Hamilton Southeastern Schools

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TRANSPORTATION HANDBOOK

Note: This handbook is not a contract, guarantee of benefits, and is subject to change by Hamilton Southeastern Schools at any time, with or without notice, and Hamilton Southeastern School may deviate from any provision of this handbook in its sole discretion. This handbook lists items regarding discipline and progressive discipline for specific violations of employment. These listings do not change the status of at-will employees. Please read the employee handbook carefully. Failure to meet the expectations, policies, and/or procedures outlined in this employee handbook or any other employee handbooks specific to an employee's area can result in disciplinary measures up to and including termination.

Hamilton Southeastern Schools is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, national origin, or handicapping condition.

Revised August 2025

THIS DOCUMENT IS A SUPPLEMENT OF HSE'S SUPPORT STAFF HANDBOOK

Mission Statement

Our mission is to provide safe, reliable and timely transportation to all Hamilton Southeastern students and authorized passengers. To accomplish this mission, members of the transportation department must work as a team in supporting all school policies, procedures and guidelines.

Public Relations

We operate some of the most visible vehicles on the road, consequently, how we perform our duties and interact with the public is a direct reflection on this school district. Common courtesy should be extended to everyone with whom we have contact, whether we are on or off the bus. We also need to continually think about what we say and how we say it, because our reputation is always at stake.

The respect we show others within our department also has a definite impact on the way others perceive us. A positive attitude and a willingness to do whatever it takes to accomplish our daily mission contributes to our goal of building and maintaining a tradition of excellence. This, in turn, projects a positive public image.

Drivers and attendants should learn to call every student who rides the bus by his/her given name. This expression of interest will assist in gaining the confidence and respect of our passengers.

Job Performance

Superior job performance is a blending of several standards to include driving ability, knowledge of motor vehicle laws, maintaining an orderly bus environment (discipline, cleanliness, proper vehicle maintenance), adherence to scheduled times, and overall professionalism.

Personal and Professional Responsibilities

1. Nurture a positive relationship with the administration, subordinates and peers.
2. Demonstrate respect for the administration, subordinates, and peers.
3. Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.

Insubordination

As used in this handbook, "insubordination" means (a) Failing to comply with a lawful directive from a supervisor, director, or other person of authority; (b) disobedience of a lawful order; (c) violation of any rule set forth in this Handbook, board policy, or procedure; or (d) a generally disaffected attitude toward a supervisor or coworker." Insubordination can result in disciplinary measures up to and including termination from Hamilton Southeastern Schools.

Policy Notification Statement

Hamilton Southeastern Schools is an Equal Opportunity Employer. This means that we will extend equal opportunity to all individuals without regard to race, color, religion, sex, national origin, age, disability, handicaps or veteran status. This policy affirms Hamilton Southeastern Schools' commitment to the principles of fair employment.

Employee Disclosure of Criminal Arrests and Criminal Charges

Any employee subject to this Handbook is required to report any criminal arrest or the filing of any criminal charge that is related to the following: drugs or alcohol, physical violence, sexual conduct, damage to property, or theft or other dishonest conduct. The employee's reporting obligation applies as long as the employee remains employed by the school and includes any criminal arrest or criminal charge that occurs during non-work times such as weekends, holidays, and spring and summer break.

For purposes of this policy, a criminal arrest shall include being issued a criminal citation or being taken into custody by law enforcement officer for any of the above-described reasons.

The employee must report any criminal arrest or criminal charge to the Human Resources Department in writing within two school days of the date of the arrest or criminal charge filing. The employee must include the alleged offense, the date of the arrest or criminal charge, and the presiding court or law enforcement agency. The employee should not include any factual details concerning the nature of the alleged offense.

Failure to comply with this policy may result in disciplinary action up to and including termination.

Requirements to be a School Bus Driver

Federal:

1. Successfully pass a preemployment drug screen and pass subsequent drug and alcohol tests per the standards of the local governing body.
2. Pass the Department of Transportation (DOT) commercial driver's license physical every two years.

State:

1. Is of good moral character.
2. Does not use intoxicating liquor during school hours.
3. Does not use intoxicating liquor to excess at any time.
4. Is not addicted to any narcotic drug.
5. Is at least twenty-one (21) years of age.
6. Must hold a valid commercial license with appropriate endorsements issued by the State of Indiana.
7. Possess the following required physical characteristics:
    a. Sufficient physical ability to be a school bus driver.
    b. Possession of full normal use of both hands, both arms, both feet, both legs, both eyes and both ears.

c. Freedom from any communicable disease.
d. Freedom from any mental, nervous, organic or functional disease which might impair the person's ability to properly operate a school bus.
e. Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150 degree minimum and with depth perception of at least 80%
f. Pass physical performance test every two years for drivers hired after January 1, 2002.

8. Each person who operates a commercial motor vehicle, who has a commercial driver's license issued by a State or jurisdiction, and who is convicted of violating, in any type of motor vehicle, a State or local law relating to motor vehicle traffic control (other than a parking violation), shall notify his/her current employer of such conviction. The notification must be made within 30 days after the date that the person has been convicted. If the driver is not currently employed, he/she must notify the State or jurisdiction which issued the license according to regulations.

Local:

1. Pass application process:
    a. Successful interview.
    b. Successful verification of references.
    c. Not listed on any state/federal sexual offenders list.
    d. Successful review of motor vehicle driving record.
2. Successful completion of driver training:
    a. 12 hours driving with certified trainer.
    b. 4 hours observation of appropriate route operation.
    c. Pass state mandated skills test.
    d. Pass Hamilton Southeastern School Corporation driver check ride.
    e. Complete a minimum of 4 hours of actual route driving under supervision of an experienced driver.
    f. Complete initial 3-day state sponsored training program.
3. Pass all drug and alcohol testing as stated in district testing policy.
4. Complete yearly safety course.
5. Complete and pass background investigation consistent with board policy.
6. Attend meetings and training sessions as mandated or called to include periodic skills testing.

Once all requirements are met and a driver is offered employment, pay and benefits are determined according to the district salary sheet for bus drivers.

Physical Performance Standards and Test

On January 1, 2002, rule 575 IAC 1-8 went into effect; this rule sets the final rule on school bus driver physical performance standards and measurements. All drivers that receive an initial Standard Certificate (also known as a yellow card) on or after January 1, 2002, are required to meet the standards for 575 IAC 1-8 as listed below.

General:

1. Any driver (including those originally exempt) that allows their Standard Certificate to expire will be required to meet the standards of 575 IAC 1-8.
2. All measurements will be pass/fail with no time limitations except for reaction time between brake and accelerator. The transportation department may initiate time limits if desired.
3. All documentation for this testing will be kept by the transportation department.
4. The initial test of a prospective driver will take place prior to any training to become a school bus driver.
5. Testing for all other applicable drivers will take place every two years in conjunction with, but no later than, thirty days after the renewal of the driver's physical fitness certificate.
6. A driver will only be given one attempt to pass all phases of the test and all phases must be passed to receive a grade of "pass" for the entire test.
7. A prospective driver that cannot pass the test will not be eligible to train to be a school bus driver for Hamilton Southeastern Schools.
8. Any current driver for Hamilton Southeastern Schools that cannot pass this test may have their services as a school bus driver terminated.
9. A driver that has passed this test for any other entity will still be required to pass the test as administered by the HSE's Transportation Department.

Test Standards:

1. Exiting the Bus.
    a. Driver shall demonstrate the ability to exit the bus from a seat belted position in the driver's seat and exiting from the rearmost emergency door. The HSE's Transportation Department time limit is sixty (60) seconds or less.
2. Quick reaction time between accelerator and service brake.
    a. Driver shall demonstrate quick reaction time between the accelerator and service brake. (
    b. In a seat belted position, driver shall with the right foot, alternately depress the accelerator and service brake ten (10) times in ten (10) seconds or less.

    Note - The driver shall depress each pedal individually ten (10) times.
3. Climbing and descending bus service doorsteps.
    a. Driver shall demonstrate the ability to climb and descend the bus service doorsteps in a forward-facing position two (2) times without stopping. The HSE's Transportation Department time limit is thirty (30) seconds or less.
4. Opening and closing bus service door.
    a. Driver shall demonstrate the ability to open and close the bus service door two (2) times without stopping from a seat belted position. The HSE's Transportation Department time limit is thirty (30) seconds or less for both tests combined.

    Note - This test will be conducted using an air or electric door and a manual door.
5. Operating hand controls or steering wheel.
    a. Driver shall demonstrate the ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion.

    Note - If appropriate hand control is not available on the right side, then a second hand control on the left side will be substituted.

<u>Policy, Procedures, and Standards</u>

General Information:

1. The driver will not use profanity, crudeness, or make any inappropriate comments while in the presence of students, parents, coworkers, teachers or administrators. The driver will not be under the influence of or possess alcohol or drugs, nor possess or use a weapon while on duty.
2. Without permission from the Transportation Director, drivers will transport no one except students, kindergarten or above, presently enrolled in the Hamilton Southeastern School system. This also includes early childhood students (the friends of early childhood students are not included) and authorized passengers. Authorized passengers are staff members, chaperones, parents during kindergarten roundup, and any individual authorized by the Director of Transportation or designee.
3. Drivers will pick up and deliver students only at assigned stops, unless authorized by a school designee or the transportation department.
4. Each stop is to be made every day unless you have been notified in advance not to make the pick-up or drop-off.
5. **Footwear with an enclosed heel or strap and hard or firm soles will be worn while driving the bus (athletic shoes are acceptable).**
6. The AM/FM radio will **not** be used when students are on the bus. There are certain radio stations and programs that many find objectionable. The AM/FM radio greatly adds to the noise level on the bus and in many cases, prevents the driver from hearing the two-way radio.
7. **Drivers' cell phones or electronic devices are to be turned off at all times when students are present. They may be used only when the bus is parked and there are no students onboard, unless there is an emergency. This also applies to all hands-free devices. Texting while operating the bus is illegal.**
8. Passenger windows will not be lowered more than ½ of the total amount of travel available. Pre-trip and post trip inspections will be accomplished as directed.
9. Indiana School Transportation statute prohibits transporting non-school age children (except students registered in an early childhood program on a school bus), unless approved by the Director of Transportation or designee.

General Procedures:

1. Unless there is an emergency, or if given permission by the transportation office, drivers must be in position for student pick-up at all secondary schools 10 minutes prior to dismissal.
2. Drivers should be in position for the student pick-up at the elementary at least 5 minutes prior to dismissal, if possible.
3. **Students will not be loaded or unloaded when an adjacent bus is entering its slot. At elementary intermediate and junior high schools, an adult must be present before entering your slot if students are present.**
4. **Drivers must be on their bus or at their door when students are loading or unloading at the school.**
5. In instances where buses are double-parked in a slot, the second bus must leave enough room for the first bus to use the rear emergency exit.
6. Students will not be released from the bus at the school until told to do so by school officials.
7. If a driver must wait for a student or needs to speak to a student and the buses are released, pull to the curb so others can pass.

Safe Driving:

1. Follow all traffic laws. Drivers must fasten their seat belts before putting the bus in motion.
2. Headlights are to be used at all times, with or without passengers on board.

3. Only pass other vehicles if they are driving extremely slowly, (farm vehicles, some construction equipment, mail carriers or other vehicles making frequent stops, etc.). Pass on the left only when the road ahead is clear enough to permit getting back to the right with a wide margin for safety. Use hazard lights.
4. Never attempt to pass a vehicle on a curve, at an intersection, or approaching a bridge or crown of a hill.
5. Do not try to take the right-of-way if it means endangering passengers or equipment.
6. At all railroad crossings, come to a complete stop, use the 4-way amber emergency hazard lights, quiet all noise on the bus, open the passenger door and the driver's window, look and listen for approaching train before proceeding. Do not use the red student warning lights. Indiana state law requires that all buses (including special purpose buses) stop at every railroad crossing, regardless of whether there are passengers present or not. When travelling on multilane roads, the outside lane will be used when making stops at railroad crossings.
7. Always make a complete stop at intersections protected by "STOP" signs to include schools and bus lot. <u>You must also come to a complete stop before turning right at a red light.</u>
8. All buses will display the stop arm when loading/unloading students. (See student loading and unloading section.)
9. Report all stop arm violations to the Transportation office on a stop arm violation form.
10. Never get off the bus when there are students on board (<u>except in emergencies</u>). Drivers are to be on their bus or at their door when students are boarding. When leaving the driver's seat with students on board, remove the ignition key. Whenever parking the bus at a school with students present, never leave the bus without first setting the brake, stopping the engine, and taking the key from the ignition.
11. Buses will not be refueled when there are passengers on board (attendants are considered passengers). Buses will not be running when refueled.
12. Make sure there is enough fuel before each trip. It is especially important during the winter months to maintain a fuel supply which will be adequate in case of an emergency. (See bus maintenance section.)
13. Strobe lights may be used when driving in areas of reduced visibility of ½ mile or less. Restrictions to visibility may include precipitation, fog, blowing dirt/sand, or a dangerous roadway when transiting during the hours of darkness. When in use, the strobe light will be turned off when entering school lots or the garage area, or if it becomes distracting to the driver.
14. When following another vehicle, maintain a distance such that your bus can brake safely in the event the other vehicle stops suddenly. When following another bus, increase that following distance even more.
15. Buses are not allowed to control traffic by coming to a stop. If slowing to let another bus into the flow of traffic, use the 4-way flashers to signal the other driver.
16. When traveling on multilane roads, the inner most lane should only be used when passing slower traffic or in preparing to make a left turn.
17. Parents are not allowed to board a general education bus. If an unidentified person approaches the bus, speak to them only through the driver's side window.

