routines.

Wellness is non-negotiable. Our ability to serve others is directly linked to our own well-being. Whether it's taking breaks when needed, fostering a supportive work environment, or providing resources for mental and physical health, we prioritize the wellness of our team members as a fundamental aspect of our organizational culture.

As we move forward, let us continue to uphold these values with unwavering commitment. Let us strive for equity in all aspects of our work, pursue excellence with vigor, nurture our bonds as a family and community, and prioritize the wellness of ourselves and each other.

Thank you for your dedication and hard work. Together, we will continue to make a positive impact on the lives of those we serve. I care about each of you and the work you do. My door is always open for you and I will be sure to come find you out at schools or in the VMF.

Respectfully,
Jamie Gellner, Director

Equity Checklist

When the Transportation Department creates new procedures or modifies existing ones, they should pass an [Equity Checklist](#). This checklist aligns with the Division Equity Policy Checklist, which is used when the School Board adopts [new policies](#). The Transportation Department will review the policy against the following questions...

1. Will the policy have a positive impact on equity, inclusion and full participation for all people? How?
2. Is there a likelihood of adverse impacts with respect to equity (or are there already adverse impacts)?
3. Is there anything in place in the policy or elsewhere to ensure accountability (such as equity-focused benchmarks or data points)?
4. Should changes be made to this modification to make it more equitable and inclusive? If yes, then what changes do you suggest?

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Section A: Personnel Practices

A-1: Supervisory Chain

Following the supervisory chain provides an effective and essential communication process. All employees need to communicate effectively both up and down the supervisory chain. Every effort will be made to allow your supervisor at the lowest level in the chain to try and resolve your issues, concerns or questions. The supervisory chain starts with your immediate supervisor.

Employees should utilize the [Organizational Chart for Transportation Services](#) for assistance in determining their chain of command within the Department.

Each supervisor has an open-door policy to address employee concerns. It is the expectation in Transportation Services that each supervisor is given an opportunity to solve your problem before you move to the next supervisor in the chain.

Although personnel in the Dispatch and Transportation Analysis and Planning offices are not in your supervisory chain, they may be able to answer many of your operational questions.

A-2: Probationary Period ([ACPS Policy GCN](#))

Classified employees appointed to regular positions in transportation serve a probationary period of six months after original appointment or promotion to another position. The probationary period is a trial period. It is used for closely observing the employee’s work, for obtaining the most effective adjustment of a new employee to his or her position, and for separating a new employee or demoting an existing employee during the first six months following a promotion, if performance does not meet the required standards. New employees can expect their work performance to be closely monitored during their probationary period. An employee’s immediate supervisor will complete the probationary evaluation and make a recommendation regarding the probationary employee’s continued employment as a regular employee. It should be noted that summer months are not included in the probationary period for 10-month employees. Probationary employees have no right of formal grievance appeal, except in cases of discrimination, as allowed for in County policy. A-3: Annual Employee Performance Evaluation ([ACPS Policy GCN](#))

A-3: Annual Employee Performance Evaluation ([ACPS Policy GCN](#))

All transportation employees are evaluated on the performance of their duties. The purpose of the annual performance evaluation procedure is to provide a mechanism through which employees can annually receive formal recognition for a job well done and/or constructive feedback to improve job performance.

The evaluation procedure is also intended to improve the rapport between employees, school administrators, and supervisors; familiarize employees with the formal relationships between supervisory channels; provide additional information to assist in making objective employment decisions; and document long-term performance trends. It is expected that supervisors will discuss performance with employees throughout the school year. Information covered on annual evaluations should not be unexpected by employees.

All employees will be evaluated each year by their direct supervisor, and evaluations are approved by next level supervisors, based on the chain of command. School administrators may provide input into driver and assistant evaluations as well.

When an employee does not agree with his or her evaluation, the following procedure should be used:

- I. The appeal must be made to the supervisor conducting the evaluation.
- II. If not satisfied with the supervisor's decision, the driver or assistant may appeal to the next level supervisor listed in the chain of command outlined on the organizational chart.
- III. If not satisfied with the outcome, the employee may write a rebuttal describing the points of disagreement. This rebuttal should be sent to the Department of Human Resources for placement in the official personnel file, and a copy should be sent to the Director of Transportation Services. An appeal does not guarantee that changes will be made to the evaluation.

A-4: Disciplinary Action Guidelines ([ACPS Policy GBCA](#))

Disciplinary action is the process for addressing job-related behavior that does not meet expected performance standards. When such situations arise, an employee's supervisor may recommend that an employee receive disciplinary action. This section has been developed to establish the disciplinary procedures applicable to employees. Employees will comply with all state, local, and federal laws; Virginia Department of Education regulations; Albemarle County School Board policies; the Department of Transportation Services procedures, policies and rules; as well as a supervisor's verbal and written instructions. Any violations will be grounds for disciplinary action, up to and including dismissal.

Employees should understand that these are **guidelines** and not **standards**. The Director of Transportation Services reserves the right to recommend/impose disciplinary action that is consistent with the facts following investigation, past performance, discipline, and extenuating circumstances. After weighing the factors listed above, a supervisor may choose to meet with an employee informally to reinforce expectations. A memo or "letter of counseling" may be issued by the supervisor as a means of following up and documenting the meeting and its outcome. Such memos are retained in Transportation, and they are not placed in the employee's official personnel record, located in Human Resources.

Disciplinary action will be taken in private, by the employee's immediate supervisor and will normally be

progressive depending upon the seriousness of the infraction:

Types of disciplinary actions are:

1. Oral reprimand
2. Written reprimand
3. Suspension with pay—used for investigative purposes
4. Suspension without pay—School Board has exclusive authority to impose, once a hearing is conducted. Hearing required if requested by an employee. Employee must continue to receive all pay unless and until Board imposes suspension ([§22.1-315](#), [§22.1-313](#), [§22.1-311](#))

Standards of Conduct enumerated in School Board Policy GBC must be observed by all ACPS employees. Below are examples of specific violations, related to these standards, which could occur in Transportation and may trigger disciplinary action.

Conviction Violations: [ACPS Policy GCDA](#)

It is the policy of the Albemarle County School Board (“School Board”) not to employ or to continue the employment of any employee who may be deemed unsuited for service by reason of arrest and/or criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services. Although an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if an arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment or in the case of current employees, may face disciplinary action, up to and including termination. Albemarle County Public Schools (“School Division” or “ACPS”) shall have the sole discretion to determine whether any convictions are related to the duties of the position for which application is made or whether they affect the fitness of the applicant to work for the School Division.

Standards of Conduct (See [ACPS Policy GBC-R](#))

The School Board requires its employees to conduct themselves in a manner that reflects favorably upon them as representatives of the Albemarle County Public Schools (“ACPS” or “School Division”). To ensure orderly operations and provide the best possible work and education environment, the ACPS expects employees to exhibit behavior that aligns with the School Board’s mission, vision, and values and to follow Standards of Conduct that will protect the interests and safety of all employees and the organization. To this end, the School Board will establish and maintain certain standards of conduct designed to:

1. Establish a fair and objective process for correcting and treating unacceptable conduct; and
2. Distinguish between less serious and more serious misconduct and provide timely corrective action.

The standards of conduct are intended to be illustrative, but not all inclusive of the type of conduct expected of employees.

Corporal Punishment: [ACPS Policy JGA](#)

No teacher, principal or other person employed by the School Board shall subject a student to corporal punishment. This prohibition does not prohibit the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control or the use of reasonable and necessary force

- To quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- To prevent a student from inflicting physical harm on themself;
- For self-defense or the defense of others; or
- To obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within their control.

For the purposes of this policy, “corporal punishment” means the infliction of, or causing the infliction of physical pain on a student as a means of discipline. ”Corporal punishment” does not include physical pain, injury or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.

Leave Program (See [Section GCC: Leave Program](#))

Consistent employee presence on the job promotes and maintains excellence in the Albemarle County Public School Division (“Division”) by providing continuity of service and reduced temporary employee/substitute costs. The Albemarle County School Board (“Board”) recognizes that some absences from providing services are necessary. In such cases, the return to work of employees at the earliest time commensurate with good health, safety, and reasonable personal consideration is an expectation. The Board expects that all employees shall strive to maintain an acceptable attendance record, and that the occasional absences of employees shall not have an adverse effect on student services. The following regulation is effective July 1, 2019, unless otherwise stated.

Child Abuse and Neglect Reporting (Mandatory Reporting) ([School Board Policy JHG](#))

Reporting Requirement

Every employee of the Albemarle County School Board who, in the employee’s professional or official capacity, has reason to suspect that a child is abused or neglected, in compliance with the Code of Virginia [§ 63.2-1509](#) et seq. shall immediately report the matter to:

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred; or
- to the Virginia Department of Social Services’ (“Department”) toll-free child abuse and neglect hotline (434-972-4010).

If the information is received by a teacher, staff member, intern, or nurse in the course of

professional services in a school, such person may, in place of said report, immediately notify the principal of the school, or designee, who shall make such report forthwith. If the initial report of suspected abuse or neglect is made to the principal of the school, or designee, pursuant to this subsection, such person shall notify the teacher, staff member, intern, or nurse who made the initial report when the report of suspected child abuse or neglect is made to the local department or to the Department's toll-free child abuse and neglect hotline, and of the name of the individual receiving the report, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The School Board posts in each school a notice that

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or the designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Department's toll-free child abuse and neglect hotline.

Firearm, Illegal Substances Violations ([See Section C:34 Firearms, Weapons, Explosives](#))

Vehicle and General Violations

Violation of rules and regulations not otherwise specified herein; or conduct which threatens the safety of students or brings disrepute upon the Transportation Department.

Any action for which a written warning or reprimand might be otherwise imposed, could result in more severe disciplinary action if it is for repetitive or multiple offenses. [A-5: Resigning in Good Standing \(ACPS Policy GCP\)](#)

A-5: Procedure for Compliance for Termination of Employment (Reference: [GCP Page 1](#))

Resignation

Resignation is a voluntary separation from employment on the part of an employee for any reason. Normally an employee shall submit a formal letter of resignation to his immediate supervisor at least two weeks prior to the effective date. This letter will be forwarded to the Director of Human Resources for inclusion in the personnel file.

Employee Resigning in Poor Standing: Employees who choose not to follow the above guideline when resigning will risk the chance of not being re-hired if deciding to seek employment with the Department in the future.

If the former employee elects to apply for employment with ACPS, the applicant's file must be reviewed by the Deputy Director to verify that the driver is eligible to return as a school bus driver. The decision to rehire is a joint decision between Human Resources and Transportation Services.

- I. If rehired, the driver must complete a new application and complete any training deemed appropriate.
- II. Upon successful completion of the above steps, the driver will have lowest priority for route assignment and will serve as a substitute if no open routes are available.
- III. The applicant will be placed in a supervised period of probation.

Section B: Employment / Employee Responsibilities (See ACPS policy GDO)

Conditions of Employment

- I. Drivers must comply with their Contract for Transportation Services.
- II. An employee who remains absent from their duties for more than five (5) consecutive days without contact with their supervisor or who abandons employment without resigning or giving notice of quitting will be deemed to have voluntarily severed their employment as of the last day that they worked.

B-1: Physical Qualification for School Bus & Car Drivers

B-1.1 Physical Requirements

No persons shall drive a school bus/pupil transportation vehicle unless they are physically qualified to do so and have submitted a School Bus Driver's Application and Physician's Certificate form signed and dated by the County's contracted physician or licensed nurse practitioner for the applicable employment period.

An adopted procedure for Transportation Assistants mandates all automobile drivers and transportation assistants to undergo an entry level physical by the County's approved physician for employment.

Physician's Certificate

All County employees who operate a school bus/pupil transportation vehicle must furnish annually a certificate signed and dated by a licensed physician or nurse practitioner stating that the applicant is, from the observation of the physician, mentally and physically capable of driving a school bus/pupil transportation vehicle. This physical is required of all new drivers and upon receipt of the Commercial Driver's License and before Phase II of behind-the-wheel training for school bus drivers. The cost of this physical will be paid by Transportation Services if administered by a provider approved by the school system.

Clearance Procedure

The signed Physician's Certificate will be provided to the Administrative Team in the Transportation Office. The Administrative staff member reviews each form and forwards any form that indicates a "red flag" to the Director of Transportation.

B-1.2 Prescription Drugs: Reference School Board Policy GBEA

Employees should make sure that their physician is aware that they transport students or perform other safety-sensitive functions when prescribing medication. Employees must be certain that the medication will not negatively affect their ability to safely operate the vehicle or perform assigned duties. All medications should be listed on the annual physical report. Employees must notify their supervisor immediately if they begin to take new or additional prescription drugs that may impact their ability to perform assigned duties. The employee must include a letter from a physician stating that use of the medication does not conflict with their assigned duties.

Employees must also be aware that certain over-the-counter drugs can affect their ability to perform assigned duties. Drivers must carefully read the warning labels on all medications. Any questions concerning the potential effects of over-the-counter drugs must be discussed with their supervisor.

B-1.3 Medical History Documentation

All employees shall bring medical history documentation to include a list of current medications from their personal care physician or other specialists to their annual physical exam appointments. Employees shall also have in their possession, if applicable, serviceable eye glasses, functional hearing aids, or other personal medical equipment necessary to perform their duties.

B-2: Driving Records for Applicants (Bus & Car)

B-2.1 Driving Record Restrictions

A person may not drive a school bus or other passenger vehicle to transport students if within the **preceding 12 months** the person has been:

- a. convicted of two or more moving traffic violations in any vehicle; or
- b. required to attend a driver improvement clinic by the Commissioner of the Division of Motor Vehicles.

A person may not drive a school bus or other passenger vehicle to transport students if within the **preceding 5 years** the person has been:

- a. convicted of reckless driving
- b. convicted of driving under the influence of alcohol or illegal drugs

An adopted procedure for Automobile Drivers (Car) and School Bus Drivers: DMV Transcripts must indicate a balance between zero (0) and plus five (+5) and you must maintain positive points for continued eligibility of employment.

B-2.2 DMV Transcripts and Driving Eligibility

Balance below zero is unacceptable for continued employment as an automobile driver or school bus driver. However, the employee will be required to attend a Driver Improvement Clinic, at their own expense, to improve their driving record. Satisfactory completion of this clinic will award the driver five positive points on their driving record, bringing the record to acceptable

standards in most cases.

B-2.3 Review of DMV Transcript Driving Records

The Director of Transportation or their designee will request driving transcripts for all personnel who operate a school bus or car from the DMV. The Director of Transportation or their designee is responsible for reviewing all such records and determining the eligibility of each operator to drive a school bus or car. Throughout the remainder of the year, the DMV will send to the Director of Transportation or their designee, driving transcripts for all school bus operators who have any convictions, suspensions, or any other changes to their driving record. This includes notification of license suspensions due to failure to maintain insurance or personal vehicles.

B-2.4 Reporting Citations

If an employee receives a traffic citation, summons or warrant in a county or personal vehicle, they must notify their immediate supervisor within (1) business day. All reports relating to a school bus or car driver must be forwarded to the Director of Transportation.

B-2.5 New Hires with any Private School Experience

- a. Any private school bus driver with a B/P/S endorsement must go through VDOE training unless they prove that they received it previously. They are not required to pass another DMV/Third Party test.
- b. We will not train drivers for private entities (schools, churches, etc.).

B-3: Absences from Work: [Reference: School Board Policy GCC](#)

B-3.1 Employee Responsibility

Transportation employees are responsible for notifying their immediate supervisor, as soon as possible, regarding a short-notice, unplanned absence. Drivers and assistants are to submit a leave request through Kronos for approval in advance of a planned absence. No voicemail, email, or text messages will be honored. Lead Drivers must notify Dispatch and affected Lead Drivers for short notice notifications. Dispatch will include the Area Transportation Supervisor and Deputy Director on the distribution list for all AM/PM dispatch logs as well as provide other written notification to the Routing and Trips Manager of all driver call-offs.

Call off Procedure: Driver/Assistant should contact Primary Lead Driver first, if they can not be contacted, they should call the Area Transportation Supervisor (ATS), if no contact is made, call Dispatch.

Once the leave request is received, the assigned ATS reviews the request. Operational constraints are considered as well as the purpose of the leave. If not approved, the ATS will deny the request with reasons for disapproval or asking for clarification. Once approved, the request will then be given to dispatch personnel for entry on the dispatch logs for substitute assignment. Employees may not take off until an approval is granted for their leave request.

B-3.2 Assignment of Flex or Substitute Drivers and Assistants

The Lead Driver, Special Services, will assign all flex or substitute drivers and assistants to replace drivers and assistants who are absent. Under no circumstances will a school bus driver make arrangements for a substitute driver or make arrangements with other drivers to cover runs without the approval of the Lead Driver/ATS.

B-3.3 Morning Routes

All drivers and assistants must call their Lead Driver between 5:00 AM - 5:15 AM in order to request a short-notice, unplanned absence. Lead Drivers must call the Dispatch Office by 5:30 AM to report such absences. Exceptions may be made in emergency situations.

B-3.4 Afternoon Routes

All drivers and assistants must call their Lead driver between 12:00 PM – 12:15 PM in order to request a short-notice, unplanned absence. Lead Drivers must call the Dispatch Office by 12:30 PM to report such absences. Exceptions may be made in emergency situations.

B-3.5 Supplemental Assignments

All drivers and assistants must notify their immediate supervisor of any supplemental assignments, i.e. mid-day runs, PM activity runs, and field/athletic trips that require substitutes due to their unplanned absence.

B-4: Attendance Policy: [Reference School Board Policy GCC](#)

The purpose of this document is to clarify attendance expectations and departmental procedures related to attendance and leave. It is understood that there are times when employees need to miss work. However, minimizing unplanned absences and planning absences in advance whenever possible will enable the department to meet customer service expectations.

Employee attendance has a significant impact on Transportation efficiency and performance. Ten-month employees such as Drivers and Assistants that are absent must be replaced by substitutes that are not as familiar with the students or route. This can lead to difficulties with student behavior management and timeliness. Absences by 12-month office and shop staff also result in reduced department productivity and customer service.

Employee Responsibilities

Each employee has the following responsibilities regarding their attendance (See [Employee Attendance Responsibilities](#))

Management Responsibilities

The Albemarle County School Board holds the Transportation Department Management staff accountable to:

1. Approve or deny requests for leave in a timely manner.
2. Investigate absences as appropriate.
3. Impose reasonable disciplinary action for abuse of leave privileges.

Exceptions to these guidelines may be granted by the Director. To do so, the employee must present a written request to the Director explaining the need for an exception at the time that the need for leave is known.

Types of Leave

Ten- and Twelve-month employees are eligible to take paid leave as follows:

Type of Leave	12-month	10-month
Sick Leave	Yes	Yes
Annual Leave	Yes	No
Holiday	Yes	No
Immediate Family Bereavement as Sick Leave	Yes	Yes
Immediate Family Illness as Sick Leave	Yes	Yes
Compensatory Time	Yes	Yes
Emergency (natural or man-made disasters)	Yes	No
Jury Duty (paid, not taken as Leave)	Yes	Yes
Subpoenaed Personal Court Time as Annual Leave ³	Yes	No
Subpoenaed Personal Court Time as Sick Leave ³	Yes	Yes

1. Annual leave time taken from sick leave ([GCC AP Page 4](#))
2. Immediate Family – per School Board policy, immediate family is the employee’s or employee’s spouse’s children, parents, siblings, or grandparents ([GCC AP Page 2](#)). See note above on exception procedure.
3. Subpoenaed court time may be covered by annual leave, comp time or unpaid leave for 12- month employees and by sick leave, or unpaid leave for 10-month employees. However, 10-month employees are subject to the five day maximum annual usage of sick leave for absences other than sick.

Awarding Planned Absences

Planning absences in advance is encouraged. A planned absence is defined as an absence that is requested at least five working days prior to the first day of absence (e.g. leave for Thursday morning must be requested by close of business the previous Thursday). As noted above, all employees are allowed either:

- Annual leave (12-month employees)
- Personal leave (10-month employees)

The number of planned absences allowed on a given day will be limited to meet operational commitments. Requests should be submitted as far in advance as possible to ensure that the leave is approved.

Planned absences requested after the first day of school will be awarded on a first come, first

served basis. Leave during the first 10 days or last 5 days of school is discouraged for Drivers and Assistants.

[Tracking Attendance ACPS GCC pg.7](#)

Acceptable attendance is a minimum expectation of all Division employees. Generally, an employee will not be considered to have acceptable attendance when more than one (1) day of the designated types of absences below occur per month. **On average this is 10 days for 10-month employees, 11 days for 11-month employees, and 12 days for 12-month employees per school year.** However, the attendance of such employees shall be examined and addressed by the supervisor on a case-by-case basis as appropriate. An employee may have unacceptable attendance even though they may have sick leave or other paid leave available. The following types of absences will count towards acceptable attendance standards. Sick leave, except that which is used concurrently with FMLA, Workers' Compensation, or bereavement will count towards these standards. Any other paid or unpaid leave used in lieu of sick leave also will be included. Unapproved annual, personal, and compensatory time leave, even if the employee uses paid leave, shall also count towards acceptable attendance standards.

B-5: Attire & Personal Habit

B-5.1 Attire and Appearance

Transportation employees must be neatly dressed while performing their duties. Employees without an assigned uniform should be attired in regular and conservative street clothes. The following items **must not be worn**: short shorts or skirts/dresses (no shorter than mid-thigh), tank tops (straps on tank top shirts must be two finger-widths at a minimum), muscle shirts, no low cut tops or halter tops. Sleeveless shirts are acceptable as long as undergarments are not visible. Attire should not contain anything related to drugs, alcohol, tobacco, or any lewd language, or a controversial or political cause or issue.

