

KOSCIUSKO SCHOOL DISTRICT TRANSPORTATION MANUAL



EXCERPTS FROM MISSISSIPPI PUPIL TRANSPORTATION HANDBOOK

Driver Attitude

1. A bus driver should be cheerful, confident, serious-minded, and considerate of others.
2. A bus driver should not argue with students.
3. A bus driver should be friendly, fair, and firm.
4. A bus driver should control their temper at all times.
5. A bus driver should maintain a positive attitude.

Preventive Maintenance

Preventive maintenance is defined as the process of keeping a vehicle in a safe and economical operating condition through systematic inspection and servicing. The bus driver plays a crucial role in the preventive maintenance program. Since the bus driver spends several hours on the road with the vehicle, they are in an ideal position to observe the bus's performance under various conditions.

Bus drivers should learn to recognize any defects and promptly report any issues to the maintenance department or appropriate school officials. It is important to remember that defects cannot be repaired if they are not reported.

Reporting Defects:

Bus drivers must promptly report *in writing* any defects that may impact the vehicle's safety or lead to mechanical breakdowns.

Each school day, a bus driver should inspect the following:

1. Windows: Ensure that windows can be easily raised and lowered, paying special attention to side emergency windows.
2. Seats: Check for any cuts or damage to the seats.
3. Service Door: Verify that the service door operates correctly.
4. Bus Steps: Remove any mud or debris to ensure that the doors open and close smoothly.
5. Damage from Students: Look for any signs of abuse or damage caused by students and report it to the appropriate school officials promptly.
6. Emergency Doors: Inspect the emergency doors before loading students in the morning and afternoon to ensure they are in good working condition and securely closed.
7. Roof Hatches: Ensure that the roof hatches can open and close properly.

Pre-Trip inspection DAILY:

A. Check Front of the bus:

1. Check for leaks under bus
2. Crossing Arm
3. Headlights/Turn Signals/4-Ways
4. Crossview Mirrors/Side Mirrors
5. Windshield/Windshield Wipers
6. 8-Way Student Lights/Clearance Lights/School Bus Sign Label

B. Engine Compartment

1. Oil Level
2. Coolant Level
3. Power Steering
Fluid/Belt/Gear/Box/Linkage/Hose
4. Water Pump Belt
5. Alternator Belt
6. Air Compressor (belt) or Hydraulic
Master Cylinder

7. Hoses and Wiring
8. Springs/Airbags & Shocks, U-bolts
9. Springs/Air Mounts (front and back)
10. Brake Hoses or Lines
11. Air Brake System
12. Drum & Linings or Rotor & Pad
13. Tires (I,C,D)/Rims/Lugs/Seals, Stem

C. Walk Around and Underneath

1. Mirrors/Student Windows/Emergency
Exits/ Clearance
Lights/Reflectors/Reflector Tape
3. Frame/Exhaust/Drive Shaft/DEF
4. Rear Spring Mount/Springs/U-bolts
5. Shock absorber
6. Tires/Rims/Lugs/Seals/Spacer/Valve
Stem

7. Rear Brakes (Same parts as front)
8. Fuel Tank, Caps & Leak
9. Bus Letterings
10. Battery Compartment
11. Stop Arm

D. Rear of Vehicle

1. Doors & Ties & Lift
2. Splash Guards, Strobe Light
3. Lights/Reflectors (LEFT and RIGHT
turn signal-4 way flashers-Tail

- lights-Brake Lights-Clearance Lights-Stop
arm lights)/ABS
4. Exhaust Pipe

E. Bus Interior/Passenger Entry

1. Doors/Steps/Handrail/Step Light
2. Fire Extinguisher/Triangular Reflectors
(Emergency Equipment)
3. Body Fluid Kit/First Aid Kit
4. Emergency Exits/Buzzers
5. Seats and Flooring
6. Driver Seat Belt /Seatbelt Cutter (sped)

7. Heater & Defroster/Driver Controls
8. Parking Brake/Service Brake/ABS –
Check for leaks
9. Check all lighting with engine running
10. All gauges/Horn/Wipers/ Mirrors/
Windshield
11. Cameras/Radios/P.A. Systems

Ongoing Monitoring by the Bus Driver:After completing a route, a bus driver should perform a post-trip inspection to identify any issues that might have occurred during the trip.

