

UNION COUNTY PUBLIC SCHOOLS

# TRANSPORTATION DEPARTMENT HANDBOOK



**2025 - 2026**



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# INTRODUCTION TO UCPS TRANSPORTATION SERVICES

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## Letter from Director

To our Transportation Team:

I feel privileged and honored to lead this department with the best transportation staff in the state.

I would like to welcome everyone back for the start of a new school year. Whether you are a new or returning member of our team, you have made an important career decision to serve the students of Union County Public Schools. The purpose of the Union County Public Schools Transportation Services Handbook is to provide all UCPS Transportation Services employees with clear and consistent written guidelines about current operational processes, service level expectations and safety protocols.

Being a UCPS Transportation Services Team member is an important and challenging job. UCPS Transportation maintains high expectations for safety and operational standards. It is each team member's professional responsibility to be aware of all current safety procedures and requirements as listed in this handbook.

Carefully review the information in this handbook. It contains a tremendous amount of information so that you have the knowledge to be successful, safe and aware of the guidelines and expectations of working with UCPS Transportation Services. All UCPS Transportation Services personnel are being provided this handbook because each team member, regardless of role or title, should be familiar with district and department rules, guidelines, performance standards, service levels and processes or procedures.

This handbook is a comprehensive reference guide; however, it is not all inclusive of the processes, procedures, activities and/or situations you may encounter in the day to day transportation operations and delivery of service for our students. In many instances you will see the word "bus", please understand that guidelines for buses generally apply for vehicle operators as well. For those issues, concerns or questions that may not be addressed, you should contact your transportation supervisor or a member of your area transportation office staff for guidance. At a minimum, you must adhere to the information and expectations found within and keep this handbook accessible at all times.

Ask your supervisor about anything in this handbook that you may find unclear or confusing. If you have a safety suggestion or see a safety violation, please speak up. I value each one of you and it is our goal to make sure you have all the tools you need to be successful in your career with UCPS.

Best Regards,

Brian Joyner

Director of Transportation

## Employee Benefits

Union County Public Schools offers a broad array of benefits so that you can select the coverage that best meets the needs of you and your family.

There are three employment categories:

- Full time: 30 or more hours per week; eligible for retirement benefits, insurance, annual & sick leave
- Part time: 20 to 29.5 hours per week; eligible for prorated annual & sick leave
- Substitute: No benefits

*Note: All UCPS bus drivers, safety assistants and vehicle operators are considered 9-month employees.*

Your health care and financial objectives may change over time. As such, there are a variety of plans available from which you can choose. These include:

### Health Plans

- Health Insurance
- Dental Insurance
- Vision Insurance
- Specified Disease
- Cancer Insurance
- Critical Illness

### Financial Programs

- Life Insurance
- Disability Plans
- Accident Insurance
- Retirement Savings Plans NC401(K), NC457(B), 403b

### Other Benefits

- Flexible Spending Accounts
- Legal Plan
- Employee Assistance Program
- Educator Passport Discount Program

All new employees should be on the lookout for an email from UCPS to schedule a new hire benefits orientation. Each year employees should regularly check your email for communication regarding benefit changes, open enrollment and general updates. Visit [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us) for up to date benefits information.

## Employee Onboarding / Annual Training

### Annual Training

Newly hired employees as well as existing employees can expect the following annually:

- Handbook review
- Safeschools training videos that must be completed upon hiring or within the first month of the new school year.
- Appropriate DMV certification/retraining
- Annual performance evaluations

### Title IX

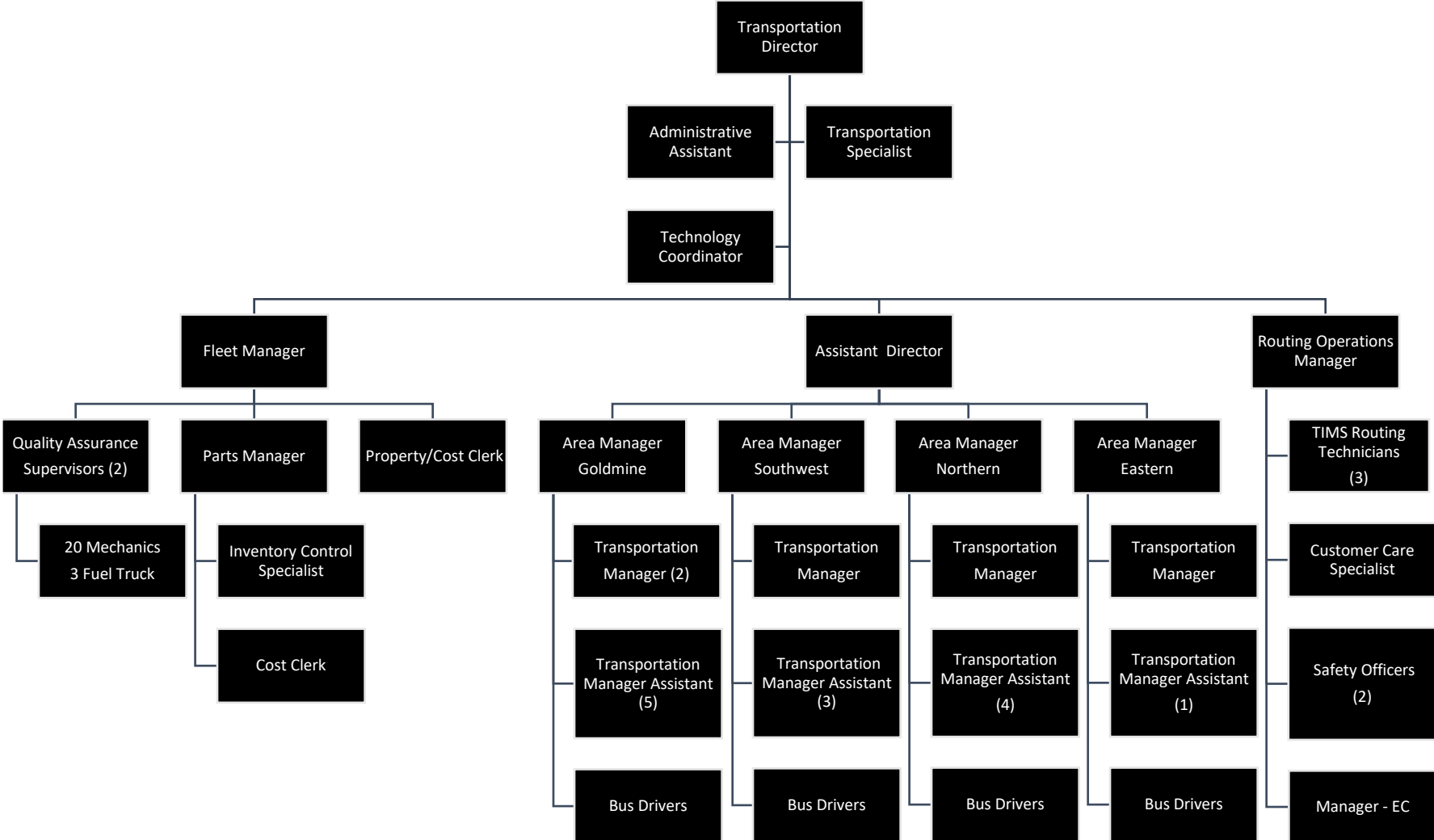
Union County Public Schools (UCPS) will not discriminate against anyone on the basis of sex in its educational programs or activities, in admission to its educational programs or activities, or in employment policies and practices in accordance with Title IX of the Education Amendments of 1972. Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Union County Public Schools (UCPS) does not tolerate or condone acts of sexual or gender-based harassment. Any student, staff member, contractor, or volunteer who believes that he or she has been subjected to sexual or gender-based harassment, any parent of such a student, or any student who believes that another student is being subjected to sexual or gender-based harassment should immediately report the harassment to the District Director of Title IX.

Any employee who has knowledge of a possible Title IX Violation involving a student or staff member will immediately report the incident to his or her immediate supervisor. Any student, parent of a student, or employee wishing to file a Title IX Complaint must complete the Formal Title IX Grievance Form and submit it to the Title IX Coordinator or to the principal/immediate supervisor, who will then provide it to the Title IX Coordinator.

# UCPS Transportation Services Organization Chart



# UCPS Transportation Services Directory

## UCPS Transportation Services

3319 Goldmine Rd.

Monroe, NC 28112

704-296-3015

### **Brian Joyner – Director of Transportation**

Office – 704-296-3015 ext. 6702 / brian.joyner@ucps.k12.nc.us

### **Randal Watts – Assistant Director of Transportation**

704-296-3015 ext. 6701 / randal.watts@ucps.k12.nc.us

### **Keith Dockery – Fleet Manager**

Office – 704-296-3015 ext. 6713 / keith.dockery@ucps.k12.nc.us

### **Amanda Benton – Routing Operations Manager**

Office – 704-296-3008 ext. 6706 / amanda.benton@ucps.k12.nc.us

Area Transportation Offices	Phone	Location
Eastern Transportation	704-296-9074	Forest Hills High School
Goldmine Transportation	704-296-0244	Transportation Services
Northern Transportation – Piedmont Office	704-296-6347	Piedmont High School
Northern Transportation – Porter Ridge Office	704-296-1690	Porter Ridge Elementary School
Southwest Transportation	704-296-0323	Transportation Services

## Role of Transportation Services

The role of Transportation Services is to provide safe and efficient transportation services in support of the instructional programs for Union County Public Schools.

### Services include

- Transportation to and from school in a safe, orderly and efficient manner that ensures students arrive at school on time daily.
- Transportation between class sites during the day for instructional purposes.
- Auxiliary transportation in support of the instructional programs (i.e. field trips and after school programs).
- Advisement to administrative and instructional staff on transportation issues as they affect instructional programs and cost.
- Maintenance of school buses per the state preventative maintenance guidelines.
- Assist schools on transportation safety issues.
- Routing of school buses / student transport vehicles.
- Communication with parents and the general public regarding school bus operations.
- Advice to UCPS personnel on inclement weather conditions.
- Proper training for school bus drivers.

### Role of schools

- Serve as parent contact for transportation requests. Use Infinite Campus to maintain electronic student rider information.
- Oversee the unloading and loading of all school buses on school campuses.
- Support drivers in maintaining proper discipline on the bus. Schools are responsible for appropriate administrative action for students who have violated rules on the bus.
- Support Transportation by adhering to guidelines and procedures established to effectively transport students.
- Use Edulog and related products to provide student transportation information to parents and request alternate stop locations for students.
- Use Travel Tracker software to request field trips.



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## ADMINISTRATION

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## Protecting your CDL

This section contains important license information. **It is the responsibility of the CDL holder to maintain their CDL and proper certifications at all times. It is also the responsibility of the school bus driver to ensure they renew with School Bus and Traffic Safety prior to renewing their license at the DMV.** Any cancellations or suspensions that are placed against your CDL and reported to Union County Public Schools may require a recommendation for suspension or termination of the CDL holder. All information surrounding the suspension or cancellation will be reviewed and will be a determining factor for rehire eligibility. If the Transportation Department decides not to recommend rehire for the driver, the driver may be allowed to reapply for non-driving positions. If it is determined by DMV staff that the suspension/cancellation was placed against the CDL holder in error, the CDL holder will be allowed to return to employment immediately.

### Out of state licensed drivers

Any staff member that holds an out of state CDL is required to provide the following to DMV every 6 months (June & December) in order to maintain a NC School Bus Pocket Card:

- Original certified copy of out of state MVR for the past 5 years (Note: SC only has a 3- & 10-year MVRs, so a 10 year is required.) Copies / scans are not accepted by DMV.
- Copy of current DOT Medical

### Citations received while operating a school bus

A driver who receives a citation for a moving traffic violation while operating a school bus or charged with a criminal offense that violates UCPS policy while operating a school bus may be IMMEDIATELY suspended without pay for criminal offenses and subject to disciplinary action up to and including a recommendation for termination depending on the circumstances surrounding the charge and/or the disposition of the charge. A driver that is convicted of any citation while operating a school bus will have his/her school bus driver certificate cancelled by the DMV and will not be allowed to drive a UCPS school/activity bus. The driver must notify their manager/supervisor immediately upon receiving the citation. Pending the outcome of the charges, the school bus driver may be suspended from all driving duties. It is the driver's responsibility to notify his/her manager/supervisor once the citation has been disposed/resolved. A driver who fails to appear in court as scheduled to answer charges shall be suspended without pay pending the actual appearance in court of the driver and the disposition of the case.

## Bus Driver Certification (“Pocket Card”) or CDL Suspension/Cancellation by DMV

- Any determination that the certification was issued on the basis of misinformation, false statement or fraud.
- A suspension, revocation or cancellation of the driver's license.
- Conviction of a motor vehicle moving offense, to the following extent:
  - Driving while impaired.
  - Passing a stopped school bus
  - Hit and run
  - Reckless driving
  - Speeding more than 15 mph above the posted limit
  - Two convictions within a period of 12 months
  - Any conviction of violation committed while operating a school bus
- A PJC (prayer for judgement continued) is the same as a conviction.
- Exceeding the maximum speed of 45 miles per hour.
- Failing to stop and use proper procedures at all railroad crossings.
- Passing a stopped school bus while the bus is in the process of loading or unloading students (stop sign out, red lights flashing). We strongly discourage our bus drivers from “waving” fellow bus drivers through while preparing to make a passenger stop.
- A driving record which in its overall character arouses serious questions about the reliability, judgment or emotional stability of the driver.
- A local recommendation of cancellation of certification, in the discretion of the local administrative unit, the violation of local regulations, submitted formally to the DMV Trainer for cancellation at the state level.

Upon recommendation of the DMV Trainer or local school official, the DMV may require re-examination of any certified driver whose qualifications become questionable or who exhibits evidence of improper or unsafe driving practices and driving procedures. If such a re-examination reveals a significant problem, the DMV Trainer shall have the authority to suspend the certified driver from driving any school bus pending re-training of the driver. If the problem cannot be corrected, the DMV Trainer shall have the authority to cancel the certification of the school bus driver.

## **Your School Bus Certification**

Effective August 25, 2025 NC DMV will begin adhering to the following regarding recertification & renewals of school bus certification:

### ***What the Law Says:***

#### **19A NCAC 03G .0207 RENEWAL OF CERTIFICATION**

Every driver must be re-certified at the time of the expiration of his Commercial Driver License upon passing the four written tests (general knowledge, passenger transport, school bus, and air brakes), a pre-trip inspection observation, a driving observation, and an eye screening. A driver shall be exempted from the written tests, provided he has accumulated no more than three points on his driving record since his last certification and has had at least one hour of in-service training for each year since his last certification. A driver whose certification expires may be re-certified within 30 days in the same manner as though his certification had not expired. Any driver whose certification expires for more than 30 days may be re-certified within the next year following the expiration upon passing the four written tests (general knowledge, passenger transport, school bus, and air brakes), the three skills tests (pre-trip inspection, basic skills, and road), and an eye screening. If more than one year has elapsed since the expiration of the most recent certification, the applicant must complete the full training course required of a beginning driver.

### ***What the Law Means:***

- If you have gained more than three points on your driving record since your last certification renewal and/or have not had at least one hour of in-service training from your employer each year since your last certification, you must take and pass all four required written tests
- If you allow your certification to expire for more than 30 days but less than 1 year, you must take and pass the four required written tests and the three skills tests (pre-trip inspection, backing, and driving)
- If you allow your certification to expire for more than 1 year, you will have to complete the full training course required of a beginning driver (classroom course, four written tests, driver training, and driver testing)

### ***IF YOUR CERTIFICATION IS CANCELED***

### ***What the Law Says:***

#### **19A NCAC 03G .0213 RENEWAL OF CERTIFICATION AFTER CANCELLATION**

(a) Any driver whose school bus driver certificate has been canceled shall not be eligible to apply for re-certification for a period of six months from the date of cancellation. Any person so applying must be recommended by a school official and shall be required to complete the full training course required for a beginning driver. Such person must meet all the requirements of an original applicant.

(b) The only exceptions to this policy shall be in the case of a local cancellation, in which a written request from a school official will be required, and in the case of a suspension for the

duration of a status offense such as lapsed liability insurance, failure to appear in court, or failure to comply with an out-of-state citation.

(c) For the purposes of this Section a 30-day revocation shall be considered a suspension for a driving action. The driver will remain suspended until the adjudication of the case. If at the adjudication of the case the driver is found not guilty of driving while impaired, he may be reinstated. If the driver is found guilty of driving while impaired, his suspension will be declared effective, and he will not be considered for re-certification for a period of five years following the date of conviction.

***What the Law Means:***

- -If your certification is cancelled for any reason (except for a local cancellation, which stems from a request from a local school system), you will have to wait for a period of six months before you can be recertified. After six months pass, you will have to be recommended by a school official and you will have to complete the full training course required for a beginning driver (classroom course, four written exams, driver training, and driver testing)
- THIS INCLUDES CANCELLATIONS STEMMING FROM MEDICAL CERTIFICATION LAPSES

You as a driver can prevent all of this from happening by driving all vehicles in a safe manner, attending the training required by your employer, by renewing your driver license AND school bus certification before they expire, and by making sure your medical certification is kept up to date.

Starting 25 August 2025, there will be no exceptions to these laws as written above. Failure to renew your certification or having it cancelled will severely impact your ability to drive school or activity buses and is a violation of state law. Per North Carolina General Statute 20-218, operating a school or activity bus without a valid certification is a Class 3 misdemeanor. IT IS UP TO YOU AS THE DRIVER TO KEEP UP WITH YOUR EXPIRATION DATES.

We do not have the capacity to grant extensions, waivers, or grace periods.

## Procedure for DOT Medical

Beginning January 1, 2018, the N.C. Division for Motor Vehicles School Bus and Traffic Safety will adhere to North Carolina General Statute 20-37.13 (a) Medical Qualifications Standards Applicable to Commercial Drivers – All commercial driver license holders and applicants for a commercial driver license must meet the medical qualifications set forth in 49 C.F.R. 392.41. and 383.71 regarding medical certification documentation. All new and renewing school bus drivers will be required to hold a DOT medical card and be certified Non-Excepted Interstate in SADLS. \*\*UCPS will only pay for the DOT physical every **TWO YEARS** (at the designated UCPS medical provider) for active yellow bus drivers and mechanical staff. This does not include office staff and / or other transportation staff who do not operate a vehicle requiring a CDL driver. The following procedure must be followed when UCPS is covering the cost of the DOT physical:

- Driver will notify supervisor 1 week in advance of their appointment at designated UCPS medical provider
- Manager/supervisor will notify Transportation Specialist via email appointment date and time.
- Transportation Specialist will review DOT medical payment history for driver. If determined UCPS will cover cost, Transportation Specialist will email authorization to designated provider. If UCPS will not cover the cost, the driver's manager or supervisor will inform the driver.
- Driver will arrive at designated provider and inform them authorization has been sent.
- After receiving DOT, the driver will bring a copy of the new DOT to their manager/supervisor and complete a CDL-MED1
- Manager will send completed CDL Med1 form and updated DOT Medical Card to DMV Headquarters at sbmedcert@ncdot.gov so that SADLS can be updated. Supervisor will also copy Transportation Specialist on the email as well so it can be added to the driver's electronic file. SC Drivers will be responsible for ensuring SCDMV receives and updates the SC DMV system.
- UCPS will not reimburse drivers after DOT physicals have been completed if the process above is not followed.

## DMV Medical Review

It is the responsibility of the driver to notify his/her immediate supervisor of any medical situation that may impair his/her ability to safely operate the bus. In situations where a driver suffers a serious medical condition, the driver may be required to complete a DMV Medical Review. These conditions include, but are not limited to: high blood pressure, heart attacks, insulin-dependent diabetes, dizziness, or stroke. Please remember that you may qualify for medical leave during this time following the UCPS leave procedures. Drivers returning from leave cannot be guaranteed a return to the original transportation area/bus/route. Also, any driver currently on the DMV Medical review will remain in the review process unless they

request to be removed. The DOT Medical card will not automatically remove the driver from the DMV review.

## Drug Testing Process

### Random Drug Testing

**Drug testing is required for all CDL holders as defined by FMCSA (382.305). The following process is used for random drug testing compliance.**

1. The Transportation Specialist will notify the Area Manager the day prior to drug testing in their location.
2. The random list will be emailed to the Area Manager.
3. The Area Manager will begin contacting the employees on the list by 6am on the day of testing.
4. The Occ Med representative will arrive at the location on the day of testing by 8:30am and will remain until 11:30am.
5. Yellow Bus Drivers reporting to Goldmine Road will use the following process to receive paid time for actual drug testing:
  - Clock out of payroll using tablet at the end of the a.m. shift.
  - Proceed to Goldmine Road/Occ Med for Drug Test.
  - Sign in upon arrival at the facility and sign out upon departure; actual time needed for completing drug testing will be considered paid time.

Note: Drivers needing to go to the Occ Med facility will provide documentation from the Occ Med staff validating the amount of time spent at the facility. The information will be submitted to the appropriate manager for payroll purposes. If the driver does not provide documentation from Occ Med, a flat 20 minutes will be paid for completing the drug testing process.

6. Yellow Bus Drivers reporting to the Goldmine Road/Occ Med facility will be a paid travel time based on assigned parking locations and travel time to the Goldmine Road facility as determined by Google Maps rounded up to the next highest 5 minutes:
  - Cuthbertson: 40 minutes round trip
  - Parkwood: 40 minutes round trip
  - Porter Ridge: 40 minutes round trip
  - Piedmont: 40 minutes round trip
  - Forest Hills/East Union: 50 minutes round trip

Note: The difference in travel time to the Occ Med facility is considered nominal; therefore, standard travel time from parking locations have been established.

**If a person on the list that cannot test for any of the following reasons, please follow the guidelines below or contact the Transportation Safety & Training Specialist for direction.**

- If a driver is unable to report to the Goldmine location, s/he must report to Occ Med no later than 4pm on the day notified.
- Instructional positions at the school will be allowed to report to Goldmine (8:30am – 11:30am) or Occ Med during their planning period or after school has dismissed but no later than 4pm on the day they are notified.
- An alternate may be used when a selected driver is not at work in the following situations:
  - Planned vacation.
  - Approved FMLA.
  - The selected driver has called out sick on the testing date.
  - The selected driver has been out more than 2 days and is absent on the day of drug testing.
  - The selected driver is on a field trip (day or overnight).
  - Contact cannot be made with the selected driver.
- If a UCPS volunteer is unable to come to onsite testing, his or her second option would be to go to Occ Med but no later than 4pm (there may be instances where a regional testing site may be available, please contact the Transportation Safety & Training Specialist for additional instructions).
- When a UCPS volunteer driver is unable to be contacted, an alternate may be used.
- Any employee, once notified, who fails to report for random drug testing will be treated as having a positive test and will violate UCBOE Policy 3-5, Drug-Free Workplace.
- Once an employee arrives at Goldmine Road/Occ Med, s/he must follow the facility safety protocols and guidelines (i.e. face mask requirements, hand washing, and/or any other safety protocols).
- Any complication and/or problems from this process must be reported to the Drug Testing Administrator for resolution.
- An alternate random selectee may be used under certain circumstances (i.e. an employee resignation, position change, or as outlined above), the Safety and Training Specialist must be immediately contacted for a replacement.

