

Center Grove Community
School Corporation

2025-2026

Transportation Handbook



Professionalism

Customer Service

Safety

Sarah Pitts
Director of Transportation

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Introduction

Center Grove Community School Corporation Driver Transportation Handbook 2025-2026

Adopted by the Center Grove Board of School Trustees

Foreword

This manual has been developed to assist you, as a bus driver, in fulfilling your duties in the Center Grove Community School Corporation. Used as an educational tool and reference manual, this handbook presents information which every school bus driver needs to know; however, it is not intended to take the place of the Corporations Support Staff Handbook. Each bus driver/monitor is a valuable part of the successful operation of our school system. Many times, the bus driver/monitor is the first and last staff person a student encounters during their school day. You are challenged to make riding your bus a positive experience for each child every day.

No greater responsibility can be given to an individual than for a parent to entrust their children to another for their safe delivery to school. Because of this responsibility, it is important that the issue of safety becomes paramount in everything a driver/monitor does. Gaining the confidence and respect of our patrons takes a concentrated effort and diligence to professionalism by each and every driver/monitor. Each day will bring with it new challenges and with those challenges the opportunity to make a positive impact on a young person's life. Take seriously your responsibilities as a driver/monitor and enjoy the opportunities that are offered.

Mission Statement

The mission of Center Grove Community School Corporation's Transportation Department is to transport students to and from school and do extracurricular activities, in the safest manner possible each and every day.

Contacts

3653 W. Whiteland Rd.
Bargersville, Indiana 46106
Phone: 317-881-0555
FAX: 317-885-5125

Sarah Pitts - Director of Transportation:

Extension 1001
Cell Phone 317-313-7140

Christina Flatter – Assist. Dir. of Trans.:

Extension 1002
Cell Phone 317-499-1439

Olivia Yaryan Trans. Secretary
Melinda Plummer Routing Coordinator
Shane Reid Fleet Manager
On – Call Mechanic
Jenny Golden Operations Secretary

Extension 1011
Extension 1000
Extension 1021
Cell Phone 317-716-2434
Extension 1003

Center Grove Community School Corporation School Directory

<p>Center Grove High School Tracy McMahan, Principal Tricia Ferguson, Assistant Principal Jake Holder, Assistant Principal Jennifer Perkins, Assistant Principal Jacob Short, Assistant Principal Teresa Owens, Dean Laura Burkhart, Dean 2717 S. Morgantown Rd. Greenwood, IN 46143 317-881-0581</p>	<p>Center Grove Middle School Central Jason Wisemann, Principal Audrey Jackson, Assistant Principal Alex Engelbert, Dean 4900 W. Stones Crossing Rd. Greenwood, IN 46143 317-882-9391</p>
<p>Center Grove Middle School North Davin Harpe, Principal Heidi Hite, Assistant Principal Ciara Hunter, Dean 202 N. Morgantown Rd. Greenwood, IN 46142 317-885-8800</p>	<p>Center Grove Elementary School Lori Green, Principal Ben Carroll, Assistant Principal 2455 S. Morgantown Rd. Greenwood, IN 46143 317-881-1720</p>
<p>Maple Grove Elementary School Brooke Phillips, Principal Shaun Farmer, Assistant Principal 3623 W. Whiteland Rd. Bargersville, IN 46106 317-881-0561</p>	<p>North Grove Elementary School Ron Siner, Principal Allison Molitor, Assistant Principal 3280 W. Fairview Rd. Greenwood, IN 46142 317-881-5653</p>
<p>Pleasant Grove Elementary School Trael Kelly, Principal Martha Andersen, Assistant Principal 5199 W. Fairview Rd. Greenwood, IN 46142 317-887-8525</p>	<p>Sugar Grove Elementary School Allison Mills-Allen, Principal Mindy Vanderveen, Assistant Principal 4135 W. Smith Valley Rd. Greenwood, IN 46142 317-887-4707</p>
<p>Walnut Grove Elementary School Heather Gant, Principal Olivia Preston, Assistant Principal 4079 N. Morgantown Rd. (or 500 W.) Bargersville, IN 46106 317-887-4200</p>	<p>The Academy—Alternate/Bridges Jenifer Prenatt, Academy Coordinator 2911 S. Morgantown Rd. Greenwood, IN 46143 317-885-5242</p>

CGCSC Bus Drivers Code of Conduct

1. CGCSC Transportation will have a positive and professional working relationship with other transportation employees, district and school officials, students, and community members at all times.
2. CGCSC Transportation Employees always strive to give the best customer service to our students, parents, community, and schools.
3. CGCSC Transportation Employees are always good adult role models for our students.
4. CGCSC Transportation Employees always treat all students fairly and equally.
5. CGCSC Transportation Employees consistently exhibit proper driving habits and provide the safest ride possible at all times.
6. CGCSC Transportation Employees always maintain confidentiality.
7. CGCSC Transportation Employees will not make derogatory remarks about other transportation employees, district and school officials, students, and community members while in the position of representing the School Corporation
8. CGCSC Transportation Employees always maintain a proper professional attitude with all employees.
9. CGCSC Transportation Employees follow the proper chain of command in all situations.
10. CGCSC Transportation Employees abide by policies and regulations set forth by the Center Grove Community School Corporation, the Transportation Department, and the State of Indiana.

General Rules

1. Transportation Employees must be familiar with this manual and the Support Staff Handbook.
2. Drivers shall be properly licensed in accordance with Federal and State regulations. Additionally, drivers must have an appropriate driver's license, yellow card and a copy of the CDL physical with them at all times.
3. Drivers must follow all Rules & Regulations set forth by the Federal Motor Carrier Safety Administration, the Indiana CDL manual.
4. Drivers are responsible for knowing, understanding, and practicing all School Bus driving and CDL laws set forth by the State of Indiana.
5. Drivers are required to complete the annual state approved safety training, attend the beginning of school meeting, as well as any other meeting required by the Center Grove School Corporation and to comply with all bulletins, letters or safety messages pertaining to driving.
6. Transportation Employees are not permitted to carry or use mace, pepper spray or any other such item(s) that might be considered a weapon while on school property, to include while you are driving a bus.
7. Students are not to be released from the bus on the way to or from school, except at the school in which they are enrolled; the exception being an approved transfer point from one school bus to another.
8. Utilizing driveways and parking lots for a turnaround will only be done with written authorization from the Director of Transportation.
9. As per the Indiana CDL manual Section 1.3, drivers must report any traffic violation within thirty (30) days of conviction.
10. No assistance will be given by any bus driver to any other vehicle on the road, other than by two-way radio.
11. Drivers/Attendants will maintain good order and discipline on the bus and know students' names.
12. No school bus shall move until the doors are closed, and **the students are seated**.
13. No one other than a Center Grove student assigned to a Center Grove bus will be permitted to ride a school bus including the children of drivers. Requests for someone else to ride on a bus must have the approval of the Director of Transportation.
14. Drivers shall not permit any other person to drive their bus, occupy their seat, or tamper with the motor controls, except such persons who are approved by the Director of Transportation.