1. Continuously monitor the instrument
panel for any signs of trouble.
2. Stay alert for any unusual sounds or
odors that could indicate mechanical or
electrical issues. If trouble is detected, pull
the bus over to a safe location and do not

- move it until the problem is identified and
resolved.
3. Check the brakes frequently.
4. Leave the bus windows slightly open
when parked or stored.
5. Ensure that the antifreeze is sufficiently
strong to prevent freezing.

6. Keep the interior of the bus clean at all times.

7. Be cautious to avoid hitting stones, curbs, and other obstructions that could damage the tires.

8. Avoid rough patches of road whenever possible

Good visibility is essential for the safe operation of a school bus. The bus driver must ensure that all windows are clear and that nothing inside the bus obstructs visibility in all directions.

Stopping

1. Before stopping a bus to load or unload students:

- Test the brakes by gently pressing the brake pedal, then remove your foot.

- Check the rearview mirror for vehicles approaching from behind.

- Activate the warning signal 100 to 300 feet before stopping.

- Remove your foot from the accelerator.

- Place your foot on the brake pedal and press it gently.

- Make a smooth and gradual stop.

2. Complete most of the necessary braking before entering a curve, and be prepared for any emergency. Test the brakes lightly before going down a hill or at any time the brakes are needed. If the proper procedure is followed, the warning signal will be activated with ample time for others to react. Remember that the warning signal should be given at least 100 feet before reaching the stopping point. Use common sense when deciding how far in advance to give the signal; in some cases, it may be necessary to signal at least 300 feet before stopping. **There is a misconception regarding the law about passing school buses while they are loading and unloading students. After the warning signal is activated, other vehicles can legally pass a school bus until it comes to a complete stop and activates its stop arm(s).**

3. Familiarize yourself with the stopping distances at different speeds as outlined:

20 MPH

22'	23'
-----	-----

45'

30 MPH

33'	45'
-----	-----

78'

40 MPH

44'	81'
-----	-----

125'

50 MPH

55'	133'
-----	------

188'

60 MPH

66'	206'
-----	------

272'

- The average person's reaction time is $\frac{3}{4}$ of a second. This is the time it takes for someone to react after recognizing a potentially dangerous situation. The bus driver must first perceive the need to take action before they can react to an emergency.

- A person's reaction distance varies directly with speed.

Some bus drivers may believe that the distances indicated in the chart (shown above) are inaccurate and that their stopping distances are shorter than those listed. This misconception has led to numerous accidents, some of which have been tragic. The chart provides minimum distances that buses should maintain behind other vehicles at various speeds. The figures represent approximate distances on dry surfaces with good tires and brakes. Stopping distances would be significantly greater on slick surfaces. Always keep a safe distance behind other vehicles to allow for a safe stop if the other vehicle stops suddenly. Maintain at least one vehicle length for every 10 miles per hour of speed.

Turning

1. When preparing to turn, use your directional signal. Do not use the stop arm as a signal unless it is the only means available. Provide the turn signal at the appropriate time and distance (at least 100 feet) before reaching the turning point.
2. When preparing to make a left turn, yield to any vehicle approaching from the opposite direction unless that vehicle is also preparing to turn left.
3. Do not make a left turn if another vehicle is attempting to pass.
4. On a four-lane street or highway, make a right turn from the right or outside lane.

Parking

1. The bus driver must park the bus at the last school where students unload or at a location designated by the appropriate school official.
2. The bus driver shall park the bus at night and on weekends in the bus yard. If the designated parking area is at the bus driver's home, he/she shall be responsible for its safe keeping.

DRIVERS' RELATIONSHIP TO STUDENTS

1. Educate students on transportation regulations.
2. A bus driver is responsible for all students while they are on the bus and while they are crossing the road or street to and from the bus.
3. Keep the school bus as comfortable as possible.
4. Be aware of students who may have physical vulnerabilities, such as those who are prone to motion sickness or have diabetes.
5. Pay special attention to students who are mentally or physically handicapped.
6. Do not administer corporal punishment to any student. A school bus driver does not have the authority to punish students physically. If a student misbehaves, the bus driver should report the incident to the school principal.
7. Operate the school bus in a manner that earns the confidence of students, parents, and other motorists.
8. Never allow students to board or exit the bus while it is in motion.
9. Do not permit students to run alongside the bus when it is moving.
10. Do not allow students to ride on the outside of the bus.
11. Ensure that students do not stick their heads or hands out of the windows.