Note: If a driver is selected for a random drug / alcohol test while on leave, an alternate will be selected and the driver will remain in the random selection pool. The employee will not be tested upon returning to work until randomly selected while on active duty unless other drug / alcohol testing criteria, such as post-accident testing, deem that testing is necessary.

Please note that a driver that has been out longer than 30 days will need to review processes / procedures with a member of the area office prior to returning to their normal driving duties.

## Measuring Performance

Each member of our team plays an important role in ensuring that students are delivered safely and on time to school.

Measuring our performance is important as it identifies deficiencies and areas that need improvement. Our performance is measured using various methods: evaluations, state reports, Samsara safety dashboard, inspection reports and completion of required paperwork, including seating charts, discipline referrals, maintenance inspections and incident reports.

Managers and supervisors are required to monitor all aspects of performance. They may utilize transportation manager assistants to help gather the necessary information. In order to correct any deficiencies, managers/supervisors will share key data points with employees. Every employee deserves to know their impact on student achievement as well as receive reliable feedback on their performance. In order to provide outstanding customer service as well as make improvements when needed, supervisors and managers are expected to share collected data with staff consistently and in a timely manner.

UCPS Transportation Services is committed to providing each employee with an annual performance evaluation; each employee will be evaluated by the direct supervisor.

## UCPS Department Dress Code Requirements

UCPS Board Policy 3-02(a) Employee Code of Ethics and Standards of Conduct states that: “The Board believes that the appearance and the conduct of its employees are important. All personnel will dress in good taste, appropriately attired for the work to be done. A well-groomed professional is a positive influence on everyone.” UCPS bus drivers, safety assistants and vehicle operators are among the most visible and important representatives of UCPS. Bus drivers, safety assistants and vehicle operators are visible within the schools and our community, but especially to our students. Because of this, it is important that you use good judgement and choices when dressing for work. As a transportation team member, your attire should reflect your sense of responsibility and professionalism.

The following standards are **required**:

- No tank tops or halter tops.
- No clothing or caps displaying any alcoholic beverages, tobacco products, illegal drugs, sexually explicit words or offensive language and nature.
- Shorts or skirts should be no shorter than one inch above the knee.
- No mid-drift tops (crop tops)
- No muscle shirts
- No biker shorts
- No see-through garments
- No hoods are to be worn over the head while operating a bus
- No spandex or stretch material allowed, unless it is properly covered by other clothing
- **No open-toe shoes, no bedroom shoes, no sandals or flip flops are allowed.** Shoes must cover both the toe area and the heel area while operating a school bus. Crocs must have the strap over the heel.
- In addition to proper and neat dress attire, proper hygiene and cleanliness is required.
- Office staff is required to wear business casual, office appropriate attire.

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**Failure to adhere to the prescribed dress code for employees may result in disciplinary action, leading up to a recommendation for termination, as allowed by BOE Policy 3-02(a).**

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## Attendance Guidelines

Per UCPS Board Policy 3-18 Staff Time Schedules, "All employees are expected to be present during all working hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal."

The purpose of attendance guidelines is to:

1. Define absences and establish acceptable responses to absenteeism
  2. Establish absence procedures for Transportation Services
  3. Provide standardization of attendance policies and expectations within the department.
- All staff are expected to be available for work on each day that students are in attendance. Employees are expected to report for work at the designated time and remain at work until the end of the established work period.
  - Staff may be absent from work only in accordance with the provisions of the **North Carolina Public Schools Benefits and Employment Policy Manual** and applicable Board Policies. Updated Board Policies can be found at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us)
  - With the exception of serious illness, staff must speak directly to their manager or supervisor before being absent. If they are unable to reach their manager or supervisor, then they can contact transportation services. Sending a text message is not an acceptable call out.

### Time off Requests

Any staff requesting time off must fill out the appropriate absence from duty form prior to the absence request and submit to his/her supervisor. Please remember, that filling out a report does not constitute automatic approval. Except for emergencies, requests should be submitted two weeks prior to the request date to ensure proper coverage.

### Tardiness

Staff members who will be delayed in reporting to work must notify the appropriate manager/supervisor no later than two hours prior to the designated reporting time, or as soon as the delay occurs. The manager/supervisor may modify the reporting time as needed. Tardiness is defined as being 10 or more minutes late for an assigned shift.

## Determination of Excused/Excessive Absences

Excused Absences must meet the following criteria:

- Leave that is substantiated by a physician's note or other acceptable proof; examples include:
  - illness or injury;
  - medical appointments;
  - state approved leave for childbirth;
  - to care for member of immediate family (see definition below);
  - death in immediate family;
  - adoption of a child, limited to a maximum of 30 days for each parent.

If taken out of work by a physician, the employee must obtain a return to work note if a return to work date is not documented on the original note.

*Note: If an employee has multiple occurrences of calling out or scheduling appointments during working hours due to illness, management may request a physician's note to substantiate the illness or condition.*

- Jury Duty.
- Military Duty.
- Bereavement Leave for a member of the immediate family (see definition below).
- Leave approved by Human Resources or Transportation Department.

Examples of Unexcused Absences include:

- No call, no show.
- Callout or not at work when management has denied leave request.

Absences are considered excessive when:

- The employee accrues 3 or more unexcused absences.
- There is a pattern of absences that cause undue hardship on operations.

Definition of Immediate Family:

- Spouse - Husband/Wife.
- Parent - Mother/Father (Biological, Adoptive, Step, Loco Parentis, or In-law).
- Child - Daughter/Son (Biological, Adoptive, Foster, Step, Legal Ward, Loco Parentis or In-Law):
  - Child is defined as being under 18 years of age; or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- Brother/Sister (Biological, Adoptive, Step, Half or In-Law).
- Grand/Great (Parent, Child, Step or In-law).
- Dependents (Living in the employee's household).

## Job Abandonment

Three or more consecutive workdays of an unauthorized absence will be considered ***job abandonment***. The staff member will be recommended for termination. This includes any period of three days or more where an employee reports an illness but fails to provide the

required documentation if requested or if the employee fails to report to work and does not contact the immediate supervisor.

### **Meeting Attendance Guidelines**

Attendance at safety meetings and trainings are required for all staff (including substitutes). Safety meeting dates are scheduled at the beginning of the school year to allow for adequate planning by staff and attendees. Meeting dates should be coordinated with the Transportation Administrative Assistant to ensure the Director of Transportation or designee may attend. Important information will be shared during these meetings to provide updates on operational issues, updated processes and safety related issues. Attendance is required.

Staff that are absent (unexcused) from safety meetings/trainings are subject to the following disciplinary actions:

- 1st meeting missed – a letter is issued to employee
- 2nd meeting missed – Corrective Action Form – verbal
- 3rd meeting missed – Corrective Action Form – written

Employees may be excused with prior approval from their supervisor. It is expected that meetings are planned so as not to conflict with other scheduled activities so that the maximum number of employees may attend.

## **Type of Leave**

The North Carolina Public Schools Benefits and Employment Policy Manual in conjunction with Board of Education policies establish specific guidelines for leaves, which may be used by staff. Please see UCPS Board Policy Manual Chapter 3-Personnel for further information on staff leave. ***Please note that with any types of leave, bus routes, bus numbers, and assigned areas are subject to reassignment based on the needs of the department. Any staff member returning from a leave of absence or returning from being written out of work by a physician will be required to be released with no restrictions prior to returning to work unless otherwise approved by the Director of Transportation and Human Resources/Employee Relations.***

### **Family Medical Leave Act (FMLA)**

Eligibility and approval of unpaid FMLA is determined by the Benefits Office of the Human Resources Department. Any staff member who feels eligible for FMLA should contact their immediate manager/supervisor and coordinate with the appropriate benefits coordinator. Please note that according to FMLA, only your job with the assigned daily hours earned prior to the leave will be guaranteed.

### **Military Leave**

As established by law and policy, any staff member who is required under orders to report for military duty will be allowed to do so without penalty.

### **Jury Duty**

As established by policy, any staff member required to report for jury duty may do so without penalty.

### **Court Attendance**

Any staff member required to appear in court related to their official duties will be allowed to attend court without penalty. Staff members attending court for personal reasons will not be paid for the time absent.

### **Leave Without Pay**

The appropriate manager/supervisor may authorize a staff member for an absence without pay. This absence must be authorized in writing at least two weeks prior to the requested absence. No absence is considered authorized if not in writing. Please remember that all staff are expected to be at work each day that school is in session.

### **Sick Leave**

Any period of temporary disability due to illness or injury which prevents a staff member from performing the usual duties. Sick leave may be used for the following:

- Medical appointments. Bus Drivers, Manager Assistants, Safety Assistants should make every effort to schedule all appointments during the hours the driver is not assigned to operate a school bus. Appointments made during this time do not require the use of sick leave. Repeated appointments made during the hours a driver is assigned to a bus may result in corrective actions necessary to address poor job performance and excessive absenteeism. More than 3 unexcused or excused absences may be considered excessive. Any staff member leaving campus for doctor appointments must be clocked out. If not returning for the remainder of your shift an Absence of Duty Request form may be required.
- Immediate family illness. Immediate family is defined as spouse, children, parents, sister, brother, grandparents, and grandchildren including step relations.
- Death in the immediate family. Immediate family is defined as spouse, children, parents, sister, brother, grandparents, and grandchildren including step relations, and in-laws. DPI policy states that the length of leave granted for illness or death in the immediate family is determined by the local administrative unit based on individual employee need.

### **Annual Leave**

#### ➤ **Use of Annual Leave**

For 10-month employees the first 10 days of annual leave must be scheduled in the school calendar and must be taken as scheduled. *(Employees asked to work to support emergency operations or other pre-approved operational activities will be paid for the*

*time worked and will not be required to use annual leave; approval is required from the Transportation Director prior to work being assigned/performed).*

➤ **Approval**

All annual leave taken by an employee must be with the authorization of the employee's immediate supervisor and must conform to policies established by the State Board of Education and the local Board of education. Please use the Absence from Duty Request Form to obtain authorization. Unexcused absences that occur on dates that annual leave was requested but not approved will be documented and subject to disciplinary action.

➤ **Units of Annual Leave**

Annual leave may be used in one half days, whole days, or hours as determined for earning purposes by the local Board.

➤ **Restrictions on Use**

Staff that require a substitute may not take vacation leave at any time that students are scheduled to be in attendance except for catastrophic illness or leave for new parents. Staff who do not require a substitute may, with their supervisor's approval, take annual leave on any day school is in session. Annual leave may be used in lieu of sick leave. Disability: Employees may elect to exhaust annual vacation leave during the 60-day waiting period or in lieu of short-term disability benefits.

Note: Employees that are asked to work scheduled workdays or during the summer will be compensated based on actual hours worked. Annual leave will be earned if scheduled to work more than 30 hours per week.

### **Annual Leave and Eligibility of Earning**

All full-time and part-time permanent employees who work or are on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in a monthly pay period are entitled to earn annual leave at the same rate provided for state employees. Leave for a part-time employee is computed on a pro rata basis of the amount earned by a full-time employee in that class of work. A single employee working in two or more positions may not earn more than the benefits allowed for one full-time position.

#### **Annual Leave Accrual Rate**

<b>Years of State Service</b>	<b>Monthly Full-time Accrual Rates</b>
Less than 5 years	1.17 days
5 but less than 10 years	1.42 days
10 but less than 15 years	1.67 days
15 but less than 20 years	1.92 days
20 years or more	2.17 days

PSUs have the authority to determine the number of hours (standard hours) in their employees' workday. The above chart is based on the Office of State Human Resources model of an 8-hr/day, 40 hr/week employee. Leave accrual rates are scaled to reflect the appropriate number of annual leave days that the employee can accrue in a month.

**Example 1:** A full time employee with less than 5 years of experience whose standard hours are 7.5 hours per day (35 hr/week) would earn 8.78 hours based on the annual leave accrual rate of 1.17 days per month.

**Example 2:** A full time employee with 11 years of experience whose standard hours are 6 hours per day (30 hr/week) would earn 10.02 hours based on the annual leave accrual rate of 1.67 days per month.

**Example 3:** A part time employee with 11 years of experience whose standard hours are 5 hours per day (25 hr/week) would earn 8.35 hours based on the annual leave accrual rate of 1.67 days per month.

\*Please note, bus drivers and safety assistants are paid twice per month, so ½ of the rate of earning will be displayed on each check. A bus driver who is terminated or resigns before taking the leave day is not entitled to compensation for the annual vacation leave day.

# 3

## PERFORMANCE EXPECTATIONS

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## Purpose

To assist in the fair and equitable administering of work performance coaching, counseling and discipline, the Transportation Department has established three levels of offenses with respective consequences. The tiered discipline system defines performance expectations for staff with corrective action for not complying with the expectations. Any employee receiving disciplinary corrective action will receive a copy via email after initial meeting. Hard copies will be provided upon request.

The following lists of offenses identify some of the major offenses by category. This list is not complete and is not intended to be all-inclusive; the items are displayed in random order. Offenses not listed will be compared to those in each category for comparability. Those offenses will be handled on an individual basis and could result in counseling, re-training, suspension or termination, depending on the nature of the offense. Any violations will be investigated thoroughly and Transportation management will send discipline recommendations to Human Resources for review and determining appropriate disciplinary actions. All reported incidents will require a written statement from the staff member. Also note that all staff members should be familiar with UCPS Board Policies that can be found at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us)

## Class I Offenses

Class I Offenses are the most severe offenses. These offenses are violations of established Federal, State and Local laws and policies. Violations could result in serious injury or death of a student, loss of license and will lead to disciplinary action up to and including a recommendation for termination. This list does not attempt to cover all offenses that may result in similar disciplinary action.

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First Offense: Transportation may recommend up to a 3-day suspension without pay  
Second Offense: Transportation may recommend 5-day suspension without pay  
Third Offense: Transportation may recommend termination of employment

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- ✓ Endangering the safety and well-being of a student
- ✓ Failure to use proper procedures at all railroad crossings
- ✓ Violation of the UCPS Drug Free Workplace policy
- ✓ Violation of the UCPS smoking and use of tobacco products policy
- ✓ Failure to properly conduct post-trip brake bleed down procedure. Bus should be aired down below 30 psi or “button pop out”
- ✓ Allowing unauthorized persons to ride or operate a school bus

- ✓ Permitting students to ride in unsafe locations (stairwell, aisles, engine panel)
- ✓ Knowingly discharging a passenger in such a manner as to jeopardize the safety and well-being of the student
- ✓ Knowingly discharging a passenger at a location other than the assigned stop without written approval from the school and parent, or not following proper bus stop procedures. The only approved discharge locations are at assigned bus stops and at school locations with an administrator present unless otherwise approved by a Transportation Manager
- ✓ Failure to report, or leaving the scene of a known accident, at the time it occurs
- ✓ Making inappropriate physical contact with a student or adult unless in self-defense
- ✓ Not complying with student's documented 504/IEP accommodations. Trained individuals should use appropriate procedures when securing students into approved safety restraints as identified in the student's IEP or 504-plan
- ✓ Insubordination-failing to comply with the directions of a supervisor or principal. Insubordination can also include rude or disrespectful behavior from the employee to a supervisor. Remember to keep all conversations/interactions with any supervisor positive and professional
- ✓ Possession of a weapon on school property
- ✓ Sexual misconduct
- ✓ Sexual harassment of student or another employee
- ✓ Knowing and failing to report major mechanical warning indicators or failures of components of the bus such as brakes, steering, suspension, lights, and engine
- ✓ Failing to repair known mechanical issues that effects the safe operation of a vehicle
- ✓ Sleeping while on duty
- ✓ Failure to complete a post-trip inspection resulting in leaving a student on the bus unattended
- ✓ Knowingly operating a bus for personal use in violation of NC Public School law
- ✓ Continuing to run the vehicle without a driver or school employee on board

- ✓ Falsifying time and pay records, including clocking in / out for another employee. Leaving parking locations while on duty to run personal errands is strictly prohibited
- ✓ Job Abandonment - failure to notify appropriate transportation supervisor of not being able to fulfill work duties for three consecutive days
- ✓ Use of electronic devices while operating a school bus (please see use of electronic devices policy), including headphones, earbuds, speakerphones, smart watch, personal tablet, portable speakers or similar devices. This also includes taking photos or videos of students on personal devices.
- ✓ Transporting unauthorized passengers; only students enrolled in a UCPS school are eligible for transportation. School system employees or volunteers may be assigned to ride the bus by administration
- ✓ Failure to properly wear seat belt while driving a school or activity bus
- ✓ Tampering with, disabling or destroying the video recording system on a school bus
- ✓ Conviction of, or observation by police, DMV Trainer or other transportation supervisor of a moving violation while operating a school bus. Some examples of moving violations include failing to stop at a traffic control device (light, stop sign), making an unsafe movement, speeding, and failing to maintain a safe following distance (Driver may be suspended until the traffic citation is resolved.)
- ✓ Two preventable accident(s) (while operating a School or Activity Bus) within a calendar year or three preventable accidents within five years may result in disciplinary action depending on the circumstances and severity of the accident.
- ✓ Failure to be truthful to supervisor/knowingly providing false information to supervisor
- ✓ Conviction of the following while operating a private vehicle:
  1. Driving while impaired
  2. Hit and run
  3. Reckless Driving
  4. Speeding in excess of 15 mph over posted limit
  5. Passing a stopped school bus
  6. Two convictions of moving violation within a calendar year
  7. Three convictions of a moving violation within a five-year period
- ✓ Failure to report discipline problems and physical or sexual harassment of other students to school authorities

- ✓ Failure to be on the bus during the loading and unloading of students (Parking brake must be set while loading and unloading students at schools)
- ✓ Failure to follow proper passenger stop procedure
- ✓ Failing to complete a proper pre- and post-trip inspection of the bus
- ✓ Failing to comply with the directives of school officials regarding bus operations on the school grounds
- ✓ Failure to self-report, to your immediate supervisor, within 24 hours after an incident, including any arrest, pending criminal charges, or traffic citations (Union County Public Schools Board Policy 3-31)
- ✓ Repeated violation of Class II or Class III offenses within the school year
- ✓ Use of hard braking as a discipline technique or measure
- ✓ Leaving a student alone on a bus without supervision. Please note this includes driver's children.

## Class II Offenses

Class II Offenses, while of a less serious nature than Class I, are offenses that indicate a behavior that is unacceptable. Violations of Class II offenses may result in the following disciplinary action being recommended:

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First Offense: Corrective Action Form Issued (CAF)-Verbal  
 Second Offense: Corrective Action Form Issued (CAF)-Written  
 Third Offense: Begin implementation of Class I consequences

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- ✓ Failure to follow approved bus route, stops, and times unless directed otherwise by transportation or authorized traffic control personnel or devices, must gain approval from Area Manager/Manager
- ✓ Making an unauthorized stop (not following TD-29...Approval from Area Manager or Manager is required before changes can be made.) This includes restaurants, gas stations, parking lots, etc.
- ✓ Pulling away from a bus stop before students are completely seated
- ✓ Failure to wear identification badge while on duty

- ✓ All employees are expected to be present during all working hours. Absence without prior approval, chronic absenteeism, habitual tardiness or abuse of designated working hours are all considered neglect of duty; and will result in disciplinary action up to and including dismissal. Please note that even with approved doctor excuses, repeated absences may be addressed by your Area Manager/Manager through corrective action. (Board of Education Policy # 3-18)
- ✓ Abusing the equipment through improper starting procedures or driving technique
- ✓ Failure to follow UCPS Policy 4-3 Weapons Policy
- ✓ Use of abusive, derogatory, or profane language or gestures toward students, parents, school employees and the general public while operating a school bus
- ✓ Allowing student or another unauthorized person to operate wheelchair lift
- ✓ Failure to notify supervisor of unscheduled absence two (2) hours prior to the start of the shift
- ✓ Engaging in inappropriate conversations or posting inappropriate materials with or about other school system staff, parents or students via social media (Facebook, Twitter, Instagram)
- ✓ Repeated violations of Class III offenses within the school year
- ✓ Failure to check your bus after each run, resulting in a student being left on the bus. This is an instance where the driver did not leave the bus (and student) unattended, but proceeded on to the next bus run and then discovered the student
- ✓ Failure to provide a two-week notice before resignation date. This item is listed here so that employees understand the expectation of leaving employment with UCPS in good standing. Employees that do not provide a written notice to their supervisor and work a full two weeks prior to their resignation date will not be eligible for future rehire with UCPS
- ✓ Operating a vehicle over maximum capacity
- ✓ Use of electronic devices while acting as a safety assistant on a school bus including headphones, earbuds, speakerphones, smart watch or similar devices

## Class III Offenses

Class III offenses are the least serious in nature and are violations of established work performance guidelines and expectations.

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First Offense: Documented verbal warning via email

Second Offense: Begin implementation of Class II consequences

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- ✓ Violation of the dress code
- ✓ Failure to report vandalism
- ✓ Failure to meet set deadlines for requested paperwork (TD-29's, Timesheets etc.)
- ✓ Failure to attend required safety meetings set by Area Managers or Managers
- ✓ Failure to follow the UCPS Reduced Idling – Administrative Guidelines
- ✓ Storing chemicals/items labeled as “keep out of reach of children” on the bus. These items include, but are not limited to hand sanitizers, lotions, cleaners and disinfectants.
- ✓ Failure to maintain cleanliness of vehicles. This includes buses, vans and all service vehicles.
- ✓ Use of electronic devices while loading/unloading students on school campus, including headphones, earbuds, speakerphones, smart watch, personal tablet, portable speakers or similar devices or similar devices



# 4

## PAYROLL / PERSONNEL

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## Timekeeping

All staff members are required to clock in and out for each shift using the approved time keeping device. At the conclusion of the appropriate pay period, staff will be required to sign off on timesheets. Copies will be provided upon request.

### **Bus Drivers/Safety Assistants/Vehicle Operators**

The following guidelines are expected to be followed by bus drivers, safety assistants and vehicle operators:

- Drivers are permitted to clock in no more than 15 minutes prior to the bus departure time unless approved by the manager.
- Monitors are to clock in no more than 5 minutes prior to the bus departure time.
- Monitors are to be clocked out as soon as the bus is parked and checked for students after the morning routes are completed.
- Bus cleaning duties are to be completed within 15 minutes of the bus parking by the driver.
- If a driver fails to clock in for the morning shift, the driver will be clocked in 15 minutes prior to the departure time according to GPS or the first ignition on time, whichever is latest. If a driver fails to clock out, the time will be entered as 15 minutes past the first ignition off time according to GPS.
- If a safety assistant fails to clock in, the safety assistant will be clocked in 5 minutes before the bus departure time according to GPS. If a safety assistant fails to clock out, the time entered will be 5 minutes past the first ignition off time according to GPS.

Drivers and Monitors will be expected to follow the guidelines below for clocking in and out for the afternoon shift:

- Drivers are permitted to clock in no more than 15 minutes prior to the bus departure time unless approved by the manager.
- No buses are to depart from the parking lots before 1:30 p.m. unless traveling to another area or approved by area specialist.
- If you are unable to meet your six hours, work with your specialist to get extra duties assigned.
- All monitors are to be clocked in 5 minutes prior to the bus departure time unless being used as a standby sub.
- All afternoon cleaning duties are to be completed within 15 minutes after the bus has parked for the afternoon.
- Monitors are to be clocked out as soon as the bus has been checked for students and parked for the night.
- All buses need to be at the designated elementary schools parked and ready to load no later than 1:45 p.m.
- If a driver fails to clock in for the afternoon shift, the driver will be clocked in 15 minutes prior to the departure time according to GPS or the first ignition

on time, whichever is latest. If a driver fails to clock out, the time will be entered as 15 minutes past the first ignition off time according to GPS.