15. All kindergarten students **MUST** be met at the bus stop **OR** in line of sight of a parent, guardian or responsible older sibling. If the older sibling rides the bus with the kindergarten student, we **MUST** get a signed and dated letter from the parent allowing the older elementary student to get them off the bus.
16. Drivers will adjust bus driving habits and actions to fit the circumstances and situations.
17. Drivers will observe speed zones and speed limits at all times and speeds shall always be adjusted to conform to road and weather conditions.

Indiana Code 9-21-5-14

1. A person must not operate a school bus at a speed greater than:
 - a. Sixty (60) miles per hour on federal or state highways.
 - b. Forty (40) miles per hour on a county or township highway.
 - c. Twenty-five (25) miles per hour in school zones.
 2. If the posted speed limit is lower than the absolute limits set in this section or if the absolute limits do not apply; maximum lawful speed of a bus is the posted speed limit.
 3. Any violation of Indiana Code 9-21-5-14 will result in disciplinary actions.
18. Drivers must turn off the engine (with the exception of the pre-trip inspection), remove the keys, put the vehicle in neutral, and engage the emergency brake before leaving the bus at any time.
 19. In the afternoon, Drivers and Attendants will be on their bus ready to receive children before school is dismissed. Making students wait while you finish a conversation is not allowed.
 20. When students are present on the bus, drivers may not leave the bus unless in an emergency, such as an accident, an injured child, an unaccounted-for student, ice on the windshield, or when directed to do so by an emergency responder (police, fire, etc.). (Assisting with loading of the cargo area of the bus is acceptable.).
 21. Buses must be shut down when parked at all times—ignition in Accessory with two-way radio on.
 22. Drivers should be considerate of traffic behind them and, if possible, allow passing at regular intervals.
 23. Drivers will always drive in the right lane on multilane roads unless a left turn is needed at which time the driver will move to the left lane shortly before the turn is needed (approximately 1-2 blocks before the turn).
 24. Center Grove buses will **NOT** pass other buses or drive next to other buses on multi-lane roads.
 25. Drivers will only utilize the two-way radio system for school or transportation issues.
 26. The use of alcoholic beverages and illegal drugs during the period of driving is prohibited.

Drivers will be randomly tested for drugs and alcohol in accordance with Federal and State laws along with Center Grove policies and procedures. Failure of a drug and/or alcohol test will result in termination.

27. Use of prescription or over-the-counter drugs that impairs the ability to drive could result in termination if tested positive. Drivers must inform the Director of Transportation of any medication that has been prescribed that has side effects of driving impairment before driving a bus or any Center Grove vehicle.
28. Transportation employees will not use tobacco on the bus, eat food, drink liquids or otherwise engage in activities that would interfere with safe driving practices.
29. Buses are not to be used for personal purposes. Drivers may drive the bus to a local area between routes as long as the distance is reasonable from last drop and first pick up (no more than two (2) miles).
30. Drivers cannot take buses home without prior authorization from the Director of Transportation/Fleet Manager.
31. In an emergency, the driver is in charge of the bus and the students. It is the driver's responsibility to take charge of the situation, organize the students for their well-being, place warning triangles, administer first aid, send for additional help, ensure the safety of passengers, and take other appropriate actions including, if necessary, the evacuation of the bus in accordance with safety procedures and guidelines.
32. Windows will not be lowered below the half-way point.
33. Windows will not be used as punishment on warm or hot days. Windows should be lowered for the comfort of the passengers on warm and hot days.
34. It is the responsibility of the driver to be on time for school and route pick-ups and to check all holiday and emergency time changes for adjustments.
35. It is the responsibility of the driver to prepare themselves, the bus, and their passengers for safe transportation on a daily basis and for all trips.
36. The school corporation's insurance carrier may not insure drivers with two (2) or more moving violations on their driving records (Bureau of Motor Vehicles) or an at fault accident within a two-year period of time. Moving violations and at fault accidents are causes for dismissal.
37. If arriving at a stop early, drivers will wait at the stop until the correct bus stop time.
38. Drivers are to immediately report any damage to any school corporation vehicle.
39. The strobe light shall be used at all times.
40. Drivers are responsible, to the best of their ability, for making sure bus recording devices are working properly at all times.
41. Anytime the bus is in motion, with or without students on board, doors are to be closed,

and headlights are to be on and seat belt worn.

42. Drivers will not use the 4-way flashers to stop traffic, allowing other buses to enter the roadway.
43. Drivers will not pass another bus that is loading or unloading students or in any student loading zone.
44. Drivers must place the “Bus Empty” sign in the rear window of the bus when parking the bus at the transportation compound. Signs must be removed and stowed away in the driver’s area before moving the bus.
45. Drivers must do a complete walk through of the bus, looking for sleeping students, articles left on board, and so on, before leaving the bus at any time.
46. Last row of interior lights shall be used at all times.

Special Needs General Rules

Special Needs Drivers/Attendants will follow the General Rules plus the following:

1. Drivers of the Special Needs Buses are in charge and are 100% responsible for the students and the bus at all times. **Only** the Drivers will contact parents. Drivers and Attendants must work together as a team at all times. It is important to show a united front to all of our students at all times.
2. The Driver/Attendant should be the **only** person to open the lift door and operate the lift outside the bus while the Driver/Attendant remains inside the bus; monitoring students, and assisting with bringing the wheelchair into the bus. The door to the lift must be secured before operating the wheelchair lift.
3. When operating the lift, wheelchair locks will be used, and power chairs will be shut off.
4. **Full attention** must be given to the task of operating the lift and the student. The driver should have at least one (1) hand on the wheelchair at all times. **All conversations MUST BE STOPPED** until the child is safely off of the lift.
5. Once the wheelchair is on the bus, the Driver/Attendant will begin securing the wheelchair.
6. After the lift door has been closed and secured, the Driver **MUST** go back to the wheelchair student and will complete the final check of the: wheelchair, wheelchair locks, wheelchair safety belts, tie downs, and lap belt. Once completed the wheelchair should **NOT move at ALL!** (If Attendant operates the lift the Driver must check the lift door to make sure it has been secured.)
7. **Securing the Wheelchair**
 - **Tie downs** attach to the frame not to components on the chair.