Loading/Unloading Procedures:

When students arrive at the bus stop, proper loading and unloading procedures must be followed. The area around the bus, when it is stopped, is the area where more student fatalities occur nationwide than any other part of school transportation. This area around the bus is known as **"The Dead Zone"**.

1. Bus Stop Pick-up

a. Activate overhead warning lights at enough distance to give all motorists a clear indication of your intention to stop and time for those vehicles to stop.
b. Stop as far right as is practical on the roadway, this includes acceleration and deceleration lanes.
c. Do not block any intersection.
d. All mirrors are to be checked before stopping the bus.
e. Stop arm will not be extended until the bus is completely stopped.
f. Once extended, the stop arm will remain extended until **all students are safely seated.**
g. Instruct all students that if they are crossing the street to board the bus, that they are not to cross until the driver has checked that all traffic has completely stopped and has given the students the universal hand signal. The universal hand signal must be clear and easily understood by all students. All students will cross in front of the bus, single file and all together. **Do not allow students to cross behind the bus.**
h. The stop arm must be fully retracted, and all mirrors and visible surrounding area must be completely checked and clear before moving the bus.
i. Remember to use the appropriate turn signal if the bus is returning to the main roadway.
j. All backpacks are to be fully worn or carried in front of the student. Rolling backpacks are to have handles collapsed and are to be carried upon entering the bus.
k. All buses will display the stop arm when loading/unloading students. (See student loading and unloading section.)
l. Students must secure umbrellas before approaching the bus door.

2. Bus Stop Drop-off
    a. Same procedures as above.
    b. Ensure that all students crossing the street cross in front of the bus single-file, and all together.
    c. Ensure that no students are standing next to the bus as you prepare to leave the area.
    d. Rolling backpacks will not have handles extended nor will they be rolled until they have exited the bus.
    e. Pulling the parking brake at bus stops is an optional procedure.

3. Drop-off at School
    a. All buses, except high school buses, will be shut off before students are dismissed from the bus.
    b. High school buses will remain running during drop off. Do not allow students to disembark until any incoming bus in the next slot is parked and stopped.
    c. All students will remain seated until they are released.
    d. During high school drops, a driver will not depart their parking spot until all students have exited the bus immediately to their right.

4. Pick-up at School
    a. All buses will shut off upon arriving at the school for routes. There will be no buses running once students are dismissed from the building.
    b. Students are to take their seats upon entering the bus.

Student Drop-off without a Responsible Person Present:

1. Depending on the age and circumstances of a child (e.g., special needs student/kindergarten, it may not be appropriate to drop off a student at a bus stop without a responsible person present. **All**

kindergarten students must be met at the bus stop by an approved adult. An older sibling may be allowed to meet the student if coordinated with the driver or Transportation Department in advance. The following steps shall be taken to ensure proper supervision of the student.

a. The school and/or transportation office will be contacted to locate a responsible person.
b. If the route has not been completed, the driver will keep the student on the bus and continue the route.
c. If a responsible person has been contacted, the student will be returned home upon completion of the route, or instructions as to where the responsible person can pick up the student will be given.
d. If a responsible person cannot be contracted, the student will be returned to school.

2. Students are to be generally dropped off at their designated stop, unless we have written permission from the parent/guardian to do otherwise. Occasional variations may occur due to roadway irregularities such as construction, weather conditions, traffic, or other emergency situations. The driver will assess the situation to determine if a student can safely walk to their home from the bus location. If there is any doubt, the driver will return the student to the school, or have the parent called and alternate arrangements made.

Two-way Radio Operation:

Two-way radios are for emergency and official business and must be monitored at all times. Drivers are prohibited from using the two-way radio for personal reasons. Messages should be school or bus related, brief, to the point, factual and without emotion. Drivers should also be aware that at any given time students, drivers and other school officials are exposed to all radio traffic. When one radio is in use, others cannot transmit, so it's essential to keep radio transmission to an absolute minimum. A genuine emergency message would be delayed if a non-business message were being broadcast. Official messages which can be transmitted after bus routes are best handled over the telephone. Drivers should always maintain a proper professional standard.

When use of the radio is warranted, the driver should follow these guidelines:

1. Identify drivers by their regularly assigned route number. If you are driving a spare bus, you should answer to your assigned route number. To contact a building, use the building name. (Example: Cumberland Road.) To contact the high schools, have the transportation office contact via the telephone.
2. Talk in a normal voice. Do not shout. Hold the microphone 1 to 2 inches from your mouth. Be businesslike and courteous. In emergencies, be calm and confident. Be sure to speak clearly and at a speed that will make your message clear. After your conversation, return the mic to its cradle.
3. Avoid unnecessary transmissions or long messages. **Think** before transmitting. **Keep it Brief.**
4. Do **not** turn the radio down to such a point that it cannot be clearly heard at all times.
5. Unless specifically trying to contact "Trans 1" or "Garage 1", direct your call to **"transportation"** or **"garage".**

Radio Call Stations:

Transportation Director	Trans 1	**Garage**	Garage 1
Transportation-General	Transportation or Trans	**Garage Personnel**	Garage

Driver's Dress Code:

The bus driver and attendant shall be neat, clean and present a **professional** image at all times. The following clothing will not be permitted:

1. Spaghetti-strap tops, low-cut tops, halter tops or tank tops (only if straps are at least 3 fingers in width).
2. Inappropriate shorts, or skirts shorter than 2 inches above the knee. In no case should the midriff or stomach show.
3. Frayed clothing of any type
4. Clothing with inappropriate messages or images
5. Inappropriate jewelry or accessory items
6. Sleeveless tops with frayed or excessively large arm holes
7. **Footwear without an enclosed heel or strap**. (Hard or firm soles will be worn while driving the bus. Tennis shoes are acceptable).

Smoke Free Schools:

The Board of School Trustees believes that tobacco smoke in school and work environment is not conducive to good health. As an educational organization, the district should provide effective educational programs and a positive example of students concerning the use of tobacco.

Recognizing the negative impact of smoking on nonsmokers, to include smokeless tobacco and vape devices, the Board declares all school buildings and grounds, including athletic facilities to be officially designated smoke-free environments. Staff, students and members of the public are expected to observe this restriction at all times.

Note: This includes any parking lot on school grounds, the bus lot, inside a school-owned vehicle ***(to include the doorway of a school bus),*** *or anywhere close enough to a school bus that smoke enters the bus.*

Drug Free Workplace:

Employees of the Hamilton Southeastern Schools are prohibited from possessing, using, distributing, or being under the influence of illicit drugs and/or alcohol on school premises or as part of the schools' activities. This does not extend to staff functions which take place away from the school building and are not supported by school funds. In accordance with Federal Law, law enforcement agencies will be informed in writing when violations involving alcohol and/or illicit drugs occur within the school environment. The following disciplinary sanctions will result if an employee violates this standard of conduct.

1. The first violation for possession, use, or being under the influence of illicit drugs and/or alcohol on school premises or as part of the schools' activities will result in immediate suspension without pay and a recommendation for termination of employment. The board may opt to reinstate the employee (at the employee's expense) if they satisfactorily complete a rehabilitation program at a licensed agency. Officials from this agency must verify that the employee is free from drug and alcohol related problems at the time of reinstatement to his/her work assignment.
2. The second violation for possession, use or being under the influence of illicit drugs and/or alcohol on school premises or as part of the schools' activities will result in an immediate suspension without pay, and a recommendation for termination of employment.

3. A violation involving the sale or distribution of illicit drugs and/or alcohol at any time will result in an immediate suspension without pay, and a recommendation for termination of employment.

Please review Testing for Alcohol and Controlled Substances policy listed at the end of this handbook.

Driver and Attendant Parking of Personal Vehicles – Transportation Department:

Unless authorized by the Director of Transportation or under the circumstances listed below, personal vehicles must be parked on the pavement in the driver and attendant lot only. No vehicles are allowed to park on the grass, or in the Cumberland Road Elementary lot. Parking in front of the Transportation Office or in the bus lot is permitted in the following cases:

1. Drivers that will be taking trips that end after 6:00 PM on school days may park their personal vehicle in front of the Transportation Office in the afternoon. For field trips on weekends or holidays, or after 5:00 on weekdays, drivers may park in front of the Transportation Office, or in the driver's own bus slot. Parking along the inside of the fence, at the ends of the bus rows, or in front of garage doors is not allowed.
2. Drivers may park in front of the Transportation Office for the purpose of necessary office needs for a period of 15 minutes maximum during normal operating hours. Parking between routes and driving routes (midday routes included) is not allowed.
3. Drivers may temporarily operate their vehicles in the bus lot with the following restrictions:
    a. No vehicles during the hours of 6:00 AM – 5:00 PM.
    b. If a personal vehicle is hit while it's parked in the bus lot, Hamilton Southeastern School Corporation is <u>not</u> responsible for the damage to that vehicle. Furthermore, the owner of the vehicle may be held responsible for any damage to the bus.
    c. All vehicles will yield to pedestrians and must travel using established traffic patterns.
4. Only drivers or attendants with handicapped placards or license plates may park in those designated slots. If the placard or plate is for another family member, you are not entitled to use a handicap slot.

Bus Parking Lot:

1. All buses that are assigned a slot in the bus lot must park in their assigned slot. Buses that are not assigned to a slot in the bus lot should park along the perimeter fence. Five-minute parking is limited to 5 minutes maximum.
2. Drivers will not park in 5-minute parking spaces or at the fuel island for the purpose of visiting the driver's lounge.
3. Drivers without elementary schools must park in their own slot when returning to the lot.
4. Buses are not allowed to sit at pedestrian gates and wait for attendants at any time between routes.
5. Buses backing out of a parking slot have the right of way.
6. Do not pull across into the next row of buses to exit. To do so is infringing on the established walkway between rows.
7. Children of drivers are not to be left unattended anywhere at the Transportation facility.
8. All buses must come to a complete stop before entering onto Cumberland Road from the bus lot.
9. Use <u>established walkways</u>.
10. **Drivers waiting for their next route will not park their buses in 5-minute parking.**

<u>Bus Maintenance and Operation</u>

State Police Inspection:
The law requires school buses to be safely inspected annually by the State Police. The State Police are also authorized to conduct "spot checks" throughout the year to assure that school buses are maintained in the necessary condition. The law also requires that buses 12 years of age or older must be inspected twice a year. Bus drivers must ensure that their commercial drivers' license, driver certification card and physical exam certificate are current. A copy of those documents will be made available to the inspecting officer for the annual inspection.

Pre-Trip/Route Inspection:
When you take the wheel, you are responsible. You are the driver, and you are legally responsible for the safety of the passengers you transport. If your vehicle or safety equipment is not in safe condition, your decision must be to not drive that vehicle. All bus drivers are required to inspect their bus each day before beginning their route or trip. The inspection will follow the standards of the commercial drivers' license manual. If your bus is started by another driver, you are still required to accomplish a pre-trip inspection. Attendants are not to start buses. Cell phones are not to be used while performing pre-trips.

Post-Trip Inspection:
After a route or trip is completed, a walkaround will be made to check tires, lights, and the overall condition of the bus. A walk through the interior is also required.

Engine Lubrication:
To ensure proper engine lubrication, it is necessary to allow the engine time to be lubricated. DO NOT race or accelerate the engine until you have an indication of oil pressure to at least the normal pressure range.

The driver is responsible for making sure that engine oil levels are constantly maintained. Oil should be checked during pre-trip inspections. Do not add oil until it is at the *add* line.