Clothing that could interfere with the operation of the brake, accelerator, or any other equipment shall not be worn. Drivers and assistants must wear low heeled, closed toe, slip resistant shoes.

The following footwear must **not** be worn: platform shoes, shoes with open toes or loose backs, and flip flops. Employees should have hair neatly combed and follow proper personal hygiene.

B-5.2 Personal Habits

Transportation employees will not drink alcohol while on duty and refrain from using illegal drugs. Employees must not use tobacco products in Transportation's vehicles, within **20 feet** of county vehicles, or on school board property. Additionally, employees must refrain from using profanity while on duty. (Reference [ACPS Policy GBEC](#))

B-6: Pre/In-Service Training

Per Department of Education (DOE) regulations, in-service training (at least two hours before opening of schools and at least two hours during the second half of the school year) devoted to improving the skills, attitudes, and knowledge including orientation to maximize benefits of using

safety programs and safety components shall be provided to all school bus drivers. The Virginia Department of Education doesn't mandate in-service training for Assistants; however, as a practice of the Department, Transportation requires the same in-service hours training for all trained and licensed personnel, including Assistants and Special Needs Car Drivers

B-7: Identification Badge

All Transportation employees must wear an identification (ID) badge while on ACPS property. Employees who have not received, have lost, or have a damaged ID badge will contact the Department of Transportation Admin Team immediately to have it deactivated.

When wearing the badge, employees should clip the badge to their clothing in a way that the neck cord and badge do not create a snagging hazard while performing their duties. The badge must be easily visible and void of any distractions at all times. ID badges are not to be left in the vehicle at any time.

B-8: Transporting Your Child/Grandchild/Ward

Drivers and assistants may be allowed to take their children, grandchildren, and wards (children for whom the driver is a legal guardian) on their bus route with them. This will be considered if there are available seats on the bus.

It is the responsibility of the driver or assistant to fill out an application requesting approval for this benefit with the names, relationship, and ages of all such children. This form will be filed at the Transportation Office (See "[Request for Approval to Transport Student\(s\)](#)"), and employees must complete a new permission form to bring these children with them every year.

Permission is also required when a driver's children/grandchildren/wards ride with the employee for a portion of the route and then transfer to another driver who takes them to school. These arrangements are not to be discussed on the two-way radio, except in cases of emergencies or mechanical breakdowns.

These children must always be under the driver's control and never left alone. Employees must control their children/grandchildren/wards' behavior and safety at all times while on the bus or ACPS property. The driver or assistant's preschool children/grandchildren/wards are required to abide by all laws, rules and regulations pertaining to school-age passengers. Regardless of age, the driver's children/grandchildren/wards must not disturb, bother, or harass pupils riding the bus, and must not be a distraction to the employee carrying out their work duties (especially driving).

The driver or assistant must provide (at their expense) age appropriate restraining devices when transporting non-school-aged children/grandchildren/wards. Such devices must be placed near the front of the bus, so that the children/grandchildren/ward is under the driver's direct supervision and control. School bus drivers or assistants are not to take their preschool children/grandchildren/wards on the bus if they have any signs or symptoms of a communicable disease. In addition, the driver or assistant must state on the "[Request to Transport a Child/Grandchild](#)" form whether or not they require a seat belt on their assigned bus to secure any special equipment.

Employees are to accompany their preschool children/grandchildren/wards wherever they go on ACPS property, and ensure their children/grandchildren/wards are not left alone on the bus or in the bus parking lot at any time. On Special Needs buses, the Transportation assistant will not be responsible for the control and behavior of the driver's children/grandchildren/wards. The children/grandchildren/wards' personal items are to be kept secured and out of the aisle. If an infant's diaper needs to be changed, the driver should seek proper facilities to change the infant's diaper. At no time are soiled diapers to be left in a refuse receptacle on a bus or in an outside storage compartment. This is a benefit provided to the school bus drivers and assistants of Albemarle County. Failure to comply with these procedures will result in the loss of this privilege.

The following guidelines must be met in order to consider the request (please see [Guidelines for a Request to Transport a Child/Grandchild](#))

B- 9: Drug & Alcohol Testing [Reference School Board Policy GBEA](#) and [School Board Policy GDQ](#)

B-9.1 Random Testing

Albemarle County Public Schools employs a private company to administer their mandatory random drug and alcohol-testing program required by Federal Law. The company is provided a list of all CDL holders, and they randomly select drivers to be called for testing several times each year. The Federal Motor Carrier Safety Administration (FMCSA) requirement is to test 50% of drivers for illegal drugs and 10% of drivers for alcohol during the school year. Additionally, drivers of other passenger vehicles who transport students are required to submit to random drug and alcohol testing. If a driver is off work due to illness, vacation, leave of absence, injury, or for any other reason, for more than 30 calendar days, their name will be removed from the random pool, and prior to returning to driving the pre-duty testing provisions shall apply.

On the day of the test, the Dispatch office contacts those drivers that are selected. Once the driver is called, they must report immediately to the testing location, as directed. At the testing site, the employee needs to have their driver's license for identification. Once at the site the driver must remain until the test is complete. The employee should sign and initial all paperwork with the lab technicians when done. Two copies of the Custody Control form will be provided to the employee.

After the specimen is collected, it is then sent to the lab for testing. The lab tests a "split specimen," in case something happens to one of the vials, the specimen tests positive, or there is a problem with the specimen. If the specimen tests positive, the driver will be contacted by the Medical Review Officer (MRO) doctor for further evaluation. Drivers have the right to request testing of the second split specimen if the first specimen tests positive.

B-9.2 Post-Accident Testing

A School Bus Driver involved in a vehicular accident in their school board vehicle that results in the employee receiving a citation, or with either a vehicle being towed, or a person transferred to the hospital, will be required to submit to drug and alcohol testing within two hours of their release from the accident scene. Post-accident drug testing must also be initiated in any accident that involves a human fatality. A transportation representative must accompany the employee to

the testing site, once released by emergency services personnel.

B-9.3 NON-CDL Testing

The above guidelines are mandated for ALL licensed drivers who drive a county vehicle to transport students.

B-9.4 Reasonable Suspicion/Cause

Any employee of the School Division who suspects that an employee is under the influence of drugs or alcohol, is obligated to immediately report such suspicion to a supervisor or a manager in the Transportation Office.

Albemarle County Public Schools uses approved testing providers for random, post-accident and reasonable cause collection purposes:

1. Reasonable suspicion may be based upon, but not limited to, the following: specific observation of actual use or possession of alcohol, illegal drugs, drug paraphernalia or prescription drugs; physical symptoms or having used those substances such as uncommon speech or body odors; observation of abnormal conduct or erratic behavior; or the receipt of information when the nature of the information suggests that the source was reliable and credible.
2. Upon reasonable suspicion of a violation of this regulation, the employee may be tested for alcohol, illegal drugs or prescription drugs that adversely affect an employee's ability to perform their job. A Transportation Supervisor will determine reasonable cause and contact an HR representative. If reasonable suspicion is determined, the employee may be required to submit to testing as directed. Without supervisor approval, an employee will not ingest any substance during the period prior to testing.
3. An employee directed to submit to alcohol or drug testing shall be informed of the reason(s) for the test and the fact that refusal to submit to testing constitutes failure to obey a direct order and is grounds for dismissal. The supervisor and/or HR representative shall document the information communicated to the employee and the evidence which constituted reasonable suspicion. At the employee's request, a copy of such documentation will be provided to the employee by the Department of Human Resources.
4. All testing at a designated medical facility will be administered by an official in accordance with established medical standards. For example, drug testing will be performed using chain of custody procedures along with confirmation testing and other safeguards. The alcohol test shall not be performed more than eight (8) hours after the determination for reasonable suspicion. Whenever an alcohol test is not administered within the first two (2) hours upon determination of reasonable suspicion, a record will be maintained which documents the reason(s) for the delay and how long the delay lasted.

B-9.5 Testing Procedures

1. For controlled substances testing, employees report to a specified test location where a urine sample is collected and subject to the split sample testing procedure. If the employee is unable to provide the specified quantity of urine, the employee will be instructed to drink

no more than 40 ounces of fluid and wait up to three (3) hours to provide another sample. If a complete sample still cannot be provided, the Medical Review Officer (MRO) will refer the employee for a medical evaluation to determine if the inability to provide a specimen is genuine or constitutes a refusal to test and then report the findings in writing to the Department of Human Resources.

2. Strict chain of custody procedures will be followed as the samples are forwarded to the laboratory. If the primary specimen is verified positive, the MRO will notify the employee who can request that the split specimen be tested at the employer's expense at a different Department of Health and Human Services' certified laboratory. The employee must make the request within 72 hours of notification by the MRO. If the result of the test of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the original test results.
3. Upon learning that the MRO is attempting to contact the employee, the employee must respond by calling the MRO within 24 hours of receipt of notification to call or be in violation of this regulation.
4. If the employee does not contact the MRO within the 72 hours as required, the employee may present information to the MRO documenting a legitimate explanation for the employee's failure to contact the MRO within 72 hours. The MRO may determine to honor the employee's request to test the split specimen. The MRO's decision to permit further testing is final. Test results shall be confidential and will be reported directed to the employee, the Department of Human Resources, or Designee, and upon request, to the U.S. Department of Transportation in the case of drivers of commercial motor vehicles. If the test results are positive, the results will be reviewed by the Director of Human Resources who will in turn notify the employing school principal/department head/designee to determine what action would be appropriate.

B-10: School Closing, Delayed Opening & Early Dismissal

B-10.1 Closing of School Prior to the Beginning of the School Day or Delayed Opening

Employees must ensure the Transportation office has current phone numbers and/or email addresses to receive notification of changes in school schedule. Employees are encouraged to register to receive notices through the Division's "Bright Arrow" mass notification system. Employees can also listen to local news reports or call 434-296-5886 (Inclement Weather line) to determine the daily schedule.

B-10.2 Closing of School during the School Day (Early Dismissal)

Drivers and assistants should make themselves available to be notified for possible early dismissal. The Communications office will issue phone calls and email notifications of early dismissal changes through the Division's "Bright Arrow" mass notification system. Dispatch will also provide early dismissal information on the two-way radio system.

B-11: Guidelines for Reporting a Workplace Injury [Reference this Link](#)

Employees who are injured on the job MUST report the injury to their supervisor immediately, and the paperwork below must be completed and turned in, either to your supervisor or to the Transportation Office

Associate, within 24 hours following the injury. All workplace injuries must be investigated by the employee's supervisor.

- I. If there is a medical emergency, seek medical treatment and report your injury/illness to your supervisor **AND** Human Resources at the first available opportunity! There is no injury too small. When in doubt, make the call! All incidents should be reported regardless of apparent significance and regardless of whether medical attention was obtained.
- II. The injured employee will be allowed to find a private area (without having to leave work!) to independently call the TeleCompCare hotline **1-866-323-4227** and reference **TCC Account #10094** to speak with a registered nurse. They will ask you to provide the address of your ACPS work location to confirm the information in their system. The nurse receiving the call will triage the injury as follows:
 1. **Self-care/First aid** - return to work, same or next shift. The nurse line will provide a follow up phone call within 24 hours to reassess and ensure you are recovering as expected.
 2. **Seek treatment with one of the ACPS designated Occupational Health Providers.** See the Panel of Physicians Form! *Sign the [Panel of Physicians Form](#) (even if you are not seeking medical attention) and return a signed copy to HR for your medical file. Print the [United Heartland First Fill Prescription form](#). If you are seeking treatment, you must take this form to the pharmacy in the event a prescription is required as a result of your injury.
 3. **Telemedicine Virtual Provider Visit.** If this is recommended, the nurse or concierge agent will assist you with accessing the website to see a virtual occupational health provider within minutes. This can also be scheduled for a short time after the call, if needed (ex. You need to finish a class, find coverage, etc.). Once assessed, if the provider recommends treatment (imaging, PT, lab work, etc.) a TCC agent will call you to help coordinate care appointments for you. *You will receive a summary and return to work note via email.
- III. Once the assessment is complete, you are transferred to a TCC agent to obtain additional information for claim creation. This information goes directly to the claims intake team, which enters the First Notice of Injury into the claim system. *This is no longer the responsibility of the individual school nurse, OA, and/or bookkeeper!* The triage nurse report, or provider summary and work note, will automatically be emailed directly to ACPS HR Safety & Wellness Manager, Michelle Bailey, RN, and HR Safety Specialist, Alex Patterson.

B-12: Transportation Employees Working for Other Departments

Transportation employees working for other departments should follow this procedure:

1. Consult your most recent Duty Assignment Sheet to determine your base hours. This information may also be supplied by the Transportation Payroll Department. Contact the other department ([Child Nutrition](#), [Building Services](#)) to discuss the details of the job.
2. The Transportation employee may work the following hours per week at the other job:
 - a. Five-day work week: 40 - (base hours x 5)
 - b. Other work weeks: 40 – (base hours x work days in the week)
 - c. For example, in a five-day work week, a Transportation employee with 6.0 base hours may work 40 – (6 x 5) = 10 hours per week. In a four-day work week, the

same employee may work 40 – (6 x 4) = 16 hours

3. Regardless of where the Transportation employee works, they must get approval to work overtime in advance from their supervisor on a weekly basis.
4. At no time should work in another department interfere with the duties listed on the Transportation employee's Duty Assignment Sheet.
5. If a Transportation employee's base hours change, they must notify the other department as soon as they know.
6. All overtime should be paid at the rate determined by the FLSA-compliant "Blended Rate" calculator.
7. Transportation to and from the other job must be in the employee's personal vehicle and driving time is unpaid.
8. At no time should the employee be on two clocks. Refer to [ACPS Policy GCC pg.6](#) for more information.

B-13: Transportation Advisory Committee Guidelines

Purpose

The Transportation Advisory Committee (TAC) will serve as a forum for employee feedback and to engage employees with the process of making decisions that impact the operation of the Department. The functions of the TAC will include:

- Review proposed changes to procedures outlined in the Transportation Department's Operations Manual quarterly.
- Provide a structured venue for suggestions, concerns, and questions from staff regarding policies, procedures, and field-based operations.

As an advisory committee, the TAC will not be charged with making departmental decisions, rather it will provide employee input to the Key Leader group prior and subsequent to decisions being made. Discussions regarding specific aspects of compensation, benefits, and working conditions will be referred to the appropriate Key Leader for action.

- [Committee Structure](#)
- [Role of Representatives](#)
- [Terms of Representatives](#)
- [Criteria for Selection of Representatives](#)
- [Selection Process](#)
- [Administrative Review Notice](#)

Section C: Operations / Safety

C-1: Pre-Trip Inspections

The pre-trip inspection must be performed once daily for each vehicle before transporting students. The Pre-Trip Inspection Form must be properly completed, up to date, and kept on the

bus readily available for review by local, state, and federal authorities. This form must be submitted at the end of the month to the Lead Driver, so that it can be placed on file in the Transportation Department. (See Daily & Monthly [Bus](#) & [Car](#) Pre-Trip Form).

An additional inspection (5 minutes) is mandatory if a bus has been parked between driving missions and not under the observation or custody of a Transportation employee. The bus should be checked for security, safety, and operational reasons and no formal record is required with the exception of clocking in and out for pay purposes. At a minimum, drivers must:

- Check for vandalism
- Check for body damage
- Check tires
- Verify that outside compartments are secure
- Test all lights to make sure they are all working

When a driver has a mechanical issue resulting in the shop bringing them a replacement bus, the driver must conduct and document a pre-trip inspection before transporting students on the replacement bus. The mechanic will check the replacement bus before leaving VMF to ensure that the bus is serviceable. The mechanic will also be available to assist the driver with student management while the driver performs a pre-trip inspection of the replacement bus. The pre-trip inspection will be documented on a daily or monthly pre-trip form. All drivers shall carry extra forms. If the original bus is broken down in an unsafe location, the driver shall contact Dispatch for police assistance.

C-2: Post-Trip Inspections

At the end of each driving session the driver must perform the following duties:

1. Make sure bus is in neutral and set the parking brake
2. Confirm that no student(s) are left on board
3. Inspect for cleanliness, and sweep interior of bus and empty trash containers as needed (see C-4: [Cleaning the School Bus and Car](#))
4. Close all windows and air vents
5. Check bus for any vandalism
6. Lock emergency exits as applicable
7. Close and lock all external bus storage doors. If any external bus storage doors are not lockable, the contents must be inspected during every post trip.

After each elementary route, and each middle and high school route, the driver will check the bus for any remaining students or items/objects that have been left behind as soon as possible. The driver must walk down the aisle to the rear of the bus and check under all seats after each and every route.

C-3: Maintenance of the School Bus and Car

Buses/cars shall be carefully inspected by a mechanic before beginning transportation on assigned school routes in the fall and at stated intervals during the school session, no less frequently than once every 45 school days or 10,000 miles, as indicated by Shop personnel. Such inspection shall be recorded on the form prescribed by the State Board of Education.

Drivers have a preassigned maintenance date that is based on information provided on the vehicle's service sticker. The driver must bring their bus/cars to the school bus shop for normal maintenance no later than 10 AM on the date scheduled by the school bus shop personnel. The driver must report all defective equipment by filling out and submitting a [defect form](#).

C-4: Cleaning the School Bus and Car

It is the responsibility of the driver to keep the bus/car clean at all times. The automated bus wash at the VMF annex, the wash pad on the exterior, and the enclosed wash bay at VMF are available for washing the exterior and cleaning the interior of the bus. The interior of the bus/car/van (including ceiling, floor, and seats) must be kept clean, and free of debris, trash, bottles, clothing, etc. The lettering, lights, and reflectors must be clean and visible. Paper, pencils, and other objects should be kept off the heaters as these may cause damage if they fall into the fan motors. There are now two cleaning guidelines; one at the end of the school year and a second at the beginning. The emphasis is now a thorough cleaning at the beginning of the year as outlined below. The primary reasons are;

1. Buses will be utilized over the summer for various school activities. Moving the most detailed cleaning to the beginning of the year prevents driver disappointment during bus distribution where a bus may not be in pristine condition.
2. Buses that sit over the summer accumulate dust and other contaminants. Moving the thorough cleaning to the beginning of the school year ensures the bus is ready for students on the first day of school and prevents the driver from two intense cleanings. Drivers who wish to continue to do a deep cleaning at the end of the school year may continue to do so. However, this does not eliminate the deep cleaning requirement prior to the beginning of the school year. Drivers need to understand that buses are used throughout the summer for various programs. There is no guarantee they will get their bus back in the same condition as when they turned it in. Lead drivers are responsible for ensuring deep cleans are done before the beginning of the school year.

Bus Wash at Vehicle Maintenance Facility (Bay 1) Procedures are:

- The wash bay is open for bus washing Tuesday-Thursday, 9am - 12:30pm, buses only. All other times are first come, first serve for all County vehicles. During these hours there is a **maximum time limit of 15 minutes** for buses to be in this bay. This is to ensure all buses being turned in have the opportunity to wash the exterior of the bus.
- In the event a bus is in the bay when you approach the wash bay, put your bus number on the white board outside the bay. Proceed to Albemarle High School parking lot to wait for the wash bay to free up. It is the driver in the wash bay's responsibility to call the next waiting bus to let them know the wash bay is open. **DO NOT PARK IN THE VMF PARKING AREA BEHIND THE BUILDING TO WAIT FOR THE BAY TO OPEN UP.** This creates a safety hazard by impeding traffic flow around the building.
- Once you enter the wash bay, remove your bus number from the white board and repeat the process above until all buses have rotated through.

Housekeeping Items:

It is everyone's responsibility to maintain the cleanliness and organization of the wash bay facilities. Transportation provides supplies needed to clean your bus. We ask that you help maintain the wash bay by following these guidelines.

- Mop buckets, mops and brushes are provided. Please return them to their designated location after use-clean.
 - Mop buckets are staged on the corrugated mat against the wall
 - please return them to this location empty and rinsed for the next user.
 - Brushes and mops must be hung on the right hand wall.
 - Mops are hung on the wall after use, washed and rinsed for the next user.
- All trash/debris needs to be deposited in the trash can. Please take a quick moment to pick up any trash on the wash bay floor.
- Do not sweep your bus/vehicle directly into the wash bay. Collect debris from sweeping and use a dustpan to deposit in the trash can.

Automatic Wash Bay: (Please see [Automatic Wash Bay Instructions](#))

End of Year Bus Cleaning Guideline.

When turning your bus in at the end of the school year, follow the [End of Year Bus Cleaning Guidelines](#).

*Due to safety regulations, please refrain from climbing or standing in the engine compartment or on top of the tires to clean your bus.

C-5: Radio Usage

Radio Courtesy

The purpose of the two-way radio is to provide necessary and work-related communication between the Transportation Department, bus drivers and assistants. Lead Drivers may have a secondary radio on their bus to communicate with school personnel. These radios must be hand held radios and are only to be used while safely parked. These radios are supplied at the discretion of the school and must be stored if the bus is not safely parked (hand held radios can fall and become a hazard under gas/brake pedal or as a projectile). The system will allow the Transportation Office to dispatch support personnel and vehicles to assist bus drivers having mechanical difficulties, accidents or other problems. The two-way radio system is also used to deliver messages and special assignments to bus drivers and assistants, and to support temporary communication needs when an individual school's telephones are out of service. **Non-essential communication is not allowed.**

Any questions or problems pertaining to the proper use of the radio shall be directed to the employee's supervisor. Problems or questions regarding radio repair or maintenance shall be directed to the bus shop.

Except in the case of emergency, the driver should make sure other users of the radio frequency have completed their transmissions before attempting to use the radio. This will prevent drivers and dispatch from talking over one another, which may result in missed communication.

