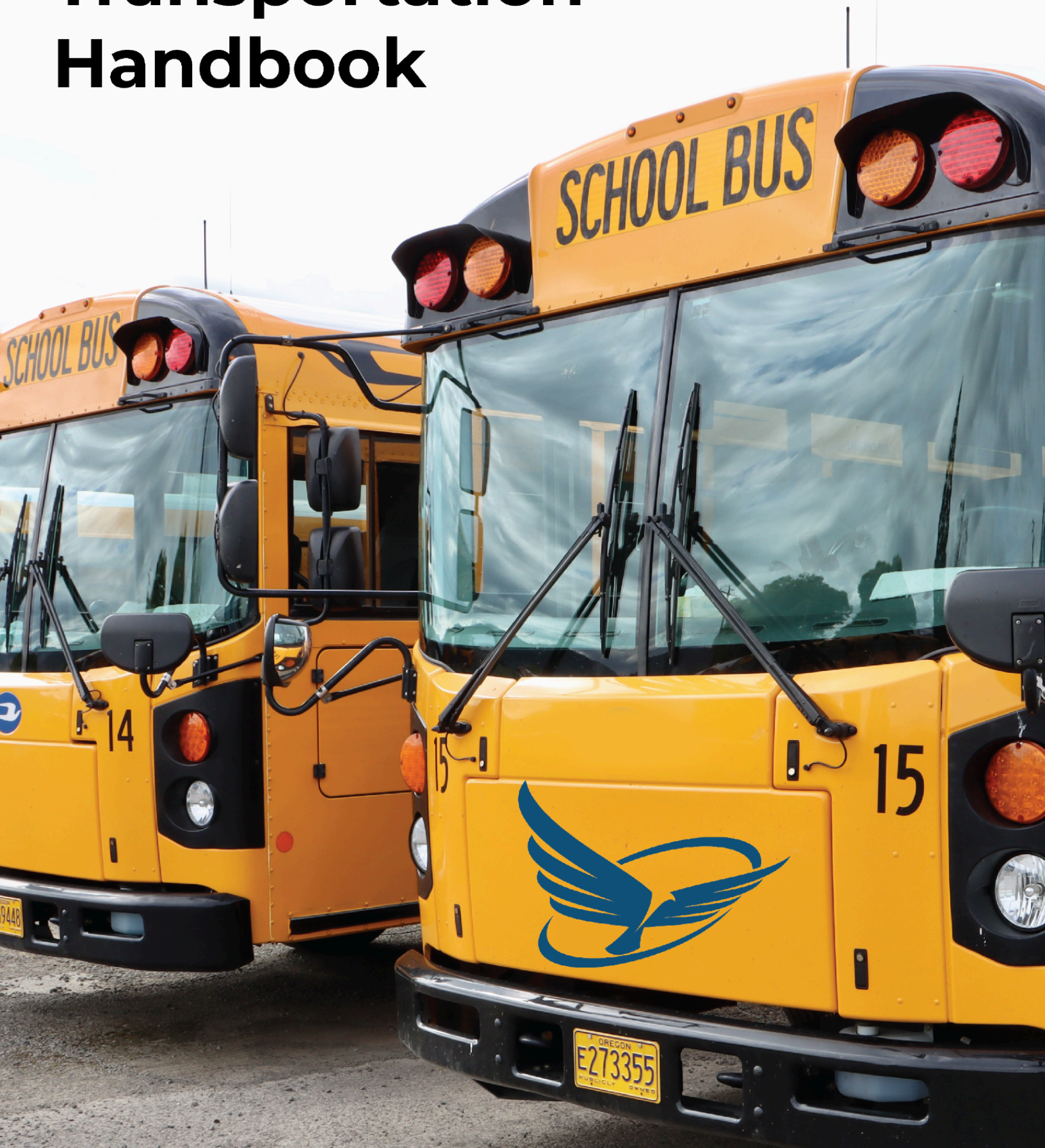
EPSD9 Transportation Handbook



EPSD9 Transportation Department
Table of Contents

Office Staff & Mechanics 3
Bus Routes (Subject to Change) 3
Document Authority 3
General Expectations 4
Core Character Traits 4
Use of District Technology 4
Walking Through A Typical Day 5
Policies & Procedures 6
- Attendance & Tardiness 6
- Paid Leaves of Absence 6
- Pay Day 6
- Check-In Time 6
- Time Sheets 6
- Standards 6
- Smoking 7
- Drugs & Alcohol 7

Sub Drivers 8
Bus Assignments 9
Route Assignments 9
Routes and Student Lists 10
- Special Needs Routes 10

Communication Devices 12
- Video Monitoring System 12

Student Safety 13
Student Discipline 14
Emergency 15
Student Searches 16
Trip Driver Procedure 17
Driving Hours 18
Accident Procedures 18
Handling of Collisions 20
Incident Reports 20
Job-Related Injury 21
All Accidents, Citations, and Arrests 22
Code of Conduct 23
Child Abuse Reporting 24

Bus Care and Maintenance **24**
Fueling 25
Mechanical Failure 26
Repair Requests 27
Service Due 28
Committees and Meetings **28**
Closing Reminders **29**
Additional Information Links **30**

Welcome to the EPSD9 Transportation Department

Office Line: 541-830-1245
Fax: 541-830-1239

Office Staff & Mechanics

- **Supervisor:** Rex Squires
- **Administrative Assistants:** *Position Open*, Renee Sorensen
- **Driver Trainer:** *Position Open*
- **Dispatcher:** Yvonne Phariss
- **Lead Mechanic:** Chris Gadbaw
- **Mechanic:** Tim Jeffers

Bus Routes (Subject to Change)

Routes are currently assigned as follows and may be updated based on operational needs:

- **Eagle Rock Elementary:** Route 3
- **Eagle Point Middle School:** Routes 2, 3, 5, 6, 7, 9
- **Eagle Point High School:** Routes 2, 3, 5, 6, 7, 9, 20–23, 30–33, 35
- **Lake Creek Learning Center:** Route 4
- **Shady Cove School:** Routes 20–23
- **Table Rock Elementary:** Routes 30–33, 35
- **White Mountain Middle School:** Routes 30–33, 35

Specialty Routes

- **Special Needs (SN):** SN1–SN7
- **McKinney-Vento (as needed):** MKV-1, MKV-2

Document Authority

This handbook is guided by applicable Federal and State laws, regulations from the Oregon Department of Education (ODE), District Board Policies, the EPSD9 Staff Handbook, and the Collective Bargaining Agreement (CBA).