12. If a student's home is located on the opposite side of the road from the bus stop, they must cross in front of the bus. The bus driver must take special precautions and count the number of students who have cleared the area in front of the bus before proceeding.
13. When students need to cross the road to board the bus in the morning or unload in the afternoon, the bus driver should signal with their arm when it is safe for students to cross.
14. Students will not be allowed to cross the road in the morning to board the bus or in the afternoon to unload until the proper signal is given.
15. Pay special attention to kindergarten and first-grade students, especially during the first days of school. Assign an older student to assist each beginner in finding their place in school and in boarding the bus after school is dismissed.
16. A bus driver should not allow a student to leave the bus without proper authorization from a school administrator, even if the bus is already at school or home.
17. A student's right to ride the school bus is contingent upon their good conduct. Riding the bus is a privilege, not a right.
18. A bus driver should not expect students to be as quiet as they would be in a classroom. Students should be allowed to talk and laugh, provided it does not interfere with safe driving.
19. Students are not allowed to stand in front of stanchions and guardrails while the bus is in motion.
20. Designate seats and turn in seating chart by the end of week 2.
21. A student should be dealt with individually and privately when possible to correct misconduct.
22. A bus driver shall not put a student off the bus for misconduct.
23. A bus driver's dress should be neat in appearance.
24. The bus should be operated on schedule morning and afternoon, regardless of weather conditions.
25. Notify schools served and/or students of any change in schedule or routing.
26. Post bus schedule in the school bus.
27. Make every stop, but do not wait for a student unless the student is seen coming. (This does not apply in the event the driver is ahead of schedule. In case the bus arrives at the stop early, the bus driver should wait.)
28. Use common sense and good judgment at all times and under all circumstances.

DRIVERS' RELATIONSHIP WITH OTHERS

1. Cooperate with the principal to create an effective bus schedule.
2. Establish a positive working relationship with mechanics.
3. Be considerate of other motorists by minimizing delays at loading and unloading stops.
4. If traveling in the same direction as a funeral procession, do not pass it. It is common courtesy to yield the right-of-way to funeral processions and to adhere to traffic signals.

A BUS DRIVER SHALL:

1. Know and obey traffic signs, signals, and road markings, including their meanings, shapes, and colors. (See Roadway Signs Section)
2. Follow all vehicles at a safe distance.

3. ALWAYS stop the school bus at least 15 feet and not more than 50 feet before crossing railroad tracks; open the window on the driver's left and open the service door; listen and look in both directions along the track for any approaching train; use a gear that will provide ample power to cross the track without shifting; and proceed only when it is safe beyond any possible doubt.
4. ALWAYS stop the school bus before crossing a highway; listen and look in both directions along the highway and proceed only when it is safe beyond any possible doubt.
5. Stop to unload or load students in a safe location. Stops should be made at places where vehicles can be seen from at least 300 feet in both directions (the length of a football field, from goal line to goal line).
6. Adjust speed according to driving conditions. The maximum legal speed for a school bus transporting students to and from school on regular routes is 45 miles per hour. However, safe maximum speeds depend on road conditions, weather, traffic, etc.
7. Exercise extreme caution when passing another vehicle.
8. Practice defensive driving. A defensive driver is prepared to avoid the mistakes of other drivers, never takes anything for granted, and recognizes potential accident situations in time to prevent them.
9. Have a specific horn signal and sound it before stopping for students.
10. Wear a seat belt at all times while operating the school bus.
11. Be responsible for the safe operation of the bus at all times.
12. Submit a written application for employment to the local school district using forms provided by the district.
13. Maintain complete control of the school bus at all times.
14. If it appears students preparing to cross the road/street are in danger, blow the horn in rapid succession several times.
15. Check the school bus for students before exiting after each route.

A school bus driver may be dismissed for using the bus for unauthorized purposes, violating any state law or regulation, or failing to perform duties faithfully as outlined by Mississippi law and these rules and regulations.

Responsibilities of a School Bus Driver

A bus driver shall not:

1. Open the school bus door to unload students when a speeding vehicle is approaching the stopping point.
2. Use any tobacco products on the school bus.
3. Move the school bus unless all students are inside, seated, and the doors are closed.
4. Use a cell phone or any other wireless communication device while the school bus is in motion.
5. Continue to make student stops on a highway when traffic is accumulating behind the school bus. Instead, pull off the road at a safe and convenient location to allow accumulated traffic to pass. These stops should not be made near regular student pickup points.
6. Drive the school bus backward on school grounds unless absolutely necessary and only if properly directed. A bus driver should not reverse the bus unless they have confirmed that it is safe to do so.
7. Leave the school bus on the roadway at night.