- If a safety assistant fails to clock in, the safety assistant will be clocked in 5 minutes before the bus departure time according to GPS. If a safety assistant fails to clock out, the time entered will be 5 minutes past the first ignition off time according to GPS.

Please keep in mind that once clocked in drivers, safety assistants and vehicle operators are to be in the designated vehicle, **not** sitting in personal vehicles. If a bus or van is running a driver needs to be on it. As you can see above, cleaning time will need to be used at the end of the routes to ensure our buses are as well-kept as possible. Anyone observed not adhering to the guidelines above will be subject to disciplinary action. Note: Anyone scheduled over 6 hours will need to take at least a 30 - minute break between their scheduled morning shift and afternoon shift.

Bus Washing – A driver will receive the amount of time to wash the bus not to exceed two (2) hours per bus per month. A driver washing a bus other than their assigned bus will receive the time it takes to complete the job (maximum 2 hours per bus). Area Manager / Manager will approve times if / when teams are assigned to clean buses.

### **12-Month Transportation Staff**

All 12-month staff are required to document hours worked using the appropriate payroll system. Staff that are required to clock in and out must be on site when doing so unless otherwise directed by their manager/supervisor.

## Determination of Standard Hours

### Full Time and Part Time Drivers/Safety Assistants

Standard hours will be calculated twice per year for bus drivers, safety assistants and student vehicle operators. The first calculation will be performed at the start of the school year and the second calculation will be performed at the start of the second semester. In order for standard hours to be calculated outside of those two time periods, the employee's time must increase or decrease for no less than 30 minutes for a total of two pay periods. Standard hours are based on (5) five operating days per week and are generated according to the route assigned. The following process for determining standard hours will be used.

1. Calculate Route Hours from TD-29
  - a. Add non-driving time of 1 hour per day (Bus Drivers Only)
  - b. Add non-driving time of .17 per day (Safety Assistants Only)
2. Round the total up to the nearest quarter of the hour

*For example, the TD-29 indicates a driver has 6.2 hours assigned for morning and afternoon runs. Add 1 hour of non-driving time to arrive at 7.2 hours; then round up to 7.25 hours to arrive at the standard hours for the bus driver; and 6.2 hours assigned for the morning and afternoon runs plus .17 to arrive at 6.37; then round up to 6.5 hours to arrive at the standard hours for the safety assistant.*

- The TD-29, which is generated by our TIMS area, will include travel (or deadhead) time from the parking location to the beginning of the route in the a.m. (to the 1st assigned school in the p.m.), wait time prior to the next route beginning/school dismissal along with actual route time.
  - Non-driving time includes:
    - 15 minutes prior to a.m. run (Pre-trip/sign in/bus warm up time)
    - 7.5 minutes post a.m. run for Post-trip inspection
    - 15 minutes prior to p.m. run (Pre-trip/sign in/bus warm up time)
    - 7.5 minutes post p.m. run for Post-trip inspection.
    - 15 minutes of cleaning time daily
3. If the employee does not have at least (6) six hours, change the status to part time or sub accordingly; or find the employee work to do to get them up to their (6) six hours
    - Inspect buses
    - Clean buses
    - Schedule for field trips or do extra mid-day runs
    - Something to be able to justify the time they are clocked in and not on a route
    - Check to see if there are garage workers needed mid-day

Standard hours are assigned as follows:

- Full time standard hours are no less than (6) six and no more than (8) eight hours per day.
- Part time standard hours are no less than (4) four and no more than (5.9) five and nine tenths hours per day.
- Substitutes are not assigned standard hours and may work up to 19.5 hours.

## **Full Time Sub Drivers**

Sub drivers that are deemed full time in our payroll system will receive 7.5 standard hours. The justification for these hours includes the following:

1. Sub drivers will be scheduled to arrive before the earliest bus departs and may be used on any bus where there is a need. If they are not needed to cover a route, they will ride on the last bus that leaves the lot for the day or on an unfamiliar route.
2. Sub drivers are not assigned to a specific bus and often are moved around to various lots and areas.
3. Sub drivers are required to perform any other duties as assigned by the Area Transportation Manager / Manager, such as safety assistant, field trips, etc.

## **12-Month Non-Exempt Staff**

The length of day for all 12-month non-exempt transportation staff is 8 hours. Any overtime or compensatory time must be approved prior to being worked. All staff members are required to take a minimum of a 30-minute meal break daily. Longer breaks may be required to manage overtime.

## **12-Month Exempt Staff**

The length of day for all 12-month exempt transportation staff is 8 hours; however, exempt employees may be required to work over 8 hours to ensure proper coverage and job duties are completed.

## **Excessive Time for Salaried Staff**

Salaried employees with excessive time worked or those making up hours due to inclement weather (or other reasons as approved by UCPS) may be granted time in lieu of leave or can only make up time after approval has been granted by immediate supervisor

1. Exempt employees who have worked excessive hours in a week (over 40 hours documented) and are requesting a day off (annual leave or sick) must coordinate with your immediate supervisor to use those hours in lieu of taking leave. Exempt employees should not abuse or use as common practice for taking off Fridays, but may use on an occasional basis with advance notice and supervisors' approval.
2. During inclement weather, staff is typically given the option of using Annual Leave or making up their time. In order for time to be made up, it must be documented appropriately for auditing purposes.

It is suggested that time is made up within the week of the absence and no later than 30 days. Employees must provide their immediate supervisor with documentation of how they made up the time. The following information should be present on the documentation:

- a. Dates and times when worked over normal time example:  
Tuesday, February 6 = 7:30am – 6:30pm – no lunch – extra hours toward  
makeup +3 hours

## Hourly Time Sheet Process

Time sheets are submitted to Payroll for each employee as defined above based on the schedule issued by the Payroll Department each year. Employee names should match HR and payroll records; nicknames, aliases, etc. should not be used. Payroll records contain personal information and should be treated as confidential!

The following process will be used for submitting payroll:

1. Print timesheet for the pay period according to the payroll calendar
2. Have employee review, make necessary corrections, sign and return
3. Make the necessary corrections in payroll system
4. Supervisor signs the employees' timesheets
5. Put the time sheets in alphabetical order according to the last name
6. Print the payroll summary
7. Confirm the absence types and hours are correct.
8. Confirm the job types are correct
9. Scan the timesheets into a PDF file and name it "Payrolldatescovered Timesheets".  
i.e.: *071820-072820timesheets*
10. Scan the signed payroll summary into a PDF file and name it "Payrolldatescovered Summary" i.e.: *071820-072820summary*
11. Email the two PDF files to the Transportation Office. These files must be sent prior to payroll being exported for review of accuracy.
12. Store the "Original" Timesheets and Payroll Summaries for five years.
13. Administrative Assistant files reports electronically based on area/employee classification.

Step 1 & 2 may be processed using electronic signatures.

In order to ensure accuracy, payroll should be processed daily.

## Changing of Employment Status

When an employee requests to change their status of employment, they must follow the steps below:

- Employee is required to submit request in writing to their manager, preferably in an email; the status change request form must also be completed.
- Manager forwards request to Assistant Director/Director of Transportation
- If employee is requesting to move to part time or sub status, the employee is required to work two-week notice in order to qualify for part time or substitute status.

- Transportation Management will evaluate the request.
- PAR (Personnel Action Request) is completed by Transportation Specialist.
- Transportation Specialist will notify Area Manager when PAR is approved with start date.
- Area Manager notifies employee.

Employees that transfer from full time/part time status to substitute driver status must meet the following expectations in order to maintain a substitute driver status.

- Employee must be available for random drug testing.
- Employee must cover one route per semester.
- Employee will be required to complete all training offered for their position.
- Employee will be responsible for all information shared in the safety meetings.

At any point that a substitute driver is unable to meet the requirements, the driver will be notified via certified mail, by the Administrative Assistant, that their status has been removed as an approved substitute driver and they will no longer be employed. Once an employee has been removed from the approved substitute list because of non-compliance, the Administrative Assistant will forward a copy to Human Resources, Payroll, Area Manager / Manager, NCDMV Officer, Safe Schools Administrator and Transportation Specialist. The driver will be required to reapply for future employment with Union County Public Schools.

### **Bus Driver Recruitment Bonus Program**

The purpose of the Bus Driver Recruitment Bonus Program is to provide an incentive for UCPS employees to support recruiting efforts targeting the hiring of school bus drivers.

Eligibility:

Current UCPS employees are eligible for this program.

Form Submission and Process:

Once a current UCPS employee establishes contact with a prospective driver and the prospective driver begins the application process, the UCPS employee will complete the recommendation form (see attached). The form will be forwarded to the Transportation Office on Goldmine Road (scan to Director/Assistant Director). Once the following requirements are met, the employee that made the recommendation for hire will be awarded a recruiting bonus of \$200.00; the bonus will be taxed accordingly thru payroll.

- Prospective drivers are defined as school bus drivers who have never been employed by UCPS as a school bus driver.
  - The newly hired driver must operate a school bus for 60 consecutive school days driving the equivalent of 6 hours per day (on average).
- Prospective drivers that contacted UCPS based on sponsored advertising activities (website, billboards, signage, etc.) do not qualify employees for the bus driver recruitment bonus program.

## Bus Driver Working Hours-Partial Days

Paying bus drivers (and safety assistants if required) when they are scheduled to work transporting students less than a full day to support extra programs or to work partial days that are not scheduled are subject to receiving a minimum number of hours paid at the drivers assigned hourly rate. Examples include:

- Days when only a single run is scheduled (Early College or Wolfe students attend, but all other schools are not scheduled to attend).
- A special program is run on a non-scheduled school day, to include Saturdays.
- Support of the Bookbus
- Summer programs

Paid time will be calculated as follows:

- AM runs will be paid a minimum of 2 hours or actual paid time, whichever is greater.
- PM runs will be paid a minimum of 2 hours or actual paid time, whichever is greater.

The 2-hour minimum includes cleaning and inspections time.

Note: According to NCDPI, hourly paid workers (bus drivers and safety assistants) MUST physically be at work in order to be paid. They should clock in and out of their assignment daily. If for some unforeseen reason, the employee does not meet the 2-hour minimum, Area Manager should assign the employee additional work to so that the minimum amount of time can be paid. This could include performing bus inspections, cleaning activity buses, shredding papers, etc.

The only exception to the requirement of being at work is if the State Board of Education or the Union County Public Schools Board of Education declares that hourly paid workers need not report to work to receive pay.

# 5

## SCHOOL BUS OPERATIONS

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## Unauthorized Passengers

Any individual not assigned to your bus is an unauthorized passenger. An unauthorized passenger will include the driver's spouse, children (not assigned to the bus) or friends, and is not permitted to ride your bus. Should an adult attempt to board, ask them to leave and inform them that they are trespassing. If the person refuses to leave, attempt to avoid confrontations and call via radio your transportation area for assistance.

Occasionally a nurse or school personnel is permitted to ride the bus, but the school principal or Transportation Services must receive prior notice and authorize the adult to ride.

Students not assigned to your bus, but wishing to ride, must have written permission from the school and the parents/guardian before boarding your bus. Ensure you have seen the written permission and are aware of the stop location where the student is to be released before allowing the student to board.

Insurance / state law only covers students that are enrolled in a UCPS school. Therefore, children who are not school age and/or not assigned to a bus serving Union County Public Schools or affiliates are not authorized to ride a school bus at any time. This includes children of bus drivers or other school employees. Any bus driver allowing an unauthorized passenger to ride a school bus, either child or adult, is subject to disciplinary action up to and including termination of employment.

There have been various instances where a parent or other family member attempted to board a school bus to speak to other students and/or the bus driver. Drivers / Safety Assistants should calmly and politely instruct the person attempting to board a bus that they are prohibited from boarding. If the person has a concern, direct them to contact your immediate supervisor or the school administrator. If the person persists and does not follow your instructions, radio your supervisor for assistance.

We also would like to remind all parents that North Carolina Law states that no unauthorized passengers may board a school bus. If you have questions for the bus driver, please speak to them from outside the bus, or contact the school. The statute reads as follows:

**§ 14-132.2. Willfully trespassing upon, damaging, or impeding the progress of a public-school bus.**

(a) Any person who shall unlawfully and willfully demolish, destroy, deface, injure, burn or damage any public-school bus or public school activity bus shall be guilty of a Class 1 misdemeanor.

(b) Any person who shall enter a public school bus or public school activity bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public school bus or public school activity bus is assigned, shall be guilty of a Class 1 misdemeanor.

(c) Any occupant of a public school bus or public school activity bus who shall refuse to leave said bus upon demand of the authorized driver in charge thereof, or upon demand of the principal of the school to which said bus is assigned, shall be guilty of a Class 1 misdemeanor.

(d) Any person who shall unlawfully and willfully stop, impede, delay, or detain any public school bus or public school activity bus being operated for public school purposes shall be guilty of a Class 1 misdemeanor.

### **Transporting Bus Driver's Children**

Drivers are allowed to transport their personal children/grandchildren on the buses they drive when the following conditions are met:

- Student must be enrolled in UCPS
- Student must be assigned to the bus they are riding. Drivers wishing to have their children/grandchildren ride must fill out the Authorization for Transportation Bus Driver's Children Form and return to their supervisor. The supervisor will turn the form into the routing department to confirm enrollment and then assign the student to the driver's assigned bus.
- The students must sit in the front seat during all routes

Any students that cause a disruption will be subject to the same discipline guidelines that are expected of all riders. Continued disruption or issues will result in revocation of ridership privileges.

### **Bus Hijacking Procedures**

In case of a hijacking situation, please follow the steps below to the best of your ability. We realize that in these situations, things move fast, and you will have to use your best judgment based on the circumstances at hand.

**If you are stopped, and someone attempts to board your bus, with no students getting on or off:**

- Remain calm.
- Ask the person to leave the bus and inform the person they are trespassing.
- If you feel an immediate threat, call 911.
- If windows are open, have students close all windows.
- Instruct students to slide down in their seats below the windows.
- Key your radio if possible (just hold in the button on the mic) without the intruder's knowledge.
- Press the Emergency alert button on the radio to alert the school bus garage.
- Inform the hijacker that you must call in to the bus garage for the morning/afternoon check or they will think something is wrong. Get on the radio and say **"I am the sub driver and I am doing my morning/afternoon check in"**, indicating to Area Manager / Manager and other drivers that there is a potential hostage situation. State your bus number and specific location.
- If traffic is clear, proceed quickly from the intruder.

- If you are unable to move the bus due to traffic, sound the horn to bring attention to the situation.

**If you have your door opened to pick up or drop off students and an intruder boards your bus:**

- Remain calm.
- If you feel an immediate threat, call 911.
- Key your radio if possible without the intruder’s knowledge.
- Press the Emergency alert button on the radio to alert the school bus garage.
- Inform the hijacker that you must call in to the bus garage for the morning/afternoon check or they will think something is wrong. Get on the radio and say **“I am the sub driver and I am doing my morning/afternoon check in”**, indicating to Area Manager / Manager and other drivers that there is a potential hostage situation. State your bus number and specific location.
- Keep a firm and calm voice with the intruder. Ask questions to delay them from trying to move the bus.

**Remember: State your bus number and specific location. You are responsible for making the appropriate decision that meets the needs of your situation. Certainly use extreme caution and good judgment to protect you and your students.**

## Approved Bus Routes

**Bus Drivers are not to approve stop changes.** There are many variables that are accounted for when bus routes are developed. Our routing department is tasked with following the guidelines required to set up appropriate bus routes for our school system. All mapping requirements are updated in our routing software and accounted for when routes are generated. Any changes to routes must be documented appropriately. If a parent approaches the bus with a stop change request, drivers needs to refer them to the area office so the following process can be followed.

### **Bus Stop Evaluation Process**

Parents may make a request to review bus stops for many reasons, which may include locations deemed unsafe for their child. When bus stop evaluations are submitted, the following protocol will be used:

- Parent will make request by completing the Bus Stop Evaluation Request form (it is preferred that parents submit the form as an attachment to an email so that receipt of the form may be documented).
- All requests will be forwarded to the Area Manager / Manager in the appropriate area.
- The Area Manager / Manager will:
  - Record the date received on the Bus Stop Evaluation Request form; if received via email attach a copy of the email

- Review the request and contact the parent(s) within 48 hours of receiving the request.
- Investigate the request, review and respond within 5-7 days to the parents of their decision.
- Visit the site location and complete the Bus Stop Evaluation Form.
- Collaborate with the Area Manager / Manager from other areas when evaluating bus stops for specialty programs/magnet schools
- Take pictures of the site location – current and requested stops
- Notify the parent of the decision via telephone or email
- If there is a change to the route, the manager will forward the information to the TIMS department who will make the appropriate routing changes.
- Communicate routing changes to the affected parents as needed.
- Store all evaluation materials, forms and pictures to the bus stop review folder on the google drive.
- Naming logistic: Calumet Farms Dr./Providence Downs/05/14/2020

If a parent appeals the decision of the Area Manager / Manager, the bus stop review packet will be forwarded to the Transportation Safety Officers. The request will be reviewed and a site visit made within 48 hours (at the beginning of the school year it may take 3-5 business days). Recommendation will be provided to the Safety and Training Specialist, and communicated to the parents/Area Manager/Manager /TIMS department. If a parent continues to appeal the TSO's decision, the final decision will be made by the Director of Transportation.

NOTE: Private roads/property must be approved for travel by the homeowners or HOA. The private road/property owners release form must be completed prior to buses traveling in those areas.

### **Bus Drivers Requesting Route Change**

Any drivers requesting to change a bus route are required to fill out a "Direction Change Form". This form can be obtained from the Area Transportation Office. The following process will be followed:

- Driver requests "Direction Change Form" from area office
- Driver fills out form and returns to area office
- Area office will turn form into routing department staff
- Routing department will investigate and return form with approval/denial to area office
- Area office will notify driver of decision and print any completed changes

Note: Changes will not be accepted unless submitted in writing. Drivers are not to begin changes requested until approval is given and documented in the system.

## Parent Notification of Bus Changes

The following process is to be used by area offices to notify parents of bus changes:

- 1) Once notified of the need for a change, the area office will draft letters using the attached template. Those letters will be given to the current driver of the assigned route 3 days prior to the date of the change taking place.
- 2) The area office will send out a message to parents via the Edulog Parent Portal app echoing the information that is found in the memo to include the area office contact information should the parents have questions regarding the change.
- 3) The area office will email the school, attaching the letter that the driver will distribute as well as the body of the message that was sent to parents, notifying them of the bus change.

A Parent Portal App message for the attached example would be either sent to each stop or a particular run:

*“Good Afternoon. If you are receiving this message your student will be reassigned from Van 1595 to bus 1379 beginning Monday afternoon, April 26, 2025. This will be an afternoon change only. The approximate stop time for the stop is <Enter time Here>. Thank you for your patience as we adjust our routes. If you have questions, feel free to contact the XXXX Transportation office at (704) XXX-XXXX. “*

## Vision Obstruction Forms

Drivers who have visual obstructions or are requesting a “School Bus Stop Ahead” sign may submit a “Vision Obstruction” for to their area office using the following process:

- Driver obtains form from area office
- Driver completes form and returns to area office
- Area office will contact appropriate division to address obstruction
- If a “School Bus Stop Sign Ahead” is requested, those requests should be submitted to the Transportation Safety Officer to be forwarded to the state. Please note: DOT determines the criteria and placement of these signs.
- Area office will email a completed copy of the form back to the driver once the appropriate contact has been made.

## NOAH-No One at Home Procedure

Union County Public Schools strongly recommends that parents accompany students to and from their assigned bus stops. Since all of our buses serve two and three schools in the afternoons, an on-time schedule is very important, and parents can help us better serve all of our students by meeting the elementary bus at their child’s stop. It is the duty and responsibility of the parents or their designee to provide supervision at the bus stop for grades Pre-K and Kindergarten students, therefore, UCPS Transportation does not allow Pre-K or Kindergarten students to get off of the bus without a parent/guardian present or the written consent to be released with an older sibling on the appropriate form.

The following procedure will be used when students (grades Pre-K/K) are unable to be dropped off at the bus stop alone and must be returned to school:

1. The driver will contact the school by radio and document each occurrence.
  - a. After the first documented offense, the driver will notify the Area Transportation Manager.
2. The driver will transport the student back to school at the end of the route if no other arrangements are feasible.
3. In the event the student must be returned to school, school staff will contact the parent to pick up the child at the school. The first occurrence will serve as a notice to the parent that future occurrences may warrant action.
1. After the second documented occurrence, the transportation staff will coordinate with the school to:
  - a. schedule a parent conference
  - b. explore afternoon bus suspension
  - c. determine if Social Services needs to be involved.
2. If there are additional occurrences when the student is unable to be dropped off, bus riding privileges may be suspended.

Note: Parents may complete authorizations to drop their students off at bus stops unattended or to get off of the bus with sibling. This consent must be kept at the school level, on the bus as well as a copy placed in the area transportation office.

## **Seating Capacities**

### **Bus Capacities**

Load capacities will depend on the make of the bus and size according to the seating capacity per the manufacture posted on each bus. For Middle and High School students transported together there is a process to meet this number (students will sit five across on each row = 3 on one side and 2 on opposite side). The same applies to a Middle School student route. Elementary students may sit 3 to a seat = 6 across; size of children permitting.

Process for students bringing in notes to ride home with a friend:

1. Student brings a note from parent and student takes note to the school office in the AM.
2. School office contacts their local transportation office to verify that space is available on the bus.
3. If not approved, the school notifies the parent to let them know
4. If approved, the schools provide a Temporary Boarding Pass for the student to give to the bus driver.
5. Unsigned notes given to the bus driver at end of the day will be denied.

## Athletic / Student Transport Van Capacity

Capacities for Athletic Vans and Student Transport Vans will be based on the seating configuration for each individual vehicle. Each passenger should have a designated seating position with a lap/shoulder seatbelt while being transported. No van shall transport more than 7 passengers plus 1 driver. Any questions regarding van capacities should be directed to UCPS Transportation Services.

## Special Needs Buses

### Special Needs Team

- Safety Assistants should work together as a team with their driver.
- Safety Assistants should conduct themselves professionally at all times when dealing with the customer.
- Safety Assistants and Drivers should be on the bus when school dismisses, waiting for the students to arrive.
- Safety Assistants and Drivers should work together, securing all students that require restraints of any nature.
- The Safety Assistants and Driver should be certain students are released at the correct bus stop location.
- Both the Driver and Safety Assistant are expected to check for sleeping students after each and every run.

While monitoring, the Safety Assistants should remain awake and alert to the surroundings on the bus. With the exception of using a cell phone to contact a supervisor in the event an emergency or the need to contact 911; **the use of electronic devices, including smart watches, ear buds and cell phones while monitoring is prohibited.**

- Safety Assistants should become familiar with all students assigned to the bus including their medical and/or behavioral related needs.
- While becoming familiar with the students, Safety Assistants should professionally interact with the students at all times.
- Safety Assistants should interact with students as needed to promote a positive environment and sit in a location that allows close monitoring of all surroundings at all times.
- Safety Assistants should be familiar with the route. In the event a substitute driver is needed to drive the safety assistant will assist the driver with directions.
- Safety Assistants are expected to get up, walk to the back of the bus and watch for the driver when the bus is in reverse motion.
- Safety Assistants are expected to sit behind the last student on the bus and adjust as needed so that students are monitored properly. While students are on the bus the

safety assistant should not be sitting directly behind the driver unless assisting a substitute with the route.