Choose points as high as possible but below the seat, use welded joints, hardened fasteners (hexagon bolts--these can be identified by six (6) raised slashes on the bolt head) **Do Not** cross or twist the tie downs. If the wheelchair reclines it should not be reclined more than 30 degrees.

- **Less than 200 lbs.** – Two (2) tie downs on the rear of the wheelchair, two (2) tie downs on the front of the wheelchair, and a lap belt.
 - **More than 200 lbs.** (most electric or power chairs) – Four (4) tie downs on the rear of the wheelchair, two (2) tie downs on the front of the chair, and a lap belt.
8. Drivers/Attendants will not request students be dismissed early from school for any reason.

Bus Monitors Responsibilities

Bus Monitors will:

1. Follow the direction of the Driver.
2. Check all students' seat belts, star seat straps, chest clips, and buckles.
 - a. (Snug enough to slide your hand between the student and strap, but not loose enough to pinch, chest clips at armpit level.)
3. Sit with the students and talk with them (NOT in the Front Seat of the Bus!).
4. **All Conversations Must be School Appropriate.**
5. Learn the bus route and students to assist a sub-driver when needed.
6. Cell phones must be put away and out of sight. In the event of an emergency, the monitor may use their cell phone to contact the Transportation office.

Student Loading and Unloading

The following process will be used for loading and unloading students at a bus stop:

1. Drivers will display warning lights at least 200 feet, or as appropriate before stopping, to warn approaching traffic of the intention to stop. The only time a driver shall use an 8-way student light system is to load or unload passengers at a bus stop on the roadway.
2. **The Driver will cease all radio Communication during a Student Stop!**
 - a. **The driver will solely focus his/her attention on the students loading or leaving the bus.**
3. After checking all mirrors for any traffic issues, the driver shall stop the bus, **place the bus in neutral and activate the emergency air brake.**
4. The stop arm signal device will then be extended while the driver checks to ensure that the stop arm is actually extending.

5. When it is necessary for students to cross the road to board the bus, the driver shall control the crossing by checking that all traffic has stopped and by signaling the student when it is safe to cross.
6. The student shall cross in front of the bus at a distance of a minimum of ten (10) feet. The distance shall increase to such a distance that the driver can fully see the student's feet.
7. The driver will not move the bus until all students have safely crossed the road. This applies to single lane roads. On multiple lane roads, the driver must adjust the route to release students on the right (door) side of the bus and wait until students are a safe distance from the traveled lane before moving. The driver shall then work with the Director of Transportation to adjust the stop so that it will permanently set as a door side pickup.
8. When it is necessary for students leaving the school bus to cross the road, they must keep to the right of the bus and cross in front of the bus when signaled by the driver. The driver will not move the bus until all students have safely crossed the road. This applies to single lane roads. On multiple lane roads, the driver must adjust the route to release students on the right (door) side of the bus and wait until students are a safe distance from the traveled lane before moving. The driver shall then work with the Director of Transportation to adjust the stop so that it will permanently set as a door side drop-off.
9. The stop arm shall stay extended until all students have boarded the bus, and all students are properly seated.
10. After all students have boarded the bus and are properly seated, the stop arm shall be retracted, the emergency air brake will be deactivated, and the transmission shall be placed into drive. The bus shall not be moved until all mirrors are then checked again to ensure that it is safe for the bus to proceed.
11. Once the student stop is completed, the driver can resume any radio communication if needed.
12. Drivers will make a student stop at all AM stops regardless if they see a student present or not. The stop will be made with red lights and the stop arm deployed. Drivers will look for students approaching the bus before leaving. If students consistently do not show up at a specific stop, talk with the Routing Coordinator to have the stop removed.
13. If a student is unable to get inside the house, or a parent is not at the stop, the driver will continue on with the route and call in to school after the stop is completed. The driver will either;
 - a. Circle back around to the stop when able.
 - b. Take the student back to school.
14. No bus shall pass a bus that is loading or unloading at any time.

BACKING A BUS

Backing should only be done when no other option is available!

NEVER-EVER Back up your bus without assistance! Radio in to Dispatch

As per the Indiana CDL Manual *10.7.3 – Backing*

If you have no choice and you must back your bus, follow these procedures:

1. Post a lookout. The purpose of the lookout is to warn you about obstacles, approaching persons, and other vehicles. The lookout should not give directions on how to back the bus.
2. Signal for quiet on the bus.
3. Constantly check all mirrors and rear windows.
4. Back slowly and smoothly.

If no lookout is available:

1. Set the parking brake.
2. Turn off the motor and take the keys with you.
3. Walk to the rear of the bus to determine whether the way is clear.

Some routes have pre-authorized back-ups or turn-arounds built into them. These usually are in close proximity to a student stop area. When this is the case, the following protocol should be adhered to:

- Morning loading – Pick up students, *then* back up and turn around.
- Afternoon unloading – Back up to turn around first, *then* unload.

You must never back a school bus when students are outside of the bus.

Mistakes or unexpected hazards happen on a daily basis that may require a bus to reverse. A driver *will not* face any disciplinary action if assistance is required to help them get out of a location by backing up.

There is no excuse for hitting objects or running over objects while backing. Hitting objects or running over objects due to backing up will be cause for remedial training and reprimand or termination.

Railroad Crossings

Prior to coming to a railroad track, a bus driver should have discussed the matter of railroad tracks and the seriousness of students staying quiet while the bus driver is assessing whether to cross them. The railroad crossing represents one of the greatest hazards to a school bus and could conceivably cause a mass casualty situation.

The following is the district policy and procedure for crossing a railroad with or without students:

1. Approximately 200ft before the rail crossing, activate hazard lights.
2. Deactivate all noise either by using the “Noise” switch or manually switching off all heaters, fans, radio, etc.
3. If on a multiple-lane road, the bus must be in the farthest right lane (required by law).
4. Come to a complete **stop before the crossing gate** or solid white stop line (whichever comes first) and no closer than 15 feet to the nearest tracks.
5. Open the driver's window and the passenger entry door.
6. Look and **listen**... Look and **listen** again!
7. Close the passenger entry door.
8. Look and listen again before proceeding quickly across.
9. After completely crossing the tracks, close the driver’s window, deactivate the hazard lights & reactivate the sound if needed.