8. Drive a school bus without functioning brakes. Good brakes are essential for safety and must be maintained in proper working condition at all times.
9. Rely on signals given by the driver of another vehicle, as they may not always be accurate.
10. Leave the driver's seat with the engine running while students are on the bus. The driver must always take the ignition key with them if they need to leave the bus.
11. Allow anyone other than a qualified and approved substitute driver to operate the bus on a route. The substitute bus driver must follow the same laws, rules, and regulations as the regular bus driver.
12. Allow the rear door to be used for entrance or exit except in emergencies.
13. Refuel the bus while the engine is running or while there are students on board.
14. Move the school bus while students are entering or exiting.
15. Pass another vehicle traveling in the same direction as the school bus under the following circumstances:
 - When approaching the top of a hill.
 - When approaching a bridge, overpass, or viaduct.
 - When meeting another vehicle that is nearby.
 - When approaching a curve.
 - When within 300 feet of an intersection.
 - When approaching a railroad.
 - When a yellow line is to the right of the center.
 - In any other dangerous situations.
16. Operate a school bus while under the influence of any intoxicants.
17. Drive the bus off the regular route without proper authorization. Special trips may not be made unless the bus driver has received prior approval from the school district superintendent for the specific trip.

Hazards

1. The bus driver should remain constantly alert for road and traffic hazards, such as long pole trailers, wide loads, and speeding vehicles.
2. Dangerous conditions must be reported to the appropriate authorities. Examples include blind curves, blind highway intersections, blind railroad crossings, narrow curves, and damaged bridges.
3. The bus driver should also stay vigilant for extreme weather conditions that could affect the safety of the students and the bus, such as thunderstorms, heavy rain, flooding, tornadoes, and icy roads.

Emergencies/ Accidents

In the event of an accident, the bus driver shall:

1. Exercise extreme caution.
2. Send someone to flag traffic; a trained and responsible student should be chosen for this task.
3. Guard against fire.
4. Unless the bus is severely damaged or at risk of fire, keep the students inside the bus. The driver should remain close to the bus to supervise the students.
5. Check students for injuries.
6. Have someone call for an ambulance if necessary.
7. Have someone contact law enforcement.

8. Notify school authorities about the accident and any injuries to students.
9. Place emergency warning devices at least 100 feet in front and behind the bus, as well as one on the roadside, when a prolonged stop is necessary.
10. If the accident involves another vehicle, remain courteous and calm.
11. Obtain the name, address, and contact information of the other vehicle's owner and any witnesses to the accident.
12. Avoid assigning blame or making admissions of liability. The accident report should accurately convey the facts.
13. File an accident report with the school district superintendent and the Division of Pupil Transportation, Mississippi Department of Education, within ten (10) days after the accident. Use the form provided by the Division of Pupil Transportation.

Transportation and Bus Conduct

The bus is school property; therefore, any actions deemed major infractions will be disciplined according to the handbook's student conduct discipline consequences. School bus rules and regulations:

1. Obey the bus driver.
2. Your right to ride the bus depends on this.
3. Do not use profane language.
4. No eating, drinking, or possessing any tobacco products on the bus.
5. No drinks, plastic, or glass containers allowed on the bus.
6. Do not damage or tamper with the bus or equipment.
7. Stay seated and keep your head, hands, feet, and objects inside the bus.
8. Do not fight, push, or shove.
9. Always cross in front of the bus.
10. Never get on or off the bus while it is in motion.
11. Do not run alongside the bus while it is in motion.

Students shall be *waiting* at the scheduled time and location for the school bus to arrive in the morning.

First Offense	Suspended from Bus for 5 days.
Second Offense	Suspended from Bus for 10 days.
Third Offense	Suspended from Bus for the remainder of the school year.

*****Note:***** The bus driver is empowered to enforce these regulations and report all violations to the principal. If a student persists in disobeying any of the rules of good conduct, school officials may decide to suspend or expel the student (three offenses).