In the event of a conflict between this handbook and any of the documents listed above, the provisions of the governing law, board policy, or negotiated agreement will take precedence.

General Expectations

We believe that teamwork is the foundation of safe and effective transportation. Regardless of our individual differences, we work side by side with trust, integrity, and shared commitment. Our core message is simple:

“We believe in each other.”

Core Character Traits

At EPSD9, we believe these core values guide everything we do:

- **Honesty** – Be truthful and transparent in all actions. Don’t lie, cheat, or withhold important information.
- **Caring** – Treat others how you’d want to be treated: with kindness, compassion, and empathy.
- **Respect** – Acknowledge the value and dignity of every individual, regardless of their role or background.
- **Responsibility** – Own your actions. Meet your duties with accountability and reliability.

These values are not just expected — they define the kind of team we strive to be every day.

Use of District Technology

EPSD9 provides technology tools to improve student safety and transportation efficiency. All staff are expected to use district-issued hardware and software — including in-bus tablets, routing applications, and student ridership systems — as part of their daily duties.

If you're unfamiliar with the technology or encounter a technical issue:

- **Ask for help.** Let office staff know immediately so we can support you.
- **Do not attempt to troubleshoot on your own** while operating the bus or when student safety could be compromised.

Your use of district technology must comply with Board Policy **IIBGA** (Electronic Communications System) and associated administrative rules. Improper or negligent use of district systems may result in disciplinary action.

When in doubt, reach out. We're here to help you succeed.

Walking Through A Typical Day

To keep our operations running smoothly and safely, all drivers are expected to follow these daily procedures:

- **Arrival & Parking:** Park behind the bus shop on the west side of the railroad ties. Oversized vehicles should use the back row. Enter through the back gate only — not the bus yard.
- **Pre-Route Check-In:** Arrive early enough to review:
    - The **Student Denial Board**
    - **Dispatch Board**
    - Your **mailbox**
- These may contain time-sensitive updates or route changes. It is your responsibility to stay informed.
- **Inspections:**
    - Complete a full **AM pre-trip inspection** before leaving.
    - A more detailed **PM pre-trip** is required before the afternoon route.
    - All inspections must be completed using the **Traversa tablet**. If unavailable, report to the office after your route.
- **Route Adherence:**
    - Follow the assigned route and schedule strictly.
    - Never arrive early at a stop.
    - All changes must be approved by the Transportation Supervisor and updated in the narrative and tablet.
- **Safety Guidelines:**
    - Only authorized individuals may board the bus.
    - Children of drivers must remain in the breakroom until the time to board.
    - Never allow children to walk unattended through the bus yard.
    - Drivers must give clear instructions when students cross the road and use proper safety signaling.
- **Drop-Off Protocols:**
    - Students may not be let off at unapproved stops.
    - Kindergarten students require a visible parent/guardian unless prior written approval is on file.
- **End-of-Day Responsibilities:**
    - Complete a full **post-trip inspection** after any route or trip.
    - Check for sleeping students, lost items, or damage.
    - Drain air tanks and plug in the bus if required. (Ask a mechanic if you are unsure.)
    - Submit all **repair requests** via the tablet.
    - Retain lost items for 2 weeks before returning or donating them.
- **Booster Seat Law:**
    - Children under age eight or shorter than 4’9” must use a booster seat if seat belts are present, per Oregon law.

Policies & Procedures

EPSD9 transportation staff are expected to follow established policies that support safety, efficiency, and accountability. The procedures below reflect both internal expectations and legal compliance.

Attendance & Tardiness

- The district relies on your consistent and punctual attendance to operate effectively.
- Use the **office clock** as the standard time reference.
- Every bus must have a working timepiece and a functioning phone.
- If sick, call dispatch at least **1 hour before check-in time**.
- Use the provided contact cards for quick access to department numbers.

Paid Leaves of Absence

- Leave requests must comply with **Article 11** of the Collective Bargaining Agreement.
- Report absences in **Frontline** daily unless cleared by a doctor's note.
- A **doctor's release** is required for any illness exceeding five consecutive days.
- Use Frontline to:
    - Report your absence
    - Track paid leave usage
    - Request and obtain supervisor approval for personal leave

Pay Day

- Employees are paid monthly on the **20th of each month**.
- If the 20th falls on a weekend, pay is issued the preceding **Friday**.

Check-In Time

- Drivers must check in **10 minutes before AM departure** and **15 minutes before PM departure** for pre-trip readiness.

Time Sheets

- Submit time sheets **daily** — not weekly.
- Use the **Traversa tablet** to record mileage and student counts when available.
- Incomplete time sheets may be returned for correction.

Standards

All transportation staff are expected to meet the professional, medical, and safety standards established by EPSD9 and the Oregon Department of Education (ODE).

- **Physical and Mental Fitness:** Drivers must comply with all medical certification requirements for school bus drivers per the Oregon Pupil Transportation Manual. This includes vision, hearing, physical agility, and overall mental fitness to operate a commercial vehicle.
- **Licensing Requirements:** You must maintain a valid Commercial Driver License (CDL) with the proper endorsements for transporting students.
- **Training and Certification:** All required initial and ongoing training must be completed by established deadlines. Failure to maintain certifications may result in loss of driving eligibility.
- **Professional Conduct:** Drivers are expected to model appropriate behavior both on and off the bus. Disrespectful, aggressive, or inappropriate conduct may result in disciplinary action.