The transmission fluid must be checked after a route or trip. *(Remember to check oil when the engine is cold and the transmission with engine running and at operating temperature.)* Transmission fluid and power steering fluid will be added by garage personnel only.

Fuel:
Drivers should make every effort to keep the fuel tanks full to reduce the risk of moisture buildup. Keeping the tank filled will also eliminate the possibility of running out of fuel. At a minimum, the fuel tank level should not drop below ½ tank. If an "out of range" or "service" message appears on the key reader, the key (along with the mileage) should be taken to the garage for resetting. (Do not call on the radio) Drivers are not to leave their bus while refueling. A bus should not be unattended while parked at the fuel island.

Bus Cleanliness and Care:
It is the driver's responsibility to maintain the school bus in a clean condition at all times.

Perform these tasks daily:

1. Check the bus for items left on the bus after each run or field trip.
2. Check seat/backs for damage or markings after each run or trip.

3. Check all light lenses to ensure they are clean and visible.
4. Make sure all windows and roof hatches are closed after routes or field trips.
5. Keep dash clear of clothing, papers, books, etc.

Perform these tasks frequently:

1. Sweep out the bus (daily or as needed). Please note this means sweep into a receptacle, not onto the ground. Remove any gum on seats or floor.
2. Wash the floor and steps.
3. The exterior of the bus will be scheduled for periodic automatic washing.
4. Dust the interior surfaces.
5. Drivers who need their bus washed prior to a trip must put a note in a maintenance mailbox.

Garage Policy:

1. Please complete a work order in Fleetsoft for all repairs needed.
2. It is the driver's responsibility to notify the garage when service is due.
3. Drivers and attendants are not allowed in the garage bays. The bay area is also not a corridor to the front office.
4. Supplies (first aid supplies, mess kits, gloves, etc.) will be dispensed by garage personnel only.
5. Aerosol cans and flammable items are not permitted to be stored on the bus.
6. Contact the garage on the radio only if there is an urgent issue. If you have an out of service item, pull up to the garage, write up the discrepancy and take it to the maintenance office. Out of Service items include the following:
    a. Inoperative lights: stop arm; overhead student warnings (amber or red); more than one brake or taillight; turn signal; red stop engine
    b. Stop arm issue
    c. Emergency window buzzers not working
    d. Flat tire
    e. Red stop engine light on

    For any non-urgent items, park the bus in its assigned slot, write up the discrepancy and place it in the box in the lounge.
7. There is no need to call on the radio for diesel exhaust fluid (DEF) service. Once the indicator shows two bars remaining, write up the request in Fleetio or on the dry erase board in the lounge. A mechanic will service the DEF in the bus parking slot.

School Bus Idling Policy:

Bus lot operations; prolonged parking between runs; loading and unloading at schools

1. During initial start-up, at temperatures below 32 degrees, buses will be allowed to idle for 30 minutes, or until the front windows are defrosted and all safety equipment is operable.
2. During initial start-up, above 32 degrees, buses should idle long enough to complete the pre-trip and begin heating the interior, not to exceed **30 minutes**.
3. When buses arrive at the schools to drop-off or pick-up students and will remain there more than 5 minutes, the engine should be shut off until ready to depart. The interior of the buses will retain heat for short periods of time.
4. On extremely cold days, the Transportation Department may advise drivers to keep their buses running for most of the day. Otherwise, buses should not idle for more than 5 minutes.

5. With engines shut down at schools, there is no need to start buses as soon as students are dismissed from the building. Wait until time to depart.
6. When buses are double stacked at schools, engines will be turned off to keep fumes out of the buses in the back row, especially when loading and unloading students.

Compensation, Contracts, Attendance, Tardiness, Workman's Compensation and Route Assignments

Salary and Benefits Schedule:

A listing of the wage scale, trip pay, insurance and retirement will be issued annually and placed in the appendix. Areas covered include wage scale, trip pay, summer school, midday, safety meeting and bus inspection pay. Miscellaneous areas include sick leave, bereavement leave, personal day, jury duty, insurance, physicals, PERF, retirement.

Pay Scale Policy:

1. The rate is determined as per the School Bus Drivers Scale.
2. Drivers who have driven as a substitute within the school system will receive limited credit for this experience if they choose to become a permanent driver.

Workman's Compensation – Duty to Report:

HSE Schools is committed to working with our employees to provide a safe workplace. Employees should immediately report unsafe actions and conditions to their supervisor. It is important that all employees follow safety rules and are aware of their surroundings.

Worker's Compensation Insurance covers all employees of the Corporation; if an employee is injured while on the job, the employee should immediately notify their supervisor, school nurse, or building administrator. Timely reporting of the accident/injury will assist us in making sure the employee receives the proper medical attention and the claim is promptly reported to the worker's compensation insurer for HSE Schools.

The following steps should be taken to help with the processing of the injury report:

1. Notify the school nurse, supervisor, or administrator of the injury immediately when the incident occurs. If routine medical treatment is required, except in an emergency, the employee will seek care at the HSE Health Care Center.
   13121 Olio Road, Suite 200
   Fishers, IN 46037
   317.621.2462
   M-F 7am – 6pm (closed 12pm – 1pm)
   Saturday 8am – 12pm
2. The First Report of Injury Form (State Form 34401) must be completed the day the injury occurs. The form can be obtained at the nurse's office in all buildings or on the school corporation Intranet under the District Date/Report Center. The school nurse, supervisor, or administrator may assist with the First Report of Injury form.
3. A copy of the First Report of Injury form shall be given to the employee and given to the nursing staff at the HSE Health Care Center. This form serves as proof of employment by HSE Schools to be treated at the HSE Health Care Center.
4. The employee's supervisor should complete an Accident Report within 48 hours of the incident. This form can be found on the HSE intranet under District Date/Report Center.

5. It is the responsibility of the employee to inform their supervisor immediately of any restrictions with work duties. The employee will communicate regularly with their supervisor regarding medical status and any changes in status with regards to job limitations and a return-to-work plan. All attempts will be made to find suitable work within the scope of limitations.
6. If an employee receives care for a work-related injury from an unauthorized provider without prior approval, the employee may be responsible for the resulting charges.
7. The employee is expected to comply with the treatment recommendations of the practitioner at all times.

Please contact Human Resources with questions or concerns at 317-570-3346.

In the event of an emergency of after-hours injuries while on school property, contact 911. Additional information about OSHA can be viewed on the U.S. Department of Labor's website.

Drivers Agreement:

School bus drivers shall be issued an employment agreement only if they are designated as a regular route driver. Substitute drivers will not be given an agreement except for permanent substitutes. The agreement will include the rate of compensation, the time period of employment and the duties. In addition, all Indiana State statutes, rules and regulations of the State School Bus Committee and policies of the local school district become part of the agreement.

Agreement Period:

The agreement period shall be the number of transportation days necessary to meet pupil attendance and driver assignment requirements.

Agreements are based on 4 ½ hours per day. The hours do not necessarily split equally between the morning and afternoon routes. (e.g. the duty time may be two- and one-half hours in the morning and only one- and three quarter's hours in the afternoon. In this case, the four- and one-half hours would not be exceeded). If a driver/attendant exceeds 4 ½ hours per day on a consistent basis, additional compensation will be considered.

Routes:

A route is defined as the transportation of students assigned to your bus for pick-up at home location or designated bus stop, delivered to school and taken back to the same location after school.

A.M. route time starts 25 minutes prior to your first pick-up in the morning.

P.M. route time starts when you leave your home base or garage to arrive at your secondary school 10 Minutes prior to the dismissal, plus 10 minutes for pre-trip.

HSE routes vary and are comprised of the following:

Elementary, intermediate, junior high, high school and various special needs.

Summer School:

Summer School routes will be given to those drivers and attendants based on seniority.

Drivers Helping with Routes:
When a driver misses any part of their route, their pay may be deducted according to the part they miss. Missing part of a route for reasons beyond the driver's control may not result in a pay deduction. Some of those reasons could be, but not limited to, road closures, traffic back-ups, and bus breakdowns. The transportation director will make the decision as to whether a driver will have any pay deducted.

Substitute Drivers:
Substitute drivers will be paid at an established rate, not necessarily comparable to the contracted drivers rate of pay. Substitutes who drive thirty-five times (during the school year) for this corporation shall be paid at the standard day's pay rate for completing the online safety meeting. This payment will be awarded after driving thirty-five times.

A contracted driver that changes to substitute status during the contracted year will revert to substitute drivers pay.

Route Maps:
Route maps and driver instructions must be kept current. In addition, **print the route start time on the map and number the stops.** Without explicit instructions, substitute drivers can easily miss a stop or student.
Driver's License Record:
Twice per year, the company that insures all HSE vehicles requires the district to review the driving record for all bus drivers.

Attendance:
All school bus drivers and attendants are expected to report for work each school day. Exception to this requirement would be for personal illness, family illness, bereavement or personal business. Business and medical appointments should be scheduled in advance to correspond with the non-driving portion of the day. Messages should not be left on office voice mail; this does not guarantee that the message will be received in a timely manner, thus resulting in late student pickups. Failure to report for work with no notification may jeopardize your employment with Hamilton Southeastern Schools.

Chronic or patterns of absenteeism, even if scheduled, can be detrimental to staffing and productivity. Employees with chronic absenteeism or patterns of absenteeism cannot be considered to be meeting the commitments of the work schedule and could be subject to disciplinary action.

Drivers and attendants should schedule personal trips outside of the 180 scheduled school days. Scheduling another driver or attendant to assume the responsibility for your route can be difficult given the growth in our district. It's understood that opportunities to travel do arise and while the Department has been reasonable about allowing time off, a limit needs to be established. Going forward, if a driver or attendant exceeds ten (10) days of personal leave, their status as a full-time employee may revert to substitute status, resulting in a possible decrease in pay and loss of any benefits.

Paperwork must be signed when drivers or attendants are absent for any reason. You are required to sign the needed paperwork within 24 hours of returning to work.

Employees who have personal, vacation, or sick days are required to use these days if they are available. An employee cannot take an unpaid day off work if appropriate paid days are available to use. Sick days may only be used for employee or immediate family member illness or medical appointments.

Definition of No Call, No Show (NCNS): An employee is considered a *No Call, No Show* when they fail to report to work as scheduled and do not notify their supervisor of the appropriate department within the designated timeframe. An employee may be subject to discipline for a NCNS up to and including termination of employment.

Three-Day Rule: An unexcused NCNS for three consecutive workdays is considered a voluntary resignation or grounds for termination due to job abandonment.

Tardiness:
Employees are expected to arrive at work at their scheduled start time (AM: 25 minutes prior to your first pickup; PM: 1:30 for all drivers and attendants). Because of the time-sensitive nature of transportation, tardiness can be detrimental to staffing and can negatively impact the students (late pickups, incomplete or no bus pre-trips). Employees with chronic tardiness or patterns of tardiness cannot be considered to be meeting the commitments of the work schedule and could be subject to disciplinary action.

Seniority:
When seniority is used for any purpose, the type of seniority being used as a criteria for a particular activity or selection is important. The four types of seniority for bus drivers are as follows:

1. Pay Seniority (Driver/Attendant)
   Pay seniority is based on the initial hire date of each driver/attendant unless there is a break in service. Anyone leaving HSE and subsequently rehired with an active CDL, will re-enter the pay scale at a level equal to their years of service.
2. Driver/Attendant Seniority:
   Seniority is based on the initial hire date of each driver/attendant at HSE, minus whatever years were not completed due to a job interruption.
3. Trip Seniority
   Trip seniority is based on the most recent hire date of each driver at HSE. If there is a job interruption for any reason, other than a valid medical excuse, then trip seniority begins with your latest hire date.
4. Midday Seniority
   Midday seniority is based on two criteria. First is the date the driver/attendant signed up on the midday list. Beyond that, seniority is based on the most recent hire date of each driver/attendant at HSE. If there is job interruption for any reason, other than a valid medical excuse, then midday seniority begins with your latest hire date.

Workweek Definition:
A work week consists of seven consecutive 24-hour periods, equaling 168 hours total. Though HSE does not permit overtime without prior authorization, for purposes of overtime calculations, the workweek begins Saturday at 12:00am and ends Friday at 11:59pm.

Midday Run & Short Run Assignments:
Assignments of midday runs will be based on the list of those drivers and attendants that wish to be assigned an extra run.

The start time for a midday/short run begins at the time you leave from your home base or garage to arrive at your first pickup, plus 10 minutes for pre-trip.