### **Special Needs Bus Dismissal**

Per the EC department, Special Needs bus routes are provided a 5-minute grace period for loading buses. Students should not leave campus prior to the dismissal bell.

## **Medical Information**

If a student medical emergency develops while on route, please follow these steps:

- Find a safe place to pull over, apply parking brake and activate 4-way hazard lights.
- Call 911; State your bus number and specific location.
- Call your Area Manager / Manager. If you cannot reach your Area Manager/Manager, please contact the Admin Channel via radio or by phone (704.296.3015).
- Clear the area around the student with the medical emergency. Move other students to other seats giving medical personnel room to work.
- Offer any medical assistance you can (Epi-pen, Diastat, other allergy medications) as directed by 911 or the student's medical plan.
- Complete a written statement following the incident. Please include the time that you administered medication to the student. Turn the statement in to your Area Manager/Manager.

### **Dissemination of IHP (Individual Health Plans) and 504 Plans (Special Accommodations)**

IHP and 504 Plans provide details regarding student health and behavioral issues that Transportation personnel (especially bus drivers/safety assistants) often need when transporting students. The information is used in managing student behavior and responding to emergencies. This document details how that information is received and should be managed.

*The information should be treated STRICTLY CONFIDENTIAL and not shared with anyone!*

1. The Area Manager / Manager will receive a copy of student IHP/504 Plans from the school nurse.
2. A copy will be kept on file in the transportation office with a copy placed in the RED notebook on the assigned bus. In case of breakdown or accident, the driver is responsible for moving the RED notebook and placing it on the sub bus.
3. The Area Manager / Manager will arrange **immediate** training for all drivers and safety assistants as it relates to a student IHP / 504 plan with the school nurse.
4. The Area Manager / Manager will be responsible for collecting all IHP / 504 plans at the end of the year; all copies of these plans will be shredded.

Any questions should be directed to the school nurse.

## Wheelchair Lifts

For buses equipped with a wheelchair lift, drivers will be given additional instructions on proper operation of the lift and securing students. If you have any questions, ask your Area Transportation Manager / Transportation Manager. The driver or the safety assistant should be the ones to operate the lift. If your bus is equipped with a lift and you transport a wheelchair student, drivers are required to conduct a pre-trip and post-trip inspection of the lift to ensure it is operating properly. Do not allow students to operate the lift.

The instructions below are applicable to many of the lift buses currently in use. These instructions supplement the instructions you should receive in training.

### Loading Procedures

- Make a proper passenger stop
- Open and secure the lift door
- Turn on the power switch for the lift
- Press the UNFOLD switch until the platform stops and actuator clicks
- Press the DOWN switch until the platform reaches floor level
- A teacher or parent **MUST** be present at the lift gate.
- Load the student onto the platform with the chair facing outward. **Lock the wheels.**
- Press the UP switch until the platform reaches bus floor level
- Release the switch when the platform fully reaches floor level
- Unlock wheels and load the student in the bus
- Press UP switch until the platform is fully up
- Stand clear and press FOLD switch until actuator clicks and the door is fully closed
- Close the door.

### Unloading Procedures

- Open the door
- Stand clear and press FOLD switch until actuator clicks and the platform is fully open
- Load the student onto the platform with the chair facing outward. **Lock the wheels.**
- Press the DOWN switch until the entire platform reaches ground level. Release the switch when the platform is fully on the ground.
- Press the DOWN switch until the outboard roll stop fully unfolds.
- Unlock the wheels and unload the student.
- Release the switch when the platform fully reaches ground level.
- Unlock wheels and unload the student.
- Press UP switch until the platform is fully up.
- Stand clear and press FOLD switch until actuator clicks and the door is fully closed.
- Close the door.

**NEVER RIDE THE LIFT WITH THE STUDENT! The student may drive on the lift from the ground but cannot drive from the lift onto the bus and vice versa.**

## Inclement Weather Procedures

When inclement weather conditions are forecast or present, transportation officials will monitor the situation. Should it become necessary to delay or close school, drivers and safety assistants will be notified via radio (if on duty) or the UCPS Communications Office uses various methods to notify employees. In order should to receive communications, staff should keep their phone numbers updated through with Human Resources.

### Winter Weather Conditions

During the school year, especially winter months, there is the probability of weather conditions, (ex. snow, ice, sleet, high wind, and thunderstorms and lightening, floods) creating unsafe traffic conditions. When such conditions exist, the school system may:

- Delay the opening of school by one or more hours.
- Close school early.
- Close school for one or more days.

In the event of school closings, delayed starts and/or early dismissals, when severe weather is forecast, drivers shall contact their Transportation Office for direction.

### Flood

Floods happen when bodies of water overflow, most often due to heavy rainfall.

A flash flood, which can take place anywhere without warning, occurs when a large volume of rain falls within a short time.

If you approach a flooded street, follow the steps below:

- Do not drive through flooded streets/roads.
- When safely able, turn around or pull over
- Contact your Transportation Office to report the flooded street/road.
- Take an alternate route if safe to do so or wait for public safety personnel at the scene to provide further directions.
- Proceed to school, home, or designated shelter, as appropriate.

### Tornado

Tornados are very dangerous for a school bus. During a tornado watch, conditions are favorable for tornados, and generally buses are able to continue their regular routes.

In the event of a **tornado warning and/or sighting** the following instructions shall be used:

### **Buses on a School Campus:**

If there is a tornado warning at dismissal time, the school will hold students until the warning is lifted.

- School buses shall not be loaded or put in transit until the “all clear” is announced by the school.
- While at the school site, ALL bus drivers and students shall seek shelter inside the school building in designated areas.

### **Buses on the Road and a Tornado Warning is Issued:**

If drivers are already on their route and become aware that a tornado warning has been issued, the driver will:

- Proceed to the nearest educational facility or other shelter (police or fire station).
- Escort students inside the facility. (Drivers need to be aware of schools, and alternate sites such as fire stations, public buildings or other emergency shelters located on their route.)
- Take first aid kit and student emergency forms if possible.
- Keep students away from windows and glass store fronts.
- If feasible notify Transportation office of your shelter location.
- Drivers and students should remain in the shelter until the warning is lifted.
- Drivers should stay with the students until the warning has expired.

### **Buses on the Road and a Tornado is Sighted:**

As soon as the driver visually observes a tornado, the driver shall take the following actions:

- Don't try to out run a tornado.
- Evacuate the bus as quickly as possible and go inside the nearest building.
- Take the first aid kit and student emergency forms if possible.
- Keep students away from windows and glass store fronts.
- **If going inside is impossible:**
  - Evacuate the school bus and get students away from the bus. (You want to prevent the bus from rolling on them.)
  - Have students get in the nearest ditch or low area and lay face down, covering their heads with their arms and tell them to keep their heads down.
  - If there is no time to move students to a ditch or low area, have the students assume the protective position, remaining in their seats with their heads below window level. Shut off the vehicle, except for the lights, and get under the dash away from the door.

- After danger has passed, the driver shall check students for shock or injury.
- Provide assistance as appropriate.
- Contact the Transportation Office to report the nature of the situation.
- If assistance is not needed, and there is no bus damage, board the students on bus and take them to their destination.

\*Drivers should identify potential safe havens (buildings) during dry runs.

### **Buses on the Road and Unexpected Severe Weather Occurs**

If unexpected weather conditions present a hazardous situation or if unable to reach a safe location as indicated above, the driver will:

- **Pull the bus well off of the roadway** to a safe location and stop the vehicle. Keep the engine running.
- **Turn on 4-way emergency flashers** in order that other motorists can see that the bus is stopped.
- **Assess the Need to Evacuate:** Student safety and control are best maintained by keeping students in the bus during an emergency and/or impending crisis situation if doing so does not expose them to unnecessary risk of injury.
- A decision to evacuate should include consideration of the following conditions:
  - Is there a fire involved? (If yes, evacuate!)
  - Is fuel leaking? (If yes, evacuate!)
  - Might the bus roll or tip over, thereby, causing further threat to safety? (If yes, evacuate!)
  - Is the bus likely to be hit by other vehicles? (If yes, evacuate!)
  - Is the bus in the direct path of a sighted tornado or other natural disaster, such as rising water? (If yes, evacuate!)
  - Would evacuating students expose them to speeding traffic, severe weather or other dangerous environment? (If yes, keep students on bus!)
  - Considering the medical, physical and emotional condition of the students, does staying in the bus or evacuating the bus pose the greater danger to the student's safety?
- **Under most severe weather conditions (other than a Tornado sighting as discussed above) keeping students on the bus** is the safest solution.
  - If students remain on the bus:
    - Have the students protect their head by lowering their face against their upper legs so that they are below the window level.
    - Students should cover their faces with a jacket, book, etc. to protect themselves from flying debris.
    - Do not allow students off of the bus to move trees, limbs, cables, or power lines.

- Do not allow students to disembark from your bus if the driver arrives at a stop and is aware or suspects that there are power lines down in the area.
- The transportation office should be notified for further direction and assistance.
- *If unable to reach the transportation office in the event of an emergency, drivers should contact 911.*

After the emergency, account for all passengers, check for injuries, provide first aid and call for assistance, if needed. Before leaving the area, monitor the sky for any further storm activity. Watch for downed power lines, trees or anything that could jeopardize the safety of you or your passengers.

**Road Conditions** - Bus drivers should be aware that on some days when schools remain open, ice may be found in patches on bridges, shady areas, road banks, and crests of hills. Ice or snow in shady places during cold, morning hours that may not seem slick will become very slick during the day as some thawing takes place. Drivers should also be alert to the fact that often, freezing conditions do not develop until approximately 7:00 AM, at which time the roads may become very hazardous. These conditions should be reported immediately upon arrival to school so that the principal can report them to the State D.O.T. Office or the City Street Department. **Never make the decision to continue to drive on flooded streets. Always get permission from your supervisor.**

**Accelerator**- To operate a vehicle safely on slippery roads, the accelerator must be operated smoothly. Accelerating too rapidly or too much will cause the wheels to spin and the vehicle to sideslip. Releasing the accelerator too quickly (especially in lower gears) may also cause the vehicle to sideslip.

**Brakes** - It is very important that the driver apply the brakes smoothly and lightly to retain control of a vehicle on slippery roads. When the driver applies the brakes hard enough to lock the wheels, the vehicle is skidding; it does not slow down and it is out of control. Should too great an application of the brakes result in locking the wheels and skidding, the driver should immediately release the brakes and quickly follow with a lighter application.

**Steering** - It is important that all steering on slippery roads be smooth. All turns and curves should be made at a much slower speed than normal to reduce the steering effort necessary to make these maneuvers. Increased steering effort is a major cause of vehicle side slipping.

**Transmission**- Buses with automatic transmissions should be driven with the shift selector in the third position whenever on slick roads or roads that might have slick patches. Be careful when using lower gears and no acceleration, because doing so can bring about a wheel lock and skid similar to that experienced when applying brakes. If this happens, accelerate slightly.

**Additional stopping and following distance** - Drivers must provide a much greater following distance when driving on slippery roads to enable them to stop safely. Passenger stops should be approached more slowly and the bus should stop at a greater distance from

waiting students, make certain the bus can be stopped at the proper place and allow additional time and stopping distance for other motorists.

## Starting the Bus

### Starting the engine:

One of the advantages of a diesel engine is the ease of starting in the morning. **When you try to start the bus, wait for the start light or glow plug indicator light to go off before starting the bus.** If it doesn't start, let it rest one minute before trying to restart it. Usually, if it is going to start, it will do so in 15 seconds. Pumping the accelerator pedal is not necessary and will not help. There is not a choke, either manual or automatic, so just turn the key to get it started.

### Warm up and cool down:

With a diesel engine, it is VERY important that the driver allows the engine to warm up slowly and also to cool down after operation. The requirement is to allow up to 5 MINUTES warm up and cool down. Be mindful of the Idling Policy.

### Check all gauges:

Keeping a close eye on both the engine temperature and oil pressure gauges can prevent an expensive repair job. If you notice any difference in reading your gauges from normal, REPORT IT IMMEDIATELY! A large red warning light is located on the dashboard of all buses as an additional safeguard against engine damage. This light is designed to flash on quickly when you start the engine to show you it is working. If it comes on at any other time, STOP THE ENGINE IMMEDIATELY! Call the bus garage before proceeding.

**Safety warning buzzer -- side windows/rear door/roof hatch:** The buses are equipped with emergency exit involving at least two side windows and two roof hatches. These emergency exits are equipped with a warning buzzer, just like the rear door, to alert driver when they are opened. Students should not be allowed to tamper with these exits at any time.

## Mechanical Breakdown Procedures

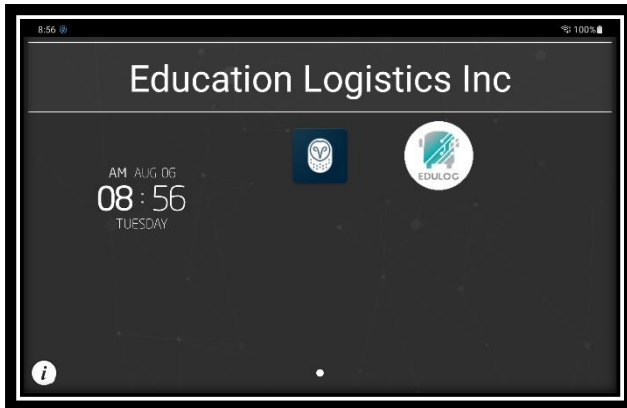
### When a breakdown occurs:

- Use your two-way radio to contact the "Bus Garage" channel. Give them a detailed location, street name and nearest intersection. Describe the nature of the mechanical problem, if possible.
- Notify your Area Manager/Manager.
- The Area Transportation Office will then send notifications out to parents and the schools impacted by the delay.
- The driver is expected to keep the Area Transportation Office up to date on delays so parents and schools can stay informed.

## Pre / Post Trip Inspections

All drivers are expected to complete pre/post trip inspections as outlined in the Commercial Driver License Manual for School Bus Drivers.

Anyone driving a student transport vehicle or a school bus is expected to log the pre/post trip inspection in the Samsara app before and after each trip. The app is found on the tablet located inside of the bus or drivers can choose to download the Samsara driver app on their smartphone (this is not required). Below are the steps to complete the pre/post inspection on the Samsara app.

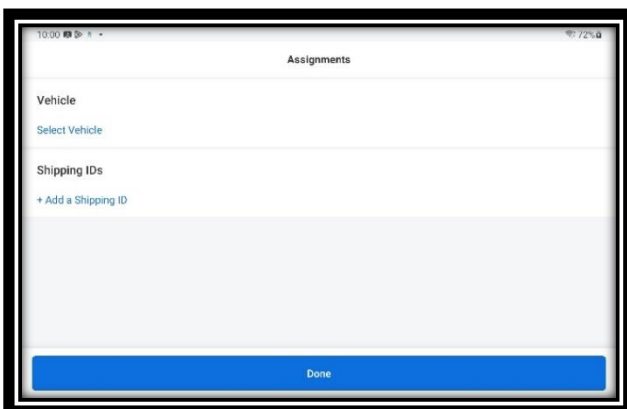


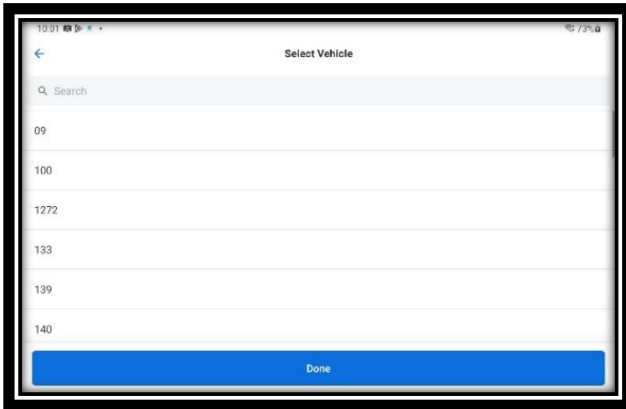
**Step 1:** From the home screen, click on the Samsara icon on the left. It looks like an owl.

**Step 2:** Login with the fleet ID as ucps. Use your Badge ID number for the username and password.



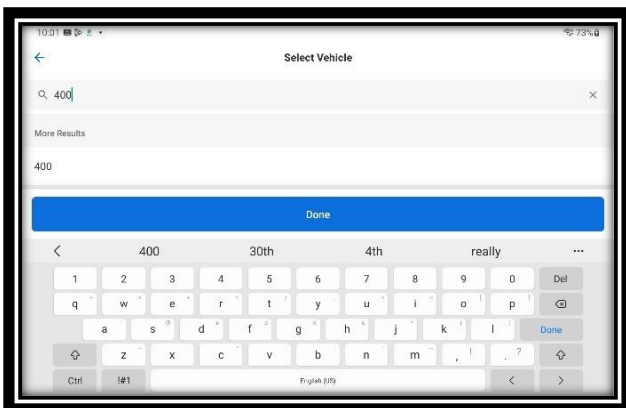
**Step 3:** From this screen, click "Select Vehicle" in blue.





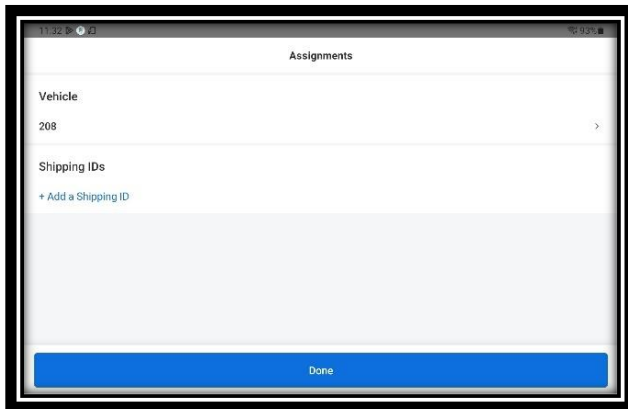
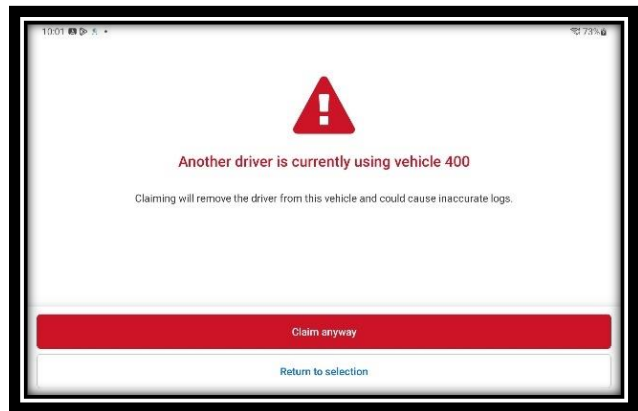
**Step 4:** Type in the bus you are driving in the search box.

**Step 5:** Wait for the bus number to appear below the search box, then click on it.



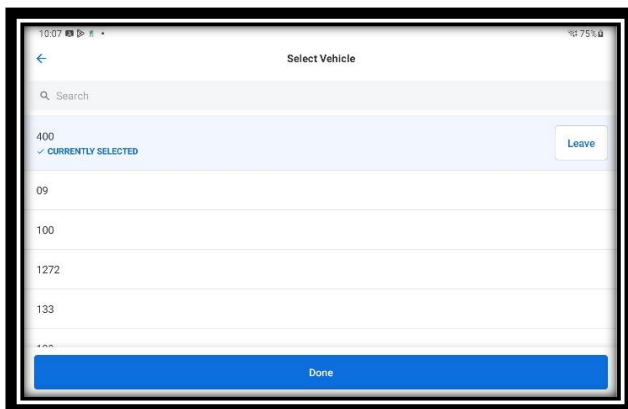
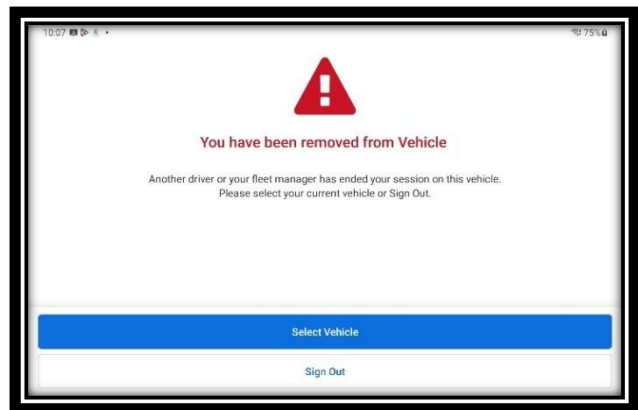
**Step 6:** After choosing the bus, click "Confirm."

**Step 7:** In some cases, this screen may appear. Click **“Claim Anyway”** to move forward.



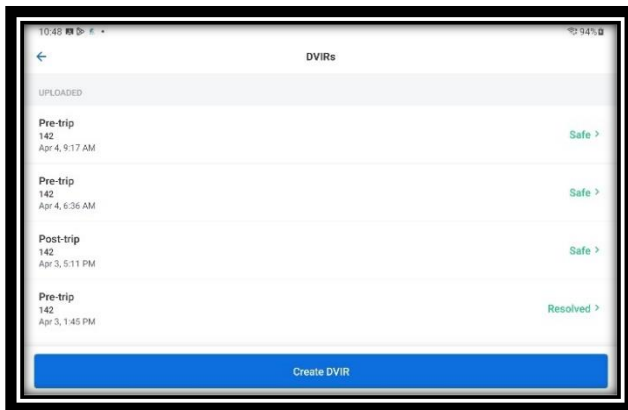
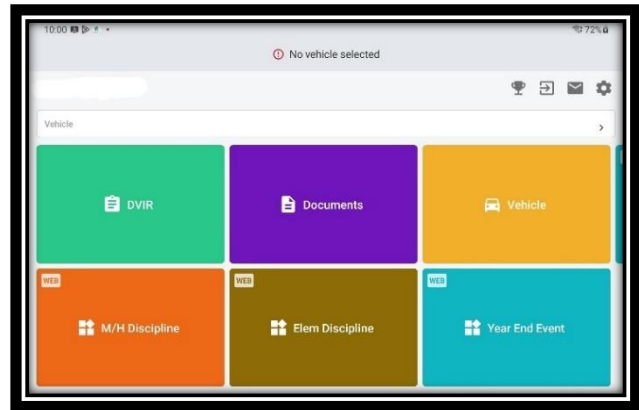
**Step 8:** After selecting your vehicle, click **“Done.”** Your vehicle should be at the top.