All transportation changes, such as switching from car rider to bus or transferring from one bus to another, must be submitted in writing to the child's school office. The note must be signed by the child's parent or guardian, include the correct physical address, and provide an emergency contact number. Please ensure that all bus changes are communicated by 2:00 PM. Any extenuating circumstances that require changes after 2:00 PM will be considered at the discretion of the principal or transportation director. This policy is in place to ensure the safety of the children, ensuring they arrive safely at the correct location.

RESPONSIBILITIES OF ADMINISTRATORS, TEACHERS, AND PARENTS

The Superintendent Shall:

1. Be responsible for planning routes that maximize safety and are economical for those served.
2. Ensure that school buses are maintained in safe working condition through systematic inspections and a preventative maintenance program.
3. Ensure that all school buses meet the minimum requirements set by the Mississippi Board of Education.
4. Ensure every school bus is equipped with a fire extinguisher, first aid kit, warning devices, and any other safety equipment required by the Mississippi Department of Education.
5. Issue all instructions to drivers for special trips authorized by law, using forms provided by the Mississippi Department of Education.
6. Assist in organizing training for bus drivers and cooperate with the bus driver instructor.
7. Ensure that all bus drivers are properly certified and qualified to operate a school bus.
8. Ensure that all required reports and documents are submitted to the Mississippi Department of Education by the established deadline.

The Principal Shall:

1. Assist and advise bus drivers in maintaining proper student behavior.
2. Discipline students for misconduct on school buses.
3. Apply for the use of school buses for activity trips and assign a responsible person or persons to supervise students on all such trips.
4. Be responsible for teaching students safe driving practices.
5. Work with bus drivers to protect the buses from misuse while parked on school grounds.

The Transportation Director Should:

1. Collaborate with other school personnel and agencies in planning school bus routes, determining stops, and selecting and training school bus drivers.
2. Keep parents and students informed about changes to bus schedules and their responsibilities in the transportation program.
3. Inspect school buses to determine if they are being abused or damaged by students or bus drivers.
4. Supervise students when loading or unloading on school grounds.
5. Hold meetings with school bus drivers as needed to review safety regulations and emphasize the importance of following all regulations governing student transportation.
6. Request teachers in preschool faculty meetings to inform students on the first day of school about safe waiting and boarding procedures, as well as other rules students must observe.
7. Explain to all students entitled to transportation, during an assembly, the rules they must follow.
8. Encourage teachers to regularly review the transportation rules with students.
9. Inform the community about the law governing the passing of school buses, which requires drivers to stop while the bus is loading or unloading students.
10. With the assistance of the bus driver, determine the students entitled to transportation on each route, and create efficient schedules for each route within the first ten days of school.
11. Arrange emergency evacuation drills for school buses, as suggested by the Mississippi Department of Education.

Teachers Should:

1. Explain the transportation rules and regulations that students must observe and review them periodically.
2. Encourage students to inform their parents about the law governing other vehicles passing school buses while they are stopped to load or unload students. Many students have lost their lives in the past while waiting for the school bus or crossing the road/street.

NATHAN'S LAW



Senate Bill 2472, known as Nathan's Law, was signed into law by then-Governor Haley Barbour and took effect on July 1, 2011. The legislation is named after Nathan Key, a 5-year-old who tragically lost his life in December 2009 when a vehicle illegally passed his school bus while he was unloading.

The major components of Nathan's Law are as follows:

- Motorists are required to stop at least 10 feet from a school bus when the bus is loading or unloading children. They must not proceed until all children have crossed the street to or from the bus, the flashing red lights are deactivated, and the stop sign on the side of the bus is retracted.
- The law authorizes a charge of felony assault and a potential prison sentence of up to 20 years for motorists convicted of illegally passing a school bus if their actions result in injury or death.
- Cameras are to be installed on school bus stop arms to capture video of violators.
- The development of at least 10 questions related to school bus safety is required for the driver's license test.
- A School Bus Safety Task Force has been established.
- School bus drivers are prohibited from using cell phones, wireless communication devices, vehicle navigation systems, or personal digital assistants while the bus is in motion.
- The fines for passing a stopped school bus have been increased.

Notes

[illegible]

TRAFFIC SIGNS, ROAD SIGNS, AND SIGNALS

Regulatory Signs - Regulate the movement of traffic



The stop sign is the only 8-sided traffic sign. It means that you must come to a complete stop before entering the Intersection ahead and yield to traffic close enough to be an immediate hazard. If there is a crosswalk, stop before entering the crosswalk.