Major vehicle accidents, fires, student injuries requiring medical attention, and other similar matters should be reported to Dispatch.

What is the location of the accident/incident? Give the nearest intersection if possible.

1. How many vehicles are involved?
2. Are there any injuries?
3. Are there any School Board vehicles involved?
4. Are the police needed?
5. Description of vehicle (car, pickup truck, bus, tractor-trailer, etc.)
6. Are there any leaking fluids?

When the Transportation Staff learns of an out-of-county violation resulting in an accident, they will attempt to obtain the accident report. (See – [Accident/Incident Report](#)) An ACPS Department of Transportation Accident Report will be submitted by the driver within 24 hours or the next working day for any vehicle accident/incident. **Forms must be fully completed.**

C-6: Reporting a Vehicle Accident/Incident and Investigation Plan

C-6.1 Reporting a Vehicle Accident/Incident

All drivers will immediately notify dispatch anytime their vehicle comes in contact with another object. If dispatch is closed, the driver will notify the on-call shop personnel (this information is provided on your emergency contact card). The driver should have all information ready before reporting an accident/incident. The driver needs to provide the facts listed below.

1. What is the location of the accident/incident? Give the nearest intersection if possible.
2. How many vehicles are involved?
3. Are there any injuries?
4. Are there any School Board vehicles involved?
5. Are the police needed?
6. Description of vehicle (car, pickup truck, bus, tractor-trailer, etc.)
7. Are there any leaking fluids?

When the Transportation Staff learns of an out-of-county violation resulting in an accident, they will attempt to obtain the accident report. (See – [Accident/Incident Report](#)) An ACPS Department of Transportation Accident Report will be submitted by the driver within 24 hours or the next working day for any vehicle accident/incident. Forms must be fully completed.

C-6.2 Purpose

The Accident/Incident Reporting and Investigation Plan recommends methods and practices for reporting and investigating accidents and incidents. This written plan is to provide a means to deal with all workplace accidents/incidents in a standardized way and demonstrate the Transportation Department compliance with OSHA regulations, Workman's Compensation laws, and the Virginia School Bus Safe Driving Awards program.

The committee does not decide whether a Workman's Compensation claim is awarded. This is determined by United Heartland, the County's Workman's Compensation insurance administrator. The committee's intent is to review the claim and determine preventative measures and corrective actions.

C-6.3 Administrative Duties

The Safety Committee is responsible for developing and maintaining the Accident/Incident Reporting and Investigation Plan. In addition, the committee is solely responsible for all facets of these plans and has full authority to make necessary decisions to ensure success. Safety Committee members are qualified, through appropriate training and experience, to administer and oversee the Accident/Incident Reporting and Investigation Plan and to conduct Investigations.

C-6.4 Accident/Incident Reporting Procedures (see [Accident /Incident Reporting and Investigation Plan](#))

C-6.5 Red Emergency Button Use

When would a driver push the EA button vs. saying, “I have an emergency,” over the radio?

In an emergency situation, verbal communication should be the preferred method of communication with dispatch. If verbal communication is not possible or appropriate, the emergency (EA) button should be activated as a safety feature for drivers in the event their safety is threatened.

Most importantly, there is a 10-second window after the EA button is pushed, allowing the driver to mention something about the situation at hand. For example, if an aggressive parent is coming onto the bus, the driver could say, “Ma’am, please step off the bus,” or worst case scenario, if someone has a gun, the driver could say, “please put down the gun.”

This gives dispatch an idea of the situation at hand so they can relay that to 911.

Drivers and assistants will push the red emergency button **ONLY** when there is an emergency requiring immediate law enforcement response. This will signal all other radio users to yield to your transmission. Dispatch will respond immediately and state **“Was Charmane White on your bus yesterday afternoon?”**

All drivers will immediately notify dispatch anytime their vehicle comes in contact with another object. If dispatch is closed, drivers will notify the on-call shop personnel. The driver should have all information ready before reporting an accident/incident. The driver needs to provide the facts listed below.

C-7: Emergency Situations and Returning Students to School

In the event of an emergency, the driver should state “I have an emergency.” All drivers should remain off the channel and listen carefully when they hear an emergency message, as the message may affect their bus runs, travel area; or their assistance may be needed. When an emergency is being dealt with, all drivers should be considerate and give time for the situation to be resolved before contacting dispatch with other business and listen for clearance from dispatch to resume use of the radio.

In the event of a life-threatening situation, the driver should follow the protocol detailed in training. If unsure of the protocol, contact the Lead Driver before transporting students.

Drivers may use their discretion to take students back to school for safety reasons or one of the reasons listed below. In general, drivers should avoid taking buses back to school unless there is a real safety concern.

If students are being loud, not sitting properly, or misbehaving in a manner less serious than stated below, the driver should pull over multiple times if necessary and try to gain control. In the end, it is best to take the students home and write referrals. If the driver does not yet know the students, then video is a great tool.

For activity or field trips, drivers should make every effort to honor the event and to work with the school chaperone/coach to create a safe environment. The driver should pull over as many times as needed to control the bus. Transportation may share video with school as needed.

1. Health Plan – some students have a health plan that states that in a medical emergency, the student should be brought home or back to school, whichever is closer. These are rare situations and the normal course of action for most medical emergencies is to call 911 via Dispatch.
2. Drugs and/or Alcohol– as per [section C35](#) of the Ops Manual, if a driver notices a student possessing, using, or being under the influence of a restricted substance or possessing paraphernalia on the trip home, they are to discreetly turn back to school after notifying Dispatch.
3. Fighting – as per section [F-3: Responding to a Fight on the School Bus](#) of the Ops Manual, a driver may return to school during a fighting incident after notifying Dispatch. However, it may be best to pull over, call Dispatch, and stop the fight verbally or physically if able. You may also call 911.
4. Weapons – If a driver notices a student in possession of a weapon, discreetly inform dispatch and return to school. In the event of a life-threatening situation, the driver should follow the protocol detailed in training. If unsure of the protocol, contact the Lead Driver before transporting students.

C-8: Break Downs

The driver shall stop in a safe location, when possible, and activate the hazard lights to warn other motorists that the bus is disabled. Triangles should be placed at appropriate intervals along the roadway, within 10 minutes of the vehicle becoming disabled. When placing triangles, the driver should engage the parking brake and secure the bus to the extent that it is practical, in order to prevent student injury.

The driver shall notify the school bus shop by radio or call 434-973-7805. After hours and on weekends, call the designated shop personnel or the answering service at 434-973-5716 (this information can be found on your emergency contact card located on your bus). A dispatcher is available by radio between 5:30 a.m. and 5:30 p.m. Monday - Friday.

Should the bus start after the driver has called for service, the driver should notify the shop or dispatch to cancel the service call or wait until the service truck arrives.

Students should remain on the bus until repairs are completed or they are transferred to another bus

(unless in an emergency requiring evacuation). If students must be unloaded from the bus for any reason, proper care must be exercised to prevent injuries during this process.

C-9: Decorating the County Vehicles

In/outside of the county vehicle, posters, stickers, decorations, American flags, or advertising materials of any kind are prohibited (unless approved by the Department). Lead Drivers, the Fleet Manager and Shop Personnel have the authority to remove any prohibited items from the vehicle. Only bus rules and students' names are permitted for seating purposes.

In celebration of the winter holidays, a plain wreath or bow may be secured to the front grill of the school bus. Decorations should be removed prior to the return to school in January. Pursuant to [School Board Policy INDC-R](#), no decorations will be approved that could be deemed to favor one particular cultural or religious group or celebration.

C-10: Speed Limits for the School Bus

Per Virginia law, the maximum speed limit for school buses shall be 45 miles per hour or the minimum speed allowable, whichever is greater, on any highway where the maximum speed limit is 55 miles per hour or less, and 60 miles per hour on all interstate highways and on other highways where the maximum speed limit is more than 55 miles per hour (With or without students). Routing personnel may monitor speed via GPS or routing software as needed or periodically.

C-11: Railroad Crossings (Code of Virginia [§46.2-884; 886](#))

Major tragedies can be avoided if proper safety procedures for crossing railroad tracks are followed. Always remember to stop, look and listen, and proceed as follows (See [Railroad Crossings Procedure](#))

You do not need to stop at any railroad crossing where a police officer directs traffic to proceed, or a traffic light. School bus drivers must avoid crossing railroad tracks in the left lane of the roadway when possible.

The railroad crossing on Preston Avenue, near the County Office Building, should be avoided. This is a passive crossing, not governed by lights or cross-bucks, and trains are prohibited from sounding horns in this area. If the crossing cannot be avoided, the school bus driver must stop prior to crossing the tracks and perform the actions described above.

C-12: Backing the School Bus

Backing a school bus should be avoided when possible. Backing maneuvers should not be performed on school grounds, due to the danger to students that this poses, unless proper precautions are exercised to ensure safety. Anywhere that is not an approved backing location on a driver's manifest must have a spotter. Backing maneuvers on bus routes should only be performed in locations designated on the driver's route manifest. Shop personnel should provide backing assistance when drivers or other shop personnel are backing out of the VMF building.

C-13: Chains

The need for installing tire chains on buses will be determined by road and weather conditions in the various geographic sectors of the county. The decision as to whether chains are needed on a given route will be the responsibility of the driver, unless specific instructions are issued by a Transportation Key Leader. Drivers are responsible for installing chains when necessary. In preparation for bad weather, drivers should be sure that their buses have chains, they fit and are intact, and the bus has a chock block. Chock blocks and chains should be stored securely in the storage compartment on the outside of the bus and never be kept unsecured in the interior of the bus.

C-14: Seatbelts

Persons operating a school bus or any school board vehicle must wear the seat belt assembly properly while driving the vehicle. All passengers in school board vehicles other than school buses must also wear the seat belt assembly.

C-15: Passenger Entry Door

The school bus driver shall open and close the entrance door and keep it **securely closed while the bus is in motion**. This responsibility shall not be delegated to anyone. On a special needs bus with a wheelchair lift door, the bus driver or assistant will open the lift door and operate controls. This responsibility shall not be delegated to anyone.

C-16: Student Stops

School bus routes are designed to promote safe and efficient vehicle operation. It is very important that drivers refrain from making unauthorized stops (See [Student Stops Procedure](#))

C-17: Loading & Unloading Students

C-17.1 Procedures:

Red traffic warning lights must be used any time the bus is stopped to load or unload students. This includes stops on school grounds or on field and athletic trips. Drivers should follow the direction of law enforcement officers who are directing traffic. If such officers are controlling vehicle movements and request that warning lights not be used, these directions should be followed, and the situation should be reported to the driver's direct supervisor for review and follow up.

Elementary students who require PM supervision and Special Needs students must never be unloaded without a parent or designee to receive them, unless the Department has verification to do so. If there is no one there to receive the child, the driver continues the route and contacts Dispatch to let them know that they are returning the student to school. The driver may make a second attempt at the completion of the route if time allows and no other arrangements have been made. If there is still no one at home, the driver should return the child to their assigned school. **Pre-Kindergarten and Kindergarten students cannot be released without supervision, and parents/guardians are not permitted to waive this requirement even if older elementary siblings also get off at the stop.**

Drivers must comply with PM supervision instructions included in their manifests unless advised otherwise by dispatch or school administrators. Parents or custodians of students that require PM supervision must be visible and identifiable to the driver at all bus stops. Flex/sub drivers should receive their assignments the day before from dispatch whenever possible to allow review of PM

supervision manifest requirements.

If the driver does not know the parent/designee at the stop, the driver will ask for identification for these students:

1. Preschool students
2. Students with a protective order
3. Special Needs students that require supervision and that have a new caretaker

Otherwise, the driver will ask each student to point to the parent/designee that is authorized to receive them. Parents/Guardians may list three adults that are authorized to receive their students. These adults are listed on the manifest. If someone other than the three parents/designees will receive the student, the parent must contact the school and a bus pass will be issued to the driver. If a student goes home with another student, the school will issue a bus pass (space permitting). The supervision status of the host student will be followed unless indicated otherwise on the bus pass.

Transportation will assist in finding translators for drivers experiencing language barriers the first few days of school. Lead drivers should coordinate with their school administrators to assist in bus identification procedures for all elementary students such as name badges or color-coded labels to assist in roll call procedures the first few days of school.

All drivers are provided with an alphabetical listing of students on their manifest for roll calls during loading on the first 3 days of school. The drivers should check off each student as they board the bus to ensure that they are on the right bus. Roll calls should not be conducted after students have boarded because a student may not make it known that their name wasn't called. If a student is not on their alphabetical listing, the driver must obtain a bus pass from school administrators stating the student's address and PM supervision limitations before they allow the student to board. The manifest is not to be used for these roll call procedures. Subsequent changes to the manifest must be coordinated through the school lead driver and routing.

All non-SPED elementary buses should have assigned seats for all students. Pre-Kindergarten and Kindergarten students should be seated up front. SPED student seating will be determined by the driver and the assistant in the manner that best suits the needs of the students. Drivers have the flexibility to change the seating arrangement if it is necessary for student management on the bus. Drivers may also assign bus captains if needed. A bus captain may be fifth graders (or responsible fourth graders) who can assist with reminding younger students of the bus rules.

The following procedures must be followed when loading and unloading students: When approaching a stop:

- a. Amber lights must be activated at 200 feet before a stop when driving 35 mph or over
- b. Amber lights must be activated at 100 feet before a stop when driving less than 35 mph

Loading Procedure:

- a. Complete a thorough mirror check
- b. Proceed to the right travel lane of the road and come to a complete stop using the foot brake
- c. Open the door which activates the traffic warning light system
- d. Pull the parking brake
- e. Put the bus in neutral
- f. Check mirrors and then motion students to cross the road when it is safe to do so

- g. Remind students to use the handrail
- h. Check to make sure students are not wearing headphones while loading
- i. Ensure all students are seated properly
- j. Complete another thorough mirror check
- k. Wait for the stop arm and the cross-arm to completely retract and proceed with route when safe to do so

Unloading Procedure:

- a. Complete a through mirror check
- b. Proceed to the right travel lane of the road and come to a complete stop using the foot brake
- c. Open the door which activates the traffic warning light system
- d. Pull the parking brake
- e. Put the bus in neutral
- f. Check to make sure students are not wearing their headphones while unloading
- g. Remind students to use the handrail
- h. Do another thorough mirror check
- i. Students are to wait on the **door** side of the bus until driver gives the hand signal that is safe to cross
 - this is required for students of all ages
- j. After all students who have unloaded are safely accounted for, do a final mirror check
- k. Wait for the stop arm and the cross-arm to completely retract and proceed with route when it is safe to do so

Unauthorized animals on school bus:

- a. In order to protect students and staff from injury, allergies or exposure to zoonotic diseases only ACPS approved service animals are allowed on the school bus or in a van, with or without students.

C-17.2 Earphones:

Drivers should always caution your students while loading/unloading the bus to refrain from wearing earphones. You need to be able to get their attention during an emergency situation, and if they are wearing headsets, they won't be able to hear you.

There was an incident in a neighboring county where a student was wearing hooded apparel covering a set of earphones when crossing in front of the bus and was struck by an oncoming vehicle. I am sure that the driver tried to get the students attention but the student did not respond. When a tragedy like this happens, we have an opportunity to identify hazards that can be avoided through proactive practices and guidance to keep it from happening again.

There are no objections to students using their earphones while riding the bus. However, the volume must be adjusted appropriately so as not to disturb fellow riders or the driver, and when the student exits the bus; they must be able to react to their surroundings. This will make the students' environment safer and helps protect them from long term hearing loss which is another issue.

Take time to inform your riders of earphone hazards while riding the bus and the importance of them being removed when loading/unloading. As school bus drivers, it is our responsibility to transport

students to and from school safely and this is another means towards accomplishing that goal.

C-18: Following Distance for a School Bus

On normal dry pavement, a minimum distance of 200 feet is to be maintained between school buses while traveling outside cities and towns and on Interstate Highways and expressways. School buses should maintain at least a three-bus length following distance at all times on other streets. As the speed of the bus increases, the following distance must also increase. During inclement weather, these distances are to be increased to allow for safe stopping.

C-19: Driving on School Grounds

Each school has someone designated to supervise students while they are on school grounds. Even though there are rules and people to enforce them, students sometimes disregard them. The afternoon is of particular concern because students are anxious to load the bus and go home. They may not be paying close attention. All drivers should be especially cautious at this time and at all times when driving on school grounds.

- The driver should always stay alert and proceed slowly (not to exceed 10 mph) and cautiously while driving a bus on school grounds. If an emergency occurs, an alert driver may be able to prevent a disaster by bringing the slowed vehicle to a quick stop in a short distance.
- Each vehicle transporting students is required to stop at the "designated place" for loading and unloading. No other place should be used.
- Drivers should follow the same "rules of the road" on the school driveway and parking lot that they would follow on the road.
- Drivers shall not pass other school buses while they are loading and unloading.
- School bus drivers should leave the school in a safe and orderly manner, without following other buses too closely.
- The driver should be extremely careful and alert at all times. When operating a school bus near pedestrians, the driver should anticipate potential problems that may be encountered.
- Vehicles should stop and review traffic conditions prior to exiting school grounds, unless a stop light or traffic control officer are present to direct traffic.

C-20: Ridership Maximum Load

The total number of pupils that may ride a school bus is determined by the total number of students that can be safely seated within the seating compartment. Three students may be seated in a seat as long as all the students fit within the seating compartment. Pupils shall not be permitted to stand or sit by the side of the driver, in the stairwell, or between the driver and the entrance door. Students may not stand at any point during the transportation process, and school buses must not be loaded in excess of the manufacturers' stated capacity. Capacity is not determined by age or grade level, but by the size of the students.

All student personal items (musical instruments, sports equipment, etc.) must fit on the students' lap unless there is plenty of room on the bus. In these cases, the personal items must be in the control of the student.

Overcrowding (defined as when the number of students being transported does not fit safely within the seating compartment) may occur during three different situations: during the first few days of a new school year, when doubling-out routes due to a shortage of drivers, and during emergency evacuation situations from school buildings. The only situation when overcrowding is allowed is during an emergency evacuation.

Evacuations

If a school administrator insists on placing students in an overcrowded bus in a **Non-Emergency situation**, do not move, call Dispatch, and ask for a manager to speak with the administrator. This is covered each summer during the Director's one-on-one meeting with the administrator that works with Transportation.

In the rare case when students must be evacuated from a school property quickly and there needs to be an **Emergency Evacuation**, overcrowding may be acceptable depending on the risk. This is extremely rare and will be communicated to the drivers from Lead Drivers, Dispatch, or Transportation Managers or Supervisors.

Start of School

Routing intentionally overbooks buses at the beginning of the school year knowing that not all of the students on the manifest will ride. This may result in overcrowding starting the morning of the first day of school. In this situation, the driver should pull over and rearrange students to maximize capacity. If no more students can be safely seated (either two or three students per seat depending on the size of the students), the driver should let Dispatch and the Lead Driver know over the radio. The Lead Driver may be able to have another bus in the area pick up the students. The driver should also let the parents and/or students at the stop where the overcrowding occurred know that another bus will be by to pick them up. Dispatch may need to send a BrightArrow message if the other bus will be late. In areas where overcrowding is likely, Routing designs the routes so that there will be a "flex" bus in the area that has extra seating capacity. In the afternoon, the driver should move students to maximize seating capacity while not seating students next to each other that may cause conflict. **Under no circumstances should a bus have students seated in an unsafe manner. Worst case, buses may have to double back to pick up students that would not fit safely on the bus.** Drivers should not accept passes or transport eighth-graders to high schools if there is no room.

Doubling Out

When there is a driver shortage, drivers may be required to transport students from other buses. This is not possible on all buses. On the buses that could be doubled-out, drivers should have assigned seats that maintain order and maximize capacity. Drivers may choose to let students decide where their assigned seat will be as long as order and capacity are not sacrificed. Drivers should not accept passes on buses that are at capacity. **Under no circumstances should a bus have students seated in an unsafe manner. Worst case, buses may have to double back to pick up students that would not fit safely on the bus.**

Analysis Process

If a bus is overcrowded, the driver should not transport students that are not seated safely. If this will be a consistent occurrence, Routing should be notified and the bus may be rerouted. In those situations, roll calls and student counts by stop may be required.

C-21: Cell Phones & Electronic Devices

Driving a school bus or other student transportation vehicle is a significant responsibility. Drivers are not only responsible for the safety of the students in their vehicle, but also for the safety of other drivers on the road, as well as their own personal safety. In addition, drivers are entrusted with the care of expensive vehicles that are the property of the taxpayers of Albemarle County.

Virginia State Code [46.2-919.1](#) specifically prohibits drivers of school buses from talking or texting on cell phones or other electronic devices:

Section [46.2-919.1](#) Use of wireless telecommunication devices by persons driving school buses:

“No person shall use any wireless telecommunications device, whether handheld or otherwise, while driving a school bus, except in case of an emergency, or when the vehicle is lawfully parked and for the purposes of dispatching. Nothing in this section shall be construed to prohibit the use of (i) two-way radio devices or (ii) wireless telecommunications devices that are used hands free to allow live communication between the driver and school or public safety officials.”

Texting or reading email while driving is illegal for **all** drivers in Virginia:

§ 46.2-341.20:5. Prohibition on texting and use of handheld mobile telephone; penalties.

“No person driving a commercial motor vehicle shall text or use a handheld mobile telephone while driving such vehicle. A driver who violates this section is subject to a civil penalty not to exceed **\$2,750**. Civil penalties collected under this section shall be deposited into the Highway Maintenance and Operating Fund established pursuant to § [33.2-1530](#). Pursuant to 49 C.F.R. § 386.81, the determination of the actual civil penalties assessed is based on consideration of information available at the time the claim is made concerning the nature and gravity of the violation and, with respect to the violator, the degree of culpability, history of prior offenses, ability to pay, effect on ability to continue to do business, and such other matters as justice and public safety may require.”