Meeting these standards is not optional — it ensures the safety of students and helps us uphold our community's trust.

Smoking

In compliance with district policy and Oregon state law, smoking and the use of tobacco or nicotine products — including e-cigarettes and vaping devices — is strictly prohibited:

- **On district property**, including buildings, vehicles, and grounds
- **On buses**, during routes, trips, or at any student-related event
- **Within the view of students**, regardless of location

Smoking is permitted **only** in the designated area outside the back gate of the bus yard. Violations of this policy may result in disciplinary action in accordance with the staff handbook and board policy **GBK** (Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems).

Drugs & Alcohol

EPSD9 strictly prohibits the use, possession, sale, or transportation of illegal drugs, alcohol, or any controlled substances not prescribed to the employee.

This policy applies:

- On district property
- In district vehicles
- At any worksite or school-sponsored activity
- During all work hours — including field trips and extracurricular events

Prescription Medications

All school transportation staff are expected to report to work **fit for duty**, meaning fully capable of performing their job functions safely and effectively, including the operation of district vehicles.

If you are prescribed a medication that may impair your ability to operate a vehicle safely, you must:

- Inform your prescribing provider that you are a commercial school bus driver subject to Department of Transportation (DOT) safety regulations.

- Immediately notify the Transportation Department or Human Resources if you are prescribed any medication that may impair alertness, reaction time, or motor coordination.

- You **must not** operate a school bus if the medication impairs your ability to perform your duties safely, even if it is legally prescribed and taken as directed.

- Medications—prescribed or over-the-counter-that—that may impair safe driving may only be used **if your provider affirms in writing** that the medication will not affect your ability to safely operate a commercial vehicle. This documentation may be subject to review under the District's fit-for-duty policies.
- All employees must comply with applicable state and federal laws, including **FMCSA 49 CFR §391.41**, and may be subject to a fitness-for-duty evaluation if there is concern about safe performance related to medication use.

Drug & Alcohol Testing

EPSD9 complies with **Board Policy GBEDA** and federal regulations (**49 CFR Part 382**) regarding transportation employee testing. Drivers are subject to:

- Pre-employment testing
- Random testing
- Post-accident testing
- Reasonable suspicion testing

A confirmed positive test or refusal to test may result in disciplinary action, including termination, following due process and applicable CBA provisions.

Sub Drivers

Substitute drivers are essential to the success of our transportation team and play a critical role in maintaining service continuity.

Expectations:

- **Stay Informed:** Always obtain the most current route narrative before starting. Routes may change daily.
- **Timeliness:** Adhere to the narrative schedule. If you arrive early, pull over and wait until the correct time.
- **Discipline:**

    - Communicate any student behavior concerns to the regular route driver when possible.
    - If the situation is severe or the regular driver is unavailable, follow normal citation procedures and inform the office.
- **Availability:** Keep dispatch updated about your availability as soon as possible — especially when you're unavailable — to avoid assignment conflicts.
- **Trip Eligibility:** Subs are eligible to drive field and athletic trips. If interested, notify dispatch.

Substitute drivers are expected to follow the same safety standards, conduct expectations, and communication procedures as regular route drivers.

Bus Assignments

Bus assignments are made during the annual in-service meeting and may be updated throughout the year based on operational needs.

Assignment Guidelines:

- **Initial Assignments:** Each route is assigned a primary driver and a corresponding bus at the start of the school year.
- **Flexibility:** Assignments may be temporarily or permanently adjusted by the Transportation Supervisor to meet staffing or vehicle needs.
- **Trip Use:** A bus assigned to a regular route may also be used by another driver for athletic, extracurricular, or field trips.

Driver Responsibilities:

- **Inspection:** When assigned a new or unfamiliar bus, conduct a thorough pre-trip inspection before departure.
- **Report Damage:** Immediately report any existing damage or issues to the office or mechanics to avoid being held responsible.
- **Fleet Familiarity:** Drivers are expected to be capable of operating any vehicle in the district fleet.

Clear communication, attention to detail, and vehicle accountability help keep our operations smooth and equitable.

Route Assignments

Route assignments are determined using a bidding process and are subject to operational needs and qualifications.

Bidding Process:

- A **signup sheet** is posted with route information including estimated schedule, start date, and deadline to express interest.
- Drivers who wish to be considered must sign the sheet before the deadline.
- The Transportation Supervisor will review driver qualifications and notify applicants of the outcome.

Final Assignment:

- All route assignments are made at the discretion of the Transportation Supervisor and District administration.
- Assignment decisions may consider factors such as:
    - Seniority
    - Availability
    - Safety record
    - Operational needs

Grievance Statement:

While the District values transparency, final assignment decisions are not subject to the grievance procedure unless otherwise outlined in the current Collective Bargaining Agreement.

Routes and Student Lists

Maintaining accurate and up-to-date route narratives and student lists is critical for both safety and operational efficiency.

Driver Responsibilities:

- **Keep Routes Current:** All stops, turnarounds, and times must be updated regularly. Submit changes to the office promptly.
- **Required Information:** Routes must include clear addresses or descriptions, student names, and assigned times.
- **Bus Copies:** Keep a printed narrative and student list in the designated clip on your bus at all times. These documents must match the most current version stored in the routing tablet.

Sub Driver Readiness:

Substitute drivers rely on accurate route narratives to safely and confidently operate routes. Ensuring that your route documentation is updated helps protect students and staff alike.

Kindergarten Riders in Rural Areas:

If a kindergarten student is to be dropped off without a parent present, written permission must be on file. Drivers should verify that documentation is stored in the student's info folder in the breakroom.