**Step 9:** In some cases, this screen may appear. If it does, click **“Select Vehicle.”** If not, skip to step 11.



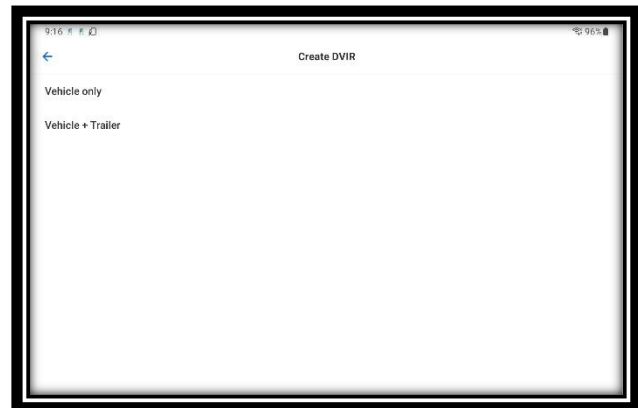
**Step 10:** When you complete step 9, you will still have your vehicle selected. Click **“Done.”**

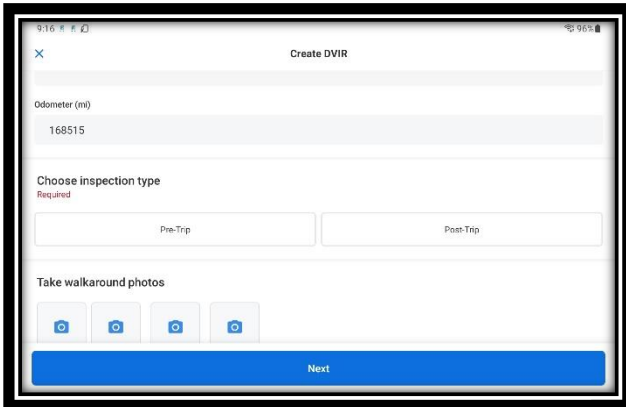
**Step 11:** At the home screen, click the green box that says “DVIR.”



**Step 12:** Click “Create DVIR” to fill out your pre/ post-trip inspections.

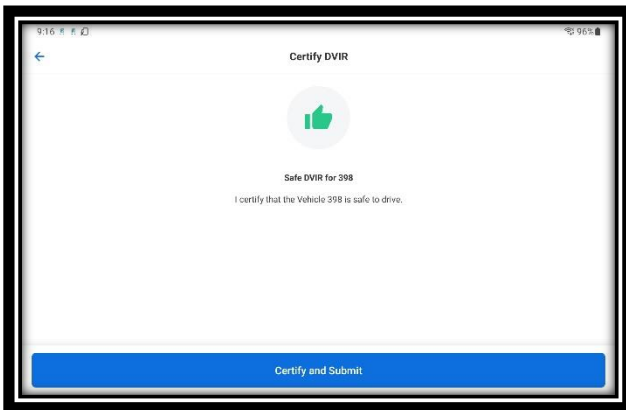
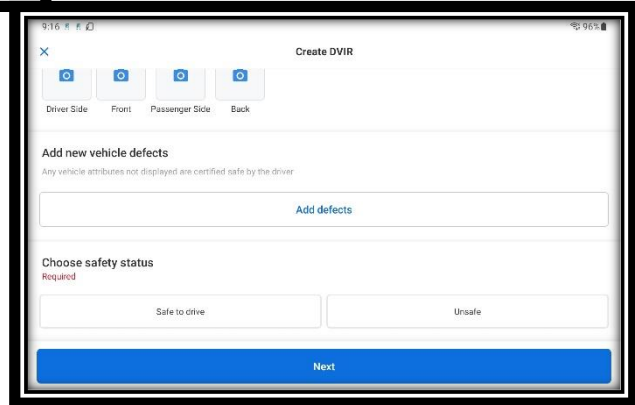
**Step 13:** Click on “Vehicle Only.”





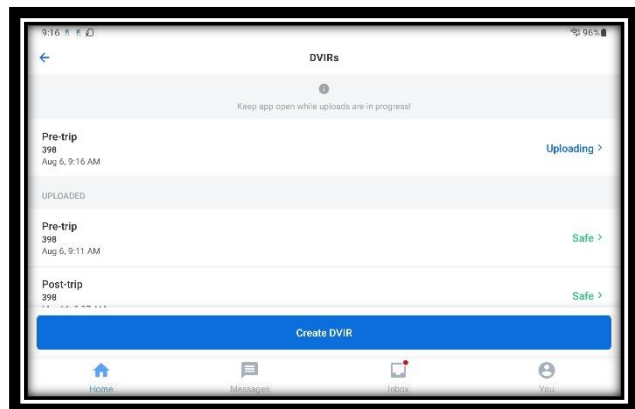
**Step 14:** Click either “Pre-Trip” or “Post-Trip.”

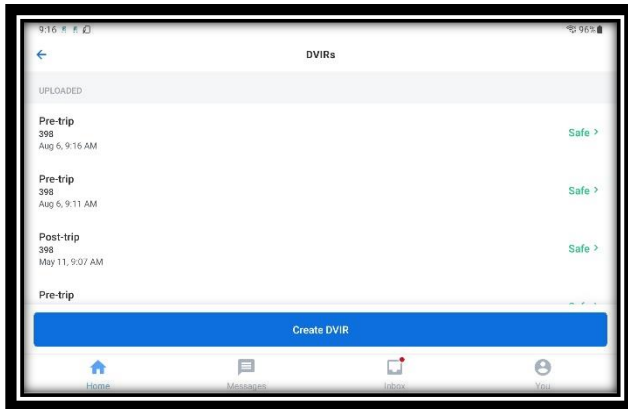
**Step 15:** You can add any defects by clicking “Add Defects.” Then select either “Safe to Drive” or “Unsafe.” Then click “Next.”



**Step 16:** Click “Certify and Submit.”

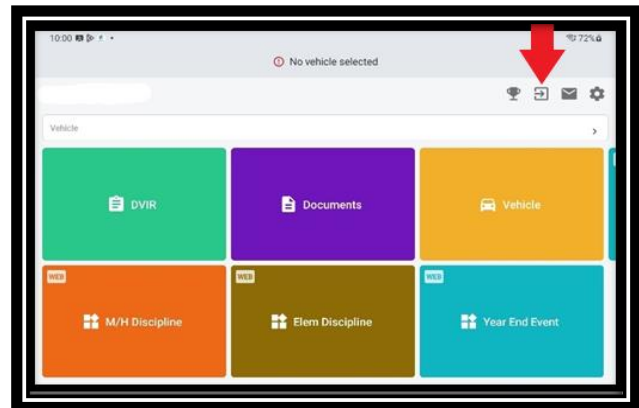
**Step 17:** The DVIR you submitted will be in an uploading status.





**Step 18:** Wait for the uploading status to turn to the safe status. When it turns to safe, click the back arrow at the top left of the screen. This will take you back to the home screen.

**Step 19:** Once at the home screen, make sure you click the box with the arrow in it to logout. You will need to logout at the end of every day.



## Pre-Trip Inspection-Buses

The most important reason to inspect a school bus is to ensure safety. Inspecting the bus helps the driver to determine that it is safe and mechanically sound to drive. **School Bus Drivers are required to conduct a Pre-Trip Bus Inspection every time he/she is going to operate the bus. (a.m./p.m.). School Bus Drivers are required to conduct a Post-Trip Bus Inspection at the end of each bus run to check for vandalism, personal items left on the bus or students who may be left on the bus; all drivers are required to check for students after completing each run (a.m./p.m.).** Bus cleanliness is indicative of a professional bus driver who has pride in herself/himself and the position. You are expected to keep your bus clean outside and inside. Buses will be periodically inspected by transportation staff. A copy of the inspection sheet will be provided.

### What to look for:

- During the vehicle pre-trip, the driver will verify that the vehicle is safe to drive. The driver will need to complete an internal and external inspection of their bus. The engine should be off, and the parking brake needs to be set.
- The driver will start the bus and complete the internal bus checks while the bus is building air pressure. The driver will use their crossover mirrors to check the front amber passenger lights, turn signals, and the high and low headlights. The driver will check the rear amber passenger lights as well as the rear turn signals by looking out the rear door when they go back to check the seats and exits.
- When the internal pre-trip is complete, the driver will turn the bus off and turn the key back to the accessory/start position. The driver will turn the head lights on, four-way flashers, and open the passenger door to activate the red passenger lights. The driver needs to verify the parking brake is set before exiting the bus. After exiting the bus, the driver will complete the external pre-trip. The driver will combine the external pre-trip with the light checks, stop arm and safety arm inspection. The following lights will be checked with the bus aired up and turned off:
  - Red passenger lights
  - 4-way flashers
  - Tail Lights
  - Tag lights
  - Clearance lights (Front, Sides and Rear of Bus)

Once the internal and external pre-trip has been completed, the driver is required to check their braking system (LAB test) before leaving the lot. Drivers are expected to record pre-trip inspections on the tablet and report any defects that do not effect the safe operations of the vehicle using Samsara app. Any defects found that need immediate attention (stop arm not working, air leak, lights out, etc) need to be radioed into the garage prior to leaving the lot.

**NOTE:** The hood of the bus should never be opened without permission.

The following items are of special importance and should be checked thoroughly and carefully:

- Vehicle overview. Check the general condition of the bus from the outside. Look for obvious damage and whether the bus is leaning to one side or another. Look under the bus for fresh oil, coolant, grease, or fuel leaks.
- Front of vehicle. Check cross over mirrors (**10ft minimum take out – mechanic will adjust it**), lenses and walking control arm.
- Right side of bus. Check right side view mirror, passenger door, reflectors and clearance lights, and windows.
- Under bus. Check the fuel tank, suspension, exhaust system and tires.
- Rear of bus. Check all lights and reflectors, tailpipe for obstruction and license plate.
- Left rear and left side of bus. Check left side view mirror, stop sign, reflector and clearance lights and windows.
- Passenger entry area. Check entrance door, stairwell and handrail.
- Inside check of bus. Check securement of seats, emergency door and buzzer, emergency window exits, all gauges and controls.
- Air brake system check. Make sure the pressure gauge is between 90-120 psi; test the parking brake by setting the control, putting the bus in "D", and making sure the bus will not move; check for air leaks; additionally:
  - Check for leaks, air warning and button pop-out: the **LAB** test. (Failure to do the **LAB** test during the vehicle inspection will constitute a failure of the vehicle inspection test.) Let air pressure build to the governed cut-out pressure – 120 pounds per square inch (psi).
  - **Turn off the engine**
  - **Leaks** – Check that the air pressure is **120 psi**. Press the brake pedal hard and hold for one minute. Listen for leaks and check that the air pressure does not drop more than three psi.
  - **Air warning** – Turn ignition key to “on”. Reduce the air pressure to **60 psi**. The warning light and buzzer should come on before the air pressure drops below 60 psi. Turn ignition key “off”.
  - **Button Pop Out** – With your foot on the foot brake, release the parking brake button. Reduce air to **30 psi**. The parking brake button should pop out before the air pressure drops below 30 psi. Start engine and let the air pressure build to normal operating range (**90-120 psi**).

## **Parking Brake and Service Brake Checks**

- Parking Brakes – Check that the air pressure is in the range of **90-120 psi**. Set the parking brake, shift the transmission to drive and then release the brake pedal. The vehicle should not move (with the engine at a fast idle).
- Service Brake – Check that the air pressure is in the range of **90-120 psi**. Move the bus forward about five miles per hour. Press the brake pedal firmly. Note any problems with the brakes such as unusual noise, unusual feel, pulling to one side or delayed stopping.

## **Post Trip Inspections - Buses**

**A post-trip inspection should be conducted at the end of each bus run to check for vandalism, personal items left on the bus and STUDENTS.** After your last run in the afternoon a proper post trip inspection must be completed to check for students remaining on the bus and mechanical defects. ***The school bus should not be running while you are conducting the final post trip inspection.*** A post-trip Inspection must be logged after each route on the tablet, to include any mechanical defect.

If your bus has been vandalized...

- Notify your Area Transportation Office
- Notify the bus garage. Include a description of the damage both inside and outside of bus.
- If possible, clean the bus before you proceed with your route.

\*\*\*We are not responsible for items left on the bus by students.\*\*\*

After making the last stop unloading students in the afternoon for each run, find a safe location to pull the bus over, secure the bus and check for students that may be left on the bus. This should be done prior to continuing to your next school or to the bus parking location.

### **If you find a student on your bus:**

1. Radio the area transportation office to notify them of the student's name and school they attend.
2. Follow the directions of the area transportation office.
3. The area transportation office will contact the appropriate school administrator.
4. Student will be transported either back to school or back to the assigned stop based on feedback from the school administrator.

Remember that leaving students unattended on the bus at any time may result in immediate termination. This includes driver's children. When driver's children are on the bus, they are still considered UCPS students, therefore must be supervised at all times. Always check and recheck your bus for students.

## Bus Security at Night

Please park your bus in the location indicated on your TIMS routes as checkpoints.  
Bleed down air brake (0 psi) until safety valve is released.

- Empty all trash boxes every afternoon. Place the trash in provided cans or dumpsters. Do not sweep trash onto the parking lot.
- **Check for any students remaining on the bus.**
- Close all windows and roof hatch, including the driver's window.
- Check the bus carefully before you leave it; be sure there is nothing that a person could steal or use as fuel to burn the bus.
- Do not leave any personal items on the bus at all; this includes watches, ink pens, etc.
- Close the front door after you leave the bus.
- Remove and retain your bus key and ID badge after each AM, PM, or any trips!

## Bus Inspections

Each year, the Department of Public Instruction Field Consultants perform an inspection on approximately 10% of the school bus fleet, as well as some activity buses, for each PSU (public school unit) across the state of North Carolina. This inspection is the same inspection LEAs are required to perform every thirty days under G.S. 115C-248, which is further governed by SBE Policies TRAN-005 and TRAN-011.

The primary tasks associated with this inspection are to:

1. Assess the condition of the buses based on SBE Policy TRAN-005;
2. Assess one or more certified inspectors as they perform a 30-day inspection;
3. Review paper and electronic records, parts inventory, and office procedures;
4. Identify areas of concern and make recommendations for improvement; and
5. Provide a report on the inspection, findings, and recommendations to the superintendent and transportation director.

An extensive list of defects that the inspector looks for can be found in the NC BUS FLEET, North Carolina Maintenance Manual located on the [ncbussafety.org](http://ncbussafety.org) website.

In addition to mechanical defects, the inspector looks for the following items that the driver is responsible for:

- Hand sanitizer, unlabeled liquid containers (such as bulk fluids put into spray bottles), cleaning supplies, and aerosol cans inside the bus will remove a school bus from service.
- Safety equipment should not be removed from the emergency equipment box.
- A seat belt cutter in the side pocket of the driver's seat has been a standard feature of the school bus specifications since the 2007 school bus specification. Any school bus from that specification forward must be maintained with this type

of driver seat cover and the seat belt cutter must be in reach of the driver while in the driver's seat in case of emergency.

- Unsecured items in the driver's area, harnesses laying behind the driver seat, magnetic cupholders, unsecured trash cans, unsecured brooms, or anything touching the handrail, etc.
- Papers/signs/items blocking any factory writing on the interior of the passenger compartment/bulkheads
- Seat damage / seat bottoms unlatched

All mechanical defects found during pre/post trip inspections should be logged into Samsara to be addressed with mechanics. In an effort to prep for state inspections and to ensure UCPS buses are kept in exceptional condition for the safety of our students and staff, UCPS Transportation Services has put into place a bi-weekly inspection process for bus drivers.

### **Inspection Process for Bus Drivers**

Each Area Manager / Manager would select an inspection team (4 people) to service their specific area. These individuals will have the following qualifications:

Drivers must have good attendance

- Be employed by the school district at least one year
- Must maintain perfect satisfaction on their personal bus inspections
- Must be recommended by their Area Manager / Manager / Transportation Assistant Manager

This team would inspect buses twice a month as designated by their Area Manager / Manager. Once inspections are completed, the report will be provided to the Area Manager / Manager or designee.

For those bus drivers that have deficiencies in their inspection, they will be re inspected by the Transportation Assistant Managers in their respective areas. If problems are still found, the Area Manager / Manager will be notified and will schedule a meeting with the driver within 24 hours. A sign will be placed on their steering wheel signifying a **FAILED INSPECTION**. Each area will have a BLITZ monthly that will be monitored by their Area Transportation Manager / Manager. During this blitz, drivers will activate all lights on the exterior of the bus and the managers will ensure all lights are functioning.

### **Cleaning Buses**

Bus drivers are expected to keep buses cleaned on a regular basis inside and out. We no longer permit buses to be sprayed with water on the inside due to the potential for damaging the electrical equipment and causing the floor to rot. Drivers wishing to hand wash the outside of their bus with brushes and mop the inside will be paid for the amount of time it takes to complete the task, not to exceed 2 hours per month. Please set up a time to do this with your Area Manager.

Goldmine is equipped with a brushless bus wash. For those wishing to bring their buses to Goldmine to have their buses ran through the wash the following process must be observed:

1. Transportation Office notifies the Fleet Manager of the request
2. Fleet Manager informs Area Office of a time that the bus can be brought to Goldmine.
3. Transportation Office notifies driver of the date/time to bring the bus to Goldmine.
4. Driver radios Bus Garage to notify staff when they have arrived.
5. The Fleet Manager or Quality Assurance Supervisor will designate a mechanic to run the bus through the wash. Drivers are not to run buses through the was unless approved by the Fleet Manager.

### **Clean Up Procedures for Body Fluids**

This procedure is intended to provide guidance to all employees who have the potential to be exposed to the bodily fluid (vomit, blood, urine, etc.) while operating a Union County Public Schools fleet vehicle. It is the driver's responsibility to clean the bus, not the school custodian.

#### **First Steps**

- Driver will assess whether to continue the route to school (if the bus is already close to the school) or pull over in a safe location to clean up the bodily fluids
- Remove all individuals from the area of the bus, if stopped along roadway
- Open the doors of the bus to create ventilation
- Obtain the National Standard Body Fluids Clean up Kit with Supplies and inspect the supplies
  - If a kit is not present on the bus, contact your supervisor. A custodian from the school may be able to assist you with supplies.

#### **Clean up Steps**

- Put on personal protective equipment, i.e. gloves and mask
- Follow the instructions on the Body Fluid packet:
  - Use Soak-It absorbent powder material on floor and/or upholstery to absorb liquid. Place Soak- It absorbent powder over all of the exposed area. Follow manufacturer recommendations for use.
  - Use the scraper to collect all contaminated materials and place into plastic bag.
    - Use caution to not get material on the outside of the plastic bag
  - Use the antiseptic towelette to clean the area where the body fluid and absorbent were located.
  - Follow manufacturer's recommendations for application and use.
  - Use paper towels to wipe up any excess liquid in the area and pan. Place all paper towels and clean materials in the plastic bag.
  - Remove gloves and place them into the plastic bag.
  - Close up the plastic bag. Plastic bag is to be disposed of in the dumpster located at your site.

### After Clean up

- Use Hand Sanitizer, if hand-washing site is not available, to thoroughly clean hands. As soon as feasible, wash hands with warm soap and water. If hand-washing facility is available, it is the preferred method.
- Make sure you report in the Samsara app during the post trip inspection that a body fluid refill kit is needed so the mechanics can replace the supplies.

## Two Way Radio Protocol

If you ever need to use the 2-way radio in a real emergency, it is vital that you are clearly understood. It is extremely important to take turns talking. To help with this, standard radio procedures have been created.

The single most important mistake that people make is failing to identify themselves. There may be several people trying to speak at the same time, so it's important to know who you are directing your transmission to.

Always push the (PTT) button to talk, wait 2-3 seconds before speaking and make sure you release it when you stop talking. If you forget and keep it pushed down while you are trying to think of something to say, the radio will continue to transmit, making dead air, so no one else speak or get through. If you need to collect your thoughts, release the PTT so that someone else can transmit in the event they have an emergency.

To call someone, say the name of your bus followed by the name, school or bus number of the person you are trying to contact.

*Example: "Bus 123 to Bus 321" or "Bus 123 to Goldmine Transportation"*

It is important to not begin talking until the person you are trying to contact acknowledges your transmission. It is "radio etiquette" to establish contact and make sure that you have the other party's attention before you start your message.

For those responding, it is important to say the name or bus number of the person that you want to contact so that they are aware you are speaking to them.

*Example: "Go ahead bus 123"*

Because only one person can speak at a time, it is more important to listen to the radio than to talk. It is always best to speak in short simple phrases on the radio. Here are some radio usage tips:

- Be brief and to the point
- Stay off the radio unless absolutely necessary
- Think about how to make yourself best understood

- Listen before you begin your transmission as to not cut into another transmission
- Speak across the microphone rather than into it to improve intelligibility. Use a natural speaking voice. The only way to overcome loud noise is to shield it from the wind, point it away from the source of noise or wait until the noise passes.
- Shouting into the radio only distorts the transmission.
- Keep your radio volume turned up and on the correct channel.

## **School Bus Evacuations**

At times, bus drivers may face the decision about evacuating a bus. The following information regarding evacuations is an excerpt from Commercial Driver's License Manual that can be found on the NCDMV website.

The first and most important consideration is for drivers to recognize the hazard. If time permits, school bus drivers should contact their area office to explain the situation before making the decision to evacuate the school bus. As a general rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if so doing does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus must be a timely one. A decision to evacuate should include consideration of the following conditions:

- Is there a fire or danger of fire?
- Is there a smell of raw or leaking fuel?
- Is there a chance the bus could be hit by other vehicles?
- Is the bus in the path of a sighted tornado or rising waters?
- Are there downed power lines?
- Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving students complicate injuries such as neck and back injuries and fractures?
- Is there a hazardous spill involved? Sometimes, it may be safer to remain on the bus and not come in contact with the material.

### **Mandatory Evacuations**

- The driver must evacuate the bus when:
- The bus is on fire or there is a threat of a fire.
- The bus is stalled on or adjacent to a railroad highway crossing.
- The position of the bus may change and increase the danger.
- There is an imminent danger of collision.
- There is a need to quickly evacuate because of a hazardous materials spill.

## Evacuation Procedures

Be Prepared and Plan Ahead. When possible, assign two responsible, older student assistants to each emergency exit. Teach them how to assist the other students off the bus. Assign another student assistant to lead the students to a “safe place” after evacuation. However, you must recognize that there may not be older, responsible students on the bus at the time of the emergency. Therefore, emergency evacuation procedures must be explained to all students. This includes knowing how to operate the various emergency exits and the importance of listening to and following all instructions given by you.

Some tips to determine a safe place:

- A safe place will be at least 100 feet off the road in the direction of oncoming traffic.
- This will keep the students from being hit by debris if another vehicle collides with the bus. Lead students upwind of the bus if fire is present.
- Lead students as far away from railroad tracks as possible and in the direction of any oncoming train.
- Lead students upwind of the bus at least 300 feet if there is a risk from spilled hazardous materials.
- If the bus is in the direct path of a sighted tornado and evacuation is ordered, escort students to a nearby ditch or culvert if shelter in a building is not readily available, and direct them to lie face down, hands covering their head. They should be far enough away so the bus cannot topple on them.
- Avoid areas that are subject to flash floods.

## General Procedures

Determine if evacuation is in the best interest of safety.

1. Determine the best type of evacuation:
  - a. Front or rear door evacuation, or some combination of doors.
  - b. Roof or window evacuation.
2. Secure the bus by:
  - a. Placing transmission in Neutral
  - b. Set the parking brake.
  - c. Shutting off the engine, leaving key turned on so the radio is functional.
  - d. Activate hazard-warning lights.
3. If time allows, notify dispatch office of evacuation location, conditions, and type of assistance needed.
4. Dangle radio microphone or telephone out of driver’s window for later use, if operable.
5. Order the evacuation.