1. Drivers and attendants may sign up for midday/short runs on the day of the transportation in-service meeting. Anyone wanting a midday/short run may sign up after that date but will go to the bottom of the midday list for that year's seniority list.
2. There will be one signup sheet for both Early Childhood routes and "other" midday/short runs. If you want to be specific, sign accordingly. This form is for both driving/and or attending, so any driver who is not willing to serve as an attendant, please indicate such.
3. If a driver/attendant accepts a short run but would prefer a longer work schedule, one will be offered, by seniority, if it becomes available. This option will only be offered one time.
4. If a midday run or short run is offered to a driver/attendant, and they decline, they move to the bottom of the list for the remainder of the school year.
5. If a driver/attendant loses all or a portion of their midday/short run due to transportation scheduling, they remain on the list in order of seniority until another midday/short run is available to them. This offer will be given only once.
6. If a driver/attendant resigns their midday/short run temporarily due to medical leave, they remain on the list in order of seniority. This medical leave applies to immediate family, as defined in this handbook: ("immediate family" shall include spouse, children, parents, mother-in-law, father-in-law, stepchildren, adoptive children or foster children living in the household). Family Medical Leave Act documentation will be required for approval.
7. If a permanent driver goes to a substitute status, then returns at a later date to contracted driver status, they will appear on the midday seniority list based on their most recent contract date.
8. If a driver resigns and leaves the department, then returns at a later date, they will appear on the midday seniority list based on their most recent contract date.
9. The Transportation Director always reserves the right to place drivers/attendants in positions that best suit the needs of the Transportation Department.

The time spent on midday runs counts toward the maximum 40 hours per week (Saturday through Friday).

<u>If a midday driver or attendant must be absent, they are to notify the office, and a substitute driver/attendant will be assigned</u>. Drivers/attendants are not to coordinate their own replacement, under any circumstances.

Any driver or attendant with absences in excess of 5 days may lose their midday route.

Midday Run/Short Run Pay:
Drivers/Attendants will log and be paid for actual time worked.

Guidelines for Extracurricular Trips

Driver Assignment for Field Trips:
Trip selection meetings will be held for all trips, except route-time and elementary trips.

1. Trip selection will be based on seniority for each driver. Seniority will be established based on the most recent contract hire date at Hamilton Southeastern Schools. If multiple individuals have the same hire date, then seniority for those individuals will be based on application date.
2. The trip sign-up list will be posted at least 5 days prior to each trip meeting.
3. The monthly trip list will contain any trips that are available for drivers and received at the transportation office prior to the trip selection meeting.
    a. That means the trip list may contain trips several months into the future, not just the next month. Substitute drivers may take any trips and will be placed into rotation based on seniority.
4. Drivers with children participating in an event **may** have first choice for that trip (excluding elementary and route-time trips). Depending on the number of events in which a driver's child participates, the trips may need to be shared with other drivers. At the trip meeting, those drivers will be bypassed the number of rounds equal to the number of trips that they are already scheduled to drive. After the number of bypassed rounds have been met, that driver may then participate in the rotation like all other drivers. The only exception will be if the other drivers participating in trip selection do not wish anymore trips.
5. Sponsor/coach requests for a specific driver will not be honored due to the large pool of drivers desiring field trips.

(Full time drivers, including midday drivers, may take route-time trips only if approved by the Director of Transportation.)

Any driver that cannot take a trip that they have selected will turn that trip back into the transportation office for reassignment. Trip swapping will not be allowed without approval from the Director of Transportation. Any driver returning 3 trips in a semester, or trip swapping without approval, will be removed from the trip list for the next 3 trip meetings.

Trips assigned on an emergency basis will be those trips received after the monthly trip meeting, any returned trip, or any trip not selected at the regular meeting. This only applies to trips that must be filled prior to the next monthly meeting.

Trips that need to be assigned on emergency bases will be put out on Parent Square if possible. All drivers interested will need to call in by 12:00pm (noon) and will be added to the list. From that list the trip will be assigned based on seniority. If a driver has already been assigned a trip through parent square previously, the trip will be offered to the next in line that has not already received a trip. Once everyone has received an emergency trip the procedure will start over. This will enable everyone to have the opportunity to take a trip.

If a trip is canceled with less than 24 hours' notice, and the driver cannot be switched to another trip prior to the next trip meeting, that driver(s) may pick a similar make-up trip(s) prior to the regular trip meeting.

Any driver eligible for a replacement trip needs to contact the office for their replacement trip not later than one week prior to the trip meeting. Keep in mind, there is no guarantee a makeup trip will equal the exact trip time as the original trip. Drivers may choose a replacement trip(s) that is comparable to the one cancelled (e.g. if an evening trip is cancelled, another evening trip may be selected; a weekday cancellation will result in another weekday pick). There may be circumstances when a replacement trip is not possible. If a trip replacement is not requested one week prior to the following trip meeting, you will forfeit your replacement trip.

Midday run drivers cannot take field trips in the middle of the day unless approved by the Transportation Director. If the trip overlaps the midday run, a substitute will be assigned to the midday run.

It's important for a driver to drive the trip they requested. Drivers will not re-assign their trip to another driver under any circumstances. It must be turned back into the Transportation office for re-assignment.

Developmental Preschool trips will always be driven and attended by Developmental Preschool drivers and attendants.

Trip Pay: See School Bus Drivers Pay Scale / Attendants see Bus Attendants Pay Scale

Route Determination:
The bus driver has the sole authority for determining the route to be taken for all trips. The driver may take suggestions from the sponsor or other persons as to the best route but retains the responsibility for the final decision for the most appropriate route. When multiple buses are used on a trip, the route will be coordinated among all the drivers, and all buses will travel together as a group. All drivers must be familiar with the route prior to departing. There will be no passing of other buses while travelling to and from the event without good justification.

To receive credit for preparation time, a driver must ensure the following:

1. Bus has enough fuel for the trip
2. Bus is completely fueled after the trip
3. Interior is swept out
4. Any spills are cleaned
5. Any dirt cleaned off seats
6. All trash removed

If the regular driver or other personnel report that those things have not been accomplished, preparation time will not be credited. Continual cases of drivers not fueling or cleaning buses before or after field trips will result in disciplinary action.

When selecting field trips, drivers must be careful to not schedule themselves for more than 40 hours per week. (Saturday – Friday) without Director's prior approval.

Arrival Time:
It is the driver's responsibility to arrive at the appointed location for pick-up a **minimum of Fifteen (15) minutes** before the scheduled starting time for the trip. Exception: when driver has been assigned a trip based on an as-soon-as-possible basis.

Cancelled or Shortened Trips; Split Field Trips; Long Trips: See School Bus Drivers Pay Scale / Attendants see Bus Attendants Pay Scale

Overnight Trips (Computation for Pay): See School Bus Drivers Pay Scale / Attendants see Bus Attendants Pay Scale

Coach/Sponsor/Chaperone/Student Responsibilities – Rules:
All field trips, athletic trips, and extra-curricular trips must be accompanied by a qualified person who will be responsible for student behavior and care of the school bus. The chaperone must ensure that the following rules are observed by all passengers under their responsibility.

1. Standard bus rules are in effect.
2. Eating, drinking, or chewing gum is not allowed. The driver may give special consideration based on the length of the trip.
3. Animals, reptiles, insects, fowl, fireworks, glass or other dangerous or unsanitary objects are not permitted on the bus. Service animals are allowed consistent with Board policy.
4. Equipment may not be transported on the bus that would damage the bus, block the driver's view, block the aisles, entry or exits.
5. The wearing of cleats or spiked athletic footwear on the bus is prohibited.
6. It is the responsibility of the coach, sponsor or chaperone, and group to remove trash, clothing, etc., generated by that group.
7. Drivers are permitted to go only to the locations stated on the request form, however minor deviations in order to eat are allowed.
8. Electronic devices and cell phones are allowed but no pictures or recording devices are allowed.
9. Coaches or sponsors must caution the students that the buses are unable to be locked as securely as cars. Taking valuables on a trip is not recommended. The school, bus driver, nor transportation department are responsible for items lost or stolen from the bus.
10. Coaches or sponsors are requested to consult with the driver as to the departure time from the visitation location. If possible, cell phone numbers should be exchanged.
11. Drivers are not to transport any group without coaches/sponsors/chaperones sitting throughout the bus. Drivers will not require specific seat assignments.

Driver Admission to Events:
All groups are asked to provide the driver with a ticket or pass to the event they are attending unless seating is limited, or the cost is prohibitive. This courtesy is not required and is up to the sponsor/coach. Should this courtesy not be extended, the driver will assume responsibility for such costs should he/she choose to attend.

Student Conduct/Discipline

Basic Rules of Conduct:

1. Riding the school bus is a privilege and is a part of the school day. Accordingly, students should adhere to all rules and procedures outlined in the student handbook while being transported to and from school. Classroom conduct is expected.
2. The driver is in charge at all times while on the bus. All driver directives should be followed promptly.
3. Be at your bus stop five minutes prior to the scheduled pickup time.
4. Go to your assigned seat quickly. Stay seated at all times until it is your time to get off the bus, and the bus has come to a complete stop. Seated means facing forward with feet on the floor. Students will be completely out of the aisle if two or fewer students are in the seat.
5. Keep arms, legs, and objects to yourself and inside the bus.
6. Talk quietly with no inappropriate language or gestures. Quietly means at a level where the driver cannot clearly hear the conversation and the students you are trying to talk to are no more than two seats away.
7. Students are not to bring toys, collectible cards, laser pointers, balloons, or other distracting items to school or onto the bus.
8. Students will not possess the following forbidden items while on the bus: weapons, to include air soft guns, tobacco, drugs, alcohol, aerosols, sprays, pumps, perfume, combustibles or other contraband.
9. Food, gum, suckers, lozenges and drinks are to be kept in the student's backpack while on the bus unless permission is granted from the Director of Transportation.
10. A student may ride a different school bus with a friend, or for other activities, provided there is enough room on the bus and the student follows all bus rules. **Students may not have more than one friend ride on their assigned bus without prior permission from the driver or transportation office.** A note, written by the parent or guardian, must be sent verifying that the student may ride a different bus. **The note must be signed and dated by school personnel.**
11. Bus windows will not be lowered more than half the distance of their travel.
12. Once a student has boarded their bus at the school, they will not be allowed to exit the bus without authorization from school personnel.
13. The use of any type of camera is prohibited on the bus. This includes regular routes and extracurricular trips. Any camera device used on the bus will be confiscated and disciplinary consequences will follow.
14. Skateboards and rollerblades are not permitted on school buses or any other school property.
15. Musical instruments will be kept in the seat with the student. They must fit under the seat, held on the student's lap or be held between the students' legs. This will ensure the instrument is secure.
16. Golf clubs, oversized equipment and large musical instruments are not to be transported on regular route buses because they can't be properly secured.
17. No items will be stored in the back window.
18. The use of electronic devices, to include but not limited to, iPod, iPad, Media Devices, Cell Phones and Electronic Books, are not allowed on elementary buses. The use of electronic devices, to include but not limited to, iPod, iPad, Media Devices, Cell Phone and Electronic Books, are allowed on all other buses, but HSE is not responsible for loss, damage or theft of any of these devices. These items must be turned off and secured before entering the school building. Electronic devices will not be passed around the bus but will be used quietly by individual students. **Students will not have an active hot spot while on the bus.** For the safety of all students, electronic devices are not

to be used when entering or exiting the buses. When exiting the bus, ear buds must be removed until well clear of the bus. For those students crossing in front of the bus, ear buds must be removed until reaching the far side of the street. If students are violating these rules, the driver has the right to restrict the usage of any electronic device on the bus.

19. Any student committing any of the following infractions will face a bus suspension ranging from 2 weeks to removal from the bus for the remainder of the school year: fighting, possession of tobacco, alcohol, drugs, weapons, abusive or sexually explicit language, any type of threat to the driver or other students, a serious safety hazard, or any other behavior considered totally inappropriate.

Consequences for Violations of School Bus Basic Rules of Conduct:

Students are expected to behave appropriately while traveling to or from school or a school activity. Time spent onboard the bus is considered an extension of the classroom. In general, HSE Transportation Department will utilize progressive discipline. The bus driver, Transportation Directors and/or school administrators can use any form of reasonable discipline. The unique circumstances of each individual's case will be considered before a decision regarding appropriate consequences is made. Every disciplinary consequence will involve a personal contact to the parent or guardian from the student's bus driver.