Annual Deadlines:

- Submit your beginning-of-year route and student list updates to the office by **October 1st**.

Thank you for helping maintain student safety through diligent documentation and communication.

Special Needs Routes

Drivers on special needs routes provide essential services that require flexibility, consistency, and sensitivity to student needs.

Expectations:

- **Variable Hours:** Daily hours may vary between 4 and 8 hours depending on student schedules, destinations, and individual needs.
- **Route Balance:** At the beginning of the year, routes are distributed as evenly as possible based on total hours, number of students, wheelchair usage, and locations. Adjustments may be made throughout the year.

Assignment Changes:

- Route modifications will only affect the route in question — not all special needs routes.
- When adding new students:
    - Priority is given to the driver with the fewest hours, if practical.
    - Scheduling and geographic limitations may override this consideration.

Stability for Students:

Students on special needs routes benefit greatly from consistency. Frequent changes to routes, drivers, or timing should be avoided whenever possible.

Additional Training:

Drivers must participate in extra training related to:

- Student-specific needs
- Emergency medical procedures
- Behavior intervention and management

Trip Eligibility:

- Special needs drivers may sign up for weekend or after-hours trips.
- These trips must not interfere with their assigned route or require a substitute driver.

Communication Devices

Effective and professional use of communication devices is essential for safety, coordination, and clarity across our transportation team.

Two-Way Radios:

- **Use Your Bus Number:** Always identify yourself by bus number when calling dispatch. Example: “Bus 17 to base.”
- **Respond Promptly:** Answer clearly and concisely. Example: “Bus 17, go ahead.”
- **Acknowledge Messages:** Confirm you’ve received and understood by responding with “Copy.”
- **Stay Professional:** Remember that all radio communication is public. Students, staff, and other drivers may be listening.
- **Priority Use Only:** Radios are to be used only for communication within the scope of duty, such as:
    - Malfunctions or breakdowns
    - Medical or safety emergencies
    - Urgent student or route issues

Cell Phones:

- **Personal Use Prohibited:** Cell phones may not be used for personal reasons while on duty.
- **Emergency Use Only:** Use cell phones only when absolutely necessary and only while parked. Drivers on special needs routes may use hands-free devices only when it does not interfere with student safety or driving focus.

Student Use:

- Students may use personal devices with headphones as long as they do not create a distraction.
- **Prohibited:** Students are not allowed to take photos or record video while on the bus.
- If misuse occurs, drivers may confiscate devices and report the issue per student conduct procedures.

When in doubt, prioritize student safety, protect privacy, and maintain a professional communication standard.

Video Monitoring System

Video surveillance is an important tool for promoting safety, addressing discipline concerns, and protecting both students and staff.

Purpose and Access:

- All EPSD9 buses are equipped with video monitoring systems.

- Recordings may be reviewed by the Transportation Supervisor and the relevant drivers involved in an incident.
- Footage is used to support disciplinary investigations and to resolve safety concerns.

Parent Access:

- Parents may request to view footage **only** involving their child.
- Viewings must:
    - Be scheduled in advance
    - Include both the route driver and supervisor
    - Comply with FERPA and video redaction standards

Viewing Guidelines:

- Supervisors may fast-forward to specific incidents or timeframes to locate infractions.
- Videos are not to be shared, downloaded, or distributed outside official review processes.

Student Safety

The safety of students is our top priority. All transportation staff are responsible for maintaining safe, orderly, and respectful conditions on every bus daily.

Seating and Capacity:

- No more than **three students per seat**.
- Ensure all students are seated before the bus is in motion.
- Report overloads to the Transportation Supervisor immediately.
- Seat assignments may be used to enhance safety and minimize behavior issues.

Aisle Safety:

- Aisles must always be clear of backpacks, instruments, or any other obstructions.
- No personal items may be stored in the driver's area, on the dashboard, or in the engine compartments.

Prohibited Items:

- Animals, weapons, insects, glass containers, skateboards, and other hazardous items are prohibited.
- Drivers should use discretion and refer questionable items to dispatch or the supervisor.

Stop and Drop-Off Protocols:

- Students must have a **written note** to get off at a stop other than their regular assignment.
    - AM notes may be handwritten.
    - PM notes must be approved by the school office.

- Never deviate from the route narrative.
- Keep student notes for **two weeks**, then discard.
- Never remove a student from the bus except at their designated school.

Bus Movement Rules:

- Never leave the bus unattended while students are loading.
- If exiting your seat with students on board:
    - Turn off the engine
    - Remove the keys

Backing Up:

- Do not back up on school grounds without a designated spotter.
- Use your horn and hazard lights before moving in reverse.

Lighting and Signals:

- Use **safety lights** only for **on-road** loading/unloading.
- Do **not** use safety lights at off-road stops.
- When stopping for another bus with activated lights, **mirror their safety signals**.

Additional Safety Protocols:

- Use push/pull steering and keep hands at 9 & 3 or 10 & 2.
- Position stops **at least 50 feet** from intersections.
- Engage neutral gear and set the parking brake during stops.
- Secure all loose objects that could become hazards during a sudden stop or accident.
- Rear dome lights may be used at the driver's discretion for visibility.

All drivers must comply with Oregon Motor Vehicle Laws and EPSD9 Board and ODE regulations.

Student Discipline

Student behavior directly affects safety on the bus. Drivers are expected to manage discipline fairly, consistently, and in alignment with district policy and state law.

General Expectations:

- Enforce rules respectfully and consistently.
- Maintain calm, clear authority.
- Set the tone early — consistency builds respect and reduces disruptions.

Documentation:

- Keep a log of all discipline events.
- Document even minor recurring issues — patterns matter.

- Use district forms for citations, incident reports, and parent contact.