If the railroad crossing arms are down or lights are on, a school bus may not cross unless a law enforcement agent or employee of the railroad company directs the bus to cross. Otherwise, the bus must remain at the crossing.

Damage to the Bus

Anytime there is damage to the bus, it must be reported to the Fleet Manager or Director of Transportation *immediately*.

Geographic Specific Rules

1. No driver shall park their bus on a roadway that we do not normally service during a bus route (i.e. no parking of buses in a cul-de-sac that does not receive regular route bus service).
2. Saddle Club Road between Whiteland Road and Stones Crossing will not be used unless it is part of the route.
3. At Middle School Central, all buses will exit towards Morgantown Road using the service road between MSC and CGE only. Morning and afternoon.
4. Any driver that is required to cross State Road 37 shall do so in such a manner that the bus completely crosses the highway; the bus shall never be stopped in the median.
5. No driver will make a left-hand turn (southbound) onto SR 135 off Curry Rd.

Building Specific Rules

All buses shall be at their afternoon route locations no later than 10 minutes prior to student dismissal time.

High School

1. All buses will enter the south lot from Morgantown Road, and line up in the bus loading/unloading area of the south lot to load or discharge passengers. All buses must stay in a single file and go to the south end of the lot and turn around to line up along the Alternative School to drop off students. Do not cut across the lot to drop off.
2. If a bus is pulling in, please stop your students from dismissing by closing the door. When the bus pulls alongside you, resume dismissal.
3. In the morning, do NOT turn left onto Morgantown Rd leaving the high school lot.

Middle School Central

1. At morning dismissal all MSC buses shall not dismiss until the appropriate teachers or administrators are present for student dismissal.
2. All buses will exit towards Morgantown Road only using the service road between MSC and CGE.
3. In the afternoon, all buses will leave in a single file following the lead bus using the service road between MSC and CGE road back to Morgantown. All MSC buses will drive Morgantown to the High School South Lot for afternoon dismissal.

Middle School North

1. Drivers will not use the southern entrance to enter MSN; the only allowable entrance will be the entrance closest to Fairview Road.
2. Additionally, all MSN drivers shall follow the traffic line prior to entering the bus drop-off lot; bypassing traffic is a guarantee of future accidents.
3. At morning dismissal all buses in the MSN bus lot will not move until all automobile traffic has cleared the entrance road of MSN to the point that all cars have turned into the school drop-off area.

Center Grove Elementary

1. Buses do not dismiss until they are radioed to do so.
 - a. 9:02 am – Release breakfast student
 - b. 9:03 am – Kindergarten students are released
 - c. 9:05 am – Release 1st – 5th grades
2. Wait for the school to dismiss you after release in the morning.

Maple Grove Elementary

1. All buses, with the exception of the special needs' buses, shall only use the entrance on Saddle Club Road for entering and leaving the MGES bus lot.
2. All MGES buses shall not dismiss in the morning until the principal or school counselor are out at the bus lot and they radio dismissal.
3. Special Needs buses, park at the staff lot (Closer to door 2).
4. Shuttle buses will utilize the south lot for pick-up and drop off. Pull in at the end of the line.
5. Do NOT release students if a bus is pulling in on the door side. Close your door until the bus has pulled in.
6. Do not leave the bus lot until all clear is called over the radio.

North Grove Elementary

1. All NGES buses shall not dismiss in the morning until the principal or school counselor is out at the bus lot, and it is dismissal time.
2. All NGES buses shall not leave in the afternoon until the principal or designee signals the drivers to leave.

Sugar Grove Elementary

1. All SGEN buses shall not dismiss in the morning until the principal or school counselor is out at the bus lot, and it is dismissal time.
2. Shuttle bus parks at the head of the buses in the morning. All other buses pull in as they arrive in the morning. All buses need to be at SGEN no later than 8:40 every morning.
3. Due to the fact that the bus lot is used for recess at SGEN, all SGEN buses shall not arrive at the school prior to fifteen (15) minutes before scheduled dismissal.

Walnut Grove Elementary

1. All buses may only enter and exit the school from 450W.

Code of Conduct and Internet/Social Media

Negative posts about students, parents, co-workers, supervisors, and/or CGCSC on any social media site could be cause for reprimand or dismissal. It is important to remember that all transportation employees represent CGCSC at all times. For your protection, it is important to remember that you should:

1. Never post pictures of your students.
2. Never post information about your route—direction—times—stop—sand so on. This is a serious safety and security issue.
3. NEVER be friends on social media with students.
4. Abstain from commenting, in any capacity, on others negative posts regarding CGCSC, students, parents, co-workers, supervisors, and so on. (This includes “Likes” and/or “Thumbs Down”).

If you have questions, see the Director of Transportation first before posting.

Radio & Cell Phone Policies and Procedures

AM/FM Radio

1. Any music that would be considered inappropriate for students is not to be played at any time. Some examples of such stations:

94.7 WFBQ 103.3 WRZX 96.3 WHHH 99.5 WZPL
2. The use of the AM/FM radio is at the discretion of the driver.
3. **No AM/FM Radio will be played so loudly that it can be heard over the two-way radio and the voices of the students cannot be heard.**

Two – Way Radio

The Center Grove Community School Corporation is licensed by the Federal Communications Commission to operate a two-way radio system. Bus radios are to be used for necessary communications only. Before using, bear in mind the following requirements:

1. Schools are to be referred to by the school's name
2. Radios are not for personal use, disagreements, or funny comments.
3. Radio use must be limited to necessary communication only. Do not communicate items that can wait until after route time and can be discussed in person.
4. The following items should **NOT** be communicated over the radio;
 - a. Tree limbs that need cutting
 - b. Lights that are out on other buses—come back to shop and write that bus up for repair.
 - c. Sensitive student information (i.e. student family members in the hospital—medical conditions of students or their family members)
 - d. Angry, condescending remark about another driver's mistake.
5. **ALL RADIO COMMUNICATION MUST BE IN A PLEASANT FRIENDLY TONE REGARDLESS OF THE SITUATION!**
6. Think about what you are going to communicate.
 - a. **Listen!** Many times, other users are already communicating; any interruption of that communication process only lengthens the conversation for all parties. On occasion other users have keyed their microphone to deliberately interrupt a party they consider to be improperly using the radio; this interruption only lengthens the conversation as the user is forced to repeat their radio traffic.
 - b. Remember **confidentiality** and the code of conduct. All Schools have two-way radios. Parents, community members, school officials, and any individual with the appropriate scanner have the opportunity to listen to our conversations. Please think before you talk.
 - c. The radio call should be as concise and complete as possible on every use.
7. Radio use process.
 - a. Key the microphone for a second or two prior to speaking.
 - b. Announce who you are calling followed by your assigned bus number, unless you are on a field trip then you shall use the number of the bus you are driving (e.g. Center Grove Elementary this is Bus 91). If you are a user that is not a bus driver you would use your designated reference to identify yourself (i.e. Bus 91 this is Maple Grove Elementary).
 - c. Once someone has begun a conversation all other users shall not use the radio until that conversation is completed. The only exception shall be in an emergency situation requiring immediate attention. If there is an emergency situation, you shall interrupt all radio traffic with the announcement "Break, this is (your designation) with emergency traffic." Any user that was in a conversation will immediately cease talking until the emergency has been cleared. Any user that needs to interrupt for an emergency should be aware that if someone is already talking when you try to interrupt you may not be able to communicate that emergency request to all users. If at all possible, you should try to wait for a break in traffic before interrupting so as to give yourself the best chance to notify all users of an emergency which should then keep you from being interrupted during the emergency.

- d. After each segment of radio traffic, you will announce that you have finished that segment, but not the entire conversation by announcing “over” when you have completed your traffic segment. This lets the party you are talking to know that it is OK to respond.
- e. When the entire conversation has been completed the user that started the conversation shall terminate the radio call by announcing their designation and then saying “clear.” This lets all users know that the channel is now open for other users to communicate.

Radio Designations

The following designations are to be used when communicating on the transportation radio channel:

Schools – Name of School (no numbers)
 Route Bus Drivers – Assigned Bus (Route) Number (even if driving a spare bus)
 Field Trip Drivers – Number of Bus Being Driven

Transportation Staff:

Any Transportation Staff Member	Dispatch
Any Transportation Mechanic	Garage Mechanic
Sarah Pitts	Trans 1
Christina Flatter	Trans 2
Olivia Yaryan	Trans 3
Jenny Golden	Trans 4
Melinda Plummer	Trans 7
Shane Reid	Trans 12
	Trans 13
Jared Allgood	Trans 14
Roger Meyser	Trans 15
Evan Icenogle	Trans 16
Kyle Cummings	Trans 17



Sign image from the Manual of Traffic Signs - <https://www.traffic-signs.com/>
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Cell Phones

Center Grove Transportation Department has a strict policy regarding the use of cell phones and driving a bus.

1. Cell phones may be carried with you on the bus, however; it should be turned off or on mute and out of reach (or out of sight of passengers).
2. All Hands-Free devices must be removed and cannot be worn while driving or with students.
3. You may use your cell phone if your bus is empty and parked in a safe location.

4. Cell phones (or any other electronic messaging device) used in any capacity with students on the bus is strictly prohibited! If there is a monitor on the bus, the monitor may use a cell phone only in an emergency situation to contact the Transportation office.
5. **TEXTING WHILE DRIVING IS STRICTLY PROHIBITED!**
6. There may be a time when dispatch will ask you to call when you have a moment. If this is requested of you during your route, find a safe and secure location to stop and park your bus before you make the call. DO NOT CALL WHILE DRIVING!

If you have questions, please see dispatch.

Dress Code

These following dress code standards are specific to bus drivers and bus attendants, and shall be followed at all times:

1. Drivers should dress to look the part of an adult and a person who is in authority on the bus. If you are not sure if something is appropriate, then it is probably something you shouldn't wear.
2. Clothing should be free of any writing or pictures that are inappropriate for the school environment.
3. For safety, shoes should be conservative driving shoes: no open-toe or open-heeled shoes (no thongs, sandals, shoes without back straps, high heels or excessive height soles, i.e. platform type shoes)
4. **All attire shall not be torn, frayed or have holes.** Bear in mind that you are representing the transportation department and school district as a professional and should dress to reflect that representation by being neat, presentable, and appropriate for an educational environment.
5. Personal hygiene is an important part of being a good driver and, as such, drivers shall at all times set a good example for students.
6. Tattoos of offensive nature must be covered.

Exceptions to the dress code must be approved in writing by the Director of Transportation.

Treats & Rewards on Buses

Any treat/reward should be pre-approved by the Director of Transportation before distributing.

Smoking

In an endeavor to improve the air quality in the Center Grove Community School Corporation, smoking in any capacity will not be permitted on the grounds of any property, or in any building or vehicle owned by the Corporation; this includes inside of any personal vehicle on school property.

Medical

Physical Reimbursement

Drivers are not reimbursed for the cost of their physicals; however, the school district will pay for the cost of the physical if it is done at the approved exam office and the driver is either a contracted driver or a substitute driver for Center Grove Schools.

Return to Duty

Any driver that has a medical condition, or injury, that would prevent the driver from driving a school bus, must have written documentation from an Indiana licensed physician that would clear the driver to drive a school bus, before being allowed to return to duty. This would include any medical situation that occurs and is resolved while not on duty status (e.g. summer break, etc.). It is the responsibility of the driver to inform the Director of Transportation of any medical situation that prevents the driver from driving.

Upon doctor's clearance for returning to work, Center Grove may have you partake in a complete physical by a physician of Center Grove's choosing to ensure you are safe and capable to drive a school bus.

CDL Licensing

CDL License

The cost of the CDL license and/or any part thereof to maintain the school bus endorsement and certification is the responsibility of the driver and is not reimbursed by the corporation.

Skills Test

The corporation will reimburse any new driver \$75.00 for the cost of the skills test after that driver has driven sixty (60) full contract days.

Paid Training

New hires will be paid at the monitor rate during their training period. We will pay for 4 hours of rides and 8 hours of drives. You will be paid for time spent with the trainer and/or training on your own up to 4 hours/day. Most training should be completed within a 4–6-week period of time.

Attendance

Transportation is an integral part of the school system and is crucial to the efficient operation of the department and the district. Most importantly, our students and parents depend on our timely service.

Late arrival invites problems such as inclement weather endurance, increased chance of accidents or abductions, tardiness to school, or tardiness for work. **WE NEED YOU HERE!!** We do recognize that some absences cannot be avoided; however, every attempt should be made to make appointments so they can be completed during non-driving hours.