In order to comply with State Law and to protect our students, staff, and the public, the following policy regarding cell phones and electronic devices has been created.

C-21.1 Definitions

- A. **Bus** – a vehicle used for transporting students that has yellow warning lights and red stop lights.
- B. **Student transportation vehicles** – any vehicle other than a bus used to transport students.
- C. **Transportation staff vehicles** – ACPS-owned vehicles not used for student transportation (shop trucks, manager and supervisor vehicles).
- D. **Telecommunication device** – electronic equipment used to converse, text, or read text (e.g. cell phone, tablet, Bluetooth, earpiece, iPhone watch, or any hands-free device).
- E. **Use** – for all telecommunication devices it shall mean to have the device in-hand. For a Bluetooth or other earpiece it shall mean to have in the ear. For a device similar to an iPhone watch it shall mean to use it to communicate.
- F. **Emergency** – while there are situations that are dangerous on the bus or other student

transportation vehicle (students fighting, weapons, intruder, etc.) it is always a better option to use the radio to contact Dispatch. The use of a cell phone or electronic device in an emergency while the engine is running and the bus is not safely parked should be **extremely rare**. Some examples include; the driver cannot reach the radio and is incapacitated in an accident, an emergency arises after hours or in an area that is out of range of the radio and an immediate emergency response is required.

- G. **Lawfully and safely parked** – off of the road in a safe location with the four-way warning lights activated (not amber or red warning lights) parking brake applied, and in neutral. This does not mean stopped (at a red light or otherwise) or with the parking brake applied and in neutral in an unsafe location. See [C-21.3D](#) for acceptable use while loading students on school property.

21.2 Applicability

This policy is applicable to Transportation Department employees while operating an ACPS- owned vehicle. The policy applies to all student transportation vehicles with or without students in the vehicle. It also applies to Transportation staff vehicles as detailed specifically below.

C-21.3 Policy – Student Transportation Vehicles

- A. A cell phone or electronic device should only be used while the bus or student transportation vehicle is lawfully and safely parked.
- B. A cell phone or electronic device may be in ring mode, but it is best practice to place it on silent/vibrate or be turned off while driving. However, a cell phone or electronic device must not be in-hand unless the bus or student transportation vehicle is lawfully and safely parked and must be stored securely so that it does not become a projectile in an accident.
- C. A cell phone or electronic device may only be used in the following situations while the bus or student transportation vehicle is lawfully and safely parked:
 - i. During a layover
 - ii. In an emergency
 - iii. For business purposes
- D. Cell phones and electronic devices should not be used while students are loading or unloading the bus or sitting on the bus at school. While this use is compliant with State Code since the vehicle is lawfully and safely parked, it is not an acceptable student management practice. Usage is permitted if the call is Transportation business related.
- E. Office staff may ask Drivers to call on a landline. If a Driver chooses to do so with a cell phone, they must comply with the policy.
- F. If a Driver knows that an incoming call is an emergency, the Driver must pull over and park lawfully in a safe location before answering the phone. If there is an emergency to which the Driver must attend, instead of completing the route, the Driver must contact Dispatch. If the driver feels they will not be able to pay full attention to their duties due to the severity of the emergency, the driver must ask Dispatch for a replacement driver. Under no circumstances is the driver allowed to drive the bus with students if they are mentally distracted or unable, for any reason, to complete the route.
- G. Drivers and Assistants are encouraged to ask family members to go through Dispatch in case of emergency. (434-974-5764). A replacement Driver or Assistant can then be arranged in advance.

- H. At their discretion, Assistants are allowed to use cell phones while students are on the bus or student transportation vehicle if the call is related to student transportation (a student is riding or not riding that day, input from the parent, etc.). This is not a requirement and Dispatch is available to perform this type of communication. The call must be brief and must not interfere with the care of students on the bus. Personal phone calls, gaming, texting, or other electronic communication shall not occur while students are on the bus.
- I. Navigation devices (such as Garmin) are only allowed to be used if the driver does not touch the device unless the vehicle is lawfully and safely parked.

C-21.4 Policy – Transportation Staff Vehicles

- A. Drivers of Transportation staff vehicles cannot text or read text while driving and must be lawfully and safely parked to do so. State Code [§46.2-341.20:5](#) states, “No person driving a commercial motor vehicle shall text or use a handheld mobile telephone while driving such vehicle. A driver who violates this section is subject to a civil penalty not to exceed \$2,750.” This policy requires that drivers be lawfully and safely parked to text or read text.
- B. Drivers of Transportation staff vehicles are allowed to call and receive calls on cell phones in **hands-free mode only**. Personal calls should be limited.
- C. Drivers of Transportation staff vehicles are allowed to use a navigation device or navigation app on a cell phone or tablet using extreme caution while driving.

C-22: Emergency Evacuation Drills

All students shall receive instruction in rider safety and practice emergency exit drills at least twice annually. The first exercise shall be completed within the first 30 calendar days of each school session and the second shall occur early (no later than end of April) in the second semester. Arrangements should be made to provide instruction for students who rarely ride a school bus.

Transportation Services informs all school principals via Lead Drivers of the time period in which evacuation drills are to be conducted. The Lead Driver will coordinate the schedule with the school administration and provide their drivers with a copy of the procedure for conducting the emergency evacuation drill. Each school submits a report to the Transportation Office upon completion of the required evacuation drills. The report reflects the bus number, dates the drills were satisfactorily completed, and the name of the school. The time taken for the report may be included.

Emergency Evacuation Drills (See [Emergency Evacuation Drills Procedure](#))

The driver should usually remain in the bus directing and assisting with the evacuation. The driver should check to see that all students are accounted for. These drills should be conducted under administrative supervision. It is suggested that a gym mat be placed at the rear exit door for the students. Remember to pick up the reflectors upon completion of the drill (if used).

C-23: Video Cameras & Viewing Videos

All buses must have an operable camera system. The driver must fill out the proper paperwork if the camera is missing, damaged or otherwise inoperable and submit the bus to Shop for necessary repairs. Tampering with or deliberately damaging or interfering with the operation of a camera will be handled

as a serious disciplinary matter.

Only authorized personnel can view the video recordings. Authorized personnel include the school bus driver, Transportation staff members, and school administrators. If the school bus driver desires to view video recordings, they must do so privately. Parents and students may view video recordings upon request and approval by ACPS Administration. Video cameras remain on for up to 20 minutes after turning off the bus unless the disconnect switch is moved to the “off” position.

C-24: Passing Other Vehicles, Bicycles and Pedestrians

C-24.1 Passing Another Vehicle; School Buses Passing Other School Buses

Extreme caution is to be exercised in passing vehicles on the road. Sufficient time should be allowed to complete a passing maneuver. School buses transporting passengers, regardless of the number of roadway lanes, are not to pass one another except under the following circumstances when and where it is safe to pass:

1. The lead bus has pulled into a designated turn lane prior to turning.
2. The lead bus is broken down.
3. A school bus driver does a “courtesy pull over” to let other school buses pass (Hazard Lights activated).
4. On multi-lane roadways where loaded school buses are operating in parallel lanes, drivers should stagger their positioning to avoid driving side-by-side with other loaded school buses.
5. On multi-lane roadways where loaded school buses are operating in parallel lanes, if traffic in one or more lanes has stopped or almost stopped, the loaded buses may proceed with due caution and at a reduced speed. Under these circumstances, extreme caution is to be used.

In all other situations, the school bus driver shall not pass another school bus that is transporting students. The only time a school bus may pass another school bus is when both vehicles are unloaded and passing may be done safely.

C-24.2 Passing Bicycles, Pedestrians, and Slow-Moving Vehicles

Given the rural nature of much of Albemarle County, it is not uncommon for motorists to encounter bicyclists, pedestrians, and slow-moving vehicles, such as farm equipment. If sufficient visibility and space are present, drivers may pass under the following conditions:

- Approach and pass bicycles at a reasonable speed
- Allow at least three feet between you and bicyclists when passing
- Yield to pedestrians
- Permit pedestrians to cross roads safely
- When turning, yield to pedestrians and bicyclists
- Come to a full stop for a blind pedestrian

Again, passing maneuvers must only be undertaken when sufficient visibility and space are present to safely execute the maneuver.

C-25: A Vehicle Passing a Stopped School Bus

I. School Bus Stop Laws (Virginia Code [§ 46.2-844](#))

- A. At intersections, all drivers must come to a complete stop for a school bus with red lights flashing and the stop arm extended. Under the law, motorists are required to stop even when approaching a school bus at right angles.
- B. On undivided highways or streets, all vehicles traveling in any direction are required to stop and remain stopped until all children are clear of the roadway and the bus is again in motion.
- C. On divided highways or streets, all vehicles traveling in the same direction as the bus must come to a complete stop, but those traveling in the opposite direction and separated by a physical barrier or an unpaved area may proceed without stopping.
- D. Motorists must stop if the bus is loading or unloading children even if the signaling devices are not functioning properly.

Two types of penalties for passing bus:

1. Civil

- a. Fine up to \$250.
- b. Do not have to prove the identity of the driver.
- c. Only have 10 days from the date of offense to warrant.
- d. Usual choice for less serious cases.

2. Criminal

- a. Moving violation.
- b. Must prove identity of driver (description from bus driver or admission from car driver.
- c. Have 364 days to file.

The school bus driver may complete the form, “Report of Vehicle Passing a Stopped School Bus” and submit the form to the Office Associate. All information on this form must be accurate. These reports are forwarded to the police department, which then contacts the owners of the vehicles. School bus drivers also have the option to report the driver to the local magistrate to press charges.

NOTE: When participating in a court hearing for these offenses, it is important that drivers state the following (so that judge knows driver was driving a school bus):

- Driving a school bus.
- Bus is painted yellow.
- Bus is conspicuously marked w/ black letters 8 inches high stating “School Bus” All warning devices were in operation (yellow and red lights, a warning sign with flashing lights, and a crossing control arm) as verified by the pre-trip inspection. (See – [Report of Vehicle Passing a Stopped Bus](#)).

The school bus driver may complete the form, “[Report of Vehicle Passing a Stopped School Bus](#),” and submit the form to the Office Associate within 24 hours. All information on this form must be accurate.

The “[Passing Stopped School Bus Log](#)” is a monthly form that drivers use to track instances where vehicles pass their bus and they do not have the time to gather the information needed to report them

to authorities. This form will be turned in monthly to your lead driver with your pre-trip form.

C-26: Vandalism

All acts of vandalism or theft must be reported to Transportation Services, and the information will be reported to the Police. Damage caused by passengers while riding the bus must be reported to the principal of the school and to the driver's immediate supervisor with the names of the pupils involved if known. A [*Defect Form*](#) should be used when possible. The vehicle should be turned in to Shop, with proper documentation. Once repairs are completed, an Area Transportation Supervisor will work with the school Principal and Shop personnel to seek reimbursement for the repairs.

School bus drivers are to ensure that fire extinguishers, red portable reflectors, and first aid kits are intact. Losses should be reported immediately to the bus shop and items replaced as soon as possible.

C-27: Extreme Weather Conditions

1. During inclement weather (rain, snow, etc.) and during periods of reduced visibility, (rain, fog, twilight, early morning hours, overcast days, etc.) vehicles are to be operated with headlight and clearance lights turned on. Virginia law requires that all vehicles must use headlights while windshield wipers are being used. Vehicles are not to be operated with only the parking lights and/or clearance lights.
2. During periods of extremely heavy rain, vehicles are to be stopped with hazard lights on in a safe location until the rain subsides. Increase normal following distances to allow for adverse driving conditions.
3. Drivers should make the best effort to get the students home. They should only drop off students at designated stops with a clear walking path to their homes. Drivers must not require students to walk through deep or fast-moving water. The driver should inform the Transportation Office of high water/flood zones. If there is any doubt, the driver must contact Dispatch and may be required to return the students to the safety of the school.
4. At no time will any driver cross a portion of road where the integrity of the road surface is uncertain; to include instances in which the roadway is covered with standing or running water. For instances of snow/ice melt as well as ditches overrunning into or across the road and road integrity is not in question, drivers may proceed with caution. In addition, drivers must never go past road closure warning signs. This applies even if the sign is turned in the wrong direction. Drivers must stop and contact Dispatch who will contact the VDOT Operations Center (540-332-9500) for clarification. Dispatch will coordinate with VDOT regarding sign removal as well as road evaluation as to safe passage. If drivers are aware of flood-prone areas, they are encouraged to work with their Lead Driver and parents to establish an alternate meeting point, where practical.
5. Drivers should report flooded road conditions and road closures to Dispatch. Drivers are encouraged to contact parents/citizens to gather information regarding road conditions. Drivers should use good judgment if a "Caution – High Water" sign is in place.
6. Transportation employees will be notified through the normal channels for school closing or delays. If schools are closed, conditions may be reassessed to determine if school buildings can be reopened for after-school activities, community use events, or athletic/scholastic/fine arts competitions or performances. Those drivers performing activity trips should contact the

Transportation Administrator to confirm their trips.

C-28: Winter Storm Parking Procedures

PURPOSE: To develop and implement procedures to consolidate bus parking during winter storms to assist in snow removal and increase effectiveness of operational readiness.

The following is a list of Building Services and Transportation Department planning and procedures needed to increase the effectiveness of snow removal by Building Services in and around bus parking areas as well as improve the operational readiness of our bus fleet during winter storms.

Upon receiving winter storm advisories of a significant weather event, Transportation supervisors will advise drivers that bus parking will be pre-positioned and consolidated at designated areas within each school feeder pattern to assist in clean-up after the storm as well as the resolution of mechanical problems. The following procedures apply for snow removal and bus dispersal after a storm:

- Building Services personnel will:
 - Remove snow/ice from all bus parking areas and bus loops to allow for bus arrival and student loading and unloading upon the opening of schools after a winter storm.
 - Remove all snow/ice from school sidewalks to allow for students, including those with special needs, easy entry/exit into schools upon arriving/departing from schools.
 - Make supplies of salt/ice melt available for use at consolidated bus parking areas as well as fueling sites.

- Transportation Department personnel will assist snow removal as follows:
 - The Fleet Manager will preposition repair personnel at each consolidated parking location to resolve mechanical issues two hours before the start of the school day.
 - Shop personnel will pre-position quantities of salt/ice melt at consolidated bus parking areas as well as all fueling sites for use by drivers to help prevent slips and falls on icy areas.
 - Pre-position and consolidate bus parking at schools within each school feeder pattern upon receiving notification from Transportation supervisory personnel to aid the snow removal by Building Services personnel during/after a winter storm.
 - Vehicle drivers will still be allowed to park at home. Snow removal and operational readiness to return for work will be their responsibility. These drivers may also be allowed to consolidate parking at designated schools in lieu of parking at home.
 - All drivers parked at a consolidated parking location will report to that parking location two hours prior to the start of a school day to assist in snow removal, resolve mechanical issues and dispersal of the buses for the normal home-to-school routes. All buses will be moved from their consolidated parking location so that building services personnel may remove the remainder of the snow.
 - The Lead Driver of the school where the buses are consolidated will coordinate with all drivers parked at that location to ensure compliance with these procedures. Please ensure that Dispatch personnel are notified if problems exist as well as when all buses are dispersed for their normal duties. In addition, please coordinate with shop personnel for resolution of mechanical issues.

The consolidated parking areas are:

- **Albemarle High School Feeder Pattern** – all buses within the Albemarle high school feeder pattern will be parking at the Vehicle Maintenance Facility, Fuel Annex, Baker-Butler Elementary or Hollymead Elementary. The following specific procedures apply to Baker-Butler and Hollymead

Elementary parking.

- **Baker-Butler Elementary** – buses will be parked nose-to-tail along the exterior access road to the rear of the school. This will allow for snow removal within the bus loop. Building services will remove the snow from the front of the first parked bus which will allow for departure to do their morning home-to-school routes. No buses will be parked within the bus loop until after snow removal operations.
- **Hollymead Elementary** – buses will be parked nose-to-tail along the outer exterior of the bus loop. Building services will remove the snow from the front of the first parked bus which will allow for departure to do their morning home-to-school routes. No buses will be parked within the bus loop until after snow removal operations.
- **Monticello High School Feeder Pattern** – all buses within the Monticello high school feeder pattern will be parked at Monticello High School, Burley Middle School or Walton Middle School. The following procedures apply for each.
- **Monticello High School** – all buses will be parked as tightly as possible within the interior of the bus loop. This will leave room for initial snow removal around them allowing the buses easy access for departure for their morning home-to-school routes. Upon departure of all buses, building services will then clear the remainder of the bus loop.
- **Burley Middle School** – all buses will be parked in the lower vehicle parking area behind the school. Building services will remove snow from the front of the buses allowing them easy access to depart for their morning home-to-school routes. No buses will be parked within the bus loop.
- **Walton Middle School** – All buses will be parked in the lower vehicle parking area closest to Red Hill Road. Building services will remove snow from the front of the buses allowing them easy access to depart for their morning home-to-school routes. No buses will be parked within the bus loop.
- **Western High School Feeder Pattern** – all buses within the Western high school feeder pattern will be parked as tightly as possible within the interior of the bus loop at the rear of Western High School. This will leave room for initial snow removal around them allowing the buses easy access for departure for their morning home-to-school routes. Upon departure of all buses, building services will then clear the remainder of the bus loop. Bus parking at other schools within the western feeder pattern will not be authorized during winter storm warnings.

Summary: This is a coordinated procedure plan between Building Services and Transportation personnel. Any changes or additions to this plan must be coordinated with the Transportation Advisory Council. This plan will be incorporated into our Operations Manual.C-29: Emergency Vehicles

C-29: Emergency Vehicles

The driver should use good judgment and not jeopardize the safety of the children.

- When being approached from front or rear by an emergency vehicle (police, fire, rescue)

with a flashing red and/or blue light and/or siren, a school bus must pull to the right side of the road, stop, and remain stopped with hazard lights on until the emergency vehicle has passed.

- If the school bus driver is loading or unloading students when approached by an emergency vehicle at a pupil stop, continue using the traffic warning lights and stop arm, but prevent any more students from getting off the bus or crossing the road.
- After the school bus driver has checked carefully to see that all students are either safely across the road or on the bus, the driver should then cancel the warning lights and stop arm, permitting the emergency vehicle to pass.
- After the emergency vehicle has passed and the school bus driver has determined that it is safe to continue loading or unloading passengers, the warning lights are to be turned on, stop arm extended, and the pupil stop is to be completed. The driver should ensure that other traffic is aware that they are resuming the unloading process prior to allowing students to disembark from the bus.

C-30: Safe Driving Awards

Drivers who operate without a preventable school bus accident during an entire school year will be eligible for a safe driving award. Additionally, employees must drive 80% of required work days to be eligible. This recognition will be awarded to the drivers by the Director of Transportation or their designee.

C-30.1: [Safe Driving Award Guidelines SOP](#) (Accident/Incident/Employee & Student Injury)

The Virginia School Bus Safe Driving Award Program is designed to provide a means of recognizing outstanding accomplishment and better-than-average driving performance. The safe driving award guidelines will include tracking all accidents; incidents, employee injury, and student injury due to driver error. Only accidents/incidents related to driving will count when determining eligibility for the award (See [Safe Driving Award Guidelines SOP](#)).

C-31: Safety Policy and Safety Committee

Safety Policy

The Safety Policy of Albemarle County Transportation Services is designed to comply with the Standards of the Occupational Safety and Health Administration (OSHA).

In addition, the Transportation Department's Safety Policy is:

To have a safe, healthy and injury-free workplace.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the Department.

It is the Department's policy that accident prevention be a primary concern of all employees. This includes the safety and well-being of our employees, subcontractors, and customers, as

well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

Every employee is expected to comply with the Safety Policy as well as OSHA Health and Safety Standards regardless of position within the department.

Student Safety Policy

The Albemarle County Transportation Service will exercise the greatest care when transporting students, whether in a bus or car. ([8VAC20-70-20](#) The greatest care shall be exercised in the transportation of children). We are committed to performing safety evacuation drills with the students ([8VAC20-70-110](#) Pupil rider safety instruction including practice of emergency evacuation drills or fire drills).

Albemarle County Transportation Services is committed...

- To transporting students safely to and from school and activity events
- To having a workplace that is safe, healthy, and injury-free
- To having a safety program that will never be compromised under any circumstance
- To providing training, reviewing our procedures, reviewing accidents/incidents, and maintaining the equipment
- To supporting our Safety Committee by providing them the time, employees, and management commitment needed to reach our common goal of an injury free workplace
- In the event of an injury, we will diligently strive to return the employee back to work when medically possible

Every employee has a responsibility to be safe at work

- Report hazards
- Work toward preventing accidents/incidents

Safety Committee

Purpose

It is the desire of the Albemarle County Transportation Services that every employee is safe and healthy at all times. We believe that a Safety Committee, a part of the state “[Safe Driving Award Program](#),” is necessary in order to achieve safety success. We strive to provide an effective Safety Committee that involves representatives from both management and staff. This written Safety Committee Program is intended to provide the basic, agreed-upon rules that the safety committee will follow. In this way, committee actions will be consistent, understood, and effective.

Administrative Duties

The Deputy Director or designee is responsible for developing and maintaining the written Safety

Committee Program based upon the input from the Safety Committee. The Safety Committee Program is kept at the Vehicle Maintenance Facility.

Purpose of Committee

The intent of the Safety Committee is to review the circumstances behind all accidents/incidents and to make recommendations for preventative actions. If the accidents/incidents are ruled preventable, then this may result in disciplinary action from management. **(The committee DOES NOT decide whether the disciplinary action is appropriate.)**

Goal of Committee

The goal of the Safety Committee is to eliminate workplace injuries and illnesses. We as the Safety Committee will do this by involving employees and managers to help identify hazards. The committee will suggest measures to prevent further injuries and illnesses.