Citations and Communication:

- Complete student citations using the office computer or hard copy form.
- All citations must be accompanied by parent contact (phone call or email).
- Submit completed citations to the office for routing to the school.
- The student should receive the top copy to take home.

Parent Contact:

- Log every call or conversation using the parent contact form.
- Store forms in the office after each communication.

Conferences:

- Drivers may not initiate parent meetings directly.
- All conferences must be scheduled through the Transportation Supervisor.

Video Review:

- Video footage may support discipline decisions.
- Video access and use must follow FERPA and district policy.

Restraint and Seclusion:

- Use only in accordance with **Board Policy JGAB** and **JGAB-AR**.
- Staff must be trained and authorized to use these methods.

Emergency

In the event of an emergency, staying calm and following established procedures is essential to protecting students and staff.

Immediate Steps:

- Use the **two-way radio** or your **cell phone** (if safe) to notify the office.
- Clearly report:
    - **Your location**
    - **Type of emergency** (e.g., mechanical failure, medical emergency, threat)
    - **Whether emergency services** are needed (e.g., fire, police, ambulance)

Dispatcher Instructions:

- Wait for and follow all instructions from dispatch or the Transportation Supervisor.
- Keep radio communications brief and clear — during an emergency, only essential messages should be sent.

Student Management:

- Keep students calm and informed without alarming them.
- Do **not move the bus** unless instructed and it is safe to do so.
- If evacuation is necessary, move students to a safe area and follow standard procedures.

If Communication Fails:

- Remain with the bus and students.
- Attempt to flag down a passerby or use a student's cell phone, if appropriate.
- Every bus contains contact cards with after-hours phone numbers for dispatch and administration.

Field Trips and Events:

- If on a trip with staff, work with the **coach or chaperone** to manage the situation.
- Trip drivers should know the route and have maps/contact info prior to departure.

Student Searches

In rare but serious circumstances, a student search may be required to ensure the safety of the bus and its occupants. All searches must be conducted lawfully and in accordance with district policy and state law.

Key Policies:

- All searches must follow **Board Policy JFG** and **JFG-AR**.
- Searches should only be conducted when there is **reasonable suspicion** that a student is in possession of an item that may pose a danger or violate district policy.
- Only trained administrators or their designees are authorized to conduct student searches.

Driver Responsibility:

- If you have a concern that may warrant a search:
    - Do **not** search the student or their belongings yourself.
    - Contact dispatch or the Transportation Supervisor immediately.
    - Maintain control of the situation and keep students calm.

Reporting:

- Document all incidents related to student search requests using the appropriate district forms.
- Include details such as the observed behavior, time, date, and any witnesses.

Protecting student rights while ensuring safety requires a careful, consistent approach. If in doubt, escalate the concern — do not attempt to address it alone.

Trip Driver Procedure

Trip drivers provide essential transportation for field trips, athletics, and other school events. These assignments require advance planning, flexibility, and strong communication.

Signing Up:

- During the August in-service orientation, drivers may sign up for:
    - Short trips
    - Long trips
    - Overnight trips
- Trips are dispatched based on driver availability, past participation, and rotation to maintain fairness.

Preparation:

- Know your destination and obtain all necessary trip materials **at least one day in advance** — including maps, student lists, and fuel cards.
- Check in on time and complete a thorough pre-trip inspection.
- If using a bus other than your route bus:
    - Inspect and clean it the day before
    - Report any issues to mechanics

On the Day of the Trip:

- Do **not** complete other duties (e.g., washing your bus) on trip day.
- Ensure a **chaperone** is present on every trip (unless otherwise authorized).
- Drivers may assist with route planning but should defer to teacher/coach input when appropriate.

Student Supervision:

- Chaperones and coaches are responsible for student behavior.
- Address any issues first with the staff present.
- If the issue is unresolved, contact dispatch or your supervisor.

Safety and Load Guidelines:

- Store large items in bus storage compartments.
- Aisles, exits, and rear windows must remain clear.
- Never exceed passenger capacity — report overloads before departing.

Communication and Courtesy:

- Notify dispatch if you're interested in driving a trip your child or grandchild will attend.
- If you cannot complete a trip, **turn it back ASAP** so it can be reassigned.
- Drivers are expected to speak professionally and courteously about coworkers and dispatch decisions.

Final Reminders:

- Provide an emergency exit briefing before departure.
- Complete your trip sheet fully and submit it promptly.
- Trip drivers are responsible for accurately tracking and reporting their own trip hours.
- Use designated trip driver parking if your return is expected after dark.

Driving Hours

EPSD9 transportation staff are subject to strict hour limitations to ensure safety, prevent fatigue, and remain in compliance with Oregon law and district policy.

Daily and Weekly Limits:

- Drivers may not exceed:
    - **10 hours of driving** within a 16-hour period.
    - **15 hours total on duty** within a 24-hour period (including field trips, charters, and athletic events).
- A **minimum of 8 consecutive hours off duty** is required between shifts.

Monitoring & Compliance:

- Drivers are responsible for tracking their total hours daily.
- Dispatch monitors accumulated time for all drivers.
- Overages must be reported immediately and may result in disciplinary review.

Split Shifts:

- Split shifts must not exceed 15 total duty hours in a 24-hour period.
- Break time between AM and PM shifts must allow for adequate rest.

Special Events & Overnight Trips:

- Hours for overnight trips must include adequate sleep and downtime.
- Driving time must still not exceed 10 hours within any 16-hour window.

Fatigue Management:

- Drivers are expected to monitor their own fitness for duty.
- If you're too tired to drive safely, notify dispatch immediately.
- Fatigue is treated as a safety issue — not a personal failure.

Accident Procedures

Every accident — no matter how minor — must be treated seriously and handled with professionalism, urgency, and attention to detail. Follow these steps exactly to ensure student safety, protect yourself, and comply with all reporting requirements.