If using the rear door:

  - a. Stand facing the rear of the bus.
  - b. Give the command: "Remain seated; prepare to evacuate."

- c. Instruct students to sit and slide out of the back door.
- d. Move toward the first occupied seats.
- e. Starting with either the left or the right seat,
  - Touch the shoulder of the person nearest to the aisle to indicate that the passenger in that seat are to move off;
  - Keep the passengers in the opposite seat seated by holding your hand, palm out in a restraining gesture, until aisle is clear:
  - Move out the passengers in the opposite seat, using the same signal.
  - Move toward the back of the bus, repeating this procedure at each seat until the bus is empty.

If using the front door:

- a. Go to the back of the bus, face the front of the bus.
- b. Give the command: "Remain seated; prepare to evacuate."
- c. Move toward the first occupied seats.
- d. Starting with either the left or the right seat,
  - Touch the shoulder of the person nearest to the aisle to indicate that the passenger in that seat are to move off;
  - Keep the passengers in the opposite seat seated by holding your hand, palm out in a restraining gesture, until aisle is clear:
  - Move out the passengers in the opposite seat, using the same signal.
  - Move toward the front of the bus, repeating this procedure at each seat until the bus is empty.

Reminders:

- Do not move a student you believe may have suffered a neck or spinal injury unless his or her life is in immediate danger. Special procedures must be used to move neck spinal injury victims to prevent further injury.
- Direct a student assistant to lead students to the nearest safe place.
- Walk through the bus to ensure no students remain on the bus.
- Retrieve emergency equipment.
- Join waiting students. Account for all students and check for their safety.
- Protect the scene. Set out emergency warning devices as necessary and appropriate.
- Prepare information for emergency responders.

### **Evacuation Blankets**

Each lift-equipped bus should be equipped with an evacuation blanket to be used in the case of an emergency evacuation. North Carolina lift-equipped buses manufactured after 2001 are equipped with an evacuation blanket. When children are too heavy to carry or have uncontrollable movements that make it difficult to safely carry them, a blanket should be used for evacuation. The blanket can be used to drag a student, head first, to an emergency exit. Drivers and transportation safety assistants should be fully trained in the correct usage of an evacuation blanket as well as a proper drag method.

## Lifting the Student

### General Lifting Guidelines

- Tell the student what you are going to do before lifting him/her.
- Stand with your feet about a shoulder's width apart to maintain balance.
- Squat by bending your hips and knees.
- Get as close as possible to the student.
- Lift straight using your leg muscles without twisting at the waist.

If student has poor muscle control:

- Curl the student as much as possible to keep his/her arms and legs from flopping.
- Support the student's head and neck.

### 1 Person Lift

- Follow general lifting guidelines listed above.
- Stand beside the student.
- Squat by bending your hips and knees.
- Place one of your arms behind the student's shoulders with your hand under the student's arm on opposite side.
- Place your other arm under the student's knees.
- Return to standing from squat position using your leg muscles.
- Keep the student close to you while lifting.

### 2 Person Lift

- Follow general lifting guidelines listed above.
- Taller person stands behind the student and other person stands in front of the student.
- Person in back reaches under the student's arms, around the student's chest and clasps his/her hands in order to lift the student.
- Person in front lifts the student's legs under the hips and thighs.
- Both people lift together on a count of 3.

## Using a Blanket Drag

Using a blanket reduces stress on the student's body and the likelihood of injury. The blanket drag is a way to move heavier students or fragile students who might be hurt by lifting. If a blanket is not available, a coat could also be used.

- Follow the general lifting guidelines listed above.
- Fold the blanket in half and place on the floor next to the student.
- Place the student on the blanket with his/her head toward the exit.
- Wrap the blanket around the student to protect his/her arms and legs.
- Grasp the blanket on both sides of the student's head and drag the student to the exit.

## Passenger Stop Procedures

All North Carolina school bus drivers, including anyone who operates a school bus is required to follow the proper passenger stop procedures, including proper hand signals, listed below:

### Crossing Procedure FOR NC SCHOOL BUS DRIVERS

#### MORNING PICK-UP

- 1 Activate amber warning lights 300 feet in advance of the passenger stop.
- 2 Come to a complete stop.  
Put in neutral. Set parking brake.
- 3 Activate red lights (using middle position if there is a 3 position switch).
- 4 If students have to cross, hold left palm up to signal the students to wait.



- 5 When safe, with door open, give “thumbs up”, signaling students it’s okay to cross and then point in the direction they are walking to cross the street.

Make sure THEY also check for traffic.



- 6 Complete the Process:
  - Count, watch and recount students.
  - When students are safe, close the door.
  - Check all mirrors from left to right for students and traffic.
  - Proceed slowly while checking for students.

#### AFTERNOON DROP-OFF

- 1 Activate amber warning lights 300 feet in advance of the passenger stop.
- 2 Come to a complete stop.  
Put in neutral. Set parking brake.
- 3 Activate red lights (using middle position if there is a 3 position switch).
- 4 With door open, remind students to look both ways while exiting the bus and to look for your signal if crossing.

- 5 If students have to cross, hold right palm up for students to wait.



- 6 When safe give “thumbs up”, signaling students it’s okay to cross and then point in the direction they are walking to cross the street.

Make sure THEY also check for traffic.



- 7 Complete the Process:
  - Count, watch and recount the students that have exited your bus.
  - Close door (when students are in a safe area).
  - Check all mirrors for students and traffic.
  - Proceed slowly while checking for students.

**SOUND HORN** if students are in danger

## New Bus Assignment Process

The following process is to be used when Transportation Areas receive notification that new buses are scheduled to arrive in the respective area.

Bus replacements would go to the area where the old bus was retired, unless there is a significant number of new vehicles going to one place and none going to another area.

Area Managers will work with TIMS Routing Department to place new vehicles on routes that do not exceed 20,000 miles per year in order to take full advantage of the warranty period.

Please note: Mileage criteria may not apply for buses equipped with a wheelchair lift. Wheelchair lift buses will be assigned based on the routing need.

The Area Transportation Manager or designee should make a list of employees and consider the following criteria when issuing new units. Transportation Management reserves the right to make the final decision.

- Years of service
- Accident Record of the past 2 years (must not have any at fault accidents / incidents or no more than 1 minor at fault)
- No excessive absences
- Bus inspection results – driver needs have shown they maintain a clean bus
- Drivers who have received a new bus in the past 5 years will not be eligible.
- Drivers who have been asked to drive an older bus in lieu of a new bus to run up miles will receive priority when older bus has reached mileage limit.

## Stop Arm Violations

### Defined:

Illegally passing a stopped school bus that is receiving or discharging students is defined as follows based on GS 20-217:

When a school bus is displaying its mechanical stop signal or flashing red lights and the bus is stopped for the purpose of receiving or discharging passengers, the driver of any other vehicle that approaches the school bus from any direction on the same street, highway, or public vehicular area shall bring that other vehicle to a full stop and shall remain stopped. The driver of the other vehicle shall not proceed to move, pass, or attempt to pass the school bus until after the mechanical stop signal has been withdrawn, the flashing red stoplights have been turned off, and the bus has started to move.

### What should a school bus driver do if a vehicle commits a stop arm violation?

- Write down a description of the vehicle involved & location of the violation.
- Write down a description of the driver.
- Write down the tag number.

- Upon return to the assigned parking area, fill out the stop arm violation form (HP-311) with assistance from the Area Manager (or office staff).

#### **What should a Manager do?**

- Information supplied by the Driver and/or video should clearly identify the following:
  - Make, model and color of the vehicle
  - Vehicle license plate information
  - Clear picture of the motor vehicle operator

Note: If the above information cannot be clearly provided and validated, the process will end with the Manager recording the report that a violation has occurred. There is no need to submit HP-311 if the information cannot be substantiated.

- Assist driver in completing the HP-311
- Managers should upload bus video of the stop arm violation to the Q drive.
- Access the Q: drive using the following path:  
Q:\Transportation\busSurveillance\Transportation\Stop Arm Violations\School Year.
- Create a folder using the following naming convention: Bus#\Date\Time\Location
- Add documents to the created folder including HP-311 and Video.
- A copy of the violation should be burned to a DVD (using the DVD selection button).

### **Student De-Assignment Process**

To ensure compliance with General Statute 115c-246(c), students that do not ride for ten (10) or more consecutive days will be removed from the active bus roster. The following process will be used when de-assigning students from a bus.

When after ten (10) consecutive days that a student has not ridden the bus, the driver will fill out a de-assignment form either on paper or using the Samsara Forms feature.

1. The de-assignment form will be given to the Area Manager / Manager.
2. The Area Manager or designee will check in Edulog to see if the student has an alternate stop. If an alternate stop is found, the de-assignment will be forwarded to the TIMS routing technician. If no alternate stop, proceed to step 3.
3. The Area Manager / Manager will provide scan and email copies to the following:
  - a. **Data Manager or designee with READ RECEIPT**
  - b. **School Administrator or designee for specific school**
  - c. **A hard copy will remain in the transportation area.**

The area transportation office will hold the de-assignment forms for five (5) days to allow school personnel time to investigate ridership. If no response within five (5) business days or school confirms that students should be removed, the transportation office designee will forward the de-assignment form to the Student Information System coordinators who will

change the ridership code per the de-assignment form. Once the code has been imported from Infinite Campus to Edulog, the TIMS department will complete the process.

**If the parent decides to keep the student on the bus, the school designee will contact transportation confirming that decision and no further action is necessary. The area transportation office will inform the driver.**

If after the de-assignment process is completed the student decides to ride the bus again, they will need to contact the school data manager to have the ridership code changed in Infinite Campus and may ride with a temporary boarding pass until the code is updated.

## Seating Charts

Seating Charts are required on all buses on all trips. The purpose is to try to make your job easier, not to create additional work for you. While drivers normally seat students by grade level from front to back, they should work with school administration to honor specific seating requests to the extent possible when developing seating charts. The most important thing is that, when it is done – **ENFORCE IT!** Many problems have occurred when the driver lets the students move around as a reward for good behavior, or because it is Friday. Drivers must ensure everyone is sitting in the assigned seat and the seating chart is accurate in the event of an emergency.

**Seating charts are crucial in the event of an accident. Law enforcement authorities, school officials, and medics need to know who is sitting where when an emergency situation arises.**

Students need to understand that the purpose is to be in their seat all the time, every day. Drivers need to understand that, if a student is not in his/her seat, to follow the UCPS Transportation Discipline Rubric.

### Instructions for Completing Seating Chart

**Each driver must complete a school bus seating chart within the first two weeks of school or in a situation that a significant seating change has occurred.** Seating charts are to be posted in the bus and a copy given to Area Transportation Manager / Manager and the school. If you choose to keep the chart in your files, you must post the names at the assigned seats, making sure not to cover any emergency exit information. Blank seating charts may be obtained from your Area Transportation Manager / Manager. Failure to complete and turn in seating charts to your Manager or designee will result in disciplinary action.

Remember:

- A seating chart for each school served by the bus will be completed by grade level front to back, unless a different seating configuration by the school.
- The seating chart will include the full names of each student by assigned seat. All students will have assigned seating.

- Drivers transporting their own children/grandchildren are required to assign them to the front two seats.
- Seating charts should be updated monthly and/or each time the TD-29 updates are done.
- Seating charts should be done on the clock and drivers will be paid for the time it takes to complete the process.

The Area Transportation Manager / Transportation Manager will ensure all drivers turn in completed seating charts for schools serviced and provide copies to each school. A copy will also be kept on file in the transportation office for the duration of the school year.

## **Weapons on Buses**

**All drivers and safety assistants should remain alert to items students may bring on the bus and how to respond to the situation. Examples of weapons and items not permitted on a school bus include firearm, weapons and destructive devices (as defined in school board policy 4-3AG code of student conduct).**

1. After a weapon is discovered on the bus, safely secure the bus and determine if the weapon is real. It is best to treat all incidents seriously, and react accordingly.
2. If able to do so safely, retrieve the item from the student and immediately contact the Area Manager / Manager. Await further instructions.
3. Do not search the student or the student's backpack. If the student refuses to release the item call for assistance immediately.
4. The Area Manager / Manager will contact school administration and the Director of Transportation/Assistant Director of Transportation
5. The Area Manager / Manager and / or school designee will go to the location of the bus. If the item is a toy the school designee will retrieve the item and the route will proceed. If the item is a weapon, the school representative will make the decision on how to proceed.
6. Once the incident is resolved, the driver and safety assistant (if on board) must write a statement to summarize the incident. Sign, date and return the statement to the Area Manager / Manager.



# 6

## STUDENT MANAGEMENT

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## School Bus Discipline

Maintaining a well-disciplined bus environment is, and should be, the number one objective for all professional drivers. This objective is readily achieved when a positive relationship is established between a driver and rider. Just as you learn the skills for driving, positive discipline techniques can be learned by adults working with children.

### Tips for Maintaining Passenger Discipline

- Treat all children with respect and expect the same from them.
- Give a command to stimulate action, not to stop it. Say “do this” rather than “don’t do this”.
- Have a reason for what you ask a passenger to do; and take time to give the reason.
- Be fair and consistent. Injustice—not punishment—will cause a person to rebel against you
- Be courteous. Always show a positive attitude toward your passengers.
- Avoid threats to students; avoid physical contact – NEVER touch students.
- Never strike a passenger. Although it may seem necessary and the easiest solution, it will only aggravate the situation and cost you employment.
- Do not take your personal feelings or prejudices out on your passengers.
- Maintain poise at all times. Do not lose your temper
- Set a good example
- Professionalism is a manner in which you speak to students and staff sets the tone for your bus.

### Bus Rules for Students

Certain rules are designed for the discipline and safety of the occupants of the school bus. The driver should see that each student knows these rules and ensure that they are followed. All UCPS buses have rules posted on the buses. If for some reason you are on a bus missing rules, please notify your area office. An example of these rules can be found in this section.

For students who are disruptive, UCPS Transportation Services has developed a discipline rubric found in this section for drivers to follow.

**B**

## Be responsible.

- Follow the Code of Conduct
- Be on time
- Keep the bus clean
- Water only please

**U**

## Use respect.

- Talk softly
- Respect yourself, others, and property
- Use headphones or earbuds with technology

**S**

## Stay safe.

- Stay seated
- Listen to the driver
- Bring school items only
- Get on and off at the correct stop



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**UCPS**  
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Transportation

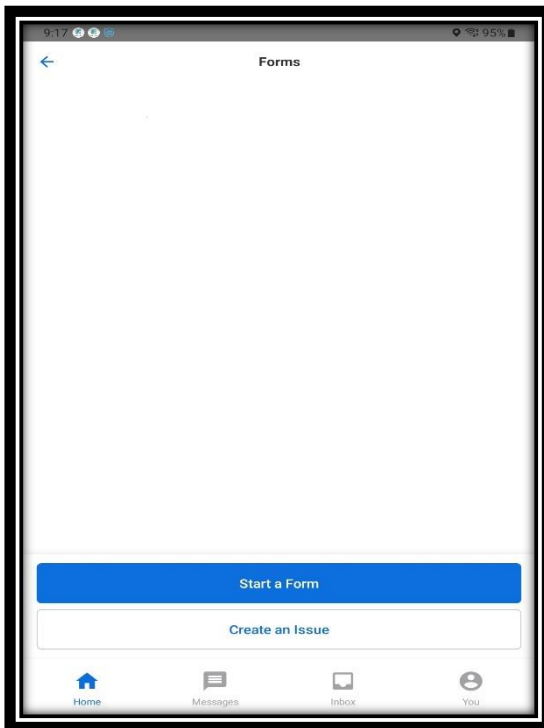
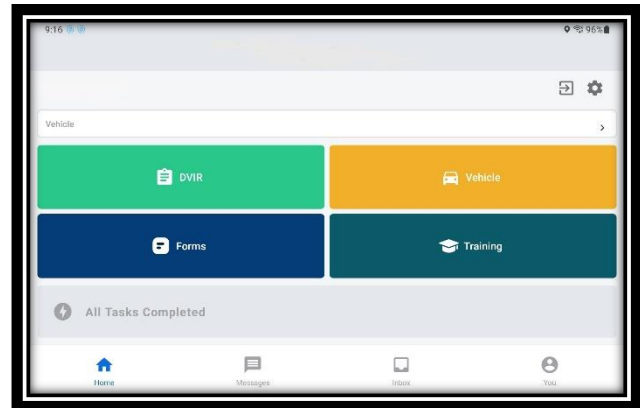
## Submitting a Bus Conduct Report (BCR)

Bus Conduct Reports (BCR) can be submitted either electronically (preferred) or written. It is imperative that BCRs be submitted the same day or the following day that the infraction is observed. Any sexual harassment, threats of violence, weapons or infractions similar in nature should be reported immediately to the school and the Area Transportation Manager.

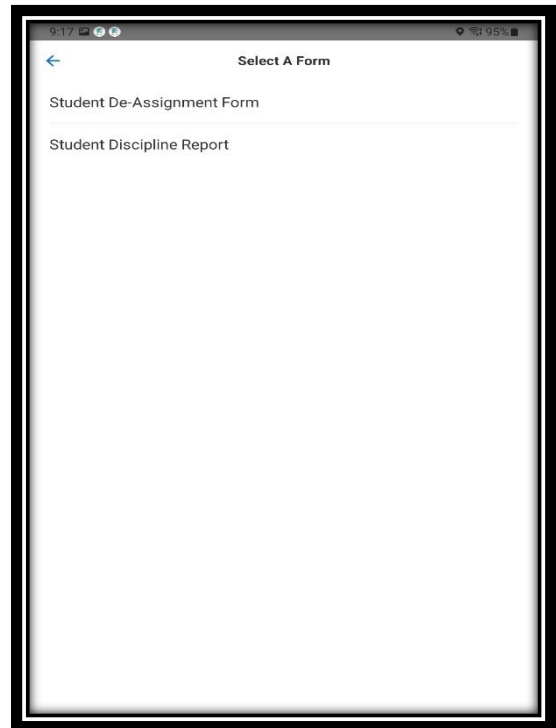
### Samsara Forms-BCR

Begin by logging into the Samsara App and following steps 1-10 on pages 51-53. (This same process can be used to enter student de-assignment forms.)

**Step 11:** At the home screen, click on the “Forms” box. When going to the “Forms” screen, the tablet will flip into landscape view. We are currently working on resolving this



**Step 12:** Click on the “Start a Form” tab. This screen will also show previous forms submitted.



**Step 13:** Click on the correct form you want to fill out.

**Step 14:** For the Discipline Form, answer the questions.

**Step 15:** Continue the form to answer different level infractions with brief details.

**Step 16:** Once done filling out the Discipline Form, click **“Submit.”**

**Step 17:** Once submitted, you will see the multiple forms you finished, along with the name of the form and the date and time it was submitted. Click the blue arrow at the top left to go to the home screen.

### Instructions for Completing a BCR

- Ensure that you have a complete understanding of the UCPS Discipline Rubric including the “3 strike” rule.
- Once “3 strike” rule is exhausted on all Level I Infractions or on the 1<sup>st</sup> occurrence of Level II or Level III Infraction, driver is to complete the bus conduct report (BCR).
- In the details section, be as detailed as possible with facts, using a separate page if needed. **Please do not add other student’s names to the form.** Also refrain from using personal opinions.
- If more than one incident occurs, check all the appropriate blocks and describe the most serious in the detail section.
- Transportation Area Manager/Manager reviews BCR; if appropriate, BCR is forwarded to Assistant Principal for action.

Developing a plan will make you proactive in your discipline policy on the bus. Planning ahead and laying the foundation for the expectations you have as the driver is essential to maintaining order and respect for not only yourself but for your students.

- Decide upon appropriate responses to enforce and consequences for violation of rules. Make sure the standards are reasonable for the particular group of students on the bus. (Seventh graders are far different from first graders.)
- Post rules and consequences on bus. Rules should be clearly defined so that the students understand the behavior guidelines and the consequences for not following them.
- Complete any needed forms and have copies available.

Plan how the enforcement plan will be shared with students.

- Assertive: Be firm and positive. To encourage good behavior, establish eye contact with every student that creates credibility. Do not use the bus brakes as a discipline tool. This is a dangerous action that may cause injury.
- Balanced: Maintain a good balance when managing behavior and dealing with discipline problems. It is okay to display a sense of humor, but only when appropriate. Do not use sarcasm, profanity or physical punishment. Whenever possible, remain friendly and unemotional when taking action.
- Consistent: Consistency means maintaining the same expectations for behavior for every student on all occasions. Keep a positive tone and do not scream or use name-calling to discipline students.

## Expectations of Students

School Bus Passengers Should <b>NOT</b> :	School Bus Passengers Should:
<ul style="list-style-type: none"> <li>• Bring items on the bus that will not fit in their laps or under their seats</li> <li>• Stand or move around on the bus while the bus is moving</li> <li>• Play in the street while waiting for the bus</li> <li>• Check the mail box when getting on or off the bus</li> <li>• Eat, drink or smoke on the school bus</li> <li>• Throw objects on the school bus</li> <li>• Horseplay or fight on the school bus</li> <li>• Sit on or jump/tumble over seat backs</li> <li>• Damage the bus in any way</li> <li>• Bring weapons of any kind or sharp objects onto the school bus or have them at the bus stop</li> <li>• Walk around or cross behind the bus for any reason</li> <li>• Have any body parts out of any window at any time</li> <li>• Attempt to board an unauthorized bus without a note signed by an administrator and the parent</li> <li>• Attempt to board the bus if suspended for disciplinary reasons</li> </ul> <p>NOTE: Portable electronic devices, while discouraged, are permitted on the bus provided they do not disrupt the safe operation of the bus.</p>	<ul style="list-style-type: none"> <li>• Be at the bus stop every day 10 minutes prior to the scheduled stop</li> <li>• Wait at the designated bus stop in a safe area clear of the path of the bus (off the road at least 20 feet when possible)</li> <li>• Sit in assigned seats facing forward at all times</li> <li>• Talk in “normal” tones with students sharing the same seat</li> <li>• Be supervised while en route to and at the bus stop</li> <li>• Cooperate with the driver and practice orderly conduct</li> <li>• When preparing to board the bus, allow it to come to a complete stop; then board the bus in single file</li> <li>• When getting off the bus, remain seated until the bus comes to a complete stop; then get off the bus in an orderly manner proceeding away from the bus a safe distance</li> <li>• When required to cross the road, check both ways before crossing, wait for the drivers hand signals and only cross in front of the bus when the stop arm is out and the red lights at the top of the bus are flashing</li> <li>• Respect yourself, others and property while on the bus</li> <li>• Wear seat belts on buses so equipped</li> </ul>

The following is a list of potential situations that a driver may encounter needing 911 assistance or to press the Emergency button on the radio. Please review these with your Manager for clarification.

*Call 911/Press Emergency button – Physical harm or threat of physical harm to Driver*

*Call 911 Press Emergency button -- Physical harm to another student (fighting)*

*Call 911/ Press Emergency button -- Use of drugs or alcohol by students*

*Call 911/ Press Orange button -- Total disruption*

## Executive Summary – School Bus Discipline

### Overview

Effective with the 2017/2018 school year UCPS adopted the uniform School Bus Discipline process, School Bus Conduct Rubric and Bus Conduct Report. All documents may be found in the Administrator’s Guide on the Transportation website. The Bus Conduct Rubric contains standards for disciplinary action when conduct violations occur. All schools are expected to follow the uniform standards for school bus discipline.