The nature of the student's behavior will determine the consequence for the infraction. Possible consequences include but are not limited to the following:

a. **Verbal Warning**
b. **Written Warning**
c. **Suspension**
d. **Removal from the bus for the remainder of the school year**

Note: Any student suspended for the remainder of the school year will be placed on probation at the beginning of the following year. Violations while on probation may result in a bus suspension for the remainder of that year.

Bullying:

Bullying by one student against another student is prohibited and is a violation of school discipline rules. "Bullying" is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. Bullying is prohibited when a student is on school grounds immediately before or during school hours; immediately after school hours or at any other time when the school is being used by a school group; off grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using school property or equipment provided by the school.

Assigned Seats:

All drivers are required to assign seats on elementary and intermediate routes. Drivers are also highly encouraged to assign seats to junior high and high school students. Failure to sit in an assigned seat will be considered an infraction of the rules and a discipline form will be completed by the driver.

It is suggested that seat assignments be done at the beginning of the school year and all students be assigned seats. All kindergartners will be seated in the front section of the bus for safety reasons. If requested by a parent or a guardian, siblings may sit together. Drivers will review safety rules with all students at the beginning of each year and with any new student throughout the year.

Gifts, Rewards, Sales:

Drivers should refrain from giving gifts to students for Holidays, the end of school year, or other times, unless such gifts are of nominal monetary value. The sale of candy or other items by the driver to students on the bus is prohibited. Drivers and attendants may give the students non-carbonated drinks as they depart the bus, but students are not to be given food items.

Dispute Resolution Procedure

The procedure for resolving disputes involving an employee subject to procedure G2.3.1 is as follows:

Level One

Within ten (10) days of the employee's recognition of a concern, the employee(s) may articulate the concern(s) to the immediate supervisor. An employee may bring a second party to any meeting at any level.

Level Two

If within ten (10) days, the immediate supervisor's involvement fails to precipitate an acceptable resolution to both parties, the concern may be taken to the assistant superintendent of schools. The assistant superintendent will render a decision and communicate it to the parties involved.

Limitations

If the employee's concern(s) is not presented to the appropriate supervisor within the time set out in these procedures, it will not be considered for review.

Evaluations

1. All drivers and attendants will be evaluated once each school year.
2. The Director of Transportation or designated representative will meet with each employee individually to review that evaluation.
3. Each employee will be given the opportunity to comment in writing about any portion of the evaluation. Those comments must be made on the evaluation form itself or included with the evaluation form if done separately.
4. Each employee will be given the opportunity to sign the evaluation form. This signature does not indicate agreement or disagreement with the evaluation; it indicates that the employee has had the opportunity to review the evaluation and has made whatever comments he/she feels are appropriate.
5. A copy of the evaluation will be provided to the driver, and a copy will be placed in the employee's personnel file kept by the Director of Transportation.
6. Any employee that has a concern about their evaluation will use the dispute resolution process.

Emergency Procedures

Breakdown:

Should a bus become disabled during a regular route, radio contact should be made with the bus garage. If radio contact is not possible and a cell phone is available, contact the Transportation office at 594-4117. If radio contact is impossible, and there is no cell phone available, ask a responsible adult, if available, to make the phone report. The person reporting the breakdown should indicate the mechanical problem and the location of the bus. Should a breakdown occur during a field trip attempt to park the bus in a safe location and have the trip chaperone or sponsor assume responsibility for the students. The driver should call via cell phone or proceed to the nearest phone. Use the emergency call list distributed to each driver/bus at the beginning of the school year to call the appropriate person. Report the problem and location of the bus and make every effort to notify the school or parents of the delay.

Reportable Accidents:

A reportable accident is any accident involving a company vehicle which results in property damage, and/or personal injury. It does not matter who is injured, what property is damaged or to what extent, where it occurs or who is responsible. Should an accident occur during routes or on field trips, the following procedure will be used:

1. Stop the bus, turn off the engine and turn the key to accessory.
2. Remain Calm.
3. Check for injuries.
4. **If accident occurs during normal route times**, report the location, bus number and any injuries to the Transportation Department. The office will contact Police Dispatch and provide further guidance.
   If accident occurs after hours on a field trip, call 911 for immediate assistance, if necessary. Contact the Transportation Director or Assistant Director for further guidance.
5. Evacuate the bus only if the passengers will be safer off the bus. Students should not be allowed to walk home or to the school. Students must be released by law enforcement or other designated representative before leaving the scene.
6. If on roadway, set out triangles – should be done within 10 minutes of stopping.
7. Obtain a list of all passengers.
8. Exchange information with other parties. Remember never to admit fault, do not make any promises or offer to pay damages and do not say “Our insurance will cover it” – **WE DO NOT MAKE THAT DECISION**.
9. The Director of Transportation will be responsible for contacting parents about any injuries.
10. The driver will complete, in a timely manner, all accident report forms required by HSE, law enforcement officials, and insurance companies. Reports are required of all accidents involving personal injury or property damage.
11. Emergency phone numbers for Transportation should be on all buses. Emergency contact for HSE Administration during normal operating hours is 594-4100.

Procedures for School Closings:

One of the most difficult transportation decisions to make is that of closing school due to weather conditions. In any such decision, safety must be of prime consideration. When such a decision is in question, the

Superintendent of Schools and the Director of Transportation will evaluate the road conditions and consult the weather bureau and the officials from neighboring school districts before determining the appropriateness of closing or delaying the opening of school.

If the decision to close or delay is made in the morning, it will be reported to radio, TV stations, social media, and district notification service (normally this will be prior to 6:00 AM). In addition, the drivers, attendants and staff will be notified by a telephone/email communication system. A backup calling list will also be distributed periodically throughout the school year. If the decision to close or delay is made in the evening before the next school day, the information will be broadcast via television and radio and the Transportation communication system will be activated.

Whatever the decision, drivers should not take undue risks in marginal weather conditions. Driver judgment should be used when assessing fog, high water, and slick road conditions. Do not exceed your capabilities. If, in the opinion of the driver, road or weather conditions warrant a detour or elimination of part of the route, notify transportation and the school of the decision. It is the driver's responsibility to ensure that each family is aware of any changes in the transportation of their children. The school and transportation office will assist in notifying each family.

The current law requires a minimum number of student instructional days. Should any days be missed (due to weather, school mechanical problems, etc.), those days must be made up. The current policy is to make up missed days with "flex days", or at the end of the adopted school calendar year. Drivers will be paid only for days actually driven.
Note: *Unless the school closing is extensive, the drivers should not notice a difference in regular pay amounts.*

Emergency Evacuation:
Emergency evacuation drills will be conducted at each school. At the elementary schools, these drills should take place in conjunction with any school bus safety programs. All drills will be coordinated with the respective school principals and the Transportation Director. If the drill is going to be conducted at a location other than a school, the area must be safe, free of traffic, and not on any roadway. Special needs drivers and attendants should conduct emergency evacuation drills but must take extra care due to some of the medical problems of their students. A written emergency plan will be completed by all special needs drivers and will be kept on file in the Transportation office.

Each regular route driver should, if possible, designate four to five responsible older students as emergency helpers. These students should assist the driver or take the driver's place during emergencies when the bus should be evacuated. These helpers should understand how to operate the two-way radio, stop the bus, set the air brake, operate the hazard lights and put the bus in neutral, if possible (In the case of special needs buses, the attendant should be trained on these items). For emergency evacuation drills, the evacuation should be done through emergency exit doors (not windows). In the case of a true emergency, evacuation can be accomplished through the front door, rear door, emergency side door, emergency windows or a combination of exits. All students should be shown how to operate emergency doors and windows.

Emergency Evacuation Procedure with Driver in Place:

Before each drill, the driver should review the procedures involved in the evacuation with emphasis on staying calm and quiet so that the instructions are clearly understood. The following are detailed procedures for an actual emergency evacuation. The student helpers should be familiar with these procedures:

1. Both exits accessible
    a. Students should be instructed to leave all their belongings on the bus.
    b. Upon the driver's command, one rear safety helper should open the rear emergency door, and all three remaining helpers disembark. The two front safety helpers should exit the front door.
    c. Upon driver's command, students in the rear of the bus should exit through the rear emergency door, while alternating one row at a time. Students in the front of the bus should exit through the front door, while alternating one row at a time.
    d. One front helper should assist the students out of the bus. The other front helper should lead those students away from the bus, at least 100 feet off the roadway.
    e. Two rear safety helpers should position themselves on each side of the emergency door and hand-assist students to the ground. Helpers should not try to hold, lift, or carry the other students, and offer only support. The other rear helper should lead those students away from the bus, at least 100 feet off the roadway.
    f. The driver should supervise the evacuation and ensure all students are out of the bus before exiting the bus themselves.
    g. The driver should designate two helpers to go for assistance, if necessary.
2. Front door only
    a. Upon driver's command, the two front safety helpers should exit through the front door.
    b. Upon driver's command, students will exit, alternating one row at a time, through the front door.
    c. Front door helpers should assist the driver in supervising orderly student evacuation.
    d. Driver should supervise the evacuation and ensure all students are out of the bus before exiting the bus themselves.
    e. Driver should designate two helpers to go for assistance, if necessary.
3. Rear emergency door only
    a. Upon driver's command, one rear safety helper should open the rear door and all three-rear door safety helpers should exit the bus.
    b. Upon driver's command, students should exit the bus, alternating one row at a time, through the rear door.
    c. The other helper should lead the students away from the bus, at least 100 feet away from the roadway.
    d. Two front helpers should assist the driver in supervising the evacuation.
    e. Driver should ensure all students are out of the bus before exiting themselves.
    f. Driver should designate two helpers to go for assistance, if necessary.
4. Window or windshield evacuation (will be done only in an actual emergency, but should be explained to the students).
    a. Driver should open or knock out necessary window/windshield and remove all glass slivers.
    b. Driver should designate three helpers (more if necessary) to evacuate through a window/ windshield opening to assist the students to the ground. One helper should lead the students away from the bus, at least 100 feet off the roadway.

    c. Remaining helpers inside the bus should assist the driver in the orderly evacuation of the students.
    d. Driver should ensure that all students are off the bus, before exiting themselves.
    e. Driver should designate two helpers to go for assistance, if necessary.
5. In the case of special needs, the driver and attendant should determine an appropriate evacuation plan for the students they transport.

Emergency Evacuation Procedures without Driver Assistance:

If a driver becomes ill or unconscious while the bus is in motion, the nearest safety helpers should push the driver from the driver's seat, steer the bus to a stop, apply the emergency brake, turn off the ignition switch, and activate the red student warning lights and the stop arm. The other helpers should assist as necessary and calmly reassure the other students. One helper should use the two-way radio to report the location and problem.

1. Both exits accessible - Same procedures as emergency evacuation with driver supervision except:
    a. One rear helper should remain inside the bus to supervise student evacuation and ensure that all students are out of the bus, before exiting themselves.
    b. One front helper should lead students from both exits, away from the bus, at least 100 feet off the roadway.
    c. Two helpers should go for assistance, if necessary.
    d. Helpers should remove the driver from the bus if the hazard justifies such action.
2. Front door only - Same procedures as emergency evacuation with driver supervision except:
    a. One rear safety helper should exit with the front helpers and lead the students away from the bus, at least 100 feet off the roadway.
    b. Remaining rear helpers should supervise student evacuation and ensure that all students are out of the bus, before exiting themselves.
    c. Two helpers should go for assistance, if necessary.
    d. Helpers should remove the driver if the hazard justifies such action.
3. Rear emergency door only
    a. Two front safety helpers should supervise student evacuation and ensure that all students are out of the bus before exiting themselves. Students should be lead 100 feet away from the bus.
    b. Two helpers should go for assistance, if necessary.
    c. Helpers should remove the driver from the bus if the hazard justifies such action.
4. Window or windshield evacuation
    a. Two helpers should remain inside the bus to supervise student evacuation and ensure that all students are out of the bus before exiting themselves. Students should be lead 100 feet away from the bus.
    b. Two helpers should go for assistance, if necessary.
    c. Helpers should remove the driver from the bus if hazard justifies such action.

Emergency Procedure Briefing for Field Trips:

In order to ensure the safety of school bus passengers in an actual emergency, every school bus driver assigned to transport students on activity trips or field trips may assign an evacuation team prior to each trip. The team may consist of teachers, coaches, students, or any other passenger. A roster should be provided to the driver, accounting for all passengers.

Passengers assigned to evacuation teams must be seated where they can effectively carry out their responsibilities in an emergency.