Immediate Response:

1. **Secure the Bus:**
    - Stop immediately in a safe location
    - Turn off the engine
    - Set the parking brake
    - Activate hazard lights
2. **Check for Injuries:**
    - Assess yourself and all students
    - Provide first aid **only if trained**
3. **Call Dispatch:**
    - Use your two-way radio or cell phone (if safe)
    - Report:
        - Your exact location
        - Nature and severity of the accident
        - Any injuries or immediate dangers
4. **Secure the Scene:**
    - Stay with the bus unless evacuation is required
    - Deploy reflective triangles or flares if necessary
    - Do not move the bus unless instructed by law enforcement or there is an immediate safety risk
5. **Cooperate with Authorities:**
    - Follow all instructions from emergency responders and dispatch
    - Stay calm and professional at all times
6. **Avoid Discussion of Fault:**
    - Do not admit fault or speculate about the cause of the accident
    - Avoid discussing the incident with other drivers, bystanders, or students beyond safety concerns

Reporting:

- Complete the **EPSD9 Accident Report Form** the same day
- Assist with law enforcement reporting as directed
- Notify your supervisor once safe to do so

Parent Communication:

- Drivers **do not contact parents** directly
- The district will notify parents after verifying student safety and gathering accurate information

Aftermath:

- You may be required to undergo **drug and alcohol testing**, per federal regulations (**49 CFR Part 382**)
- A post-accident debrief will be scheduled with the Transportation Supervisor

- Depending on the nature of the accident, you may be placed on paid administrative leave during the investigation

Remain calm, act decisively, and document thoroughly — your response helps protect student safety and district integrity.

Handling of Collisions

In the event of a collision, even if it does not involve another vehicle, it must be reported and treated as an official incident. This includes any impact with curbs, poles, objects, or infrastructure that results in damage to the bus or property.

What Constitutes a Collision:

- Contact with another vehicle
- Striking a fixed object (e.g., post, tree, barrier, fence)
- Curbing a tire resulting in damage or a noticeable jolt
- Any situation that causes damage, unusual noise, or concern from a student or staff member

Required Action:

1. **Stop immediately** in a safe location
2. **Secure the vehicle** (brake, engine off, hazards on)
3. **Check for damage** and ensure no injuries occurred
4. **Notify dispatch** and follow instructions
5. **Document the incident**:
    - Complete a written statement
    - Submit the **EPSD9 Collision/Incident Report Form**
    - If another vehicle is involved, collect the other driver's license, registration, and insurance info

Mechanics and Supervisor Review:

- Drivers **must report all collisions**, even minor ones that result in no visible damage
- Mechanics will inspect the bus before it is placed back into service
- The Transportation Supervisor will review the incident and determine if further action is needed

Follow-Up:

- Collisions may require retraining or review of driving practices
- Repeated or preventable collisions may result in corrective action under district policy

Reporting is not about blame — it's about transparency and safety. If something happened, say something.

Incident Reports

Timely and accurate incident reporting helps ensure student safety, legal compliance, and operational transparency.

When to Complete an Incident Report:

- Student behavior resulting in disciplinary action or referral
- Safety violations (student or driver-related)
- Medical events or injuries
- Parent complaints or disputes
- Unusual occurrences or behavior that could affect safety or operations

Required Forms and Procedures:

- Use the **EPSD9 Incident Report Form** (paper or digital)
- Submit within **24 hours** of the event
- Include:
    - Names of involved students or staff
    - Time, date, and location of the incident
    - Detailed account of what occurred
    - Action taken and follow-up (e.g., parent contact, video review)

Supporting Materials:

- Reference video footage if available and relevant
- Submit any written student notes or supporting documentation
- Notify the Transportation Supervisor if immediate attention is required

Confidentiality:

- Do not discuss the incident with uninvolved staff, students, or parents
- All reports are confidential and subject to review by the administration only

Job-Related Injury

If you experience an injury on the job, no matter how minor, it is your responsibility to report it promptly. Immediate documentation ensures access to proper care and helps protect both you and the district.

If You're Injured:

1. **Report the injury immediately** to your supervisor or dispatcher — even if you do not believe medical care is needed.
2. **Complete an EPSD9 Incident/Injury Report Form** as soon as possible.
3. If medical treatment is required:

    - You will be provided with a **Form 801** (Oregon Worker's Compensation Claim) to complete with your supervisor.
    - Notify the treating provider that this is a **work-related injury**.

Medical Follow-Up:

- All work-related medical visits must be documented.
- A **release note or work restriction form** must be submitted to the Transportation Supervisor after any medical appointment.

Return to Work:

- You may not return to work without a written release from your medical provider.
- If you are released with restrictions, the district will determine whether a temporary modified duty is available.

Important Notes:

- Delays in reporting may affect your eligibility for benefits.
- All injury documentation must be kept confidential and is reviewed only by authorized personnel.

All Accidents, Citations, and Arrests

Any accident, citation, or arrest that occurs on or off duty must be reported to the Transportation Supervisor immediately. This requirement is essential to ensure compliance with Oregon law, federal transportation regulations, and district policy.

On-Duty Incidents:

- All vehicle accidents, no matter how minor, must be reported and documented per the **Accident Procedures** and **Handling of Collisions** sections.
- Any **moving violation or citation** received while operating a district vehicle must be reported the same day.
- A post-incident review may be required, and further training or administrative follow-up may occur.

Off-Duty Incidents:

- Any **citation** (e.g., DUII, reckless driving, license suspension) received while off duty must be reported **within 24 hours**.
- **Arrests or criminal charges** involving drugs, alcohol, violence, or crimes against children must be reported **immediately**, regardless of whether the conduct occurred on or off duty.

Legal & Employment Impact:

- EPSD9 is required by law to report specific violations to the Oregon Department of Education and/or the DMV.
- Depending on the incident, your eligibility to operate a school bus may be temporarily or permanently affected.
- Failure to report incidents may result in disciplinary action, up to and including termination.