Objectives of Committee

- Protect and preserve the safety of all Albemarle County Students
- Provide safe and efficient transportation
- Maintain a safe work environment for ALL employees
- Promptly review all safety-related incidents, injuries, accidents, illnesses, near misses, and deaths
- Conduct monthly workplace inspections of all facilities

Membership

The committee must consist of at least nine voting members with a quorum of five.

Voting Quorum

Five voting representatives constitute a quorum for each meeting.

Management and employee representatives are selected and will have equal representation from each of the following teams in the department:

- Northern Feeder Pattern
- Southern Feeder Pattern
- Western Feeder Pattern
- SPED Training Assistant
- VMF 1st and 2nd Floor Personnel
- Emergency Responder

Membership on the committee lasts for up to two years and is staggered so that the committee consists of existing and new members at all times. The rotation process will be based upon one- third replacement each year. Committee members will be paid their regular wage during committee meetings, training, and other committee work.

The chairperson duties include:

Official Duties:

Deputy Director

- Schedule regular committee meetings
- Develop written agendas for conducting meeting
- Conduct the committee meeting
- Approve committee correspondence and reports
- Break tie votes

Meetings

To accomplish committee objectives, the Safety Committee will meet bi-weekly. As a committee member, attendance and participation is required. Meetings will begin on time and generally include these items:

- Investigation of ALL accidents/incidents
- Workman's Compensation claims
- Hazard Identifications
- Near miss incidents

All decisions are made by the committee. The committee will present written recommendations for resolving concerns to management. Management will respond in the form of a written recommendation based on the seriousness of the hazard identified.

Incident Investigation

Accidents/incidents can include injuries, illnesses, property damage, and/or near misses. It is essential to do a thorough and proper investigation and follow-up.

Committee members should be aware that many factors (sometimes more than one at one time) may contribute to an accident/incident, including, but not limited to, the following:

- Training
- Procedures
- Hazards and conditions
- Equipment
- The site itself
- Planning
- Communication
- Weather
- Ergonomics
- Fatigue
- Being rushed

If necessary, committee members will convene at the accident/incident scene.

The employee or supervisor of the area involved will make an immediate report of the accident/incident to the Deputy Director or designee and will also fill out an [accident/incident report](#). This report will be forwarded to the Safety Committee which will, in turn, determine which member(s) of the committee will perform the investigation. This report will then be reviewed by the Safety Committee.

Employee Involvement

Our department encourages employees to report safety hazards and submit safety suggestions. All employee reports and suggestions are taken seriously. The committee will review concerns at the next scheduled bi-weekly meeting. The Deputy Director or designee will promptly respond to a report if necessary and will submit the report to the safety committee for review.

Suggestions can be reported in the following ways:

- To the Safety Committee members, Lead Drivers, Area Supervisors, or Key Leaders **(The Deputy Director or designee will forward an initial committee response to the employee within 30 days of the committee review).**

If an employee has questions about the Safety Committee's process or activities, they may contact any member of the Safety Committee.

Appeal Process

- Appeal must be submitted to Lead Driver or the Area Transportation Supervisor
- Appeal must be submitted within three working days of the committee's ruling date **(After three days the appeal will NOT be accepted)**
- The right to appeal does NOT guarantee the decision will be overturned
- Driver must be present on the assigned appeal date, otherwise the decision will remain as is. **(All preventable accidents/incidents will require retraining in the specified area)**

Training

The Deputy Director or designee will make arrangements with department management to schedule Safety Committee training for all new committee members. The Transportation Training Specialist is responsible for conducting training. Training topics the safety committee members will go over includes:

- Hazard identification
- Incident/accident investigation procedures
- Near misses
- Exposures
- Blood borne pathogens
- Fire & life safety
- Chemicals

- Lockout/tag-out
- Confined space
- Ergonomics

Trained committee members will receive certificates that include

- Hazard Identification
- Accident Investigation Procedures

The committee as a whole should receive training in all areas pertinent to the county's exposures, blood borne pathogens, fire & life safety, chemicals, lock out-tag out, confined space, and ergonomics.

Recordkeeping

The Office Assistant is responsible for maintaining records.

Program Evaluation

The committee reviews the written Safety Committee Program and the activities of the safety committee yearly. The review is intended to ensure that the ground rules meet member approval and that the safety committee is functioning as intended. Committee members will consult employees to assess their views on the program's effectiveness and to identify any problems.

Specific items evaluated include

- Membership
- Processes
- Guidelines/Procedures

Forms

The following forms and documents are included for reference below:

[Accidents/Incidents Form](#)

[Accident/Incident Reporting and Investigation Plan](#)

[Employee Retraining Form](#)

[Safety Committee Decision Form](#)

[Safety Committee Appeal Form](#)

[Safety Committee Preventable/Non-Preventable Ruling Form](#)

C-32: Passenger Illness or Injury

Any injury or complaint of injury reported by a passenger on the bus as being school bus-related (falling, being pushed, injured at the bus stop, etc.) is to be reported to the employee's direct supervisor and to the appropriate school principal. (See – [Report of Student Injury Occurring on School Bus.](#))

In case of serious illness or injury of a person, the driver should notify Dispatch. The driver should give the bus number, location, and name of the child, name of child's parents, child's phone number, and attending school.

The driver should know the contents of the first aid kit and what to do with them. The driver should be sure that the first aid kit is in the bus and that it is well supplied.

C-33: Viral GI Response Procedure

PURPOSE: Implement procedures to protect the employees and students of ACPS if there is a sick student on the bus.

The following is a list of Transportation Department procedures and educational information needed to increase safety awareness of the hazards involved with viral gastrointestinal (GI) illnesses, and how to clean up the buses as well as protect our personnel and students. The following responsibilities and procedures apply:

- The Transportation Fleet Manager will:
 - Procure and stock sufficient quantities of safety equipment, i.e. rubber gloves, masks, clean-up absorbent material and disinfectant.
 - Provide each bus/car driver with protective equipment and sufficient quantities of clean-up materials.
 - Monitor absorbent storage at our fueling sites and replenish when necessary.
- The Transportation Training Specialist will:
 - Incorporate these clean-up procedures into training materials for each bus/car driver.
 - Develop a hand-out for use in student awareness training on proper bus procedures as well as use of vomit bags.
- All bus/car drivers will:
 1. Properly store and use safety equipment, i.e. rubber gloves, masks, clean-up materials and disinfectant.
 2. Store small bags on the bus for use by students to collect vomit.
 - Dispose the waste from clean-ups in accordance with OSHA procedures.
- Dispose of infectious waste or waste containing blood pathogens as regulated waste. Take it to the VMF and place it in regulated waste containers. If the incident is on a bus at a school, dispose of waste at the nurse's station in proper regulated waste containers.
- Place normal clean-up waste material in dumpsters at the fueling sites.
 - If a vomit or diarrhea incident occurs on the bus on the way to school, notify dispatch to advise the school administration so that all students on the bus are required to wash their hands. In addition, dispatch will advise the school to have a custodian meet the bus to assist in clean-up.
 - In the event that custodial staff is unavailable, drivers should follow the following procedures:
- Notify dispatch if open.

- Pull the bus over to a safe location.
- If students are on the bus, advise them to move away from the incident.
- Gather clean-up materials.
- Use personal protective equipment.
- Apply “vomit absorbent.”
- Sweep up material and place it in a bag.
- Spray Ready To Use disinfectant if available.
- Rinse the area by mopping if possible. If no water or mop is available, keep all students away from the area until custodial help is obtained.
- Albemarle County Public Schools [SOP-VGI-01, Viral GI Response Standard Operating Procedures \(SOP\)](#) is attached for additional information.

Summary: Any changes or additions to this plan must be coordinated with the Transportation Advisory Council. This plan will be incorporated into our Operations Manual. (See [GI Response SOP](#)).

C-34: Firearms, Weapons & Explosives

1. *Current Virginia Law*

Section [18.2-308.1](#) of the Virginia Code prohibits the possession of firearms, stun weapons and other such weapons on school property. Possession of knives, stun weapons and other such weapons on school property is deemed a Class 1 misdemeanor, and possession of a firearm on school property is deemed a Class 6 felony, pursuant to Virginia Code § [18.2- 308.1](#)

There are certain exceptions in the Virginia Code regarding the possession of firearms or weapons on school property, though such exceptions would rarely apply to school buses. Please contact your supervisor if you have further questions.

2. *Other weapon as determined by Virginia Law [18.2-308\(A\)](#) which are prohibited from school property:*

- a. Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material.
- b. Any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack.
- c. Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain.
- d. Any disc, of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.
- e. Any weapon like kind as those enumerated in this subsection.

3. *School Board Policy*

There are “[Standards of Conduct](#)” for Albemarle County Public School employees specified in the

School Board Policies. School Board Policy [GBC-R-B20](#) outlines examples of unacceptable conduct which include possession or use of alcohol or controlled substances, unauthorized use of firearms, dangerous weapons or explosives on the job.

4. Responsibility

Drivers must not possess any weapon as defined by law on VMF or school property including the school bus. Drivers are also responsible for reporting students that possess any device that can be considered to be a weapon and must also turn in to management staff any weapon found on the bus.

Policy

Violation of the law and/or School Board Policy stated above will result in disciplinary action up to and including termination.

C-35: Restricted Substance Protocol

As stipulated by the Albemarle County School Board, every student has a right to a quality education in an environment that is conducive to learning and free of disruption. In addition, every student has the responsibility not to deny that right to others. Standards of student conduct are designed to define the basic rules and major expectations of students. School District employees are required to enforce those standards and expectations.

One standard is that students shall not possess, use, or be under the influence of “restricted substances”. Nor shall students possess drug related paraphernalia. Principals have the final responsibility for discipline of the students in their jurisdiction; however, Transportation employees play a key role in enforcing these standards.

Restricted substances are defined as: alcoholic drinks, marijuana, synthetic marijuana of any kind, narcotic drugs, hallucinogens, stimulants, depressants, inhalable glue, paint and similar materials, anabolic steroids, and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package. This also applies to “anything that a student represents to be a restricted substance or which a student believes is a restricted substance.”

If a Transportation employee observes a student possessing, using, or being under the influence of a “restricted substance,” or possessing drug related paraphernalia, it is important to report this observation to the student’s Principal or Assistant Principal immediately. Effective action can only be carried out if the student’s Principal or Assistant Principal is informed of a possible violation as soon as it is suspected.

Transportation employees do **not** have the right to search students. School administrators, however, do have the right to do so in certain situations. In order to preserve evidence and to make investigations and enforcement actions more effective, it is important that the student’s Principal or Assistant Principal be informed of a potential violation of this protocol as soon as practically possible. The Transportation employee should specifically note which area of the bus or group of students may be involved, excluding those that are not.

Transportation employees do have the right to confiscate unauthorized materials that they observe in a student’s possession that are dangerous to the health or safety of students or school personnel. In

order for an individual search and seizure to be justified, the Transportation employee must have reasonable suspicion that the student has violated or is about to violate the law or a School Board Policy and that the search will yield evidence of the violation. See Search, Seizure, and Investigation ([ACPS policy JFG](#))

Transportation employees must use good judgment. If possible, the students should not unnecessarily be made aware of the Transportation employee's suspicions (unless the employee judges that other students are at risk). When traveling from home to school, the employee should call dispatch on the radio and request that the student's Principal or Assistant Principal meet the bus upon arrival. All of the students should remain on the bus.

If an incident occurs on the school-to-home route in the afternoon, the employee should be prepared to drive the bus back to school. The driver should then discreetly call dispatch and make staff aware of the bus's turning back and to ask dispatch to make sure the Principal or Assistant Principal will be present at the school. Dispatch can also receive instruction from the Principal or Assistant Principal on how to proceed if neither the Principal nor Assistant Principal is still at school and whether dispatch should contact parents to let them know the bus will be delayed. The Transportation employee should tell the students that the vehicle must return to school for safety reasons.

If a restricted substance is discovered in the vehicle after the students have disembarked, in the morning the Transportation employee should stay at school and notify the Principal or Assistant Principal immediately. The substance should be left on the bus where it was discovered. If a restricted substance is discovered at the end of the work day, the Transportation employee should contact dispatch and ask them to call the non-emergency number of the Albemarle County Police Department (434-977-9041) and wait for an officer to arrive. If dispatch has gone home for the day, the Transportation employee should call the police and also call a Transportation supervisor or manager as soon as possible. Calling the police protects the employee and also maintains the chain of custody of suspicious substances or paraphernalia. If a supervisor or manager cannot be contacted directly, the main Transportation number (434-973-5716) can be called after hours and the answering service will contact a Transportation manager who will then call the employee. If the employee is unable to make the phone calls described above, the employee should move to the nearest safe location practical to make phone calls.

If instead of finding a restricted substance the Transportation employee suspects that a student is under the influence of a restricted substance, it is equally important to immediately contact the student's Principal or Assistant Principal. The Principal or Assistant Principal may enlist the assistance of the school nurse at his or her discretion. The employee should also notify his or her supervisor of the situation. If the driver is on route and feels that a student may need medical attention, they should contact Dispatch immediately.

Transportation Employee Training: Discovery of Restricted Substance Protocol

Substances are defined as:

- alcoholic drinks
- marijuana or synthetic marijuana of any kind
- narcotic drug
- hallucinogens

- stimulants
- depressants
- inhalable glue, paint, permanent markers, and similar materials
- anabolic steroids
- prescription drugs not taken according to the prescription or directions on the package
- non-prescription drugs not taken according to the prescription or directions on the package

This also applies to “anything that a student represents to be a restricted substance or which a student believes is a restricted substance.”

You **do not** have the right to search students however school administrators do in certain situations.

You **do** have the right to confiscate restricted substances observed in a student’s possession if it... does put other students at risk and does not put the driver at risk for contact with the substance.

The Transportation employee should not get involved in, nor create a hostile situation.

Example: a driver would probably confiscate alcohol or marijuana but may choose not to confiscate a white powder when not knowing what it is. When confiscating a restricted substance, the driver should request that the student come to the front of the bus, to minimize discussion of the situation in front of other students and so that the bus camera can capture the interaction. Here are some steps you should follow:

- Specifically note which area of the bus group of students may be involved, excluding those that are not.
- Preserve evidence to make investigation action more effective, notify the student’s Principal or Assistant Principal as soon as practically possible.
- When traveling from home to school: - call dispatch on the radio and request that the student’s Principal or Assistant Principal meet the bus upon arrival. All of the students should remain on the bus.
- When traveling from school to home: - drive the bus back to school, discreetly call dispatch to let them know that they are turning back and to ask dispatch to make sure the Principal or Assistant Principal be present.
- Tell the students that the vehicle must return to school for safety reasons.
- Prescription and OTC medication – if being controlled properly by the student do not confiscate. Notify the Lead Driver, school staff, or school nurse.

If substance is found after the students have disembarked:

In the AM - stay at school and notify the Principal or Assistant Principal immediately. Leave the substance where it was discovered.

In the PM - contact dispatch and ask them to call the non-emergency number of the Albemarle County Police Department (434-977-9041) and wait for an officer to arrive. If dispatch has gone home for the day, call the police and call a supervisor or manager. Calling the police protects the employee and also maintains the chain of custody. (If a supervisor cannot be

contacted directly, call the main Transportation number (434-973-5716) and the answering service will contact a Transportation manager who will then call the employee. Employees are encouraged to store these phone numbers in a readily accessible location. If instead of finding a restricted substance the Transportation employee suspects that a student is under the influence of a restricted substance, it is equally important to immediately contact the student's Principal or Assistant Principal and the school's Lead Driver. The Principal or Assistant Principal may enlist the assistance of the school nurse at his or her discretion.

C-36: Bus Strobe Light Usage

Drivers will activate strobe lights while transporting students to and from school during daylight hours. According to VA Code, these lights "shall be lighted while the bus is transporting school children during periods of reduced visibility caused by atmospheric conditions other than darkness (fog, rain, snow, or other inclement weather). These may also be lit at other times while the bus is transporting school children". Strobe lights may **not** be utilized simply because of darkness, whether or not students are on board. In cases of inclement weather, rain, snow, or fog, lights may be used whether it is dark outside or not.

C-37: Bus Equipment

The driver is responsible for reporting to Shop any replenishment of used supplies from a first aid or spill kit. The driver should immediately report any use of the first aid or spill kit to the Shop.

Fire extinguishers will be inspected monthly for serviceability by the Lead Driver or designee. Drivers should check the fire extinguisher daily, during the pre-trip inspection and report any deficiencies to Shop. Drivers should also notify Lead Drivers regarding monthly fire extinguisher inspections as needed, to ensure compliance. The Transportation Routing and Trips Manager is responsible for fire extinguisher monthly inspections for all buses assigned to activity drivers. The Fleet Manager is responsible for fire extinguisher monthly inspections for all other buses not assigned to a driver. Fire extinguisher inspections will be documented on the extinguisher service tag with the inspector's initials and the date of the inspection. Any unserviceable fire extinguishers will be reported immediately to the shop personnel and replaced before any transport of students. The Fleet Manager must approve installation of any personal accessories not issued by the Shop on a county vehicle.

C-38: VDOT Request Procedures

When in need of VDOT assistance in dealing with a road hazard, all requests will be made via a single VDOT online account maintained by Dispatch. Please contact Dispatch directly for Urgent requests (tree blocking roadway, road washed out or flooded, traffic signals malfunctioning, etc.). Please fill out the [VDOT Request form](#) for Non-Urgent requests (tree limbs need trimming, potholes need filling, etc.) and turn in the form to your lead driver/supervisor.

The new VDOT Request form needs to be filled out completely. Select one of the three main categories for repairs (Road Repaired, Something Removed from Road, or Signs/Signals/Guardrails Repaired) then select the sub-category for the specific issue you are reporting. The location for the repair must also be noted, including city and zip, address, and cross street or intersection. Turn in the form to your lead driver/supervisor who will submit it to Dispatch. Lead drivers/supervisors, if possible, take a clear picture of the form to send to

Dispatch rather than making a special trip to turn it in.

If you are involved in an accident/incident related to a road hazard (tree limbs breaking a mirror, for example), please fill out the VDOT Request form and turn it in to your lead driver/supervisor. Attach a copy of the form with your accident/incident report.

C-39: Child Reminder Safety Switch

This switch is designed to protect students from serious injury or death as a result of the student being left on the bus without the driver's knowledge. The switch must not be intentionally disabled. If the switch is not working properly, this must be reported to the shop immediately. The bus driver must go to the back of the bus and press the switch even if the switch is not operating properly (and report this immediately). Not using the switch properly is a serious safety issue.

C-40: Students Transporting Personal Belongings

As stated in the "[Family Guide to Transportation](#)," any object that is to be transported on a school bus must be able to be held in the student's lap. The aisles on the buses may not be blocked under any circumstances nor may there be objects on the bus that are not secured. Examples of items allowed on the bus include: baseball bats, field hockey sticks, lacrosse sticks, medium-sized or smaller musical instruments, fishing poles without hooks, and skate boards. Items not allowed on the bus include balloons, large musical instruments, glass objects or containers not stored in the backpack. An accommodation may be made for larger items if another student is not sharing the seat. The item must be in the student's control at all times.

C-41: Mandatory Reporter (See [ACPS Policy GAE](#))

Reporting Requirement Every employee of the Albemarle County School Board who, in the employee's professional or official capacity, has reason to suspect that a child is abused or neglected, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to:

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred; or
- to the Virginia Department of Social Services' ("Department") toll-free child abuse and neglect hotline.

If the information is received by a teacher, staff member, intern, or nurse in the course of professional services in a school, such person may, in place of said report, immediately notify the principal of the school, or designee, who shall make such report forthwith. If the initial report of suspected abuse or neglect is made to the principal of the school, or designee, pursuant to this subsection, such person shall notify the teacher, staff member, intern, or nurse who made the initial report to the Department's toll-free child abuse and neglect hotline, and of the name of the individual receiving the report, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

C-42: Threat Assessment (See [Alice Training](#))

Section D: Efficiency / Customer Service

D-1: Assignment of New & Spare School Buses

In August of each year, the Fleet Manager in coordination with routing personnel and consideration of operations needs will assign buses to the required routes based upon the following:

- Number of students versus bus capacity.
- Bus mileage versus route mileage as buses may need to be rotated to extend service life.
- Documented needs of students, i.e. air conditioning, etc.
- Any mandatory driver reasonable accommodations (if any).
- Vehicle handling and maneuvering restrictions.
- Determine through the [equity checklist](#) (when possible) appropriate assignments with both student and driver equity considered.
- Performance concerns pertaining to the driver (ie: excessive absence, poor performance reviews, etc) ***ATS's will help determine***
- Driver's safety record (preventable vs non-preventable accidents/incidents)

D- 2: Assignment of Drivers & Assistants to Routes

D-2.1 Assignments between School Years

In August of each year, ATS's assign drivers to routes for the new school year. Drivers are assigned to routes based on students' needs and the driver's geographical proximity to the route, but the needs of the school division holds the highest priority in such decisions. ATS's review the request forms of returning drivers and fill vacancies while balancing the needs of the School Division. Employees are to fill out the necessary Route Change Request Form (see [Route Change Request Form](#)) to request a route change.