Each evacuation team will consist of at least the following:

1. A passenger assigned to set the parking brake, turn off the engine, turn on warning flashers and to call on the radio or other means and report the incident to the Transportation Department, in case the driver is unable to do so.
2. A passenger assigned to lead passengers to a safe location at least 100 feet from the bus and to take the first aid kit off the bus.
3. Two passengers assigned to stand outside the bus, next to the entrance door, to help students exit the bus and to take the fire extinguisher.
4. Two passengers assigned to stand outside the bus, next to the emergency exit door, to help students exit the bus.

In addition to assigning an evacuation team, the following information shall be discussed and/or demonstrated prior to each activity trip or field trip:

1. Location and use of the fire extinguisher
2. Location of the first aid kit
3. Location of the warning reflectors
4. Location and use of all emergency exits
5. How to shut off the engine and set the parking brake
6. How to open the entrance door, to include the safety release on air doors
7. Importance of passengers keeping aisles clear at all times and not blocking emergency exits, including the back window on transit buses

Weather Emergencies and School Transportation:

At times, certain weather conditions may occur which will necessitate the cancellation or delay of school bus routes, school athletic events, extracurricular activities, or field trips. This document provides suggested safety protocols and procedures on following severe weather conditions: Tornado, Flash Flood, Lighting, and Winter Storms/ Blizzards.

Procedures Prior To Any Emergency:

It is said that the only thing harder than planning for an emergency is explaining why you did not.

Prior to being involved in any emergency situation, whether it is a crash, first aid or weather related, it is important that basic procedures are in place and practiced. Best practice suggests:

1. Each school bus carries an up-to-date roster of passengers whether the function is a daily route or activity trip.

2. Each school bus carries an up-to-date contact list of school officials and emergency responders that include landline and mobile telephone numbers.
3. Students, including those that would only ride a school bus for activity trips, participate in school bus evacuation drills at least twice each school year.
4. On activity trips or field trips, all passengers (students, adults, teachers, coaches, chaperones, etc.) are advised of:
    a. The school bus emergency exit locations and their operation. (e.g., service door, push out windows, side and rear emergency doors, and roof hatches) The school bus driver should demonstrate the operation of each type of exit.
    b. The location and operation of the bus's two-way radio or other communication equipment, if so equipped.

Guidance:
The school corporation has a written severe weather policy that includes school transportation procedures for routes, athletic events, field trips and extracurricular activities.

School administrators and school bus drivers are to routinely monitor weather reports for the prediction of severe weather or announcements of weather advisories. Once in route (daily or activity trip) the school corporation should have a means to communicate this information to the school bus driver.

1. Prior to the threat of severe weather, the driver has the following responsibilities:
    a. To be thoroughly familiar with all roads adjoining their route in the event they are needed to seek shelter. For athletic events, extracurricular activities, and field trips, the school bus driver should have a map available to determine alternate routes to safety;
    b. To pre-determine shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary, and to the extent practical, similar options when on activity trips. In emergency situations, most people will offer others shelter when asked;
    c. To know the difference between a *tornado watch* and a *tornado warning*.
        i. A "watch" means tornadoes are possible in your area; remain alert for approaching storms.
        ii. A "warning" means a tornado has been sighted or indicated by weather radar.
        iii. According to the National Weather Service, "tornadoes can occur any time of the day or night, any time of the year. In Indiana, peak tornado occurrences are from April to June and between 3 p.m. and 8 p.m."
2. When a 'tornado watch' is issued, a school bus driver is to be prepared for a sudden change in weather condition and alert for the appearance of violent wind, rain, hail or a funnel-shaped cloud.
3. When a 'tornado warning' is issued, a school bus driver is to promptly seek shelter for the passengers.
    a. If the warning is announced at or near the dismissal of school, the school day students are to remain in the building in a designated safe area.

b. If the warning is announced while in route, a school bus driver is to go to a pre-identified shelter or any building closest to their current location, depending on the immediacy of the tornado threat.
c. If caught in the direct path of a tornado or one is sighted and pre-identified shelter is not accessible, the school bus driver is to:
    i. Stop and evacuate the passengers. Do not attempt to "out run" the tornado. Do not remain on the school bus. If the bus radio is equipped, advise the school corporation of your bus number and location.
    ii. Seek safety in a below ground level area, such as a ditch, ravine or depression in a location that is:
        1. Away from the bus; and
        2. Where practical on the side od the road without power lines, utility poles, trees, etc.
    iii. Do not use above ground locations for shelter. (e.g., road or bridge over passes).
    iv. Instruct passengers to lie flat, face first, and to protect their head by using a jacket, other clothing, or their hands and arms. Advise passengers to not "sneak-a-peek" at the tornado.

4. After the emergency:
    a. Account for all passengers, check for injuries, and provide first aid if needed. Obtain medical attention if needed.
    b. Before leaving a shelter, or the immediate area if out in the open, the bus driver should monitor the local sky for a few minutes in the direction from which the tornado came to ensure a second tornado does not follow a similar path.
    c. Be alert for continuing storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads and bridges.

<u>School Bus Driver Security Program</u>

Six Basic Security Management Steps:

1. Keep calm and assess the situation
2. Contact Transportation Department, if possible
3. If required – evacuate, relocate or find shelter nearby.
4. Protect yourself and protect and assist the students
5. Identify yourself to and cooperate with first responders if the situation dictates.

Defining the Threat and Risk:

Terrorism: "The threat or use of force or violence to coerce a government or civilian population, in pursuit of political or social objectives" - Federal Bureau of Investigation

Examples of Terrorist Motivation can Include:

Political or religious beliefs	Copycatting or imitating other acts of violence
Hatred of the United States	Mental instability or psychosis

Anger with Federal, State or Local Government	Racism or ethnic hatred
Desire for money through criminal activity	Acting out aggressively due to substance abuse
Revenge against employer or fellow employee	Anger directed towards schools, teachers or students

Examples of Terrorist Acts Include:

World Trade Center and Pentagon attacks on 9/11	Oklahoma City bombing of Federal Building
Atlanta Olympics bombing	Bus bombings in Israel
Car and truck bombings in Iraq, Turkey and Saudi Arabia	D.C. Beltway snipers
Church bombings in the South	Unabomber letter bombs
New Jersey Anthrax attacks	Attacks and bombings in Afghanistan
Attacks and bombings in Northern Ireland	Bali, Indonesia night club bombing
Abortion clinic bombings	Tokyo subway sarin gas attack

Potential Terrorist Targets Include:

Government buildings	Mass transit vehicles and facilities
Public buildings and assembly areas	Symbolic structures and landmarks
Communication facilities and systems	Dams, highways, bridges and tunnels
Water supply locations	Nuclear power plants
Pipelines and refineries	Shopping malls
Research laboratories	Military facilities
Airports and seaports	Stadiums
Schools and universities	Locations where large groups congregate

Reasons for Targeting Schools, School Buses and Students:

They are relatively unprotected and vulnerable	There would be a large number of potential casualties
They are everywhere in the nation	Children are involved, they represent an emotional target
Escape after an event would be relatively easy	Attacks would demoralize the community, state and nation

Security Threats and Security Incidents:

A security threat is any source that may catalyze an event or occurrence that endangers life or property or results in the loss of services or equipment.

A security incident is an unforeseen event or occurrence that does not necessarily result in death, injury, or significant property damage, but may result in interruption of service.

Being the Eyes, Ears, and Protector of the Community:

1. Being aware of suspicious activity or behavior by others in proximity to school buses, school bus facilities or schools
2. Notice unusual conditions of vehicles, both those belonging to the system and others which may enter into parking lots or facilities

3. Be vigilant with respect to strange packages, items or substances which are brought on to school buses
4. Know who your supervisory contacts are and have their phone numbers immediately accessible
5. Help control access to vehicles and facilities
6. Help students deal with the confusing aftermath of emergency events
7. Know how to relate to students in a crisis
8. Understand their roles in an emergency
9. Recognize threats and properly handle them
10. Stay familiar with the operation of emergency equipment
11. Lead in a crisis
12. Follow standard emergency operating plans and procedures
13. Be responsive to the needs of emergency responders

Recommended Security Procedures for School Bus Drivers:

1. Be familiar with state and school district security guidelines
2. Remove keys from ignition when vehicle is unattended
3. Conduct pre-trip and post-trip vehicle inspections
4. Maintain an uncluttered bus
5. Maintain constant awareness of people and activities
6. Trust your personal gut reaction
7. Immediately report any operational security weaknesses

Bus Safety and Security Checklist:

BUS EQUIPMENT	WHAT TO LOOK FOR
Seats	Lumps / bulges / damaged upholstery / suspicious package on seat
Floor Surface	Modifications to material / unusual thickness
Roof Liner	Rips / bulges
Doors / Hood / Trunk Lid	Heavy to open or close / rusting seams / holes
Cargo Compartment	Strange odor / raised floor / unusual welds / unusual items / excess weight
Exterior Surface	Missing screws / unusual scratches / welds / sign of tampering / recently painted
Undercarriage	Items taped or attached to frame / fresh undercoating
Engine Compartment	Odd wires or liquids / unusual welds / new tape
Tires	Unusual odor from air valve
Fenders	Unusual thickness

Identifying and Reporting Unusual Behavior:

JDLR (Just Doesn't Look Right)

1. Appearing extremely interested in school facilities, school buses or surroundings
2. Being repeatedly sighted within the school or school bus environment
3. Having the appearance of rehearsing
4. Soliciting information on school facilities, buses or schedules
5. Taking photographs or video of staging areas

6. Looking lost or wandering around at school bus stops or on school grounds
7. Exhibiting disruptive or potentially distracting behavior
8. Showing an unusual interest in employees or students
9. Abandoning an item and leaving the area quickly
10. Wearing a uniform and appearing to not be involved in any appropriate activity
11. Openly possessing a weapon or dangerous item

Characteristics of Suicide Bombers:

1. May wear irregular or disproportionate clothing for body type or weather
2. May repeatedly pat their chest or stomach
3. May carry irregular, inappropriate or overweight luggage or bags
4. May move about without purpose
5. May sweat or act extremely nervous
6. May not make eye contact
7. May be non-communicative or uncooperative

Characteristics to be Noted When Reporting Suspicious People:

Eyes	Ears	Mouth/Nose
Hair/facial hair	Forehead	Checks/chin
Neck	Complexion	Body shape/size
Hat	Jewelry	Shirt/blouse/dress
Coat	Pant/skirt	Socks/shoes
Oddities/tattoos	General appearance	Accessories

Identifying and Reporting Unusual Vehicles:

Just Doesn't Look Right (JDLR)

1. Vehicles that are repeatedly seen in the vicinity
2. Vehicles following or shadowing school buses
3. Vehicles parked in out of the ordinary or unauthorized locations
4. Vehicles parked for extended periods of time where one would not expect a vehicle to be parked
5. Vehicles riding low on springs, especially in the rear
6. Vehicles holding large containers, such as drums, in the rear or in the back seat
7. Vehicles with wires, string, or ropelike material strung from the front seat to the rear or from small containers on the front floorboard
8. Vehicles that are accompanied by unusual odors, such as fertilizer, diesel fuel, nitro methane or other fuel like odors
9. Vehicles whose occupants show signs of stress, are deceptive or reluctant to answer questions, tell conflicting stories or have no legitimate purpose to be in the area

Information to Note When Reporting a Suspicious Vehicle:

Location, if it is parked	Direction, if it is moving
Color	Year

Make Model
License plate number and state Description of occupants
Identifying features (e.g., convertible, damage, excessive rust, etc.)

Understanding the weapons:

1. A power supply consisting of some form of battery
2. A switch/timer that provides for a delay in detonation and can be electrical, chemical or mechanical
3. A detonator/initiator which can be either electric or non-electric and is used to provide the initial trigger explosive which then detonates the main explosive charge
4. A main explosive charge that can be either high or low in nature with low explosives creating heat and fire and high explosives creating a large blast

Chemical, Biological and Radiological (CBR) Weapons:

Weapons of mass destruction are defined as any explosive, incendiary, bomb, grenade, rocket having a propellant charge, missile having an explosive incendiary charge, or mine or device similar; poison gas; a weapon involving a disease organism; or a weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. Categories of chemical agents classified by their effect on the body include nerves, blister, blood and choking.

Examples of biological weapons include Anthrax, Ricin or Smallpox. Unlike acute incidents involving explosives or some chemicals, the initial response to a biological attack is most likely made by hospitals or the healthcare community.

In an explosion the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. Radiological detection equipment will be required to confirm the presence of radiation.