This policy is not about punishment — it's about transparency and legal compliance. If you're unsure whether something must be reported, err on the side of disclosure and contact your supervisor right away.

Code of Conduct

EPSD9 transportation employees are expected to demonstrate professionalism, respect, and integrity at all times — on the road, on district property, and in the community. Your conduct reflects directly on the district and plays a crucial role in maintaining public trust and student safety.

Professional Standards:

- Treat students, parents, coworkers, and supervisors with courtesy and respect.
- Avoid gossip, profanity, or any speech that could be considered threatening, harassing, or discriminatory.
- Follow all district policies and procedures without exception.
- Remain focused and alert while on duty.

Appearance:

- Maintain a neat, clean, and appropriate appearance.
- Clothing should be safe and professional (e.g., closed-toe shoes, weather-appropriate gear).
- Shoes must have straps at the heel or ankle to hold snugly to the foot. No more than a 2" heel will be allowed.

Confidentiality:

- Respect the privacy of students and coworkers.
- Do not share student information (e.g., medical needs, behavioral issues) outside of authorized personnel.

Reporting Misconduct:

- If you observe unethical or unsafe conduct by a coworker, report it to the Transportation Supervisor.
- Retaliation for reporting concerns is strictly prohibited.

Social Media and Public Behavior:

- Exercise discretion when posting online.
- Do not post about district business, students, or coworkers without prior approval.
- Even off-duty conduct can affect your employment if it undermines the district's mission or credibility.

Child Abuse Reporting

Transportation employees are **mandatory reporters** under Oregon law. This means you are legally required to report any **reasonable suspicion of child abuse or neglect**.

What to Report:

- Physical abuse (e.g., unexplained injuries)
- Sexual abuse or exploitation
- Emotional abuse
- Neglect (e.g., lack of food, clothing, supervision)
- Exposure to domestic violence

How to Report:

1. **Immediately notify the Transportation Supervisor** or an administrator
2. **Call the Oregon Child Abuse Hotline** at 1-855-503-SAFE (7233)

Legal Protection:

- You are protected from liability when you report in good faith
- Failure to report suspected abuse can result in fines, loss of employment, and criminal charges

Confidentiality:

- Do not discuss the report or your suspicion with anyone not directly involved in the reporting process
- Your identity as the reporter is protected by law

You do not need proof — just reasonable suspicion.

Bus Care and Maintenance

Maintaining clean, safe, and operational buses is a shared responsibility between drivers, mechanics, and transportation leadership. Drivers are expected to perform routine care and alert the office to any issues immediately.

Daily Responsibilities:

- Perform complete **pre-trip and post-trip inspections** every day

    - Check for fluid leaks, unusual noises, smells, or safety concerns
    - Inspect tires, lights, mirrors, and safety equipment
- Clean the interior of your bus daily:
    - Remove all trash and sweeping debris after each route
    - Mop floors as needed to prevent buildup of dirt and grime
    - Wipe down high-touch areas, including seats, handrails, and the driver area
- Report all maintenance concerns immediately through the **tablet system** or maintenance request form

Bus Washing:

- All buses must be washed **every two weeks** or more often if needed
- Use only the designated EPSD9 wash bay and district-provided equipment
- Clean windows, mirrors, wheel wells, and exterior panels
- During cold months, follow freeze precautions; only wash when temperatures allow and with supervisor approval

Trip & Activity Bus Cleanliness:

- Buses used for athletics, field trips, or extracurricular activities must be:
    - **Cleaned before** use if visibly dirty
    - **Cleaned after** use before being returned to regular service
- Trip drivers are responsible for checking and returning the bus in a clean, professional condition

Winter Maintenance:

- Drivers must remove all snow, ice, and debris from:
    - Windshields and windows
    - Steps and handrails
    - Headlights, taillights, and license plates
- Report issues with heaters, defrosters, or wipers immediately

Mechanical Follow-Up:

- Mechanics must inspect and clear any bus that has been flagged before it re-enters service
- No driver may operate a bus that has been tagged as out of service until it is cleared

Clean, maintained buses protect our students and project professionalism. If you're unsure whether something needs to be cleaned or checked — take care of it or ask. Clean buses ride better, break less, and reflect the pride we take in our work.

Fueling

Proper fueling procedures are critical to daily operations, environmental safety, and cost control.

When to Fuel:

- Buses should be fueled **at the end of the day** or after your final route or trip
- Ensure your bus has a **minimum of 1/2 tank** before returning it to the lot
- Never leave the lot for a trip or route without sufficient fuel

Fueling Procedure:

1. Park safely and set the parking brake
2. Turn off the engine and all electronics before fueling
3. Use district-issued fuel keys or codes as instructed
4. If the fuel pump malfunctions, notify the office immediately — do not attempt repairs

Safety & Cleanliness:

- Do not overfill the tank — stop fueling when the pump shuts off
- Wipe up any spills and report leaks immediately
- Dispose of used paper towels and gloves in designated containers

Documentation:

- Accurately log your fuel usage as required (tablet or fuel log)
- Report discrepancies or errors in the pump system to dispatch or mechanics

Mechanical Failure

Mechanical failures can happen at any time and must be addressed immediately to ensure student and driver safety. All failures, no matter how minor, must be reported.