### Objectives of Changing School Bus Discipline Practices

The following objectives will be accomplished by making changes to the UCPS School Bus Discipline guidelines:

- Recommended guidelines and procedures will closely align to UCPS Board Policy Code of Student Conduct.
- Respect for bus drivers will increase.
- Disciplinary actions for school bus behavioral infractions will be more consistent within the district.
- Students will have a safe, pleasant and comfortable ride to school.
- Administrators will have improved support on disciplinary actions taken.
- Parents and students will understand the behavioral expectations associated with receiving school bus transportation services.

### Stakeholder Input

Input began with a group of bus drivers sharing concerns with transportation staff about student discipline and safety on our school buses. That feedback, coupled with a desire to improve the school bus disciplinary process led transportation to partner with Principals and Assistant Principals from each cluster to draft a Bus Discipline Conduct Rubric. Once drafted, the rubric along with a drafted disciplinary process will be shared with UCPS leadership for further action. The following input from this group (transportation staff, principals, assistant principals) is summarized below:

- Any new guidelines developed should be included in open houses and sent home with parents as well as other required information at the beginning of the school year.
- Assigned seats should be required on every school bus and strictly enforced.
- Bus drivers should “know” their students and establish a positive environment on their bus.
- Provide PBIS training for all bus drivers and safety assistants to address student behavior.
- Transportation will have bus driver mentors to assist drivers that are having difficulty

- with student management.
- Administrators will meet with drivers and safety assistants periodically to ensure reinforcement of expectations and review status of bus environments.
- Administrators will follow the discipline process and communicate effectively with bus drivers to address discipline referrals.

## School Bus Discipline Process

The following process defines how school bus discipline will be administered:

- Bus driver uses a “3 strike” rule, for Level I Infractions, to the extent possible in managing student behavior before completing the Bus Conduct Report found on the Samsara App. Paper copies of the form are available from the area office if needed.
- Once “3 strike” rule is exhausted on all Level I Infractions or on the 1<sup>st</sup> occurrence of Level II or Level III Infraction, the BCR is completed and submitted to the Transportation Area Manager/Manager.
- Transportation Area Manager/Manager reviews BCR; if appropriate, BCR is forwarded to Assistant Principal for action.
- Assistant Principal receives and processes the BCR as soon as possible (best practice within 24-48 hours) using the Bus Discipline Conduct Rubric (attached) for consistent application of guidelines.
- Assistant Principal provides a copy of the BCR to the student and parent. Assistant Principal also provides feedback to the area transportation office or bus driver.

### Bus Discipline Conduct Rubric-Elementary

Riding a school bus is a privilege and not a right. UCPS Transportation Services endeavors to provide safe and on time transportation for all students. As such students must partner with bus drivers to ensure a safe and comfortable ride while on the bus and at the bus stop. The information presented herein is consistent with the UCPS Code of Conduct {School Board Policy #4-3 AG} for **Elementary** Students.

When violations of the UCPS Code of Student Conduct occur while students are utilizing UCPS Transportation Services, the following disciplinary actions will be consistently applied for all elementary students attending any of the Union County Public Schools:

Level I Infraction	Disciplinary Action
1 <sup>st</sup> Referral of Level I Violation	Parent contact; Provide three strike detailed history of student
2 <sup>nd</sup> Referral of Level I Violation	Parent contact; bus privileges suspended for 1 day or equivalent (mornings/afternoons)

3 <sup>rd</sup> Referral of Level I Violation	Parent contact; bus privileges suspended for 2 full days or equivalent (mornings/afternoons)
4 <sup>th</sup> Referral of Level I Violation	Parent contact; bus privileges for 3-5 days or equivalent

**Examples of Level I Infractions Include:**

- Delaying the bus schedule
- Refusing to obey the driver’s instructions
- Tampering with property
- Getting on or off the bus at undesignat ed stops
- Jumping or tumbling over/under seats
- Throwing objects on the bus without injury
- Standing/moving while bus is in motion
- Placing any body part out of the windows
- Horse playing/pushing students
- Drinking/Eating
- Failure to sit in assigned seat
- Loud talking, shouting or yelling
- Abusive language & gestures /profanity-disruptive behavior
- Failure to walk in front of the bus when loading or disembarking
- Electronic Devices (Disruptive or inappropriate use)
- Getting on or off the assigned bus at an undesignat ed stop
- Tobacco – refer to Policy 4-3 AG, 11 d.

**Level II Infraction**

**Disciplinary Action**

1 <sup>st</sup> Referral of Level II Violation	Parent contact; bus privileges suspended for 0 - 5 days; or equivalent (mornings/afternoons)
2 <sup>nd</sup> Referral of Level II Violation	Parent contact; bus privileges suspended for 5 - 10 days; or equivalent (mornings/afternoons)
3 <sup>rd</sup> Referral of Level II Violation	Parent contact; bus privileges suspended for 10 days to remainder of year

**Examples of Level II Infractions Include:**

- Abusive language & gestures (toward staff)
- Bullying
- Hazing
- Cyber bullying
- Threats
- Extortion/Blackmail
- Behaviors that incite riot
- Sexual behavior
- Sexual Harassment
- Possession of pornography
- Possession of violent or profane materials
- Theft or vandalism
- Throwing objects out of the bus window
- Throwing objects on the bus causing injury
- Dangerous chemicals
- Aggressive behavior
- Throwing objects at staff

<b>Level III Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level III Violation	Parent contact; bus privileges suspended for 5 - 10 days; or equivalent (mornings/afternoons)
2 <sup>nd</sup> Referral of Level III Violation	Parent contact; bus privileges suspended for 10 days to remainder of year (mornings/afternoons)
3 <sup>rd</sup> Referral of Level III Violation	Parent contact; bus privileges suspended for remainder of school year

**Examples of Level III Infractions Include:**

- Prescription Medicines
- Terrorist threat
- Offensive touching
- Possession of weapon
- False alarms
- Arson
- Bomb Threat
- Alcohol
- Illegal drugs, controlled substances
- Chronic disruptive behavior

<b>Level IV Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level IV Violation	Parent contact; bus privileges suspended for remainder of year

**Examples of Level IV Infractions Include:**

- Firearm and Destruction
- Use of weapon
- Physical violence toward staff

**Level IV infractions will be handled as required under state law; school administrators will follow UCPS policy #4-3 AG when administering consequences and behavioral interventions. Consequences shown in this document are considered minimum disciplinary actions; administrators are NOT limited to the consequences herein and may choose additional behavioral strategies consistent with UCPS Policy #4-3 AG.**

**Bus Discipline Conduct Rubric-Middle/High**

Riding a school bus is a privilege and not a right. UCPS Transportation Services endeavors to provide safe and on time transportation for all students. As such students must partner with bus drivers to ensure a safe and comfortable ride while on the bus and at the bus stop. The information presented herein is consistent with the UCPS Code of Conduct {School Board Policy #4-3 AG} for **Middle & High** Students.

When violations of the UCPS Code of Student Conduct occur while students are utilizing UCPS Transportation Services, the following disciplinary actions will be consistently applied for all middle/high students attending any of the Union County Public Schools:

<b>Level I Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level I Violation	Parent contact; Provide three strike detailed history of student
2 <sup>nd</sup> Referral of Level I Violation	Parent contact; bus privileges suspended for 1 day or equivalent (mornings/afternoons)
3 <sup>rd</sup> Referral of Level I Violation	Parent contact; bus privileges suspended for 2 days or equivalent (mornings/afternoons)
4 <sup>th</sup> Referral of Level I Violation	Parent contact; bus privileges suspended for 3-5 days or equivalent

**Examples of Level I Infractions Include:**

- Delaying the bus schedule
- Nuisance items
- Tampering with property
- Electronic devices (Disruptive or Inappropriate Use)
- Drinking/Eating
- Abusive language, gestures or profanity
- Standing/moving while bus is in motion
- Disruptive behavior
- Horse playing/pushing students
- Jumping or tumbling over/under seats
- Failure to sit in assigned seat
- Getting on or off the bus at undesignated stops
- Loud talking, shouting or yelling
- Refusing to obey the driver's instructions
- Placing any body part out of the windows
- Tobacco – See policy 4-3 AG 11-d
- Throwing objects on the bus without injury
- Failure to walk in front of the bus when loading or disembarking

<b>Level II Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level II Violation	Parent contact; bus privileges suspended for 0 - 5 days or equivalent (mornings/afternoons)
2 <sup>nd</sup> Referral of Level II Violation	Parent contact; bus privileges suspended for 5 - 10 days or equivalent (mornings/afternoons)
3 <sup>rd</sup> Referral of Level II Violation	Parent contact; bus privileges suspended for 10 days to remainder of year

**Examples of Level II Infractions Include:**

- Abusive language & gestures (toward other students)
- Threats towards students
- Illegal unauthorized substances
- Sexual Harassment
- Possession of violent and profane materials
- Bullying
- Throwing objects resulting in injury
- Aggressive behavior
- Prescription Drugs
- Indecent exposure
- Mercury and other dangerous chemicals
- Throwing objects toward staff

<b>Level III Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level III Violation	Parent contact; bus privileges suspended for 5 - 10 days or equivalent (mornings/afternoons)
2 <sup>nd</sup> Referral of Level III Violation	Parent contact; bus privileges suspended for 10 days to remainder of year
3 <sup>rd</sup> Referral of Level III Violation	Parent contact; bus privileges suspended for remainder of school year

**Examples of Level III Infractions Include:**

- Abusive language and gestures toward staff
- Aggressive behavior towards staff
- Physical violence toward students
- Threats toward students, staff and adults
- Extortion and blackmail
- Arson
- Consensual Sexual Activity
- Offensive touching
- Sexual battery
- Possession, distribution or under the influence of illegal substance, illegal drugs, or another person's prescription drug
- False alarms
- Hazing
- Alcohol
- Behaviors that incite a riot
- Bomb Threat
- Terrorist threat
- Possession of weapons
- Chronic disruptive behavior
- Theft or vandalism

<b>Level IV Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level IV Violation	Parent contact; bus privileges suspended for remainder of year

**Examples of Level IV Infractions Include:**

- Firearm and destructive devices
- Persistently dangerous students (14 and over)
- Physical violence towards staff
- Use of weapon

**Level IV infractions will be handled as required under state law; school administrators will follow UCPS policy #4-3 AG when administering consequences and behavioral interventions. Consequences shown in this document are considered minimum disciplinary actions; administrators are NOT limited to the consequences herein and may choose additional behavioral strategies consistent with UCPS Policy #4-3 AG.**





## ACCIDENTS

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## Overview

Any accident involving a UCPS school bus, activity bus or UCPS vehicle is a critical matter and should be dealt with promptly, calmly and consistently. This procedure provides guidelines and procedures to be followed if an accident occurs. There is a lot that goes on behind the scenes when an accident occurs, so providing clear and detailed information is a must. Please become familiar with your bus accident kit. Your supervisor will review this information with you periodically.

All incidents should be properly investigated. Any incident that involves damage to private property resulting in a claim, occurs while students are on the bus or results in injuries is a reportable accident. **If you think your bus/vehicle may have come into contact with another vehicle or object, or someone approaches your bus/vehicle to tell you that you may have struck another vehicle or object, you must stop, set your brake, and radio your supervisor for further instructions. Do not proceed with your route until your supervisor can investigate. Questionable accidents/incidents should be directed to the Director of Transportation or designee for specific directions.**

## School Bus / Activity Bus / Student Transport Vehicle Accidents

### Accidents on School Property

Too many accidents occur on school parking lots, primarily for 2 reasons: 1) Speed 2) Poor judgement. As you are aware, **the approved maximum speed for a school bus in a parking lot is 10 mph.**

- Parked cars. The bus driver often encounters cars that are parked illegally or in places that will not permit the bus to get into the area needed. Too often the driver, while either being inattentive or just trying to fit through will hit one of these cars. The solution is simple: IF YOU ARE EVER IN DOUBT OF WHETHER YOU CAN SAFELY MAKE THE MANEUVER OR NOT, DON'T MOVE! You can never get into trouble for waiting, but you can cost yourself and the school system a lot of money by failing to wait. Contact your supervisor and either ask for help or ask to have the car moved.
- Student pick-up. Be extremely careful on days when the weather conditions are poor because parents often choose to pick up their children on these days. There will normally be more cars and children than usual in the parking lots.

## Tort Claims Act and Accidents

Under the Tort Claims Act, the State Attorney General's Office handles claims for injury or damage arising out of the operation of yellow school buses. The Tort Claims Act has established rules and regulations to be set forth by the Union County Board of Education. The UCPS employees who are "at fault" in an accident and receive a citation from law enforcement are responsible to pay all fine and court related costs associated with citation(s).

The Transportation Specialist will coordinate with the DMV Trainer/Instructor for scheduling of recertification with the drivers. Once recertification has been completed, the Transportation Specialist will inform the Director of Transportation and notification will be provided to the Area Manager / Manager for the driver.

## Workplace Injuries

Union County Public Schools has a managed care Worker's Compensation Program. This program requires that any employee who is injured while working must receive care through an authorized provider.

**Remember, the single most important part of job safety is for you, the employee, to follow safe work practices. For example: caution while boarding or leaving your bus. Avoid sudden movements and drive defensively.**

If you are injured or involved in an accident on the job, you **MUST**:

- ✓ Immediately notify your supervisor of the incident and they will provide you with an Employee Injury Report to complete. This report should be completed regardless of your need to seek treatment. Once filled out, the supervisor must send the completed report to the UCPS Risk Manager and provide the employee with a copy to act as authorization for treatment at the designated facility if needed.
- ✓ If you fail to report the accident or injury and see your own doctor, there is a possibility your injury **will not** be covered by Worker's Compensation. Note: If you are treated by the emergency room after hours, any follow up appointments required must be made through the designated UCPS medical provider as instructed by the UCPS Risk Manager.
- ✓ Any follow up documentation regarding your injury should be provided to your supervisor to be forwarded to the UCPS Risk Manager.
- ✓ You must follow any treatment plan prescribed by the medical staff at the designated UCPS medical provider.
- ✓ You must advise your supervisor of any restrictions. You are required to inform your supervisor of any changes in your condition.

## School Bus Accident Packet

The following accident packet is kept on all school buses, activity vehicles and student transport vehicles. It outlines the steps a driver should take in the event of an accident.



3319 Goldmine Road  
Monroe, NC 28110  
704-298-3015  
704-228-1895  
ucps.k12.nc.us

### School Bus Accident Checklist

Date: \_\_\_\_\_ Bus Number: \_\_\_\_\_

Remain Calm and quickly assess the situation!

- \_\_\_\_\_ Immediately stop the bus, if still moving. Do not leave the scene!
- \_\_\_\_\_ Check the students for injuries
- \_\_\_\_\_ Evacuate the bus, if necessary for safety reasons
- \_\_\_\_\_ Yellow Bus: \_\_\_\_\_ Call the Area Manager / Manager  
\_\_\_\_\_ Radio the Admin Channel to report accident and provide information
- \_\_\_\_\_ Activity Bus: \_\_\_\_\_ Call number(s) on Emergency Contact list posted inside of the bus
- \_\_\_\_\_ Gather an accurate seating chart (form attached) of where students were sitting at the time of the accident. Print student names, first and last, clearly. Use legal names on TD-29 or tablet.
- \_\_\_\_\_ Write a detailed statement on what occurred (form attached) – Clear and concise information and include the names of any parties claiming injury
- \_\_\_\_\_ Get the following information from students (Forms Attached): **IMMEDIATELY**
  - ✓ Students first and last name
  - ✓ Address, City
  - ✓ Phone Number
  - ✓ Age (Date of Birth)
  - ✓ Race
  - ✓ Sex
- \_\_\_\_\_ Wait on further instructions from Transportation Staff or emergency personnel
- \_\_\_\_\_ Attend to minor injuries until help arrives

Items to Remember:

- Students cannot be discharged without prior approval from Transportation Management or Law Enforcement. School personnel must be on site to assist once student release has been approved.
- Do not proceed with your route until instructed to do so by Management or Law Enforcement
- Make no statements to anyone outside of transportation that indicate responsibility. Do not speak to the media.

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# School Bus Accident Packet



## Seating Chart

School: \_\_\_\_\_ Bus Number: \_\_\_\_\_

Driver Side

			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12

Door Side

			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12

Driver Name: \_\_\_\_\_

Date: \_\_\_\_\_

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# Transportation Services School Bus Accident Response Checklist

This process is a step by step process to be used by Transportation Staff to ensure that post accident procedures are completed accurately and in a timely manner. This process outlines the responsibilities of each staff member after an accident occurs.



3319 Goldmine Rd.  
Monroe, NC 28110  
704-298-3015  
704-226-1895  
ucps.k12.nc.us

## Transportation Services

### Transportation Services School Bus Accident Response Checklist

Bus Number: \_\_\_\_\_ Date: \_\_\_\_\_

The following process/checklist should be used to document accidents involving UCPS school buses. The checklist should be attached to the accident packet to ensure accidents/incidents are properly documented. Each party will need to initial the items on the page that pertains to their responsibilities.

#### **CALL 911 AS APPROPRIATE – if another vehicle is involved and / or any injuries are reported**

Note: Refer all media related questions to UCPS Communication Office and advise driver that if they choose to speak with the media or anyone else other than emergency management personnel that he/she may be placing himself/herself at risk for prosecution by injured parties.

#### **Bus Driver contacts the following as soon as an accident occurs:**

- \_\_\_ Area Manager / Manager
- \_\_\_ Contact the "Admin" channel

#### **Area Manager (or designee) contacts the following:**

- \_\_\_ Area Manager (or designee) instructs driver to contact "Admin" channel and to leave the ignition on so the radio and camera continue to operate.
- \_\_\_ If appropriate, call the Manager of the school being serviced
- \_\_\_ Coordinate coverage for the remainder of the route as well as the remainder of the runs assigned to the bus.
- \_\_\_ Coordinate with responding party to transport students involved to their destination once cleared.
- \_\_\_ Arrange for messages to be sent to parents and schools notifying of any delays or substitutions.
- \_\_\_ Turn in original completed copy of this sheet to Assistant Director

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# Transportation Services School Bus Accident Response Checklist



## Transportation Services School Bus Accident Response Checklist

Bus Number: \_\_\_\_\_

Date: \_\_\_\_\_

The following process/checklist should be used to document accidents involving UCPS school buses. The checklist should be attached to the accident packet to ensure accidents/incidents are properly documented. Communications requirements are highlighted! Each party will need to initial the items on the page that pertains to their responsibilities.

**CALL 911 AS APPROPRIATE – if another vehicle is involved and / or any injuries are reported**

Note: Refer all media related questions to UCPS Communication Office and advise driver that if they choose to speak with the media or anyone else other than emergency management personnel that he/she may be placing himself/herself at risk for prosecution by injured parties.

### **Transportation Main Office – “Admin” Channel does the following:**

- \_\_\_\_\_ Complete Preliminary Accident Report and email to the contact list on the bottom of the report as well as the school principal. Confirm bus number, driver name and details provided using available resources. Updated reports may be required when responding party arrives. Original report should be emailed in a timely manner, within 5 minutes of the driver calling in.

Subject line of email should read:

“Preliminary Accident Report/Bus XXX/School/# of Injuries (or No injuries)”

- \_\_\_\_\_ Instruct driver and/or safety assistant to begin working on an accurate seating chart and statement in the accident packet.

- \_\_\_\_\_ Call 911 as appropriate, consult responding party to determine if necessary.

- \_\_\_\_\_ Contact dispatch on “Bus Garage” channel for mechanic to report to the scene

- \_\_\_\_\_ Contact Transportation Safety Officer or available member of staff to report to the scene using the following order:

1)Ralph Medlin or Paula Campbell	4)Randal Watts
2a.) Area Manager/Manager of bus	5)Brian Joyner
2b.) Area Manager/Manager of school	
3)Parrish Stegall	6)Any other available manager

- \_\_\_\_\_ Contact Principal/Assistant Principal using all available numbers

- \_\_\_\_\_ Notify routing department to have TIMS bus accident report emailed to responding party

- \_\_\_\_\_ Turn in original completed copy of this sheet to Assistant Director

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## Transportation Services School Bus Accident Response Checklist



### Transportation Services School Bus Accident Response Checklist

Bus Number: \_\_\_\_\_

Date: \_\_\_\_\_

The following process/checklist should be used to document accidents involving UCPS school buses. The checklist should be attached to the accident packet to ensure accidents/incidents are properly documented. Communications requirements are highlighted! Each party will need to initial the items on the page that pertains to their responsibilities.

**CALL 911 AS APPROPRIATE – if another vehicle is involved and / or any injuries are reported**

Note: Refer all media related questions to UCPS Communication Office and advise driver that if they choose to speak with the media or anyone else other than emergency management personnel that he/she may be placing himself/herself at risk for prosecution by injured parties.

**Responding Transportation Staff Member:**

- \_\_\_ Contacts Director, Assistant Director or Customer Care Specialist if there is significant damage to any vehicle. Director, Assistant Director or Customer Care Specialist will notify the Assistant Superintendent of Administration and Operations via telephone.
- \_\_\_ Work with driver and/or safety assistant to secure accident scene; call for assistance as needed
- \_\_\_ Determine the extent of any injuries to any party involved and assist in treatment, if willing and able, until Emergency response personnel arrive.
- \_\_\_ If EMS is called to the scene, contact Colon Moore (980)-210-2901 by phone. If Mr. Moore cannot be reached, contact Director or Assistant Director.
- \_\_\_ Coordinate with City, County and State personnel as needed.
- \_\_\_ Assist driver and/or safety assistant in completing the "School Bus Accident Response Checklist" to include statement and seating chart.
- \_\_\_ Determine if driver and/or safety assistant needs medical treatment; follow Workers Compensation guidelines & procedures
- \_\_\_ Gather details of Accident
- \_\_\_ Take photographs of accident scene; include multiple angles
- \_\_\_ Arrange for alcohol/drug testing for driver (if required)– if after 4pm, the driver will need to be taken the next morning, if applicable. (see list below)
- \_\_\_ Work with area office to make arrangements for a bus to transport uninjured students to school or designated location once students are released from the accident scene. Students cannot be released until law enforcement or safety officer approve.

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## Transportation Services School Bus Accident Response Checklist



- \_\_\_ Provide information to emergency response personnel as needed
- \_\_\_ Secure accident report number and "exchange" slip.
- \_\_\_ Check bus for camera; pull hard drive
- \_\_\_ Give updated accident details to Transportation Main Office. **Based on the severity of the accident, frequent updates may be necessary!**
- \_\_\_ The Risk Management should be notified if there are injuries to staff or property damage to local vehicles

### **DRUG TESTING CHECKLIST – WHEN AND IF TO DRUG TEST A DRIVER**

Type of Accident Involved	Citation Issued to the Driver	Test Must be Performed by Employer
Human Fatality	Yes or No	Yes, regardless of whether citation is issued
Bodily Injury with Immediate Medical Treatment Away from the Scene	Yes	Yes
Bodily Injury with Immediate Medical Treatment away from the Scene	No	No
Disabling Damage to Any Motor Vehicle Requiring Tow Away	Yes	Yes
Disabling Damage to Any Motor Vehicle Requiring Tow Away	No	No
Leaving the scene of a known accident	Yes or No	Yes, regardless of whether citation is issued
All other situations when reasonable suspicion is present	Yes or No	Yes, regardless of whether citation is issued
Random testing	N/A	All active CDL holders must be included in the testing pool

The driver should be taken to Occ Med and INFORMED at the completion of the drug test, he/she is suspended with pay until the results of their drug test is available.