D-2.2 Assignments during the School Year

Routes may be reassigned during the school year due to employee turnover (resignation, retirement, termination, etc.) or reassignment. School bus drivers and assistants who wish to be considered for a change in route assignment shall file a written request with ATS's. These forms must be updated on an annual basis, or as driver preferences change. The form must be updated annually, as routes are revised and bus assignments change on an annual basis. The voluntary reassignment or transfer should include the consideration of the following, but the needs of the School Division hold the highest priority:

- Student needs
- Availability of a vacancy
- Seniority
- Deadhead mileage on buses or cars
- Satisfactory evaluation of performance
- Hardships imposed by not granting the request
- Incompatibility with other school or Transportation personnel
- Department/Division operating constraint

D-2.3 School Bus Assignments

The following steps are followed before a driver is assigned to a bus:

- 1) Route Design: Routing first identifies the route, student capacity, and the miles each route will travel daily.
- 2) Year of the Bus: The bus year is reviewed to include the mileage and bus style as well as the geographical area where we need to assign the bus. (Some buses cannot be driven in certain locations.)
- 3) Bus Trade-In Readiness: Before buses are traded as part of our 16-year replacement cycle, the department ensures the miles are at 200,000. Data shows that at 200,000 miles, maintenance costs increase.
- 4) Medical Accommodations: Student and driver medical accommodations are taken into account when the bus is assigned to a route.
- 5) Seniority: Drivers with less than two years of CDL experience are not assigned to new buses (unless there is a student/driver need). Accident/Incident data shows that employees with less than 2 years of CDL experience cause 45% of preventable accidents.

Once the above factors are considered, a bus is assigned to a particular route.

D-3: Parking Locations and Vehicle Liability

D-3.1 Designated County Vehicle Parking Locations

Parking locations for all student transportation vehicles including regular and, SPED Bus and, Van Drivers will be assigned and approved by the Transportation Director or, designee. The primary factor in assigning overnight and mid-day parking locations is to minimize deadhead miles. What are deadhead miles? That's when there are no students on board. When parking the bus at home is approved, drivers are responsible for the upkeep of the parking location and ensuring safe and legal parking facilities for their assigned vehicle. The Fleet Manager or designee, will assist drivers in determining adequate and legal parking areas.

Our standard parking locations will be at an ACPS facility. However, each assignment will be vetted out to determine the best parking location. Drivers may request an alternate parking location at any time during the school year by submitting a written request to the Transportation Office through the Lead Driver and ATS. Written approval must be granted by the department for any changes in the overnight and mid-day parking locations.

Alternate parking locations will only be approved if a safe parking location is available and meets the following criteria;

1. The requested location is within **15 miles** of the first stop in the morning or last stop in the evening

OR

2. The requested location is within a closer proximity to the first stop in the morning, or last

- stop in the evening than nearest default parking location pending **available space**.
3. In the event a driver is asked by the department leadership to take a route in an area of high need, leadership may approve a parking location outside the above listed criteria as an incentive and, to not cause undue hardship to the employee.
 4. The requested location will be site inspected to ensure it is safe/secure and has sufficient room for vehicle parking.

If a route changes through no fault of the driver, after the start of the school year, which placed the first or last stop outside of the criteria above, the driver will be allowed to keep their parking location through the current school year. Temporary changes to parking locations should be coordinated with the employee's immediate supervisor and ATS. Permanent parking changes should be coordinated and communicated with Lead Drivers, particularly when drivers are parking at a school that is not included in their bus route. Should a driver request and ultimately change their route during the school year, their parking location will be reviewed based upon their new route using the above criteria.

D-4: Fueling County Vehicles

Buses and cars are to be refueled at the nearest fueling service facilities to approved parking locations or route terminals. Fueling should occur at the time that the vehicle is in closest proximity to the fuel site, and backtracking to obtain fuel should be avoided when possible. The driver must make sure that the proper type of fuel is used.

The driver should make every effort to never allow the fuel level to fall below one-half of a tank.

During fueling, the following precautions must be followed (See [Fueling Precautions](#))

D-5: Returning a Spare School Bus

Before transporting students with a spare bus, the driver must perform a complete pre-trip inspection. When a spare bus is used, it must be returned clean. When a driver checks out a spare bus and finds it dirty, this should be reported to the Parts & Service window before leaving the shop.

When returning a spare school bus, the driver will top off the tank, clean and sweep the interior and clean the exterior. Keys should be placed in the battery box. The mileage and written notification of any problems will be submitted to the bus shop at the parts & service window or via [Defect Form](#). Upon arriving at the VMF, the driver should radio Shop to request that someone come out to inspect the bus that is being returned. The driver should stop the bus just prior to entering the upper (service) parking lot to wait for inspection (referred to as the "white line"). The bus should then be parked as directed by Shop personnel.

D-6: Personal Equipment

Personal radios and stereo equipment are not to be installed on buses without the approval of the Fleet Manager. The bus shop will remove any/all installed personal equipment. The Transportation Department is not responsible for the personal property of employees stored or left on transportation vehicles at any time.

D- 7: Routing and Planning Standard Operating Procedures

Parents will often request changes to bus stop locations, often for their convenience. Drivers are not to change bus stop locations or add bus stops closer to pupil residences without clearance from the Routing Team. Such requests should be discussed with the driver's immediate supervisor, including requests that may come from the school.

ACPS Transportation Routing and Planning Standard Operating Procedures

****This list is not exhaustive, but represents the guidelines that we adhere to in routing and scheduling and includes federal, state, and local policies.**

Placement of Bus Stops:

1. Bus stops will be placed on public roadways as much as possible. Ride times for students will be shorter if buses are kept on the main arterial and avoid traveling side streets.
2. ACPS will not enter an individual's private property without permission. We do enter neighborhoods that are designed as private or sub-divisions if it can be avoided. If the community complains about the bus traffic, we will remove our buses unless the homeowner's association grants permission for school buses to travel the roadways within it.
3. Elementary age students may walk up to 1 mile to the designated stop. Secondary age students may walk up to 1.5 miles to the designated stop.
4. Approximately 50% of our bus stops are at private houses, while 50% of our bus stops are centrally located, or neighborhood stops. This is due to the specific geography and road structure of our county. We do not place stops at individual houses unless there is no safe walking path to a more centrally located stop.
5. Routing attempts to place neighborhood stops as much as possible in order to be more efficient, to reduce ride times for students, to assist with local traffic, and to reduce risk factors associated with loading and unloading students.
6. Corner stops or stops at intersections are more visible to drivers than house numbers. Traffic controls, such as stop lights or signs, are located at corners. These tend to slow down motorists at corners, making them more cautious as they approach intersections. Impatient motorists are less likely to pass buses at corners than along a street. Corner stops allow ample time for the driver to activate traffic warning lights.
7. Ride times are shorter if buses are kept on the main arterial and avoid traveling down side streets. If there is not ample space for students to wait, or if there is another safety concern, stops will be placed away from intersections in order to reduce risk for students (standing too close to traffic in an intersection, cars cutting too close to the edge of the road, etc.).
8. Because of the geography of our county and the large number of gravel roadways, country roads, or uneven terrain, there may be a limited number of areas where a bus cannot travel. In these circumstances, we will ask parents to meet us at a nearby school or at the closest safe location to meet the school bus.
9. Routing will generally avoid placing stops and turn-around locations in cul-de-sacs so that buses do not become obstructed by local vehicles or other hazards and to avoid

additional backing.

10. Bus stops for Special Needs Students are placed according to IEP requirements and fall under separate guidelines.

Safety Criteria - Virginia Code (See [Article 14, School Busses](#))

1. VA Code requires that all school buses in operation are scheduled to maximize safety and efficiency. The schedule should show the time the bus starts in the morning, the time it leaves each point at which pupils are picked up, the time of arrival at each school, and the time of drop off at home in the afternoon. A copy of such a schedule should be kept on the bus.
2. Bus drivers should have sufficient visibility along the roadway to the stop. If there is not ample visibility because of a curve or a hill, the Routing Team will send a request to VDOT to place a "school bus stop ahead sign" sign before the stop. VA Code requires that drivers activate their school bus warning lights at 100 feet before a stop on a roadway of less than 35 MPH and that drivers activate their school bus warning lights within 200 feet before a bus stop on a roadway of 35 MPH or more.
3. VA Code requires that stops be made only at designated points. All stops must be made in the right travel lane.
4. VA Code requires that on a divided highway or highways of five lanes or more, students must be picked up and dropped off on the side of the road on which they live.
5. Pupils who must cross the road shall be required to walk to a point 10 feet or more in front of the bus, stop before reaching a position in line with the left side of the bus and wait for a hand signal from the bus driver before starting across the highway.
6. School bus routes, school sites, and safety of pupils at designated school bus stops shall be reviewed at least once a year and as changes occur.

** School Board Policy [EEAB](#) covers Routing and Scheduling, for additional information.

Additional Safety Guidelines that Reduce Risk

1. Door-side pickup/drop-off

We are not able to route buses so that all children can board the bus on the door side. Students are to wait on the side of the street where they reside. Students and parents shall also take actions to reduce risk. When students must cross a roadway to get home, for example, they should take five steps out from the bus and five to ten steps forward, and look at the bus driver (looking, listening, and waiting for the driver's motions). When all traffic is stopped and it is safe to cross, the driver will signal the student to cross. The student should move quickly and cautiously.

2. Bus Stop Safety

Parents/guardians are responsible for the safety and conduct of their student prior to the arrival of the school bus at the designated stop. We are unable to make bus stop changes to relieve parents of this responsibility.

3. There may be more than one bus stop in one neighborhood, subdivision, or apartment

complex that falls within our walk criteria. This is normally done when we must accommodate large numbers of students.

4. For the safety of our students, drivers are not authorized to drop off preschool or kindergarten children without a parent/guardian or authorized adult to receive them at their bus stop. Students who are not met by a specified adult will be returned to school.

Efforts to be Efficient

1. Minimizing the number of stops a bus goes to reduces costs for fuel, wear and tear on buses, and route time.
2. The length of the bus ride is determined by the distance of the routes from school and the number of stops made. The Transportation Department tries to keep ride times under 60 minutes in length for elementary age students and under 90 minutes in length for secondary age students, when possible.
3. It is not possible to provide bus stops that are within sight of all student's homes. Bus stops are not added because a bus is routed past a student's home. The high frequency of stops made by the bus creates impatient motorists, increasing the risk of vehicles passing the school bus. Bus stops are not modified to accommodate a "single student stop" if other students who are routed to the stop are not riding or ride infrequently. Stops are made for efficiency and to accommodate other students who may move into the neighborhood.

Additional Concerns

1. **Walking path:** The walking path to a bus stop should have sidewalks OR the roadway should be wide enough to accommodate foot traffic. The posted speed limit should be 35 MPH or lower on these roads (with no sidewalks).
2. **Turn-arounds:** The geography and roadways of our county require that school buses turn around along a route. In all cases, a safe location will be used to turn the bus around, preferably in a space wide enough that backing is not required. In the absence of these places, bus drivers may need to use backing maneuvers to turn the bus around. Backing is allowed at bus stop locations; however drivers must pick up students before any backing takes place (in the morning) and must back before dropping students (in the afternoon). Drivers must back into the turn-around or bus stop and not onto the main roadway.. Cul-de-sacs are avoided as turn-around locations
3. **Construction or road closures:** may warrant that a bus stop be temporarily moved, but may not constitute a permanent change.
4. **Sex Offenders:** School bus stops will not be located in front of a sex offender's residence (within 100 feet per VA Code [18.2-370.2](#)). It may not be possible to avoid an offender's house entirely and students may need to walk past the residence to get to the stop.
5. **Weather:** School may be canceled due to weather including flooding or snow. If school is in session, the designated bus stop should be used or the driver will arrange for the alternate pick up place in advance.
6. **Other unusual hazards:** Stops are not placed based on hazards out of the control of transportation such as wild animals, lack of parent or guardian presence, or suspected

criminal activity. In these instances, parents or guardians are responsible for the safety of their child and should take the appropriate action.

At the beginning of the school year, all drivers and assistants will be given a “Route Review Form” to complete and fill out during the first two weeks of school. Upon completion of the forms, the Routing and Planning Department will analyze routes and make changes based on driver feedback or provide reasoning for keeping the route/stop the same. The “School Bus Stop Evaluation Criteria” form should be used whenever a new bus stop is added or as any other changes occur. If a parent or citizen calls with a concern about a school bus stop and when a driver raises a concern about a stop that has not been evaluated previously, the “School Bus Stop Evaluation Criteria” form should be used. (See [Route Evaluation Form](#) and [School Bus Stop Evaluation Form](#)).

D-8: Manifests and Rerouting

All school bus drivers must keep an up-to-date route manifest in a secured location in the vehicle not visible to the public. The driver must follow the manifest and not make any changes to the route without involving the Lead Driver and Transportation Routing Office. Special Needs Drivers must update their route manifest and route directions as their ridership changes and ensure that Lead Drivers are aware of the changes as well.

A reroute is defined as either driving in the opposite direction than that stated on the manifest, or traveling on a road not listed on the manifest. Drivers that frequently reroute due to a lack of students may obtain blanket approval for such specific reroutes from their Lead Driver. An email documenting this approval shall be sent to Dispatch each school year. It is not necessary to contact Dispatch on the radio for these approved reroutes. If there is an unexpected road closure, Dispatch will announce on the radio the specific location and authorize all drivers to reroute in the affected area. Dispatch will also announce potential hazards to avoid on alternate routes. All other reroutes must be approved by Dispatch over the radio.

D-9: Summer School Routes

An email is sent out via the Transportation Routing and Trips Manager advising those individuals who are interested in driving for summer school to inform the office. Responding to this email that you are interested in driving does NOT guarantee that you will.

We consider several criteria to offer routes to drivers, with proximity of drivers to bus route and school location and employee performance (multiple factors, including annual evaluation) having the most importance.

Drivers and assistants are expected to arrange for their own substitutes for planned absences during summer school. They must inform Dispatch of their absence and the name of the substitute at least 48 hours prior to missing their assignment. The Dispatch office maintains a list of substitute drivers and assistants that may be contacted by the driver or assistant. Unplanned absences due to illness or unforeseen circumstances should be called in to Dispatch immediately, as the window of time available to have substitutes in place is limited.

D-10: Bus-Idling Guidelines

The engine may be idled for the purpose of start-up for a period of up to ten consecutive minutes when the ambient temperature is **more than 32°F (0°C)** and/or the air pressure on the vehicle brakes has reached the proper operating PSI.

The engine may be idled for the purpose of start-up for a period of up to ten consecutive minutes when the ambient temperature is **less than 32°F (0°C)** and/or the air pressure on the vehicle brakes has reached the proper operating PSI. Buses are allowed to idle up to a maximum of 20 minutes in order to de-ice their bus windows.

Buses that are parked nose-to-tail should not be idled in school parking areas while waiting to load or unload students. If buses are parked nose-to-tail at the school, no buses should be running within 5 minutes of student dismissal. If buses are parked side-by-side only in the bus loop, all buses may start their buses 5 minutes prior to dismissal and are allowed to run during student loading operations when the temperature is warm/hot. Drivers should consult Lead Drivers if clarification is required. Lead Drivers must develop an idling plan for their schools in addition to their operational parking plan that will protect the health of employees and students during student loading/unloading operations within bus loops. Idling to keep the bus cool may be a requirement if it is in a student's IEP/504 plan. Initial plans and any subsequent changes must be reviewed and approved by the Transportation Routing and Trips Manager.

The purposes of these practices are to:

1. Reduce fuel consumption.
2. Reduce engine wear.
3. Protect the health of employees, students and citizens through reduction of harmful vehicle emissions.

D-11: Authorized Use of County Vehicles

The use of school buses, cars, and vans, is limited to the transportation of school children to and from school and other activities as approved by the Department. School buses, cars, and vans, are not to be used as primary transportation for conducting personal business.

Should a driver lose part of their route(s) temporarily due to students being taken off the route permanently or temporarily (eg. long-term illness), the driver must notify their immediate supervisor and also advise Dispatch to see if other work is available (See ACPS [Policy EEBA](#))

Off-Route Driving Protocol:

The Albemarle County School Board has policies in place that direct county employees how to operate county vehicles in a compliant manner. The School Board's policies are written in a general form so that they can be applied across all of the ACPS departments. This protocol creates specific guidelines for Transportation employees to follow so as to be in compliance with County and Department policies. This protocol is not intended to address issues relating to necessary re-routing due to either road conditions or student ridership. (See [Off-Route Driving Protocol](#))

D-12: Field & Athletic Trips

School principals are to use “[Trip Tracker](#)” software to request their trips. If not covered by an activity driver, the Transportation Trips Administrator will work with the Lead Driver of the requesting school to select a driver. When Lead Drivers are tasked with securing drivers for a trip, they should coordinate with other Lead Drivers, beginning in their own feeder pattern. Once a driver has accepted a Field Trip or Athletic Trip assignment, they must complete all assigned aspects of the trip, as scheduled, unless advised otherwise by either the Transportation Trips Administrator or his or her Lead Driver. In addition, assigned drivers are responsible for on-time departure/arrival/return and for keeping track of changes to field trip details, to include scheduling changes and maintaining any necessary paperwork. In the event that an unexpected circumstance occurs that would prevent the assigned driver from completing the trip successfully, such as an illness or absence, they must notify the Lead Driver at the school from which the trip originated or the Transportation Trips Administrator immediately, so that arrangements can be made to accomplish the trip. Field Trips are assigned under the following procedures and priorities:

ACTIVITY DRIVERS:

This is their main duty. These drivers will have priority for all field and athletic trips. Due to their experience, they may also be assigned as field coordinators when trips are made with multiple buses.

HOME-TO-SCHOOL DRIVERS:

These drivers are assigned midday trips that do not conflict with home-to-school duties. These are assigned through their lead driver on a rotational basis. These drivers may also be used on athletic or weekend trips based upon their experience level.

FLEX DRIVERS:

These drivers are used primarily for weekend trips and athletic trips if they can be relieved from home-to-school assignments.

SUB-DRIVERS:

These drivers are used for trips that other drivers are unable to do because of trip times or scheduling issues.

LEAD DRIVERS:

These drivers are used as the last priority when no other drivers are available.

Drivers or assistants may not use any type of leave to cover time away from regular duties to perform field trips. No activity trips should be discussed with students until the appropriate administrator has approved the trip. Each school bus must have at least one responsible adult on board as a chaperone, unless exceptions have been approved in advance by the Transportation Trips Administrator. In the event there will not be chaperones on a trip, the Transportation Trips Administrator will indicate that there are zero (0) adults on the trip and will include an explanation in the notes of the trip ticket cover sheet.

When more than one school bus is used for an activity trip to the same destination, all buses will remain together for the duration of the trip. Drivers are encouraged to use the “Talk Around” channel (a short range transmission) on the two-way radio system to communicate with one another while on out of service area trips. The “Talk Around” channel is an open frequency that can be picked up by anyone. While in the service area, drivers should use the County frequency channel. School bus

drivers and sponsors are mutually responsible for notifying the school and Transportation Services of any significant delays in returning from an activity trip. Pay for activity trips will be in accordance with the driver's current wages. Drivers are required by law to provide an emergency briefing to the pupils and sponsors of the location of the required emergency equipment and exits in a bus prior to the beginning of the trip. Drivers shall ensure that a roster of all students on board the bus is available, in case of emergency, and that cell phone numbers are exchanged between driver and teacher. The teacher, coaches, and/or chaperone are responsible for the behavior of the students on the school bus. Upon arrival at the destination, the driver should remind teachers of the time of departure necessary for arriving back at school on time. NOTE: Drivers are held accountable for NOT arriving at school on time.

All rules governing the safety and behavior of students are in effect during activity trips. Drivers should remember that standees are not permitted. All passengers must be safely seated on seats before the bus is permitted to move. Under no circumstances are passengers allowed to sit on floors or aisles, use the driver's compartment area, step well, or sit on laps of other passengers. Coolers, athletic equipment, or other objects must not be placed in the aisles or block the rear emergency exit. Drivers will immediately report any violations of these instructions to the school's principal or the Transportation Routing and Trips Manager. Chaperones that bring pre-school age children with them must also bring the appropriate safety seats. (Permission must be granted prior to the trip to ensure that appropriate equipment is in place.) Chaperones are responsible for installing the appropriate safety seats and any damages to it and/or the school bus seat that results from securing this device.

All trip tickets are to be turned into the Transportation Trips Administrator within 24 hours of the trip, either by the driver or the lead driver. If the ticket cannot be submitted in that time frame, a photo of the ticket attached to an email to the Transportation Trips Administrator is acceptable. The physical copy of the ticket can then be turned in at the driver's earliest convenience. Incomplete trip tickets (missing times/mileage/signatures) will be returned to the driver and considered not submitted until they are corrected and returned.

The Transportation Routing and Trips Manager will report any trip mileage/timesheet submission violations to the corresponding Area Supervisor. Refer to "[Section D-4: Fueling County Vehicles](#)" for specific instructions on fueling during field/athletic trips.

SCHEDULING FIELD/ATHLETIC TRIPS:

The following procedure will be used to schedule drivers for field/athletic trips.

1. Driving staff will submit a "[Request to Drive Activity/Field Trip](#)" form at the beginning of the school year (if a new hire, fill out once hired)
 - a. Should be filled out with duty assignment sheet
 - b. Lead Driver (LD) should keep a copy and submit original to Transportation Routing Administrator's (TRA) office
 - c. TRA will create a list of all drivers' status and distribute to all LD's
2. Schools submit trip requests into Trip Tracker
 - a. ACADEMIC
 - i. TRA approves trip
 - ii. If a midday trip, it is sent to the LD of the school from which the trip originates (Elem, Middle, and High). For trips originating at Murray High School and Community Lab

School, the trip is assigned to the Southern Feeder Pattern ATS. For non-ACPS academic trips, the trip is assigned to the ATS who covers the area from which the request originates. City of Charlottesville requests are covered by the Southern Feeder Pattern ATS.