While on the Road:

1. **Pull over safely** to a secure location
2. **Secure the bus**:
    - Set the parking brake
    - Turn off the engine if necessary
    - Turn on hazard lights
3. **Notify dispatch**:
    - State your bus number and location
    - Describe the issue (e.g., engine failure, brake problems, overheating)
    - Report if students are on board
4. **Stay with your bus and students** unless there is an immediate safety threat
5. **Wait for instructions** from dispatch or the Transportation Supervisor

At the Lot:

- Report issues using the **tablet system** or the **maintenance request form**
- Leave a written note for mechanics if the issue occurred at the end of your shift
- Do not operate the bus until a mechanic has cleared it for use

Examples of Mechanical Issues to Report:

- Engine warning lights or alarms
- Brake irregularities
- Difficulty steering
- Leaks of any kind
- Overheating
- Unusual noises or vibrations

Safety First:

- Never attempt mechanical repairs unless authorized and trained
- Do not ignore or minimize warning signs — your report could prevent a breakdown or accident

Repair Requests

Prompt and accurate reporting of mechanical concerns ensures bus reliability and student safety. Drivers play a critical role in identifying and communicating issues before they become major problems.

When to Submit a Repair Request:

- During pre-trip or post-trip inspection, you notice anything unusual (lights, leaks, sounds, smells, steering, brakes, etc.)
- You experience a mechanical issue during a route or trip
- Warning lights or dashboard indicators activate
- A previously reported issue persists or worsens

How to Submit a Repair Request:

- Use the **tablet system** to log your request
    - Select the correct bus number
    - Include specific details: what you observed, when it occurred, and whether it affects drivability
- If you are unable to use the tablet system, fill out a **paper maintenance request form** and turn it in to the office
- For end-of-day issues, place a written note for the mechanics along with the formal report

Communication and Follow-Up:

- Mechanics will review the request and tag buses needing service
- Do **not operate** a bus that has been tagged out of service.
- Mechanics may leave follow-up notes in the driver's mailbox or through dispatch

Examples of Helpful Descriptions:

- “Engine light came on and stayed solid after start-up — no unusual sounds.”
- “Brake pedal feels spongy — harder to stop on downhill.”

- “Rear heater is not blowing air — noticed after lunch route.”

Accurate, timely repair requests prevent small issues from becoming big ones. Be clear, be specific, and when in doubt — report it.

Service Due

Routine service is critical to keeping our buses safe, efficient, and reliable. Drivers are expected to monitor upcoming service needs and support the maintenance team in scheduling downtime.

What to Watch For:

- Service due stickers inside the driver area
- Notices posted by mechanics in mailboxes or on dispatch boards
- Electronic reminders on the tablet or route sheet

When Service is Due:

- Notify dispatch or the mechanics **as soon as possible** if your bus is approaching or past its service interval
- Common intervals:
    - **Oil changes** every 3,000–5,000 miles
    - **Inspections** every 45–60 days or per state/district requirement

Scheduling:

- Coordinate with dispatch for alternate bus assignments if your vehicle needs to be taken out of service
- Leave a clean bus for the mechanics — including swept floors and empty trash

Important Notes:

- Do **not ignore service due stickers or overdue notices**
- Buses must be rotated out for service **before** they exceed mileage or calendar requirements

Committees and Meetings

Participation in transportation meetings and committees builds a stronger, safer, and more connected department. Drivers are expected to engage in key meetings and are encouraged to volunteer for committees that support continuous improvement.

Driver Meetings:

- Held **monthly or as scheduled** by the Transportation Supervisor
- Attendance is **mandatory unless excused in advance**
- Covers policy updates, safety reminders, team updates, and seasonal priorities

Trip Driver Meetings:

- Held periodically to address expectations, feedback, route planning, and logistical issues specific to extracurricular trips
- Open to all drivers who currently or occasionally drive trips
- Attendance strongly encouraged for all designated trip drivers

Special Needs Route Meetings:

- Held **at least once per term** to review procedures, student needs, training updates, and routing feedback
- Required for all drivers assigned to special needs routes
- Involves collaboration with SPED department and aides when applicable

Safety Committee:

- Includes drivers, mechanics, dispatchers, and administrative staff
- Reviews accident trends, safety concerns, and preventative measures
- Open door policy — all staff are welcome to bring topics or concerns

Special Task Committees:

- Created as needed for projects like handbook revisions, onboarding improvements, training development, or route redesign
- Participation is voluntary but highly encouraged — input from the field makes a difference

Communication:

- Meeting notes will be shared electronically and/or posted in the driver's room
- If you miss a meeting, it's your responsibility to read the notes and follow up with your supervisor for clarification

Closing Reminders

As a transportation employee, you are a vital part of Eagle Point School District's commitment to safe, dependable, and respectful service. Please keep the following reminders in mind every day:

Student Safety Is #1:

- Your first responsibility is to ensure students arrive safely to and from school
- Always be vigilant, follow procedures, and trust your training

Communication Matters:

- Stay in contact with dispatch and supervisors
- Report issues, incidents, and concerns as soon as possible

- Ask questions — don't guess

Professionalism Counts:

- Show up on time, prepared, and with a good attitude
- Treat all students, staff, and families with courtesy and respect
- Avoid gossip, negative talk, or behavior that reflects poorly on the team

You Are Not Alone:

- If you're unsure or overwhelmed, ask for help
- We are a team — rely on each other and communicate proactively

Policy & Procedure:

- Know the handbook and follow the policies — they exist to support you
- If something seems out of date or unclear, bring it up at a meeting or with your supervisor

Thank you for your professionalism, your care for our students, and your dedication to the EPSD9 Transportation team. This work matters — and so do you.

Let's keep it rolling.

Additional Information Links

EPSD9 Job Descriptions
OREGON PUPIL TRANSPORTATION MANUAL
OREGON COMMERCIAL DRIVER'S LICENSE MANUAL
EPSD9 Board Policy
District Employee Handbook (updates available online annually)
District Collective Bargaining Agreement (updated every three years)
District Annual Workday Schedules (updates available online annually)
    Bus Driver Calendar
    Bus Trainer Calendar
    Office & Shop Staff

Transportation Discipline Parent Reference Guides

    General Transportation (English)
    Special Education (English)
    General Transportation (Spanish)
    Special Education (Spanish)