Different substances can affect individuals in different ways and can enter the body through a variety of means, but are limited to the following:

1. Being absorbed through the skin or eyes
2. Being injected through broken or punctured skin
3. Being ingested through the mouth
4. Being inhaled through the mouth or nose

Reacting to Suspicious Items, Devices and Sounds:

Suspicious objects or packages:

1. Are placed in out-of-the-way locations where they are not easily seen
2. Are accompanied by threatening message
3. Appear that they could have the potential to be a bomb of some type
4. Have visible wires, batteries or timers attached

5. Are abandoned by someone who quickly leaves the scene
6. Have tanks, bottles or bags visible
7. Are accompanied by a suspicious cloud, mist, gas or vapor
8. Are common objects in abnormal locations, such as baby strollers or back packs
9. Are uncommon objects in common locations, such as gas cylinders

General rules to avoid injury from a dangerous object:

1. NEVER touch, move or cover the suspicious object or device
2. But if item is touched, keep hands away from mouth, nose and eyes. Wash hands well with soap and water as soon as possible. Report to authorities what has been done.
3. Move as far from a suspicious object as possible without being in further danger from other hazards such as traffic or secondary sources of explosion
4. Do not use a radio or cell phone within 300 feet of the object/device
5. Stay out of the object's line-of-sight, thereby reducing the hazard of injury because of direct fragmentation
6. Keep away from glass windows or other materials that could become flying debris
7. Remain alert for additional or secondary explosive devices in the immediate area

Reacting to dangerous substances:

1. Suspicious substances come in many forms or states that can be identified in terms of an odor, vapor, gas, mist, liquid, solid or powder.
2. All suspicious substances should be avoided by evacuating the area and immediate emergency assistance should be requested.

Indicators of a possible Chemical Agent release:

Existence of a threat	The absence of insects or large quantities of dead insects
Sick or dead birds, animals or people	Signs that foliage is abnormally changing colors, withering or dying
Unusual liquid, spray or vapor in air	Suspicious devices or packages

Symptoms of a chemical release are if two or more people are observed suddenly:

Experiencing difficulty breathing or coughing uncontrollably	Suffering a collapse or seizure
Complaining of nausea	Complaining of blurred vision
Complaining of an unusual and unexplainable odor	

Indicators of a possible Biological Agent release:

Existence of a threat	Sick or dead birds, animals or people
Unusual illnesses within the region	Unusual liquid spray or vapor in the air
Suspicious devices or packages	

Indicators of a possible Radiological Agent release:

Existence of a threat
A presence of radiological equipment such as spent fuel canisters
Nuclear warning materials along with unexplained casualties

Overall signs of a Chemical, Biological or Radiological release are:

An unexplainable pungent odor	A suspicious package emitting a vapor or odor or an oily liquid
Abandoned aerosol or manual spray devices	A cloud, mist, fine powder, liquid or fog with no identifiable suspected source

Evacuating, relocating or finding shelter in surrounding area:

Response priorities in any attack are to:

1. Protect yourself
2. Notify appropriate authorities
3. Protect students and others
4. Quarantine victims
5. Assist students and others
6. Assist emergency responders

Responses to protect oneself:

1. Don't take risks
2. Don't assume anything
3. Don't forget about secondary devices
4. Don't taste, eat, smell or touch anything suspicious
5. Don't become a victim

Notify authorities by explaining:

1. Your exact location and condition
2. Type of injuries and/or symptoms
3. Victim locations and positions
4. Indicators of activities and objects
5. Wind direction and weather on scene
6. Witness statements or observations
7. Existing or potentially dangerous conditions

Response to protect others:

1. Identifying yourself to arriving responders
2. Informing responders as to the nature of the threat or hazard
3. Informing responders as to the location and number of victims, as well as to the types of injuries and or symptoms
4. Explaining to responders what you've done so far
5. Remaining available to assist in any way possible

Handling Conflicts and Acts of Violence on the Bus:

Dealing with threats of violence, school bus drivers should:

1. Stay calm and maintain control; do not overreact to the situation

2. Look for ways to diffuse the situation
3. Look for ways to alert emergency response
4. If possible, park the school bus in a public place and do not operate it
5. Open bus doors
6. If there are no students on board, look for a way to escape the vehicle
7. If a weapon is involved, do not attempt to grab it or make sudden movements
8. Make every effort to make the assailant feel that you are cooperating
9. If violence is directed toward a student passenger, immediately contact emergency response and intervene only if it is safe to do so
10. Provide information to emergency responders on school bus location and on the nature of the incident including descriptions of assailant(s) and any weapons involved
11. Complete required forms and documentation

Dealing with a hostage situation:

1. Survey area for suspicious people/activities while approaching a staging area or student pick up/drop off point
2. Report concerns to dispatch/authorities if suspicious people/activities are present and drive bus out of area.
3. Do not open doors if suspicions are aroused when vehicle is stopped; instead, communicate
4. with individual through a window until determining proper action.
5. If suspicious individual is seen at a railroad crossing, do not open doors enough for them to board; make visual surveillance of tracks and move on when safe to do so. Contact dispatch.
6. Avoid boarding individuals if you suspect they are carrying a weapon or a dangerous package. Contact dispatch immediately.
7. If individual with concealed weapon is aboard vehicle, act as if you didn't see the weapon. Do not confront the individual. Stay calm and focused. If possible, pretend bus is broken down and get everyone off vehicle. Contact dispatch.
8. If school bus is commandeered, follow all instructions and avoid confrontation. Remain calm and show no outward signs of panic.
9. In event that school bus is commandeered while parked, open all doors and keep them open to allow opportunity for all student passengers to exit. If it seems appropriate, ask perpetrator if vehicle can be de-boarded but don't push too hard to end the situation.
10. In event that school bus is commandeered while in motion, stay on your route but don't stop at your usual stops so someone might notice and react.
11. Attempt to alert authorities but take no action that could potentially increase the risk to oneself or others.
12. Talk to the hijacker and try to create a relationship. Stay in touch with hijacker and don't antagonize the person. Be both patient and assertive.
13. Stay calm, use common sense, follow instructions of the perpetrator. Either wait for emergency response or find a way to escape.

Review key issues in school bus driver security:

1. Threats of terrorism and violence
2. Being the eyes and ears of the community
3. The school bus driver as the first line of defense
4. Inspecting buses and surroundings
5. Reacting to and reporting unusual behavior and vehicles
6. Potential weapons that could be used
7. Reacting to and reporting suspicious items and devices
8. Reacting to and reporting dangerous substances
9. Evacuating, relocating and sheltering in place
10. Managing students and the incident scene
11. Handling conflict and threats of violence
12. Surviving a hostage situation

Testing for Alcohol and Controlled Substances

The following procedures implement the requirements of the Board's policy.

The Transportation Director is responsible for communicating this policy to all drivers and is accountable for its consistent enforcement. The Transportation Director will:

1. designate to answer questions about this procedure and all other matters involved in alcohol and controlled substances testing of transportation employees;
2. ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing under this policy, and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle;
3. provide written notice to representatives of employee organizations of the availability of this information; and
4. ensure that each driver is required to sign a statement certifying that he or she has received a copy of these materials described in this policy. Each employer shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver.

Prohibited Conduct Related to Drug and Alcohol Policy:

The following shall be considered "prohibited conduct" for the purposes of this policy.

1. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcoholic concentration of .04 or greater.
2. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.
3. No employee shall use alcohol while performing safety-sensitive functions.
4. No employee shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. No employee required to take a post-accidental test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accidental test, whichever occurs first.
6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.

Testing of Drivers:
All transportation employees will be tested for alcohol and drug abuse in accordance with the approved procedures when directed by the Director of Transportation.

All CDL licensed drivers for Hamilton Southeastern Schools, as well as non-CDL employees of the transportation department, will be tested under the following guidelines:

1. Pre-Employment
   Under no circumstances will an individual be placed on the payroll without proof of a successful completion of alcohol and drug tests. Any individual who refuses to submit to such tests, has a detectable amount of alcohol in his/her system, or has a positive controlled substance test result will not be considered for employment with the school corporation.

   As a condition of employment, the employee applicant shall provide the school corporation with a written authorization for all previous employers within the past two (2) years to release drug and alcohol testing records as the regulations require. Within thirty (30) days of performing a safety-sensitive function, DOT regulations require that the employer obtain, to the extent available, certain drug and alcohol testing records from the employee's previous employers for the previous two (2) years.

2. Random
   A minimum rate of 50% of transportation employees shall be tested annually for drugs and a minimum of 10% of transportation employees shall be tested annually for alcohol.

   Random drug and alcohol testing may be combined. For example, when testing at 50% drug random rate and 25% alcohol random rate, half of the randomly selected employees chosen for testing would be tested for both drugs and alcohol, while the rest could be tested only for drugs.

   Random testing selection:
   1. Employee remain in pool
   2. Use valid random selection
   3. Test at least once each quarter
   4. Do not announce dates of testing
   5. Test 50% of employees for drugs and a minimum of 10% of employees for alcohol

   Refusal to submit to alcohol and/or controlled substance testing as required will be recorded as a positive test, and the employee shall be terminated from the school corporation, subject to applicable state law.

3. Post-Accidental (IAW: Motor Carrier Safety Regulation 382.303)
   Drivers are required to submit to drug and alcohol testing as soon as possible following any accident where 1) a fatality is involved; or 2) the employee receives a citation for a moving violation arising from the accident that involved:

1. injury requiring medical treatment away from the scene, or
2. one or more vehicles having to be towed from the scene

Refusal to submit to alcohol and/or controlled substance testing as required will be recorded as a positive test and the driver shall be terminated from the school corporation, subject to applicable state law.

A driver who is subject to post-accidental testing shall remain readily available for such testing or may be deemed by the school corporation to have refused to submit to testing. Nothing in the section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

No driver required to take a post-accident test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

If a driver is seriously injured and cannot submit to testing at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs or alcohol in his/her system.

The results of a breath or blood test for the use of alcohol, or a urine test for the use of drugs, conducted by Federal, State, or local officials having independent authority for the test, shall be considered as meeting the requirements for post-accident testing, if the results are obtained by the school corporation.

4. <u>Reasonable Suspicion</u>

   The School Corporation is required to test for the use of alcohol and controlled substances upon "reasonable suspicion." Reasonable suspicion is deemed to mean, that the school corporation believes the behavior, speech, body odor, or appearance of an employee while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or the Transportation Director, if so trained. The mere possession of alcohol does not constitute a need for an alcohol test. The witness must have received training in the detection of probable alcohol and drug use by observing a person's behavior. If it is at all possible, the witness should not conduct the alcohol test in order to protect the employee.

   Alcohol testing is authorized only if the observations are made during, just before, or just after the period of the workday of the employee. A written record shall be made of the observations leading to an alcohol/and or controlled substance test. This record is to be signed by the supervisor who made the observations.

If a reasonable suspicion alcohol test is not administered within two hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered.

1. Guide to successful reasonable suspicion testing includes:
    a. Focus on safety.
    b. Verify reasonable suspicion.
    c. Isolate and inform the employee.
    d. Inquire and observe the employee.
    e. Review the findings.
    f. Transport the employee to a testing site.
    g. Document events.

2. Prior to the start of work, an employee must report to his/her immediate supervisor the use of any prescription and/or over the counter drugs which may affect job performance or the safety of others. It is the employee's responsibility to obtain from his/her physician a determination as to whether or not the drug could affect job performances. The employee must present the drug container with the full label on it.

3. Confidentiality – All information obtained in the course of testing of employees shall be protected as confidential medical information. No data concerning this information will be made a part of the employee's personnel file or will be provided to any other party without the direct written consent of the employee.

4. Diluted Specimens – If a specimen is reported diluted by the laboratory, the Medical Review Officer (MRO) will report this information to the Hamilton Southeastern Schools Transportation Department. Upon receiving notification of a diluted specimen, the employee or perspective employee in question will be sent to the Hamilton Southeastern Health Care Center for an immediate recollection.

Note: Immediate recollection means that as soon as possible after receiving notification of the diluted specimen, but no later than the end of that school day, or with little or no advanced notice.

5. Failure to sign a release for alcohol and drug testing will be classified as insubordination and the employee shall be terminated as a driver for the school corporation, subject to applicable state law.

6. Refusal to submit to alcohol and/or controlled testing as required will be recorded as a positive test.

Refusal to submit to an alcohol or controlled substance test means that an employee.

a. Failing to appear for any test within a reasonable time after being directed to do so.
b. Failing to remain at the testing site until the testing process is completed.
c. Failure to provide a breath sample, saliva sample or urine sample as directed.
d. Failure to permit, if the situation requires, the observation or monitoring or providing a urine specimen.
e. Failure to provide a urine, breath or saliva specimen within required time frames may be considered a refusal. If an employee cannot provide a sufficient quantity of urine or breath, he/she will be directed to be evaluated by a physician of the employer's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either breath or urine), it will be considered a refusal to test.
f. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of a "shy bladder" or "insufficient breath" situation.