1. It is your responsibility to know how much time you have. If you have any questions regarding your time off, see the director immediately.
2. All Transportation personnel **MUST** contact the Director of Transportation anytime he/she will be absent.
3. Drivers must secure their own substitute bus drivers from the approved list of substitute drivers provided by the Transportation Department for **ALL** absences.
4. **MECHANICS/OFFICE PERSONNEL ARE NOT SUBSTITUTE BUS DRIVERS!**
5. Morning absences must be called in **NO LATER** than 5:00am, and afternoon absences must be called in **NO LATER** than 12:00pm. Except in dire emergencies, employees are expected to call in their own absences.
6. All personal days must be pre-approved with a 36 hour advance notice.
7. Only two (2) people will be allowed to have personal time per day.
8. **Prior approval is required for personal days to be granted during the first two weeks (10 working days) after school starts and two weeks (10 working days) before school ends. This will be strictly adhered to!**

9. A detailed explanation of district leave policies and procedures can be found in the Support Staff Handbook.

Procedures for Taking Time Off **(To be followed in this order)**

1. Request time off from the director/assistant director.
2. Secure a sub for your route
3. Log the time request utilizing the Skyward employee access.
4. Mark your sub on the sub-board.
5. Make certain all route sheets are up to date.
6. If the absence was last minute/unexpected, call the AM/PM supervisor immediately to get a substitute driver secured and then proceed with the rest of the time off procedures.

Personal Days

1. Personal Days **may** be granted two weeks (10 working days) after school starts and two weeks (10 working days) before school ends only with prior approval.
2. Only two (2) people will be allowed to have personal time per day.
3. Each person is given two (2) personal days per school year.
4. You may carry over one (1) personal day to the following school year.
5. Personal days not utilized will be placed into your sick bank.

Sick Days

1. Sick days are to be used for yourself, your spouse, & your children.
2. They are not to be used for vacations!
3. You may be required to present a doctor's note for even one day off.
4. Bonuses are awarded for non-use of sick days.

NOTE: Taking days off just because you have them will be reflected poorly in your review.

Driver Discipline

Specific Violations

The following list of violations and consequences covers the most common issues related to driver discipline and does not cover all possible driver discipline issues. Anything not covered in this list will be addressed at the discretion of the Director of Transportation and communicated to the employees affected. Note: Depending on the severity of the offence, the director has the right to skip any of the steps.

Minor (verbal or written reprimand)

Violation	Beginning Consequence Starts at:
Bus cleanliness second verbal warning	Verbal Reprimand
Did not stop at railroad crossing, no passengers on board	Verbal Reprimand
Failure to contact Director of scheduled absence-Sub acquired by driver	Verbal Reprimand
Post trip, not completed; no student(s) left on board	Verbal Reprimand
Creation of an unauthorized stop	Verbal Reprimand
Backing without assistance (no object hit)	Verbal Reprimand
Lost Pay (1st offense) *	Verbal Reprimand
Any violation after verbal reprimand	Written Reprimand
Warning citation while driving a school bus	Written Reprimand
Abusive/inappropriate language/actions to students	Written Reprimand
Abusive/inappropriate language/actions to staff/parents/community	Written Reprimand
Map & route paperwork not completed for substitute by due date	Written Reprimand
Failure to follow proper chain of command	Written Reprimand
Any violation after verbal reprimand	Written Reprimand
Lost Pay (2nd offense) *	Written Reprimand
Proper pre-trip not completed	Written Reprimand
Damage to bus while turning	Written Reprimand
Hitting an object while backing	Written Reprimand
Not wearing a seat belt, no citation issued	Written Reprimand

Major (suspension or termination)

Violation	Beginning Consequence Starts at:
Any violation after written reprimand	1 Day Suspension W/O Pay
Minor moving violation warning citation with student(s) on board (including no seat belt)	1 Day Suspension W/O Pay
Post trip, not completed; no student(s) left on board *2nd time*	1 Day Suspension W/O Pay
Lost Pay (3rd offense) *	1 Day Suspension W/O Pay
Use of cell phone while driving (without students)	3 Day Suspension W/O Pay
Any violation after 1 day suspension	3 Day Suspension W/O Pay
Minor moving violation citation with student(s) on board (including no seat belt)	3 Day Suspension W/O Pay
Failure to report for work without notifying the department-No sub acquired by driver (1st time)	3 Day Suspension W/O Pay
Lost Pay (4th offense) *	Termination
Texting while driving (with or without students on board)	Termination
Use of cell phone while driving with students	Termination

Use of alcohol during an “on duty” school day	Termination
Use of illegal drugs	Termination
Failure to pass a drug or alcohol test	Termination
Violence against a student/adult (except in cases of protection of self or other students)	Termination
Any deliberate policy/procedure violation with an at-fault accident while driving a school bus	Termination
Students left on board and driver leaves the bus	Termination
Any violation after 3-day suspension	Termination
Major moving violation citation	Termination
Weapons in possession of, or brought on the bus by the driver	Termination
Post trip, not completed; student(s) left on board	Termination
Did not stop at railroad crossing, students on board	Termination
Failure to report for work without notifying the department-No sub acquired by driver (2 or more routes)	Termination

Discipline is cumulative, and each infraction is kept on file for three (3) years with Center Grove Community School Corporation.

NOTE: Lost pay violations can run consecutively. Meaning 4 lost days of pay in a row can result in termination.

Discipline Process

A detailed explanation of district discipline procedures can be found in the Support Staff Handbook on page 12.

Yearly Evaluations

Driver’s Review

Driver’s Yearly review is based on several factors, Attendance being one of the crucial aspects.

Poor attendance will yield poor results!

1. The yearly evaluation is based on the start of your assignment for the current school year and will run throughout the end of the school year.
2. Your driving evaluation includes, but not limited to;
 - a. Evaluation on your driving skills
 - b. Your professionalism with students, school corporation staff and community
 - c. Your appearance
 - d. Student interaction and discipline
 - e. Adherence to departmental and corporation policies and procedures
 - f. Attendance at mandatory meetings
 - g. Cleanliness of your work vehicle (your bus)

3. Should your Overall Performance Rating fall into the Ineffective Category or have a record of poor attendance for the year; your employment may not be renewed!
4. If improvements are not made from one year to the next, your employment may not be renewed.

For further explanation, consult your previous reviews or the director right away.

Monitor's Review

Monitor's yearly review is based on several factors, Attendance being one of the crucial aspects!