The yield right-of-way sign is an equilateral triangle. It means slow down so you can yield the right-of-way to vehicles on the roadway being entered.



You must not pass any vehicle going in the same direction as you are, while you are in the area. The sign is shaped like a pennant.



You must not make a left turn at this Intersection.



You must not make a right turn at this Intersection.



This sign prohibits turning around in an Intersection, across the center of a street or a freeway median (center) strip.



This marks a one-way roadway with traffic coming against you. You must not enter the one-way roadway at this point.



Trucks are not allowed on this street/highway.



You are nearing a railroad crossing. Use caution.



Fifteen miles per hour when passing a school during school recess or while children are going to or leaving school during opening or closing hours.



You are on a two-way roadway and should keep to the right to avoid oncoming traffic.



The roadway is slippery if it is wet. Go slowly.



There is a “Stop” and “Go” traffic light ahead.



MERGE-Warning that two roadways are joining and vehicles will have to blend or merge into one lane.



DIVIDED HIGHWAY ENDS- You are approaching a roadway with two-way traffic.

EVALUATION OF MOTOR VEHICLE REPORT

The recommendation guidelines for evaluating MVRs is based on a point system assigned to various driving violations. Category I consists of minor traffic violations and Category II consists of serious traffic violations.

Category I

Violations are assigned one point per incidence over the past three years. Drivers that accumulate four (4) or more points in a three (3) year period are “unacceptable.” The incidents and point value are as follows:

<u>Incident</u>	<u>Incident Point Value</u>
1. Moving violation	1
2. “At-fault” accident	1

An accident and a violation earned at the same time count as one (1) point only.

Category II

All violations in Category II are considered serious traffic violations and are assigned five (5) points each. A driver acquiring one (1) serious traffic violation during a three (3) year period is considered “unacceptable.” Serious traffic violations are listed as follows:

1. DUI or other alcohol or drug related violation
2. Reckless vehicle operation
3. Assault with a motor vehicle
4. Leaving the scene of an accident
5. Driving under suspension or revocation of driver license
6. Excessive speed; twenty (20) miles over posted speed limit

The school district should develop policy guidelines and procedures to deal with “unacceptable” drivers. These guidelines may allow for some judgment in certain cases. An “unacceptable” driving record could result in, but not be limited to, the following actions by the school district:

1. Termination of employment with the school district
2. Probation for a specific period of time
3. Placement in a non-driving status

The objective of the MVR evaluation guidelines is to provide a method for removing unsafe bus drivers from service to the school district. Additionally, these guidelines may prevent unsafe drivers from being hired by the school district. Ultimately, the decision to hire or fire bus drivers lies with the school district.

Policy JCDAD: Bus Conduct

Status: ADOPTED

Original Adopted Date: 08/12/2013 | **Last Revised Date:** 01/13/2025 | **Last Reviewed Date:** 01/13/2025

BUS CONDUCT

1. RESPONSIBILITIES

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning, and after they leave the bus at the end of the school day. Furthermore, students have the responsibility to obey all rules of conduct while waiting for, riding and leaving the bus. The school bus driver is authorized and responsible to the school district to maintain student order and to insure safety at all times. Therefore, he is authorized to instruct and otherwise control students while they are on the bus. The principal will be responsible for disciplining students reported to him by the driver. Questions and inquiries regarding discipline should be directed to the school principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Supervisor.

2. RULES OF CONDUCT

Students who do not conduct themselves properly will not be allowed to ride the bus. Students may be subjected to disciplinary action provided by district policies, including but not limited to suspension and expulsion from school or from the bus, for misconduct on the bus. While riding a school bus, students must conform to all rules of conduct as established by Policies [JCA, JCB, JCBD, JCB, JCBF, and JCDAD] and the student code of conduct adopted by their schools. The principal shall provide to each student eligible to ride a bus a list of rules, including but not necessarily limited to the following:

1. Loading and Unloading

1. Be at your assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load and unload.
10. Use the handrail while getting on and off the bus.
11. If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
12. When you must cross the road to get on the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

2. Riding the Bus

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
5. Do not use profane language or make obscene gestures.
6. Do not fight or scuffle.
7. Be courteous and follow the instructions of your bus driver and safety patrol.
8. Do not strike or threaten the bus driver.
9. Do not make excessive noise.
10. Do not throw objects inside or outside the bus.
11. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.
12. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Student Complaints of Sexual Discrimination/Harassment - Title IX Procedures.