7. Employees testing positive for alcohol (.04 or greater) or for a controlled substance shall be immediately terminated from employment for the school corporation and referred to an EAP program (a drug and alcohol assistance program). Employees testing .02 or greater, but less than .04, shall be immediately removed from driving or performing safety sensitive functions for the school corporation. The school corporation shall not permit the employee to perform or continue to perform safety-sensitive functions, until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test. The employee will also be suspended for a period of 72 hours, without, pay, after the initial suspension period of 24 hours. At that time the employee may return to duty providing he/she tests less than .02 on an alcohol test, paid for by the employee. The employee will be notified, in writing, that he/she is now on probationary status for 1 year from the date in question. This status indicates that if the employee test at .02 or higher for alcohol any time during the following year that result shall be treated as a positive alcohol result with the same penalties as a positive result. The employee also becomes subject to any other school corporation policy dealing with the use of alcohol and controlled substances.

Note: A positive result for a controlled substance happens only after review by the Medical Review Officer (MRO).

Performing a safety-sensitive function means a employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

A safety-sensitive function is defined as:

1. All time spent at a facility, or other property, or on any public property, waiting to be dispatched, unless the employee has been relieved from duty by the school corporation.
2. All time spent inspecting equipment, otherwise inspecting, servicing, or conditioning any motor vehicle at any time.

3. All driving time spent at the driving controls of a motor vehicle in operation.
4. All time, other than driving time, in or upon any motor vehicle.
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, or remaining in readiness to operate the vehicle.
6. All time spent performing the driver's requirements relating to an accident.
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Self-Identification of Substance Abuse:
If an employee notifies his/her supervisor that he/she has a substance abuse problem, the School Corporation may offer the employee (at the employee's expense) the opportunity to receive appropriate treatment. That determination will be made based on the recommendation of a certified Substance Abuse Professional (SAP). Upon notification to the supervisor the employee will immediately be removed from all duties without pay until completion of an appropriate treatment program. Once completion is verified and the SAP recommends that the employee may return to duty under follow-up and return-to-duty testing guidelines. Where the employee makes no commitment to overcoming the problem and achieving a satisfactory level of performance, attendance or behavior, then termination will result.

Return to Duty Testing:
An employee who has been prohibited from performing a safety-sensitive function after engaging in conduct regarding alcohol misuse that is prohibited by U.S. Department of Transportation, shall undergo a Return-to-Duty test before returning to duty. That breath alcohol concentration must not exceed .02.

An employee who has been prohibited from performing a safety-sensitive function after engaging in conduct regarding controlled substance use prohibited by U.S. Department of Transportation regulations and before returning to duty, shall undergo a Return-to-Duty test with a result indicating a verified negative result.

When a Return-to-Duty test is required, the employee must also be evaluated by a substance abuse professional (SAP) and participate in any assistance program prescribed by SAP.

Follow-up-Testing:
When an employee has been determined to be in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, the employee will be subject to unannounced follow-up alcohol and/or controlled substance testing. The employee will be subject to a minimum of six (6) follow-up tests in the first 12 months. The follow-up testing period shall not exceed 60 months. Follow-up testing for alcohol shall be performed only when the employee is performing safety-sensitive functions.

Testing of the Director of Transportation:
The Director of Transportation will be part of the same testing pool and standards as all transportation employees. To ensure that the same testing procedures are followed when the Director of Transportation is selected, he will be notified by the testing facility to go immediately to a testing site.

Training of Supervisors and Drivers:

Supervisor Training

Transportation Directors and Supervisors are the key to a drug-free work environment. At a minimum, the Transportation Director and Supervisors will receive 1 hour of drug awareness training and 1 hour of alcohol awareness testing with emphasis on:

1. The identification of behavioral and physiological signs of alcohol and drug abuse.
2. How to recognize, counsel and document employees whose performance has deteriorated.
3. How and when to suggest and/or require the services of Employee Assistance Program (EAP), or any other drug/alcohol assistance program.
4. Documentation of training.

Employee Training

The employee training program will consist of 1 hour of drug and alcohol awareness training on:

1. Explanation of the effects and consequences of alcohol and controlled substance use on personal health, safety and work environment.
2. The manifestations and behavioral causes that may indicate alcohol and controlled substance use or abuse.
3. Information and material required by federal regulations.
4. Documentation of training.

Retention of Records:

The following records relating to the school corporation's drug and alcohol testing program are required to be maintained:

1. Records related to the collection process:
    a. Collection logbooks
    b. Documents related to the random selection process
    c. Calibration documentation for EBT's
    d. Documentation of Breath Alcohol Technician (BAT)
    e. Training Documentation of reasoning for reasonable suspicion testing
    f. Documentation of reasoning for post-accident testing
    g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing
    h. Consolidated annual calendar year summaries
2. Records related to the employee test results:
    a. Employer's copy of the alcohol test form, including results
    b. Employer's copy of the drug test chain of custody and control form
    c. Documents sent to the employer by the Medical Review Officer
    d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test
    e. Documents provided by an employee to dispute results of test
3. Documentation of any other violations of controlled substance use or alcohol misuse rules
4. Records related to evaluations and training:

    a. Records pertaining to substance abuse professional's (SAP's) determination of an employee's need for assistance
    b. Records concerning an employee's compliance with SAP's recommendation
5. Records relating to education and training:
    a. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse
    b. Documentation of compliance with requirement to provide employees with educational material, including employee signed receipt of materials
    c. Documentation of supervisor training
    d. Certification that training conducted under this rule complies with all requirements of the rule
6. Records relating to drug testing:
    a. Agreements with collection site facilities, laboratories, medical review officers (MRO's), and consortia
    b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program
    c. Statistical summaries of urinalysis
    d. The employer's drug testing policy and procedures

All required records shall be maintained in a secure location with limited access. Records shall be made available for inspection at the school corporation's central office within two business days after a request has been made by an authorized representative of the Federal Highway Administration.

The following is a chart defining how long records must be maintained:

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol	5 years
Concentration of 0.02 or greater	5 years
Verified positive controlled substance test results	5 years
Refusals to submit to required alcohol or controlled substance tests	5 years
Substance Abuse Professional's (SAP's) evaluations and referrals	5 years
Required calibration of Evidential Breath Testing Devices (EBT's)	5 years
Annual calendar year summary	5 years
Records related to the collection process (except calibration) and required testing	2 years
Negative and cancelled controlled substance test results	1 year
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 year

Legal Reference: 49 C.F.R. Part 382

Testing Procedures Regulations

The following testing procedures are to be strictly observed by any collection facility and/or laboratory contracted by the school corporation in order to carry out its drug and alcohol testing program.

Controlled substance testing procedures include the following:

1. Collection Process and Safeguards
    1. The collector must obtain photo identification from the donor or identification by supervisor prior to administering the test.
    2. The employee will be asked to wash their hands.
    3. The donor signs the chain of custody form signifying the correctness of data for test reporting.
    4. Electronic communication of test results from the laboratory into the MRO reporting system with no external human intervention.
    5. The specimen container and specimen bottles are individually wrapped and unwrapped in donor's presence.
    6. After the specimen is provided in a reasonable time, the collector inspects it for sufficient volume, temperature and signs of tampering. If a specimen is not provided, the employee will be referred to a MRO to determine whether there is a valid medical reason. If there is, the employee must still attempt to provide a specimen each time their name is drawn.
    7. After the specimen is given to the collector, the remaining collection procedures are conducted in donor's view
    8. The specimen bottles and shipping containers are sealed with tamper evident seals.
    9. The donor will be asked to sign the seals covering the specimen bottles identifying they were sealed in their presence.
    10. The specimen bottle seals match the identifying seals on the chain of custody form.
    11. The laboratory will check the specimen bottles upon receipt to ensure the seal has not been broken. If the seal has been broken the laboratory will report the test as cancelled.
    12. Blind sample submission through the laboratory for quality control.
    13. A collector who has completed the qualification training as mandated in CFR Part 40 as amended will perform the collection.
2. Laboratory Analysis
    1. Laboratory analysis of all specimens collected will be done by a SAMHSA certified laboratory for the Hamilton Southeastern Health Care Center under all federal guidelines.
3. Review of Results of the Laboratory Tests
    1. The laboratory reports the test results of the School Corporation directly to the School Corporation's Medical Review Officer (MRO) within an average of 5 working days. Both positive and negative results must be reported. The report, as certified by the responsible laboratory individual, shall indicate the drug/metabolites tested for, whether the results are positive or negative, and the cut-off level for each drug analyzed, the specimen number assigned to the specimen and the drug testing laboratory identification number. All tests submitted to the laboratory at the same time must be submitted to the MRO.
    2. The Laboratory may transmit the test results to the MRO by various electronic means such as teleprinter, facsimile or computer, so long as those methods established are designed to maintain confidentiality. Results cannot, at any time, be provided verbally by telephone. The laboratory must also transmit to the MRO the original or a certified copy of urine chain-of-custody and control form and must identify the individual responsible for the day-to-day management of the laboratory process.
4. The Role of the Medical Review Officer

The MRO must be a licensed M.D. or D.O. and principally serve as an arbiter between the laboratory and the School Corporation. The MRO must possess a knowledge of drug abuse disorders. It is the primary role

of the MRO to review and interpret positive results obtained from the laboratory and determine whether alternate medical explanations could account for the positive test results using the following procedures:

1. All tests results will undergo a review process by the MRO.
2. Negative test results will be reported directly to the DER (Designated Employer Representative) by the MRO.
3. Positive, adulterated or substitute results will be handled in the following manner by the MRO:
    a. Before reporting a positive, adulterated or substituted test result to the DER, the MRO will attempt to contact the employee to discuss the test results.
    b. The employee is required to discuss the result with the MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug.
    c. For adulterated or substituted results, the employee must demonstrate that he or she did produce or could have produced urine, through physiological means, a specimen meeting the creatinine and specific gravity criteria of a substituted or adulterated specimen.
    d. If the MRO is unable to contact the employee directly, the MRO will contact the DER designated in advance by the Company, who shall, in turn, contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if the MRO is unavailable, at the start of the MRO's next business day.
    e. If, after failing to contact the MRO within 72 hours after being instructed to do so by the DER, or if the employee cannot be contacted at all within ten (10) days, or the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive or a refusal.
    f. In the MRO's sole discretion, a determination will be made as to whether a result is verified as positive, negative or considered a refusal.
    g. After any verified positive or refusal to test determination, the employee may petition the MRO to reopen the case for reconsideration.

5. The Need for Confidentiality
    1. All information obtained in the course of testing employees shall be protected as confidential medical information. No data concerning this information will be made part of the driver's personnel file or will be provided to any other party without the written consent of the driver.
6. The Appeal Process Available to Drivers Testing Positive
    1. If an employee tests positive, he/she has the right to question the results by:
        a. Contact with the MRO to verify the sample number of the urine sample to the MRO's form.
        b. Requesting the split-sample be tested within 72 hours of the original testing, at the employee's expense. If this test is negative the School Corporation shall reimburse the employee for the cost of the test.

Alcohol testing procedures include the following:

1. Testing Devices
    a. Alcohol tests are to be conducted with only evidential breath testing devices (EBT's) approved by the National Highway Traffic Safety Administration (NHTSA) on their

Conforming Products List (CPL) that do not meet the additional requirements for confirmation test (e.g. sequential numbering and print-out capability).

2. Test Administrators
    a. Only a Breath Alcohol Technician (BAT) that has had proper training may administer breath alcohol tests. Reasonable cause tests may not be conducted by the person making the determination that reasonable suspicion exists to conduct an alcohol test.
3. Test Procedures
    a. The BAT must obtain donor's photo identification prior to administering the test.
    b. An individually wrapped mouthpiece will be opened and inserted into the EBT for the donor' test.
    c. The National Highway Traffic Safety Administration approves the EBT that is used.
    d. Calibration checks are frequently performed to ensure the EBT is working efficiently.
    e. If the screening test indicates a 0.02 or greater, a confirmation test will be administered.
    f. An air blank will be administered prior to the confirmation test with a 0.000 reading.
    g. An individually wrapped mouthpiece will be inserted for the confirmation test.
    h. The BAT has completed the required training course in the correct operation of the EBT.

The Transportation Director will be responsible for maintaining in-corporation files and on a confidential basis all records required by the federal regulations under this testing program.