1. It also includes but not limited to;
 - a. Your professionalism with students, school corporation staff and community
 - b. Attendance
 - c. Your appearance
 - d. Student interaction and discipline
 - e. Adherence to departmental and corporation policies and procedures
 - f. Attendance at mandatory meetings
 - g. Cleanliness of your work vehicle (your bus)
 - h. Assistance given to the driver
2. Should your Overall Performance Rating fall into the Ineffective Category or have a record of poor attendance for the year; your employment may not be renewed!
3. If improvements are not made from one year to the next, your contract may not be renewed.

Seniority Date

A driver's seniority is established from the date that they sign a contract for a route with the Center Grove Community School Corporation. Seniority is used by the Transportation Staff when routes are bid and for trips.

Any driver who resigns and returns to the Center Grove Community School Corporation will be placed at the bottom of the seniority list, regardless of how much or little time has passed since the notification of resignation.

Substitute Seniority Date

As a substitute driver for the Center Grove Community School Corporation there is not a seniority date on file with the department. Transportation keeps track of when you are eligible to drive for the school corporation, and that will be used until the driver is assigned a route.

Obtaining a Route

It is important to remember that seniority alone does not qualify you to be selected for a contracted route. **Dependability, Reliability, and Availability** play a huge factor in this process. It is to your advantage to be available when called to drive a route or trip. This would include mornings and afternoons.

The Director looks for the following characteristics:

- Is this person a safe driver?
- Does this person exhibit good student management?
- Does this person fit in well with other employees?
- Does this person follow the rules and regulations to the best of their abilities?
- Does this person get caught up in gossip?
- Does this person show the ability to think for themselves?
- Does this person show self-confidence?

If you are not getting the calls that you would like, please contact the Director and/or dispatch to let them know you are available. Many of our new drivers will call on a daily basis asking if we need help for that day or the next morning.

Reduction of Force

Due to budget constraints that can come about, Transportation could be asked to eliminate routes or personnel. A reduction of force is never easy and often painful to accomplish. In order to choose “fairly” of who would lose their position, the following criteria will be used:

First and Foremost---Seniority is NOT the top factor!

1. Attendance record!
 - a. Abuse of sick days and personal days will NOT be looked upon favorably.
2. Disciplinary issues
3. Safety Area
4. Driving record
 - a. Accidents with bus
 - b. Personal driving record
5. Dependability & Reliability of worker(s)
 - a. Willingness to assist in areas of
 - i. Extra routes
 - ii. Field trips
6. Professionalism

- a. Attitude
 - i. With all corporation staff
 - ii. With students
 - iii. With parents
 - iv. With community
 - v. And just in general, meaning not a chronic complainer
 - b. Follows corporation and departmental policies, procedures, & guidelines
7. If all of the above areas are equal, then seniority will come into play

Field Trips

Driver Assignment and Emergency Call List

1. Contracted drivers with Children/Stepchildren/Grandchildren participating in an event will have first choice of the trip their child is attending.
 - a. A child is defined as a birth child, stepchild, or legally adopted child.
 - b. The child must be a student participating in the event for a Center Grove School.
2. There will be no other driver preference (i.e. no coach, sponsor, or teacher requests for a driver).
3. Trip selection will be based on seniority for each contracted driver, or substitute or trip driver that has maintained their seniority and has signed up for the trip selection meeting. Contracted drivers will be listed first based on contract seniority; substitutes and trip drivers will be listed in order of substitute seniority beginning after the lowest seniority contract driver.
4. If a driver has a proxy during the meeting, the driver will be responsible for all trips the proxy volunteered.
5. An emergency driver list will be posted near the driver window for drivers to sign up before a field trip meeting.
6. The Emergency Call List is a rotation-based list. The office will start with the person with the highest seniority who has signed up. Each subsequent time a driver is needed the call will start with the next person on the list who was not called, thus rotating the calls so each person has a chance.
7. Trips assigned on an emergency basis will be those trips received after the monthly trip meeting, any returned trip, or any trip not selected at the regular meeting. This only applies to trips that must be filled prior to the next monthly meeting. If all emergency field trip drivers are not available to take the trip, the transportation office will begin asking all other drivers.

Trip Selection Meeting

Trip selection meetings will be held for all trips available for the trip meeting process. Trip Selection meetings will be held approximately each month.

Seniority will be established based on the procedures covered in the seniority section of this handbook. If multiple individuals have the same hire date, then seniority will be based on original hire date, then application date, and finally the flip of a coin if dates continue to match.

The trip sign-up list and the emergency sign-up lists will be posted one (1) week prior to the scheduled meeting. Any driver wishing to be on the list must personally sign up. A driver need not be physically present to participate in the trip selection meeting (a driver can always give a selection list to a proxy), but the driver must sign up personally. **Any driver using a proxy will be responsible for all trips the proxy has selected.**

All drivers need to be ready to bid when their name comes up. Any driver wishing to participate in the trip meeting who forgot to sign up will be allowed to attend the meeting but must be prepared to bid when their name comes up.

The monthly trip list will contain any and all trips that are available for drivers that are received at the transportation office, on or prior to, the Friday before the trip selection meeting. That means the trip list may contain trips many months into the future, not just the next month. Substitute drivers will be placed at the bottom of the seniority list; in the order they were hired.

Trip Selection Process

1. Driver's pre-selecting/assigned trips based on their child's participation will be required to pass on future selection rounds (one round passed for each trip selected) until all passes are exhausted.
2. Selection will begin with the most senior contract driver selecting any type of trip. If a driver selects a group trip the driver may select as many dates for that group trip as they wish provided that the driver selects at least 50% percent of the total dates available for that group activity.
3. The driver originally selecting a group activity will be responsible for all tournaments events not specifically scheduled prior to the trip meeting.
4. The next senior driver will then follow the same process; this will continue until all drivers have selected all trips they wish to select. A driver selecting group trips from a group that has had trips already selected may select as many, or as few, of the remaining trips for that group as the driver wishes. Any driver passing during the selection process will lose their turn until the next selection round.

Contract drivers may take route-time trips but are responsible to have a substitute scheduled no later than 48 hours prior to the trip. If a substitute is not scheduled by that time the trip will be returned to the transportation office for assignment and will be counted as a returned trip for the original driver.

Any driver that cannot take a trip that they have selected will turn that trip back into the transportation office for reassignment. Trip swapping will not be allowed!

Trip Pay

Trip pay for any trip is \$18.01 per hour with a three (3) hour minimum. The three (3) hour minimum will not apply to any trip that runs during route time.