Policy GBRM-2: Drug and Alcohol Testing Policy

Status: ADOPTED

Original Adopted Date: 11/11/2002 | **Last Revised Date:** 12/12/2022

DRUG AND ALCOHOL TESTING POLICY

The following is Kosciusko School District's Drug and Alcohol Testing Policy. This policy is effective December 12, 2022. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will begin conducting random testing of all bus drivers, and preemployment testing of all prospective employees. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

The purposes of this policy are as follows.

1. To maintain a safe, healthy working environment for all employees;
2. To maintain the highest quality educational program for our students by insuring that no personnel of the district are users of illegal drugs or under the influence of drugs or alcohol;
3. To reduce the number of accidental injuries to person or property; and
4. To reduce absenteeism and tardiness and improve the quality of educational services.

SUBSTANCE ABUSE

The following are rules representing the district's policy concerning substance abuse.

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The use, sale, possession, transfer, or purchase of illegal drugs, non-prescription drugs, medical marijuana, or controlled substances while on district property or while performing district business is strictly prohibited and is cause for immediate termination. Such action will be reported to appropriate law enforcement officials.
3. No alcoholic beverage will be brought or consumed on district premises.
4. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
5. The district is not prohibited from establishing or enforcing a drug-testing policy under the Mississippi Medical Cannabis Act. The district is not required to permit, accommodate, or allow the use of medical cannabis, or to modify any job/working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
6. The district is not prohibited from taking an adverse employment action against an employee, up to and including termination, as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of cannabis.
7. Any employee whose off-duty use of alcohol, medical marijuana, illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

DRUG AND ALCOHOL TESTING

1. Effective December 12, 2022 the Kosciusko School District will begin conducting preemployment testing, reasonable suspicion testing of all personnel and random testing of bus drivers.
2. An employee will be allowed to provide notice to the Kosciusko School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.
3. Random testing of bus drivers will be implemented using a neutral selection basis. Kosciusko School District will not waive the selection of any employee chosen pursuant to the random selection procedures.
4.
 1. Reasonable suspicion is defined under this policy as the belief by Kosciusko School District that an employee is using or has used drugs or alcohol in violation of Kosciusko School District's policy. Reasonable suspicion may be based upon, among other things:
 1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
 2. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
 3. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
 4. Evidence that an individual has tampered with a drug and alcohol test during his employment with the current employer;
 5. Information that an employee has caused or contributed to an accident while at work; and
 6. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.
 2. If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Kosciusko School District's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Kosciusko School District's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.
5. Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.
6. The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.
7. An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.
8. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.
9. *(Optional Provision)* -- If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of Kosciusko School District's Drug and Alcohol Testing Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result.

Policy GBRM: Smoking and Other Uses of Tobacco

Status: ADOPTED

Original Adopted Date: 11/10/2003 | **Last Revised Date:** 06/12/2017

GBRM

SMOKING AND OTHER USES OF TOBACCO

No person shall use any tobacco product on any educational property owned or operated by the Kosciusko School District. Tobacco products are defined as any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, or electronic cigarettes.

Educational property is defined as any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity.

Any adult who violates this section shall be subject to a fine and shall be liable as follows:

- (a) for the first conviction, a warning;
- (b) for a second conviction, a fine of Seventy-Five Dollars (\$75.00); and
- (c) for a all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed.

ISSUANCE OF CITATION

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, subsequent convictions are violations committed on any educational property within the State of Mississippi.

Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

Policy GBRL: Drug Free Schools and Workplace

Status: ADOPTED

Original Adopted Date: 08/12/2013 | **Last Revised Date:** 12/12/2022

DRUG FREE SCHOOLS AND WORKPLACE

No employee engaged in work in connection with the Kosciusko School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined to mean the site for the performance of work done in connection the [SITENAME] School District. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment in the Kosciusko School District, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

As a condition of employment in the Kosciusko School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be nonrenewed or his or her employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

DENIAL OF LICENSE

The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to or actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. ' 37-3-2 (11) (c)

SUSPENSION OF LICENSE

The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. ' 37-3-2 (12) (d)

Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense. ' 37-3-2 (13) (a)