- iii. We do not accept trips that are outside of midday hours (9:15am-1:45pm). Schools are asked to make adjustments to their trips times to conform to the midday format. The Transportation Department is not allowed to alter routes to accommodate trip requests. If the school insists on longer hour trip times, they have to provide alternate transportation (vans/Charter)
- b. ATHLETIC
 - i. Activity LD (ALD) approves trip
 - ii. ALD sends schedule to all Activity Drivers (AD's) via email
 - iii. If no AD is available, the trip is emailed to an email group ("LEFTOVER TRIPS") that consists of all subs and drivers that filled out the form indicating availability for night/weekend/holiday trips. These emails will be sent before 2:00 PM and will be filled the following school day morning based on a rotation tracked by the ALD.
 - iv. If no one from this group takes the trip, then the LD of the school of origin is contacted to recruit and or help with arrangements (route double out, drop off with a return for pick up after route, etc.)
 - v. If the LD takes the trip, OT must be approved by the Area Transportation Supervisor (ATS). However, if a LD is the last resort, it is rare that permission would not be given to the LD to accept the trip. If a driver who reports to a different LD takes the trip, OT must be approved by their primary LD. 1.5 overtime should be minimized.
3. ACADEMIC MIDDAY TRIP SCHEDULING
 - a. LD asks drivers at their school on a rotational basis, regardless of OT. The rotation should be maintained/followed for all trips requests, including those that originate from schools other than the primary.
 - b. If no drivers are available from the school of origin, then the LD should contact all LDs within their Feeder Pattern. At this point, the trip should be filled on a "first come, first served" basis.
4. CANCELING AN ACCEPTED TRIP – if a driver needs to cancel a trip assignment, they must first try to find a replacement driver on their own.
5. DRIVERS TRANSPORTING CHILD/GRANDCHILD/WARD ON A FIELD TRIP
 - a. Academic mid-day trips
 - ◆ Drivers are responsible for informing their Lead Driver that they have a child/grandchild/ward on an upcoming trip.
 - ◆ Lead Drivers will make every effort to assign that driver to the trip subject to the needs of the trip and school (i.e. size of the bus, rotation of drivers, overtime, etc.)
 - b. Athletic and after-school academic trips
 - ◆ Drivers are responsible for informing the TSM and ALD that their child/grandchild/ward will be on a trip.
 - ◆ While every effort will be made to schedule the driver/parent, Activity drivers will have priority for these trips to make sure they are scheduled for sufficient hours.
 - c. Parents/Grandparents are welcome to ride the bus with their child/grandchild/ward if another driver is selected to drive the trip, subject to space availability on the bus.

D-13: Charter Bus Procedures

CHARTER BUS PROCEDURE PLAN

PURPOSE: To implement procedures to protect the employees and students of ACPS when using charter bus companies for field and activity trips.

The Albemarle County Transportation Department has the responsibility to oversee the use of charter bus companies by Albemarle County Public schools for field and activity trips. The following procedures apply:

- The Transportation Trips Administrator will maintain the Trip Tracker software and only approve charter bus trip requests with authorized companies.
- The Transportation Trips Administrator will maintain a list of approved charter bus companies authorized to do business with Albemarle County Public Schools. The approved charter company listing will be distributed to the school administrators and school trip tracker users each year before the start of school. The Transportation Routing and Trips Manager will also send letters each year to the approved charter bus companies advising them that they are approved to do business with ACPS. Letters will also be sent “certified/return receipt” should companies need to be removed from our approved list due to problems with safety record or significant safety events discovered throughout the year. Charter bus companies with “Conditional” or “Unsatisfactory” safety ratings will not be allowed to transport ACPS students until their safety record improves to “Satisfactory”.
- The Transportation Routing and Trips Manager will review the safety record of all approved charter bus companies on a yearly basis. Only those companies with a Satisfactory rating will be placed and remain on the authorized charter bus company listing. The safety record of each charter bus company may be reviewed on the Federal Motor Carrier Safety Administration website at www.fmcsa.dot.gov. Upon access to the federal motor carrier safety administration (fmcsa) website, go to the “Safety” tab and review each charter bus company under the Safety Management System (SMS). Personal visits to charter bus companies may be necessary should safety issues be discovered or the Transportation Department wishes to follow-up with customer complaints from our users. These visits will be announced in advance and coordinated with the charter bus company. The following items will be checked:
 - Unsafe-Driving.
 - Crash-Indicators.
 - Hours-of-Service Compliance.
 - Vehicle Maintenance.
 - Controlled Substance & Alcohol.
 - Driver Fitness.
- The Transportation Routing and Trips Manager will update the approved charter bus company listing and provide the updated list to the Transportation Trips Administrator for distribution to ACPS administrators and school trip tracker users.
- Designated Office Associates at each school will be designated trip tracker users and be authorized to enter field and activity trips in our trip tracker software. All charter bus

trips will be entered in the trip tracker for approval and only those charter bus companies on the approved list may be used. The Transportation Trips Administrator will approve these trips and advise the school of approval or issues. Should schools wish to add a charter bus company to the approved charter bus company listing; the school will send an email with all specifics to the Transportation Trips Administrator for research of the company's safety record before contacting the company and booking the trip. The Transportation Trips Administrator will advise the school if the company may be used and add the charter bus company to our approved listing. Summary: Any changes or additions to this plan must be coordinated with the Transportation Key Leader staff.

D-14: Insurance

Every vehicle used in transporting school pupils and personnel at public expense shall be covered with insurance that will provide financial assistance in case of injuries or death to pupils resulting from an accident. In accordance with [Virginia Law](#), Albemarle County Public School buses are covered by a policy of public liability and property damage insurance. The amounts of insurance in effect are at least those prescribed by law. Drivers should ensure that their vehicle has a valid insurance card and a student roster available, in case of emergency.

D-15: Vehicle Preventive Maintenance

Pupil transportation vehicles must be serviced (preventive maintenance) at least every 4700 miles or 45 school days. Other non-pupil transportation vehicles must be serviced every 6 months regardless of school days. All drivers are responsible to review their vehicle service sticker and be aware of the required service interval. Drivers are requested to bring their buses in for service after their morning routes and are required to wash the exterior of the bus (assigned bus or spare bus) before turning it in. This work includes:

- Driving from final morning school (or previous work location) to the VMF.
- Washing the bus exterior.
- Parking the bus in the service lot, placing the keys in the battery box and turning off the battery switch. Driver should check with the parts and service clerk about spare assignments. If a spare bus is assigned, it should be driven back to the assigned parking location for that bus route.

Drivers are authorized to remain on the clock while waiting at VMF for repairs unless the repair exceeds 30 minutes. This does not apply to drivers that park at VMF or drivers that choose to leave VMF.

Special Needs buses may be given priority over other buses. For normal service appointments on a SPED bus, the shop will advise the driver to wait for completion of the service if a suitable spare is not available. All buses scheduled for normal service appointments will be cleaned and parked in the service area. Once the bus is checked-in for regular service, the shop will advise the driver when their assigned bus is ready for pick-up. All spare buses will be cleaned and checked in, prior to the driver picking up, their assigned bus after service has been completed.

D-16: Bathroom Use for Drivers at Schools

To protect drivers from potential false accusations by students, Transportation employees should not use bathrooms that are used by students while school is in session. Only bathrooms designated for staff/adult use should be used. During large meetings (safety meetings or pre-service), the bathrooms to be used will be announced. Talk to your lead driver about which bathrooms are available for use.

Section E: Pay Practices

E-1: Pay Practices for Transportation Employees

I. Introduction

Transportation pays all drivers and transportation assistants (TAs) for actual hours worked. This practice applies to compensation for work performed by school bus, car, and van drivers (including special needs, activity, flex, and substitutes), lead bus drivers, and transportation assistants. All employees must keep accurate time records for payroll purposes. Accurate recordkeeping of employee work hours is required by the [Fair Labor Standards Act \(FLSA\)](#), School Board policy, and driver contracts. **All time worked must be recorded and working “off the clock” is strictly prohibited and may be grounds for disciplinary action.** In addition, employees are expected to manage their time properly and must receive authorization to work straight time and time-and-one-half overtime.

A. Positive Pay

Albemarle County’s system of “[Positive Pay](#)” will continue for Transportation employees. Base annual salary for 10-month employees is the product of the hourly wage, base hours per day from the Duty Assignment Sheet, and 182 work days per year. 12-month employees work and are paid for 260 days per year.

Monthly pay for hourly employees will be adjusted depending on actual hours worked. Employees working more than the base hours on their Duty Assignment Sheet will receive additional pay; employees working less than the base hours on their Duty Assignment Sheet will result in a shortfall for the week

Accumulation and use of leave, in addition to eligibility for medical and retirement benefits, will remain associated with estimated hours per day on their Duty Assignment Sheet. To earn VRS ([Virginia Retirement System](#)), 10 month employees must have 6 base hours and must average 6 hours/day on a weekly basis. All 12 month employees are eligible for VRS.

Pay rates for transportation substitute employees are determined by years of experience as a CDL holder at the time they are initially added to the sub list (Please see [Sub Driver Payscale](#)).

A “year” is defined as having been on the clock for transporting students for a minimum of 250 hours in the previous fiscal year and are effective July 1, each year. If the school board does not approve a pay increase for part-time employees, there will be no pay increase for substitute employees.

B. Daily Time Reporting

The Department has deployed an automated [time and attendance](#) system “Kronos” that allows employees to record their time worked for compensation. FLSA requires recordkeeping of hours worked each workday and total hours worked each workweek. In addition to keeping records for compliance with FLSA, the data will assist the Department in making work assignments.

All ACPS non-exempt employees are required to record their time worked, by clocking in and out in Kronos for all work performed. Working off the clock is prohibited and subject to disciplinary action. Employees should approve their time daily after their last shift. All time worked in a work week must be approved at the end of their last shift each Friday. However, this should ONLY be done after the employee has verified their timecard accurately reflects their work day.

If time is missing or entered in error, the employee should not approve; but rather, advise their Lead Driver no later than the next business day. Supervisors are authorized to electronically adjust time punches, provided they agree the adjustment is not an attempt to improperly report time worked. Supervisors should complete their employees’ time adjustments for a given work day, no later than the end of the next business day. The employee will need to approve their data once their supervisor has made the necessary punch adjustments.

All field trips must be recorded separately from other work performed. If you are clocked in for another activity, clock out. Wait at least 60 seconds before clocking back in for the field trip. On your time card, select “Field Trip Time” from the paycode menu. (Note: A field trip number has to be entered in the notes section on your timecard).

Note; Once an employee has approved their timecard, they will no longer be allowed to record any more time for that week, and a supervisor will not be able to make edits. To correct this, the timecard must be unapproved and then reapproved once adjustments have been made.

C. Workweeks and Pay Periods

The Superintendent has established the official workweek as extending from Saturday at 12:01 AM to Friday at 12 midnight. All ACPS Employees are paid on a bi-weekly schedule (See [Pay Schedule](#))

II. Drivers

The following guidelines apply to school bus drivers (including activity, flex, and substitute bus drivers), special needs bus drivers, and lead bus drivers.

Work to be Compensated.

Route work includes:

- Driving from an approved parking location to the beginning of the first route.
- Driving assigned routes, picking up pupils at bus stops, and transporting them to drop-off locations at school.
- Layover driving from the first school to beginning of the second route. Driving from final morning school to approved parking location or next work location (i.e. beginning of shuttle run, fueling, bus service or wash station).
- Driving from an approved parking location to the first school of the afternoon route(s). Unless directed by the Lead Driver to arrive early, the driver should arrive no more than 10 minutes before school dismisses. Arrival times for special needs buses and vans will be coordinated with school officials.
- Driving assigned routes and dropping off students at bus stops. Layover driving from the end of the first afternoon route to the second school.
- Driving from the final bus stop to approved parking location or next work location (i.e. beginning of shuttle run, fueling, bus service or wash station).
- Driving from approved parking location or previous work location to beginning of the additional route (usually a school location). Unless directed to arrive early by the Transportation Office or the Lead Driver, the driver should arrive no more than 10 minutes before students are scheduled to depart. Driving the assigned route.
- Driving from the end of the route (school location or bus stop) to approved parking location or next work location.
- Fueling before or after your route.

Layover time should be included in route time. Layover guidelines include:

- When possible, layover time must be used to perform actual work (calling parents, filling out paperwork, cleaning, fueling, etc.)
- Layover time between the morning elementary run and the start of the middle/high school run is paid
- Layover time between the evening elementary run and the start of the middle/high school run is paid
- Layover time between a home-to school route and a field trip or PM Activity run is 30 minutes maximum.
- A driver on layover may go off-route and remain on the clock. There is an off-route limit of two miles extra per week (see [Section D-11 Authorized Use of County Vehicles](#))
- If a driver arrives early to the first run of the afternoon, they should clock out. The Lead Driver of the school will determine the designated arrival time
- Drivers may wait up to one hour on the clock while minor maintenance work is performed on the bus (see [Section D-15 Vehicle Preventative Maintenance](#))
- All field trip time is on the clock unless the school requests a drop-off only

In some circumstances, drivers might be allowed to park at an alternate location for their convenience. The Department reserves the right to not pay for driving time to and from the alternate location, as this is the employee's commute to work.

Post-trip inspections are required after morning and afternoon operations (or after any other route when the driver will be parking the bus). The post-trip inspection includes checking the interior of the vehicle to ensure all children are off and no personal belongings are left on the

bus, and securing all windows and doors. A quick exterior inspection and a glance under the hood should be conducted if the driver notices any possible mechanical difficulty.

Post-trip inspections should not exceed 5 minutes. Frequent inspections requiring greater than 5 minutes should be reported to the employee's Lead Driver or the ATS for validation.

Field Trips:

This work includes:

- Driving from an approved parking location or previous work location to the beginning of the field/athletic trip (usually a school location). Unless directed to arrive earlier by the Transportation Trips Administrator, the driver should arrive 15 minutes before students are scheduled to depart.
- Driving from the school to the field/athletic trip destination(s), with return back to the school (and fuel site as needed).
- Re-fuel and clean the bus as necessary.
- Driving from the end of the field/athletic trip to approved parking location or next work location.

Drivers must indicate the "trip number" from the trip ticket by entering a Note in the comment section on the timecard in Kronos. Total time worked on the employees timecard for the field or athletic trip should equal the total time reported on the [Driver Trip Sheet Report](#), for accurate billing and reimbursement.

Attending Meetings or Training:

Authorized meetings and training will be compensated. Meeting or training work recorded in Kronos must include a Note with the purpose of the work (i.e. meeting with ATS or Lead Driver). Employees must be directed to attend meetings or request an appointment with office staff or a Lead Driver. (To schedule an appointment with office staff or a Key Leader, please contact that person directly or contact a member of the Admin Support Team at 434-973-5716). Due to a variety of commitments within the School Division that require staff members to leave the office, employees should avoid traveling to the office to meet with someone unless they have an appointment or they are sure that the staff member is in his or her office. Employees should use emails/phone calls whenever possible to conduct work efficiently. "Optional" meetings and training may also be compensated, when approved in advance by an employee's supervisor.

This work includes:

- Driving from an approved parking location or previous work location to the meeting location. If this driving is recorded at the conclusion of another work assignment (i.e. morning route), it cannot be recorded again. The employee should arrive no earlier than 5 to 10 minutes before the scheduled start of the meeting/training. Driving personal vehicles is preferred, and the time and mileage will be compensated. (See the Fiscal Administrator to complete a [mileage reimbursement form](#)).
- Attending the meeting/training (to include waiting time if start time is delayed).
- Driving to an approved parking location or next work location.

If a meeting/training event is held at the beginning of the day (i.e. annual pre-service training), driving time to the meeting serves as “commute time” and is not compensated.

Paperwork, Computer Work, Phone Calls:

Completion of required paperwork, reading and writing email or other required computer work, and phone calls required to plan and coordinate transportation operations will be compensated.

This work includes:

- Paperwork: Completion of timecards and other required documents. Reading newsletters and other communications from the Transportation office.
- Computer Work: Reading and writing email communication or other information provided through the computer (i.e. internet links).
- Phone Calls: Necessary phone calls with parents, other drivers or assistants, Lead Drivers, Transportation office staff.

Only required work should be reported for compensation. Internet surfing and phone calls primarily for social reasons should not be reported. Drivers should not average more than 20 minutes per day for these activities. Lead Drivers should not average more than 40 minutes per day for these activities. Employees exceeding these limits will need to validate the need for this work with their Lead Driver or the Area Transportation Supervisor.

All drivers have other duties that are performed on some days: fueling, washing/cleaning the bus, service calls, meetings, training, paperwork, phone calls.

Some drivers occasionally drive for field or athletic trips. Activity drivers drive for field and athletic trips on a routine basis, and occasionally drive to support home-to-school operations.

All of these duties must be documented and require compensation.

III. Transportation Assistants and Bus Monitors

The following guidelines apply to transportation assistants and monitors.

Work to be Compensated.

(NOTE: The Assistant or Monitor cleaning the bus will be dictated by the need; if you clean you may clock in, if not, clock out)

Route(s):

This work includes:

- Traveling from approved bus driver meeting location and checking equipment (if applicable) while traveling to the stop where the first special-needs student

boards.

- Providing all required assistance for special-needs students on assigned routes until the students are unloaded at school.
- Traveling from final morning school to approved driver meeting location or next work location (i.e. beginning of mid-day run, meeting or training attendance).
- Traveling from an approved bus driver meeting location and checking equipment while traveling to the first school of the afternoon route(s).
- Providing all required assistance for special-needs students on assigned routes until all special-needs students are unloaded at authorized stops.
- Traveling from the final special-needs bus stop to the approved bus driver meeting location.
- Traveling from an approved bus driver meeting location or previous work location and checking equipment while traveling to the beginning of the mid-day route (usually a school location). If this traveling is recorded at the conclusion of another work assignment (i.e. morning route), it cannot be recorded again.
- Providing all required assistance for special-needs students on assigned routes until all special-needs students are unloaded at authorized stops or schools.
- Traveling from the end of the route (school location or bus stop) to approved bus driver meeting location or next work location.
- Post-trip inspections are required after morning and afternoon operations (or after any other route when the driver will be parking the bus). Transportation assistants are expected to participate in post-trip inspections, as needed, which includes checking the interior of the vehicle to ensure all children are off and no personal belongings are left on the bus, and securing all windows and doors.
- Remaining on the bus while the driver is fueling as part of the route.

Post-trip inspections should not exceed 5 minutes. Frequent inspections requiring greater than 5 minutes should be reported to the employee's Lead Driver or the Area Transportation Supervisor for validation.

Field Trips:

This work includes:

- Traveling from an approved bus driver meeting location or previous work location to beginning of the field trip (usually a school location). Unless directed to arrive earlier by the Transportation Trips Administrator or Activity Lead Driver, the driver should arrive 15 minutes before students are scheduled to depart.
- Providing all required assistance for special-needs students during the field trip.
- Traveling from the end of the field trip to an approved bus driver meeting location or next work location.

Meetings and Training:

Transportation assistants will follow the same guidance as outlined for drivers (see [Attending Meetings or Training](#)).

Paperwork, Computer Work, and Phone Calls:

Transportation assistants will follow the same guidance as outlined for drivers (see [Paperwork, Computer Work, and Phone Calls](#)).

When Notes are Required:

Attending meetings, training, field trips, etc.

IV. Overtime Policy and Compensation ([School Board Policy GCJ](#))

Non-exempt (paid based on the number of hours physically worked) employees are eligible to receive overtime pay at the rate of one-and-a-half times his or her normal rate of pay for any hours physically worked in excess of 40 hours per work week. Any type of leave that is used during a work week is not time worked and will not count toward overtime calculations. Employees may only work overtime with prior authorization from their supervisors. Failure to obtain this authorization may result in disciplinary action. Occasionally, a Transportation Key Leader may require that an employee work overtime in order to meet the Department's operating needs. Whenever possible, notice of this requirement will be provided in advance so that employees can arrange personal schedules.

A. Hourly Pay

1. **Will an employee's hourly rate be different for driving and non-driving duties (i.e. fueling or washing the bus)?** No, the same hourly rate will be paid for all work, except overtime work, which will be compensated according to FLSA (one-and-a-half times the employee's normal rate of pay).

B. General Pay

1. **What does base salary mean?** The base salary of Transportation employees will remain a function of the total hours per day on their Duty Assignment Sheet. Base annual salary for 10-month employees is the product of the hourly wage, hours per day from the Duty Assignment Sheet, and 182 work days per year. 12-month employees work and are paid for 260 days per year.
2. **Does the total hours per day for base pay only include the route hours on the Duty Assignment Sheet?** No, it includes an "estimate" of both driving and non driving time. Nonetheless, you will be paid actual hours worked.
3. **Can 10-month employees still be paid over 12 months?** No. Once ACPS switched from "Pay by Exception" to "Positive Pay," 12 month paychecks are no longer an option.

C. Leave and Benefits

1. **When employees are granted a day of leave, how will time be recorded?** Accumulation and use of leave will remain associated with total hours per day on their Duty Assignment Sheet (base hours). When employees are absent for a full day, the employee submits a leave request in Kronos.
2. **How will medical and retirement benefits change?** Transportation will continue to follow School Division policy. Transportation employees (drivers and assistants) remain eligible for full-time medical benefits by working a minimum of four hours per day. Retirement benefits through the Virginia Retirement System are earned by working six (6) hours per day and having six (6) base hours. Albemarle County also offers an annuity retirement program for employees who work less than six (6) hours per day. After 5 years of continuous service in a benefits eligible position, employees do receive contributions to the Permanent Part-Time Pension Plan/401a/Annuity (See [Part-Time Pension Plan](#)). Questions regarding this benefit should be directed to Human Resources. Eligibility for benefits will remain associated with base hours per day on the Duty Assignment Sheet.