**Note: Claims due to activity bus accidents are not handled by the Attorney General's Office; the data collection process is basically the same. Student injury or accident claims that are not related to a school bus accident are processed by Risk Management Services. Schools (with assistance from Transportation Services) are responsible for completing Student Incident Forms for Risk Management Services.**

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# Transportation Services School Bus Accident Response Checklist



## Transportation Services School Bus Accident Response Checklist

Bus Number: \_\_\_\_\_ Date: \_\_\_\_\_

The following process/checklist should be used to document accidents involving UCPS school buses. The checklist should be attached to the accident packet to ensure accidents/incidents are properly documented. Communications requirements are highlighted! Each party will need to initial the items on the page that pertains to their responsibilities.

**CALL 911 AS APPROPRIATE – if another vehicle is involved and / or any injuries are reported**

Note: Refer all media related questions to UCPS Communication Office and advise driver that if they choose to speak with the media or anyone else other than emergency management personnel that he/she may be placing himself/herself at risk for prosecution by injured parties.

### **Post-Accident Processing - Transportation Safety Officer**

- \_\_\_\_\_ Complete TD-25 Report within 48 hours and forward TD25 along with information below to Adjuster and Director, Assistant Director and Fleet Manager, make telephone/email contact with Attorney General's Office (day of accident) **IF OUR DRIVER IS AT FAULT/VEHICLE IS TOWED**
- \_\_\_\_\_ Pictures of accident scene – every angle including picture of tag and bus number
- \_\_\_\_\_ Accident Form #TD 25
- \_\_\_\_\_ Law Enforcement Report
- \_\_\_\_\_ Driver Statement (obtain within 24 hours of accident (same day if possible)
- \_\_\_\_\_ Other statements from witnesses (students or bystanders)
- \_\_\_\_\_ Upload video to Accident folder on Transportation shared drive in AVI format
- \_\_\_\_\_ Enter information and all documentation into ISIGHT.
- \_\_\_\_\_ Enter all accident information from file on the Q drive
- \_\_\_\_\_ File appropriately
- \_\_\_\_\_ Work with Director/Assistant Director to determine best form of post-accident review
- \_\_\_\_\_ Ensure TSO logs accident information on Accident History spreadsheet
- \_\_\_\_\_ TSO to conduct post-accident training and follow up with Director / Assistant Director.

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# Transportation Services School Bus Accident Response Checklist



## Transportation Services School Bus Accident Response Checklist

Bus Number: \_\_\_\_\_ Date: \_\_\_\_\_

The following process/checklist should be used to document accidents involving UCPS school buses. The checklist should be attached to the accident packet to ensure accidents/incidents are properly documented. Communications requirements are highlighted! Each party will need to initial the items on the page that pertains to their responsibilities.

### **CALL 911 AS APPROPRIATE – if another vehicle is involved and / or any injuries are reported**

Note: Refer all media related questions to UCPS Communication Office and advise driver that if they choose to speak with the media or anyone else other than emergency management personnel that he/she may be placing himself/herself at risk for prosecution by injured parties.

### **Post-Accident Processing - Assistant Director**

- \_\_\_ Review Details of Accident (Accident Packet) and work with TSO to determine if driver was at fault
- \_\_\_ Review Driver History with Transportation Safety Officer to include prior accidents, drug test results, cell phone records if appropriate, etc.
- \_\_\_ Notify Area Office to schedule driver for post-accident training if any applies to the driver:
  - \_\_\_ Driver is at fault in the accident
  - \_\_\_ Citation is issued (after resolve of the citation)
  - \_\_\_ Safety concerns documented
  - \_\_\_ Decide on appropriate disciplinary action, if any
- \_\_\_ Collect all sheets from Accident Response Checklist and file with accident file as well as Q drive

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## FIELD TRIPS AND MIDDAY RUNS

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## Field Trip & Midday Run Guidelines

Bus drivers can sign up each year for field trips and midday runs through their area office. Drivers must maintain high attendance and performance standards in order to be considered for field trips and midday runs.

Drivers may not sign up for field trips that interfere with regular bus routes. Yellow bus drivers will be used for field trips between 9:30 a.m. – 1:00 p.m. so daily operations are not impacted. Drivers are responsible for making sure the activity buses are kept clean after each trip.

## Field Trip Procedures

It is recognized that field trips are a part of the educational curriculum for students. The following guidelines will be used when planning for field trips.

- Schools are responsible for putting all their trips in the Travel Tracker software one month in advance of the date of the trip.
- The use of yellow bus drivers is permitted if the trip does not interfere with their regular bus route (between the hours of 9:30 am – 1:00 pm).
- All drivers must be Union County School Bus certified through the Transportation Department and on the random drug test list. The drivers listed in Travel Tracker are district approved.
- The cost is \$3.00 per mile for white or yellow bus and \$2.25 for activity vans plus the driver at \$26.00 / hr. The mileage will begin where the bus is picked up and ends when the bus is returned to its place of origin. Bus drivers are paid their normal hourly rate for field trips.
- Parents/Volunteers can ride at the school's discretion (Must be on the Approved Volunteer List and Guardian List. The schools are responsible.)
- No 16-passenger vans are to be used.
- Parents will be held liable if they choose to transport their own student(s).
- Schools are responsible for making a payment agreement with the driver for overnight trips.
- Yellow buses may be driven for curriculum trips in/out of county (**between the hours of 9:30 am – 1:00 pm**), but not out of state.
- Activity buses can be used 300 miles round trip if going out of state.
- Unlimited miles in state on activity buses.
- Outside organizational use of activity buses are at the discretion of the Superintendent and/or the UCPS Board of Education.
- Refer to the Charter Bus guidelines before using non-UCPS owned vehicles.

- Reserve your vehicle:
  - All yellow buses/activity buses/activity vans should be reserved through Travel Tracker.
  - Activity vans are parked at the area high schools. Anyone requesting vans will need to communicate directly with the high schools on availability and pick-up details.
- Scheduling a driver
  - Yellow bus drivers will be the responsibility of the area assistant manager
  - Activity bus drivers will be the responsibility of the school
  - Activity van drivers will be the responsibility of the school
- If reserving a wheelchair bus, please touch base with the area office prior to the trip to ensure the driver/staff are properly trained on securing a wheelchair.
- Wheelchair buses have a smaller capacity, so this may affect the number of buses required for a trip.
- The school requesting a trip should contact the Area Office if any student requires a harness and/or a mom seat to ensure the device is available.

## Field Trip Form Procedures

1. The driver will receive an Activity Bus Use Form, *School Activity Bus Safety Statement and Pre/Post Trip Form*.
2. The drivers will need to complete the *Activity Vehicle Use Form, School Active Bus Safety Statement and Pre/Post Trip Forms* into their Area Office or school designee.
3. If the driver has to pick up a bus from the garage for a trip, they must follow the allotted time allowed set forth by Transportation:
  - Cuthbertson: 40 minutes round trip
  - Parkwood: 40 minutes round trip
  - Porter Ridge: 40 minutes round trip
  - Piedmont: 40 minutes round trip
  - Forest Hills/East Union: 50 minutes round trip
4. Drivers assigned to the trip should be the one to pick up and return buses to the garage. In the event of a scheduling conflict, the Area Office or school designee may choose another driver to pick up/drop off the bus.
5. When the trip is complete:
  - a. The driver turns in the completed Activity Bus Use Form, School Activity Bus Safety Statement and Pre/Post Trip Form. **(They MUST HAVE THE SPONSOR'S SIGNATURE IN ORDER FOR THE DRIVER TO BE PAID)**

- b. The driver should make a copy and give the Activity Bus Use Form to their Area Office or school designee.
- For yellow buses and activity buses picked up from the garage, the Area Office will confirm the times and enter the mileages into Travel Tracker.
  - For activity buses/vans picked up from middle or high schools, the school designee will confirm the times and enter the mileages into Travel Tracker.
  - The Area Manager or school designee will sign the Activity Vehicle Use Report verifying that the information is accurate.
  - The copy is forwarded to the Transportation Department
  - All field trips are paid at \$3.00 per mile for buses and \$2.25 for vans and the driver is paid by the school at their regular hourly rate. The Area Manager or school designee will forward the copies to the bookkeeper at the school.

### **Midday Run Mileage**

Midday runs must be approved through Transportation prior to beginning. It is the responsibility of the area transportation office to notify the routing department of the run as well as gather the appropriate budget codes to be billed from the Transportation Specialist.

Any time school buses or activity buses are used, mileage is to be recorded into Travel Tracker. Drivers are to record midday run mileage on the Mileage Report Sheet. The area transportation office is responsible for entering the trips into Travel Tracker and obtaining mileage from the driver weekly. Mileages are due to be entered at the end of every month so refund reports can be generated by the Property/Cost Clerk.



## SCHOOL BUS MAINTENANCE

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## Fleet Manual

All mechanic staff are provided a copy of the NC Bus Fleet: North Carolina Inspection Manual. If a new copy is needed, please speak with your supervisor. All mechanics and parts staff are expected to adhere to the guidelines outlined in this manual per DPI. An electronic copy of the Inspection Manual can be found at [www.ncbussafety.org](http://www.ncbussafety.org)

This manual not only contains bus inspection procedures and guidelines, it also contains office procedures that are to be followed including the disposal of records.

## TD-18 Process

Mechanics are required to complete a TD-18 to ensure records are kept up to date for inventory purposes and to log the amount of time spent on repairs.

### TD-18 Process for Non-Truck Inventory Parts

- 1) Mechanic presents verbal request at part's counter for required part. The Mechanic will provide:
  - a) Vehicle Number
  - b) Cause Code & PM Acct. Code
  - c) Inform parts staff if the part is warrantied
  
- 2) Parts staff will:
  - a) Distribute part to mechanic
  - b) Write DOT number, part description, vehicle number, and codes into Inventory Record Book
  - c) Generate TD-18 in BSIP
  - d) Enter all Dot parts into corresponding BSIP work order into BSIP
  - e) Print TD-18 and place in appropriate mailbox.
  
- 3) If additional parts are needed for the same job/work order, parts staff will add part in BSIP as well as to the TD-18 sheet.
  
- 4) Inventory Control Specialist should check BSIP weekly to identify open work orders.
  
- 5) If work orders are opened more than 7 days, parts will notify supervisory staff.
  
- 6) Once the repair has been completed, the technician will retrieve the work order to add repair time, VMRS Codes, and sign/date the TD-18 using black ink pens only.
  
- 7) The TD-18 will be reviewed by supervisory staff for accuracy.
  
- 8) Cost Clerk will enter repair time, close out work order and file TD-18.

### **TD-18 Process for replacing truck inventory parts**

1. Mechanic presents the TD-18 to stockroom personnel with the following information:
  - a. Date (Top Left)
  - b. Vehicle Number
  - c. Mileage
  - d. PM Acct. Code
  - e. Cause Code
  - f. Description
  - g. Tech #
  - h. Reason Code
  - i. VMRS Code
2. Parts staff will review the TD-18 to ensure all required line items have been completed for accuracy.
3. Parts staff will:
  - a. Retrieve repair parts
  - b. Document DOT number on the TD-18 as well as the part description
  - c. Distribute part to mechanic
  - d. Generate work order in BSIP
  - e. Document work order number on TD-18
  - f. Handwritten TD-18 will be filed in parts room by stockroom staff until mechanics have completed repairs
4. If additional parts are needed for the same job/work order, parts staff will add part in BSIP as well as to the handwritten TD-18 sheet
5. Parts staff will check the file daily to identify open work orders.
6. If work orders are opened more than 5 days, parts will notify supervisory staff.
7. Once the repair has been completed, the technician will retrieve the handwritten work order to add repair time, sign/date, and write total hours at bottom the TD-18.
8. The TD-18 will be reviewed and signed by supervisory staff for accuracy.
9. Cost Clerk will enter repair time, close out work order and file TD-18.

Please note, that only parts room staff or supervisors are permitted to go into the parts room to pull parts. This ensures the proper procedures are being followed so that the items can be inventoried out as required. The only exception to this would be an after-hours situation that would require the on-call mechanic to enter the parts room. In this case, the on-call mechanic should complete a handwritten TD-18 and turn in the following business day to the parts room staff.

## Oil Sample Process

Oil Samples are an integral part of checking for engine health.

1. Mechanics will receive instructions from PM's on when an oil sample is required to be performed
2. Mechanic will:
  - a) Perform Oil Sample
  - b) Ensure sample is secure by tightening the lid
  - c) Fill out included orange paperwork
    - Equipment # (bus #)
    - Machine Serial # (VIN)
    - Machine Manufacturer
    - Machine model
    - Truck Engine Manufacturer
    - Truck Engine Model
    - Customer Name: Union County Public Schools, Transportation Department
    - Address: 3319 Goldmine Rd, Monroe, NC 28110
    - Meter/Odometer Reading
    - Date Sample Taken
    - Oil Brand (Texaco Ursa)
    - Oil Weight (15W40)
3. Place sample inside white container along with orange sheet
4. Write bus #, date, & mileage on top of white container lid using sharpie and place inside mailable package
5. Remove clear sticky protectant, fold down sticky side to secure package
6. Ensure sample is mailed out within 24 hours. (There is a mail carrier container located in the copy room at the front office)

## Samsara Defect Report

Bus drivers / vehicle operators should submit defects through the Samsara DVIR app. Any defects submitted will be automatically emailed to the assigned mechanic. Mechanics should follow the process:

- Driver submits DVIR with defect
- Mechanic receives the defect report via email
- Mechanic investigates issue
  - If able to repair, mechanic writes resolves issue in Samsara
  - If unable to repair, mechanic leaves notes in Samsara, i.e. "parts ordered"
- Once repair is made, the mechanic will go into Samsara and resolve issue
- Quality Assurance Supervisors should review DVIR weekly to ensure defects are being investigated and cleared out as necessary.

# 10

## SAMPLE FORMS

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Stop Arm Violation Form (HP-311).....	128

*Please note: All forms can be located in each Area Transportation Office.*

# Directional Change Form



3319 Goldmine Rd  
Monroe, NC 28110  
704-298-3015  
704-228-1895  
ucps.k12.nc.us

## Transportation Department

### DIRECTION CHANGE FORM

The purpose of this form is for you (the driver) to complete when your route needs to be adjusted for any reason. All requests will be taken into consideration but may not be approved. You should receive this form back within one week from your supervisor.

Bus Number: \_\_\_\_\_

- Safety - Please give an explanation for the change request. Either stop or directional (for hills, cars parked on the roadway, etc.)
- Directional – give an explanation for the request. Document the appropriate changes.
- Stop Times – Stop times need to be adjusted and give an explanation. Document the appropriate changes.
- Other – Other reasons directions may need to be changed and give an explanation.

	Date:
Specialist/Asst.	
TIMS Dept.	
Return Date	
Approved/Denied	

Comments:

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

# Seating Chart



## Seating Chart

School: \_\_\_\_\_ Bus Number: \_\_\_\_\_

**Driver Side**

			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12

**Door Side**

			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12

Driver Name: \_\_\_\_\_

Date: \_\_\_\_\_

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# Vision Obstruction Form



3319 Goldmine Road  
Monroe, NC 28112  
704-296-3015  
704-226-1895  
ucps.k12.nc.us

## Transportation Services

### REPORT OF HIGHWAY OBSTRUCTION/DEFECT

Bus # \_\_\_\_\_ Area \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Address of Obstruction/Defect \_\_\_\_\_

Description of Obstruction/Defect

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEED school bus stop ahead sign \_\_\_\_\_

Location \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_

**Submit forms to the Area Transportation Manager or Manager. An accurate address is REQUIRED for proper investigation.**

**Do not write below this line**

Area Manager / Manager comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOT contact date: \_\_\_\_\_ Time: \_\_\_\_\_ Signature: \_\_\_\_\_

DOT contact date: \_\_\_\_\_ Time: \_\_\_\_\_ Signature: \_\_\_\_\_

*In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.*

# Bus Stop Evaluation Form



3319 Goldmine Road  
Monroe, NC 28112  
704-296-3015  
704-226-1895  
ucps.k12.nc.us

## Transportation Services

### BUS STOP EVALUATION REQUEST

- No Stop
- Unsafe Stop
- Alternative Stop

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ School: \_\_\_\_\_

Student Name(s) and Grade(s): \_\_\_\_\_

*Please draw a diagram of your child's current stop and the stop you are requesting for safety.*

Reason for request:


Parent's Signature: \_\_\_\_\_  
Parent's Email \_\_\_\_\_  
Date Submitted \_\_\_\_\_

Date Received by Area Manager / Manager \_\_\_\_\_

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# PreK / Kindergarten Parent Consent



3319 Goldmine Road  
Monroe, NC 28112  
704-298-3015  
704-228-1895  
ucps.k12.nc.us

## Transportation Services

Dear Parent,

In an effort to ensure the safety of students, UCPS Transportation professionals may not release Pre-Kindergarten/Kindergarten students unless a responsible adult is present at their assigned stop. However, as a parent you may offer written consent for the release of your Pre-Kindergarten / Kindergarten.

### Drop-off Consent:

As a parent I wish to offer written consent for the release of my Pre-Kindergarten / Kindergarten (circle one) student \_\_\_\_\_ to be released alone or with their older sibling (circle one) \_\_\_\_\_ once they arrive at their assigned stop located at \_\_\_\_\_.

My signature below represents acknowledgement that the request will become effective immediately.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Bus Number: \_\_\_\_\_

(Completed forms should be sent to the school to be placed in the student's file.)

*In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.*

# DPI State Count Form

**N.C. DEPARTMENT OF PUBLIC INSTRUCTION  
OFFICE OF DISTRICT OPERATIONS  
TRANSPORTATION SERVICES  
SCHOOL BUS PASSENGER REPORT - DRIVER REPORT - HOME TO SCHOOL**

BUS NUMBER: \_\_\_\_\_ BUS PARKING LOCATION: \_\_\_\_\_ DRIVER'S NAME: \_\_\_\_\_

**DIRECTIONS TO DRIVERS:**

1. The name of the school serviced for each run should be recorded in the school column. For each school run place the actual count of the number of riders on the bus upon its arrival in the morning or its departure in the afternoon in the appropriate day column.

2. Also in appropriate day column record the number of Pre-K students.

**Important Note:** Count only students at their destination school. Do not count students transferring to or from another bus.

AM RUNS (TO SCHOOL)		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
		Regular or EC	Total K-12 Riders	Pre-K riders	Total K-12 Riders	Pre-K riders	Total K-12 Riders	Pre-K riders	Total K-12 Riders	Pre-K riders	Total K-12 Riders
SCHOOL											

PM RUNS (FROM SCHOOL)		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
		Regular or EC	Total K-12 Riders	Pre-K riders	Total K-12 Riders	Pre-K riders	Total K-12 Riders	Pre-K riders	Total K-12 Riders	Pre-K riders	Total K-12 Riders
SCHOOL											

\* EC = Runs transporting primarily children with special needs Regular = All other runs

DRIVER SIGNATURE: \_\_\_\_\_ SUPERVISOR SIGNATURE \_\_\_\_\_

**§ 115C-317. Penalty for making false reports or records.**

Any school employee of the public schools...who knowingly and willfully makes...any false report or records...shall be guilty of a Class 1 misdemeanor...

## Radio Channels

Radio Channel	School	
<b>Northern-Pied.</b>	Fairview Elementary	Piedmont High
	New Salem Elementary	Unionville Elementary
	Piedmont Middle	
<b>Northern-PR</b>	Hemby Bridge Elementary	Porter Ridge High
	Poplin Elementary	Sardis Elementary
	Porter Ridge Elementary	Stallings Elementary
	Porter Ridge Middle	
<b>Southwest</b>	Cuthbertson Middle	Parkwood High
	Cuthbertson High	Prospect Elementary
	Kensington Elementary	Rea View Elementary
	Marvin Elementary	Sandy Ridge Elementary
	Marvin Ridge High	South Providence
	Marvin Ridge Middle	Waxhaw Elementary
<b>Eastern</b>	Parkwood Middle	Western Union Elementary
	Central Academy (CATA)	Rock Rest Elementary
	East Union Middle	Union Elementary
	Forest Hills	Wingate Elementary
	Marshville Elementary	Wolfe School
<b>Goldmine - Sun Valley</b>	Indian Trail Elementary	Sun Valley Middle
	Rocky River Elementary	Sun Valley High
	Shiloh Valley Elementary	Union County Early College
	Shiloh Valley Primary	
<b>Goldmine - Weddington</b>	Antioch Elementary	Wesley Chapel Elementary
	New Town Elementary	Weddington Middle
	Weddington Elementary	Weddington High
<b>Goldmine- Monroe</b>	Benton Heights Elementary	Monroe Middle
	East Elementary	Walter Bickett Elementary
	Monroe High	WBEC
<b>Admin Channel</b>	Accidents	
<b>Bus Garage</b>	Mechanical Issues	

# Stop Arm Violation Form (HP-311)

North Carolina  
STATE HIGHWAY PATROL

REPORT OF VIOLATION OF  
SCHOOL BUS LAW (G. S. 20-217)

(IN BLACK INK COMPLETE 1-5, THEN TURN TO BACK FOR NARRATIVE AND DIAGRAM)

TO: F/Sgt. \_\_\_\_\_

1. Violation occurred on \_\_\_\_\_ at \_\_\_\_\_  am  pm in \_\_\_\_\_ County  
(mm/dd/yy)  
on Highway \_\_\_\_\_.
2. School bus No. \_\_\_\_\_ from \_\_\_\_\_ School  
was driven by \_\_\_\_\_.  
It was headed  E  W  N  S and was stopped  loading  unloading school children. The  
mechanical stop  was  was not displayed. The flashing red stoplight  was  was not displayed.
3. Vehicle: \_\_\_\_\_ Color: \_\_\_\_\_ License Number: \_\_\_\_\_ State: \_\_\_\_\_  
Driven by: \_\_\_\_\_ Sex:  Male  Female Race: \_\_\_\_\_ Age: \_\_\_\_\_  
Going  E  W  N  S passed unlawfully.
4. Witnesses available for prosecution: (Other than Bus Driver)  
\_\_\_\_\_  
(Name) (Address)  
\_\_\_\_\_  
(Name) (Address)
5. Reported by: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
(Bus Driver Name)  
Address: \_\_\_\_\_
6. Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Hour: \_\_\_\_\_  am  pm
7. License plate: \_\_\_\_\_ Issued to: \_\_\_\_\_
8. Complaint assigned to: \_\_\_\_\_ Call No: \_\_\_\_\_ on: \_\_\_\_\_  
(mm/dd/yy)
9. Follow-up action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Charge(s) preferred: \_\_\_\_\_
11. Returned: \_\_\_\_\_  
(Date) (Signature) (Call No)

NOTE: Prepared in duplicate. Original delivered to Trooper, duplicate retained in District File. When assignment is completed, the original is returned to the District First Sergeant for filing for one year. Duplicate may then be destroyed.