D. Pre-Trip Inspections

1. **When should drivers start pre-trip inspections?** Drivers are directed to begin pre-trip inspections no more than 20 minutes before beginning a bus route.
2. **Why is 20 minutes the limit for the daily pre-trip inspections?** Input from lead drivers and consulting with practices of other School divisions indicates that 15 minutes is an appropriate time for daily pre-trip inspections. We have granted 20 minutes to allow for possible problems and warm-up of the bus.
3. **In the winter time, drivers sometimes start the pre-trip inspection early to start the bus with enough time to warm up. How should that be recorded?** The 20-minute limit for the pre-trip inspection includes “warm-up” time. Warm-up time for the bus should be in accordance with the Department’s [anti-idling policy](#). Diesel engines don’t effectively warm up until the bus begins to travel, so idling the bus should be no longer than 5 minutes (above 32 degrees) or 10 minutes (below 32 degrees).

E. Morning/Afternoon Route(s)

1. **When do drivers parking at home begin recording work time?** Driving work starts and ends at approved parking locations (or the previous/next job location). All drivers will have overnight and mid-day parking locations approved by the Deputy Director of Transportation. In some circumstances, drivers might be allowed to park at an alternate location for their convenience. The Department reserves the right to not pay for driving time to and from the alternate location, as this is the employee’s commute.
2. **When students assigned to a route do not ride the bus, why aren’t drivers and assistants paid anyway?** Drivers and assistants are to record their time worked. Some days work will finish earlier than normal and some days work will finish later than normal. If an entire route has no children to be transported or a driver expects to finish significantly early, Dispatch should be notified as soon as possible so that drivers and assistants can be redirected to cover other routes. If no work is available and the time lost cannot be made up by pay period close,

the employee may be awarded “Admin Recovery Pay.” This must be approved by the ATS of the employee’s feeder pattern.

3. **Will drivers be paid for picking up transportation assistants?** Yes. All driving required to complete assigned duties should be recorded as work for pay.
4. **What if a school requires a driver to be at school more than 10 minutes before dismissal?** The Lead Driver of the school will bring to the attention of the Area Transportation Supervisor as soon as possible. If necessary, we will have a dialogue with the school to discuss efficient operations. There may be special circumstances requiring an early arrival.
5. **When should drivers stage near their first stop to drive the first morning route on schedule?** We want drivers to run their routes on time, so 5 to 10 minutes of staging time is permitted.
6. **How do employees record deadhead driving?** Deadhead driving (no students on board) occurs in several circumstances: driving between approved parking and routes or field trips, driving to/from fueling, washing, or servicing. This time should be recorded as part of the route or along with the task that is performed immediately before or after the deadhead driving.

F. Layover Time

1. **If an employee (special-needs driver and assistant for this example) has a 45-minute layover, but there is still a student on the bus, will they still get paid?** Any time that a student (other than the employee's child/grandchild) is on board a bus should be recorded as work performed.
2. **If drivers do work such as fueling and washing while on layover between routes, how should time be recorded?** Remain on the clock.

G. Field Trips

1. **Are drivers paid from the assigned parking location through the field trip and back to our assigned parking location?** Yes.
2. **Is there still a minimum time for field trips?** No, employees are paid actual time worked.

H. Service Calls:

1. **If a driver waits while a bus is serviced, is that time paid?** Drivers will always be provided a spare bus for routine preventive maintenance. With Fleet Manager (or designee) and Area Transportation Supervisor approval, a driver may be allowed to wait and be on the clock for up to one hour.
2. **Will service calls include transportation assistants on special needs buses?** If an assistant is on board, drivers should not bring a bus in for service unless it is the most cost-effective

method. This will be determined on a case-by-case basis, and will most likely be approved for drivers and assistants that meet a significant distance from VMF.

3. **What happens if a bus breaks down on a route or does not start?** If a bus requires shop personnel to respond to a “road call” away from VMF, the driver should remain on the clock until they get back to their parking location. Add a note to your Kronos timecard explaining that it was a road call.

I. Paperwork, Computer Work, Phone Calls:

1. **If a driver is driving a bus and gets a call, but the assistant answers the phone, who records the time?** A driver should never answer the phone while driving. If the driver or assistant is already working, they are already clocked in. Generally, if both are not working, whoever takes the call, records the time. If there is a complex situation, in which both the driver and assistant are involved in the call, then both would record the time.

E-2: [Time Clock Tablet Equipment Agreement](#)

E-3: Travel for Professional Development, Expense Reimbursement, On-Call, and Call-back Time

Hours Worked – Travel Time: According to [ACPS Policy GCJ](#), “Licensed and Classified Staff Schedules and Overtime/Compensatory Time Compensation,” when non-exempt employees are required to attend meetings or conferences that occur outside of Division facilities, the hours involved in the actual travel, as well as the hours involved in the training/meeting, shall be considered hours worked.

Travel off-site for training:

All travel for employer required training outside of the county is compensable. An employee **should use** a county vehicle to attend these training sessions and one county vehicle per training session is encouraged for groups of employees traveling to the same location. If county vehicles are not available, an employee may take their private vehicle and be compensated for mileage as well as time worked for travel time. This must be approved in advance by the Director. If an employee chooses to drive a personal vehicle to a required training, the employee’s insurance is the primary insurance covering any incidents or accidents. The county insurance would be secondary, but only for liability.

If an employee must use multiple modes of transportation to reach the training destination (i.e. airplanes, buses or trains), travel time starts when the employee departs their work site or designated parking location until they reach their temporary training designation. The reverse is true for return travel.

*Example: Commute from home to VMF to pick up vehicle (not paid)
Commute from VMF to Richmond airport in staff vehicle (paid for travel time)
Commute on plane to Kansas City airport (paid for travel time)
Take taxi to hotel (paid for travel time and reimbursed for taxi)*

Arrive at hotel (paid time ends)

Attend conference (paid for hours worked, reimbursed for any additional transportation expenses or food costs)

Leave hotel and taxi to airport (paid for travel time, and reimbursed for taxi)

Commute on plane from Kansas City to Richmond airport (paid for travel time)

Commute in staff vehicle from Richmond airport to VMF (paid for travel time and time ends at VMF)

Commute home in personal vehicle from VMF (not paid)

As another example, if an employee chooses to leave the airport and taxi to a restaurant instead of the hotel, the employee would be reimbursed for food expenses and mileage, but the work time would end and the employee would no longer be on the clock.

Travel from home to the training site is not compensable if it is within the county.

Expense Reimbursements: According to ACPS Policy DLC, the School Board encourages attendance and participation of school personnel in professional development activities in order to improve work skills and to maintain high morale (See [ACPS Policy DLC](#)). Requests for reimbursement from school board funds will be honored only for activities approved in advance by the Superintendent or Superintendent's designee (Director of Transportation) and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip. The Albemarle County School Board shall provide transportation or transportation reimbursement for specified employees discharging duties and responsibilities required for the operation of the county schools. This transportation shall be provided through the use of vehicles owned by the School Board, through reimbursement for the use by employees of privately owned vehicles when required, and through commercial means of transportation when appropriate. The School Board may provide transportation or transportation reimbursement as stated above for employees who are authorized to travel outside the County on behalf of the School Division. These employees may be reimbursed for travel expenses such as food, lodging and fees upon the presentation of proper receipts.

Ordinary home to work travel is travel from the employee's home before the regular workday and return travel to the employee's home at the end of the workday. This travel is normally not counted as hours worked. However, all travel time in a County vehicle should be on the clock and subject to compensation. In other words, if you park at home, or if you take a County vehicle home in case of road calls, you are compensated as soon as you get into your car or begin pre-tripping your bus. Approval from your direct supervisor should be obtained to take a County vehicle home.

Travel between job sites during the day is work time. If the employee is required to report to a meeting place to receive instructions, perform other work there, or to pick-up equipment or tools, the travel from the designated meeting place to the work place is part of the day's work, and must be counted as hours worked. The same is true at the end of the day. If the employee is required to return to the employer's office or job site, the travel time back to the office is counted as hours worked. Employees may be reimbursed for travel expenses when using their personally owned vehicle.

Hours worked – Training Time:

Time spent in meetings, lectures, or training is considered hours worked and must be paid at the employee’s regular hourly rate, unless all 4 of the following are true:

1. Attendance is outside regular working hours.
2. Attendance is voluntary (i.e. not required).
3. Training is not job related.
4. No productive work is done during attendance.

Employees should receive approval from their direct supervisor for all training in advance of the start time.

On-Call Time:

According to [ACPS Policy GCI](#), “Licensed and Classified Staff Schedules and Overtime/Compensatory Time Compensation,” if an employee is required to remain on-call on the employer’s premises or so close that the employee cannot use the time effectively for their own purposes, or if the employee is so restricted that they cannot use time for personal purposes, the employee is working while on-call. In that case, the time the employee is on-call is counted as hours worked and must be paid.

Example: The dispatch office asks bus 123 to stand-by from 6am to 9am in case they are needed. The driver reports to his bus and is paid whether or not he drives that time.

Call Back Time:

[ACPS Policy GCI](#) states that “any eligible non-exempt employee who is required by the principal/department head to report back to work outside of the employee’s regularly designated work hours on less than 24 hours’ notice shall be eligible for call-back compensation at one-and-one-half times the employee’s regular hourly rate, regardless of the number of hours worked in that workweek. An employee’s “regularly designated hours” are those hours at which the employee is normally scheduled to work. Hours worked beyond regularly scheduled work hours which require an employee to stay at work, rather than report back to work, shall not be deemed call-back hours.”

Employees that serve in the capacity of hazardous road patrols will be compensated time-and-one-half for time worked in these duties regardless of hours worked for the week. Staff personnel that assist in snow removal fall in this category and will be similarly compensated. Employees will be paid time-and-a-half whenever they are working in this capacity and other hourly employees are not required to work. For road calls or other emergencies that occur, the above protocol will be used. If an employee is required to return to work, it will be considered a call-back; if an employee attends an emergency that begins at 4pm and continues until 9pm at night, it will be considered an extension of the work day and not call-back.

Section F: Student Conduct on School Buses

F-1: Student Conduct & Discipline (Reference [School Board Policy JFC](#))

The principal of the school served is responsible for the discipline of students on the school buses. The driver exercises the principal's authority in maintaining a safe and wholesome atmosphere on the bus. Drivers and assistants are reminded that the principal is the chief administrator in the school.

An acceptable classroom standard of conduct is expected of pupils on school buses. The driver should be familiar with the standards contained in the parent-student brochure, "[Family Guide to Transportation](#)."

F-2: Suspension of Riding Privileges

Only the principal of the school has the authority to suspend the riding privileges of an unruly student. School bus drivers have **no** authority to suspend riding privileges, except under the following circumstances.

The driver has the right to refuse transportation to any student who has an unsafe object (matches, knives, firearms, etc.) in their possession. The driver may also refuse transportation to any student who has been suspended from riding the bus by the school administration. Under no circumstances will a pupil be put off the bus on the way to or from school.

Discipline Procedures:

1. If the incident is serious (fighting, restricted substance, threats, sexual harassment, etc.) write [Student Conduct Form](#) (referral) and immediately take to school.

NOTE: This is a 2-part carbon form that has to be given to you by your lead driver or picked up at VMF.

2. Before a negative Student Conduct Form is necessary, be proactive
 - a. Develop a relationship with each student and their parents (know students name, medical condition, interests, etc.).
 - b. Keep notes on interests.
 - c. Call parents before school starts.
 - d. Assigned seats are required for all elementary students within the first month of the start of school.
 - e. The Lead Driver shall be responsible for assigning seats on open routes at their school.
 - f. The Driver may change seat assignments at any time.
 - g. Assigned seats for Middle and High School Students are done at the discretion of the Driver and/or School Administrator. The Driver may separate middle school students from high school students if necessary.
3. When behavioral issues occur
 - a. Move students to the front of the bus. It may be advisable to seat students in camera range.
 - b. Talk to student one-on-one, eye-to-eye, use choice techniques (let student divert eye contact, ask restorative questions, solicit feedback from student)
 - c. Notify LD if behavioral issues continue. LD and/or driver will notify school and ask for insight as to why students may be misbehaving. Drivers should feel free to ask for support/ideas from colleagues, LD, Supervisor, school.

- d. Call parent, notify LD.
- e. Write first Student Conduct Form, notice for parents, and notify LD and school.
- f. Principals have been instructed to return a referral if not done before writing referral.
- g. Write a second Student Conduct Form, notice to school. Make a copy (**or take a picture with a mobile device/tablet**) for LD before turning in to school.
- h. If desired, ask the school for a restorative circle with school, student, and possibly parent.
- i. As needed, write a subsequent Student Conduct Form, and notify school. Make a copy (**or take a picture with a mobile device/tablet**) for LD before turning in to school.

Writing a Student Conduct Form– (IT IS A LEGAL DOCUMENT)!

- Only write the referred student’s name. Refer to other students without using their name.
- One student name per referral.
- Only write observed facts. Do not write opinions on what happened or on suggested discipline.
- As a reminder, the Student Conduct Form is used for positive or negative behavior. A negative behavior can be “referred” to the school and positive behavior can be given to parents or the school to provide encouragement or praise, or simply to recognize a helpful, safe, or dependable student.
- Detail actions already taken
- Complete all fields
- Related email is a legal document and FOIA-able
- If the Lead Driver is immediately available, give the Student Conduct Form to the Lead Driver.
- If the Lead Driver is not immediately available, make a photocopy or take a photo with your mobile device/tablet as soon as possible (at the end of the run or sooner). Turn the original into the Lead Driver and provide the copy to the parent or the school. Advise the Lead Driver as soon as possible that a Student Conduct Form was turned in.
- The Lead Driver provides the copy of the negative Student Conduct Form to the Area Transportation Supervisor.
- **The Area Transportation Supervisor will enter the Student Conduct Form into the tracking spreadsheet.**
- **Area Transportation Supervisors, with the assistance of Lead Drivers and Drivers, will track Student Conduct Forms to make sure the schools complete the referral within two school days after the date of the incident.**
- **The Supervisor will follow-up with the school after the second day to expedite resolution of the referral.**
- The Lead Driver must provide assistance to the school and driver to finalize the Student Conduct Form. If a resolution has not been reached by the second day, the Lead Driver should alert the Area Transportation Supervisor to follow-up with the school.
- The Lead Driver must make the driver aware of the results of the Student Conduct Form and any imposed consequences as soon as possible.
- **If a Supervisor notices a pattern of a school not handling Student Conduct Forms in**

a timely manner or not judiciously applying consequences for misbehavior, they must notify the Assistant Transportation Supervisor and Deputy Director.

F-3: Responding to a Fight on the School Bus

Departmental and School Division leaders recognize that while unfortunate, fights between students will occasionally occur. The following is a guideline for Transportation personnel to utilize in order to be prepared if these events occur during the transportation process.

This protocol is designed to be general in nature, and the guidelines that follow may not suit individual student circumstances, particularly involving students with special needs. In such cases, the driver should report the occurrence to proper personnel in Routing as well as the Lead Driver and appropriate school personnel.

What Constitutes a Fight:

For purposes of this protocol, fighting will be defined using the language that is utilized by school administrators throughout the Division. Fighting involves two or more parties in conflict when they are striking each other for the purpose of causing harm or injury. This may extend to mutual shoving, wrestling, or other aggressive actions that may result in the danger of harm or injury to party, bystanders, or school property.

This definition and the protocol are intended to address fights between students. Any assaults upon staff should be reported to an administrator immediately.

Driver Interaction with Students:

School Board Policy [JGA \(Corporal Punishment\)](#) reads as follows:

No teacher, principal or other person employed by the School Board shall subject a student to corporal punishment. This prohibition does not prohibit the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control or the use of reasonable and necessary force.

- To quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- To prevent a student from inflicting physical harm on themselves;
- For self-defense or the defense of others; or
- To obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within their control.

Although the Policy allows for contact between staff members and students, in the interest of quelling a disturbance, it does not require such contact. Given that Transportation employees are responsible for the safety of all students on board the vehicle, it is in no way advisable for the driver to take such actions that would compromise his or her ability to supervise other student riders and provide necessary information related to the incident, per this protocol.

Expectations for Employees in Response to a Fight:

The following set of expectations is general in nature, as the individual circumstances surrounding

each fight will differ. The employee is expected to use his or her best professional judgment in responding to the situation at hand.

Guidelines:

1. Address the students, asking them to separate from one another—some fights may be stopped simply by drawing attention to them and requesting that the students cease the undesirable behavior. If this step is successful, find a safe place to pull over and move the participants away from one another.
2. Notify Dispatch, who will call the school to notify an administrator. This will be helpful in the event that parents contact the school and/or administrators regarding the incident. Dispatch will notify the ATS and Lead Driver the same day, by phone or in person, with a follow up email being sent to recap the important details.
3. If close by, the school may request that students be brought back there, or an administrator may come out to the bus.
4. If necessary, find a safe location to pull the vehicle over and attempt to separate the students by either addressing them or utilizing as much physical intervention as is prudent and meets the driver’s level of comfort.
5. If the driver finds that weapons (see [Section C-32](#) of the Transportation Operations Manual for definitions of weapons) are involved, notify Dispatch to request assistance from emergency services.
 - Dispatch should update the school regarding these details, as well.
6. Write a Student Conduct Report referral for the school administrator. Depending on the circumstances and the number of participants, it may be necessary for multiple referrals to be written, as multiple student names cannot be reflected on a single referral. (For example, the referral may say that Johnny hit a male student. The referral may **NOT** say that Johnny hit Fred.).
7. Bring the bus in as soon as possible to have the video recording from the time period that includes the fight pulled. Depending on the nature of the incident and the administrator’s preferences, this may need to be done immediately.

Employees are reminded again that these guidelines are designed to be general in nature. Items **1, 2, 6, and 7** above are “**must do**” actions that demonstrate Transportation’s good faith effort to restore a safe atmosphere for all students during the transportation process.

Appendix

Related School Board Policies:

Administration, go to: <https://www2.k12albemarle.org/acps/division/board/Pages/SchoolBoard-Policy.aspx> for a complete listing of the below policies as well as all of the ACPS School Board policies.

- I. Standards of Conduct ([ACPS Policy GBC](#))
- II. Employee Discipline ([ACPS Policy GBCA](#))
- III. Classified Staff Grievances ([ACPS Policy GBMA](#))

- IV. Religion in Schools ([ACPS Policy INDC-R](#))
- V. Performance Review ([ACPS Policy GCN](#))
- VI. Effect of Criminal Conviction or Arrest or Founded Complaint of Child Abuse or Neglect ([ACPS Policy GCDA](#))
- VII. Corporal Punishment ([ACPS Policy JGA](#))
- VIII. Leave Program ([ACPS Policy GCC](#))
- IX. Termination, Non-Renewal, and Dismissal ([ACPS Policy GCP](#))
- X. School Bus Drivers ([ACPS Policy GDO](#))
- XI. Alcohol/Drug Free Workplace ([ACPS Policy GBEA](#))
- XII. Tobacco Products and Nicotine Vapor Products ([ACPS Policy GBEC](#))
- XIII. School Bus Scheduling and Routing ([ACPS Policy EEAB](#))
- XIV. Licensed and Classified Staff Schedules, Time Tracking, and Compensation ([ACPS Policy GCJ](#))
- XV. Student Conduct ([ACPS Policy JFC](#))
- XVI. Child Abuse and Neglect Reporting ([ACPS Policy JHG](#))
- XVII. Search, Seizure, and Investigation ([ACPS Policy JFG](#))
- XVIII. Expense Reimbursements ([ACPS Policy DLC](#))
- XIX. County and Division-Owned Vehicles for Division Business (ACPS [Policy EEBA](#))

Related Transportation Department Forms:

- I. [Request for Approval to Transport Student\(s\)](#)
- II. [Request to Transport a Child/Grandchild](#)
- III. [Rules of the Bus](#)
- IV. [Statement of Understanding](#)
- V. [Panel of Physicians Form](#)
- VI. [United Heartland First Fill Prescription form](#)
- VII. [Bus Pre-Trip Inspection Form](#)
- VIII. [Van Pre-Trip Inspection Form](#)
- IX. [Defect Form](#)
- X. [Accident/Incident Report](#)
- XI. [Report of Vehicle Passing a Stopped School Bus](#)
- XII. [Consolidated Parking Areas](#)
- XIII. [Report of Student Injury Occurring on School Bus](#)
- XIV. [GI Response SOP](#)
- XV. [Route Change Request Form](#)
- XVI. [School Bus Stop Evaluation Form](#)
- XVII. [Route Evaluation Form](#)
- XVIII. [Family Guide to Transportation](#)
- XIX. [Student Conduct Form](#)
- XX. [Accident/Incident Reporting and Investigation Plan](#)
- XXI. [Employee Retraining Form](#)
- XXII. [Safety Committee Decision Form](#)
- XXIII. [Safety Committee Appeal Form](#)
- XXIV. [Safe Driving Award Guidelines SOP](#)
- XXV. [Passing Stopped School Bus Log](#)
- XXVI. [VDOT Request Form](#)

- XXVII. [Safety Committee Preventable/Non-Preventable Ruling Form](#)
- XXVIII. [Sub Driver Payscale](#)
- XXIX. [Mileage Reimbursement Form](#)
- XXX. [Part-Time Pension Plan](#)
- XXXI. [Off-Route Driving Protocol](#)
- XXXII. [Fueling Precautions](#)
- XXXIII. [Time and Attendance](#)
- XXXIV. [Pay Schedule](#)
- XXXV. [Request to Drive Activity/Field Trip](#)
- XXXVI. [Driver Trip Sheet Report](#)
- XXXVII. [Student Conduct Form](#)