When multiple buses are assigned for a field trip, all drivers need to check with the lead driver for the start/end times and the mileage of the trip. Mileage should be the same except when a driver has driven somewhere for dinner. The mileages will then be averaged by office personnel.

Drivers who have a trip that starts later in the morning or afternoon, who has a sub for their route, and is getting full route pay for the first part of his/her trip—will report to the transportation center at 6:30 am or 2:15 pm (M-T-TH-F) and be on standby until the start of his/her trip. Wednesdays, the driver will report in at 1:30 pm for the afternoon. Drivers are expected to pre-trip his/her bus during this time. Drivers will have fifteen (15) minutes added to his or pay for a post-trip. The pay and times will be added by office personnel only! Drivers are to only record times of arrival to the school before and after the trip on the trip sheet!

DRIVERS ARE NOT TO ADD THE EXTRA TIME ON THE TRIP SHEET!

Weekend/Holiday/Non-School Day Trips

Trips on weekends, holidays, and non-school days the trip pay time begins thirty (30) minutes before the scheduled departure time for the trip and ends fifteen (15) minutes after the bus returns to the school. If a driver arrives at the pickup location after the scheduled departure time the trip pay time will start thirty (30) minutes before the driver arrives at the pickup location. The pay and times will be added by office personnel only! **Drivers are to only record times of arrival to the school before and after the trip on the trip sheet!**

It is the driver's responsibility to ensure the bus has enough fuel to take the trip, the bus is completely fueled after the trip, and the bus is swept out, all spills are cleaned, all mud/dirt cleaned off of seats, and all extra trash removed from the bus. If the regular driver or other personnel report that those things have not been done, the driver of the trip will be held accountable. Cases of drivers not cleaning the trip bus will result in disciplinary action.

All cases of excessive cleaning time shall be approved by the Director of Transportation in conversation with the driver.

Drivers who are taking trips that start midway during their route time will report to the transportation office at his/her regular scheduled time and be placed on stand-by until his/her trip begins. Stand-by means—that a driver could be assigned to assist the transportation department in emergency needs.

Field Trips – General

Driver Responsibilities

- a. Pre/post trip inspection of the bus.
- b. Inform the students and sponsor of their responsibilities (bus and safety rules apply).
- c. Have the sponsor sign the Trip Permission and Acknowledgement of Responsibility Form. Provide/exchange cell phone numbers with sponsors.
- d. The bus driver's responsibility is to drive the bus to and from the trip safely, along with ensuring the safety of all passengers.
- e. The driver may assist in loading/unloading the bus. The driver must ensure all cargo doors are secured after loading.
- f. Pickup and drop off at the designated area.
- g. Drivers should be in close proximity during loading and unloading or when passengers are on board.
- h. Everyone must exit the bus on arrival to the designated area. Bus driver is the last one off the bus.
- i. Verify all passengers have exited and the bus is empty before leaving the bus.

Sponsor Responsibilities

- a. For the preparation and conduct of all students while on the bus and at the event.
 - b. Must sign the Trip Permission and Acknowledgement of Responsibility Form.
 - c. Travel is permitted only to the places and areas designated on the Trip Permission and Acknowledgement of Responsibility Form.
 - d. Sponsor will inform chaperones to spread out while on the bus.
 - e. All field trips and trip drops must have the appropriate number of sponsors/chaperones on the bus.
 - f. No one is allowed to return to the bus without sponsor permission and accompanied by a chaperone.
 - g. To have everyone exit the bus on arrival at all destinations.
 - h. Make a head count before departure of a trip, before departure at any stop during the trip and upon return of a trip.
 - i. Lead sponsor shall check the cleanliness and condition of the bus upon completion of the trip.
1. Buses for field trips will be assigned by the Transportation Department – field trip drivers may request certain buses subject to the approval of the Director of Transportation.

2. If two or more buses go on a field trip, they must stay together and travel together unless going to different locations.
3. Drivers and sponsors must complete a Trip Permission and Acknowledgement of Responsibility Form which is to be kept on the school bus during the trip. The bus driver will return the completed Trip Permission and Acknowledgement of Responsibility Form to the Transportation Office at the conclusion of the trip. The Transportation Department will compute the trip charges, place the amount on the Trip Permission and Acknowledgement of Responsibility Form, and forward it to the superintendent's office for payment.
4. Field trip pay follows the same schedule for submission as regular route pay (i.e. requests for field trip pay must be submitted during the pay period in which the trip was taken).
5. Upon return from a field trip, the driver must make certain the bus is clean and fueled and properly secured and parked. Any discrepancies or mechanical problems should be reported to the mechanic on duty and bus block heaters should be plugged in if the temperature dictates.
6. Any exceptions to these policies and procedures must have the written approval of the Director of Transportation.
7. **School bus is not to be used as a changing room for any activity.**

Routes & Route Assignments

Student Transfers (Shuttles)

Student transfers (Shuttles) will be assigned to routes based on availability and the needs of the district. Once a student transfer is assigned to the route, it will become a part of the route assignment. The shuttles are assigned to the route that is best suited to accommodate the need. Shuttles are paid at ½ hour for the entire day.

Routes

All drivers must drive the routes as designed/approved by the Director of Transportation and the Routing Coordinator. The driver may make changes to improve the efficiency of the route *when the Director of Transportation or the Routing Coordinator approves* those changes. The changes must be updated in the computer by the Routing Coordinator. **FAILURE TO KEEP ROUTE SHEETS CURRENT AND UP TO DATE MAY LEAD TO A FATALITY OR SERIOUS ACCIDENT.**

If a route is changed such that the time of pick up or drop off is greater than ten (10) minutes from schedule, a letter will be sent home notifying parents of the change.

Unauthorized Stops are strictly forbidden. An unauthorized stop is defined as: "A stop which is

not in the computer routing system.” Drivers are not allowed to create new stops without written authorization from the Routing Coordinator and/or the Director of Transportation. Drivers will make a student stop at all AM stops regardless if they see a student present or not. The stop will be made with red lights and the stop arm deployed. Drivers will look for students approaching the bus before leaving. Drivers CANNOT change route direction and route pick-up times without the written approval from the director of Transportation.

Routes & Redistricting

If CGCSC determines that the school corporation needs to redistrict, routes may change due to the needs of redistricting. This change may include, but not limited to:

1. Geographical area driven for route.
2. Schools serviced by the route.

Every effort will be made to keep the route as close to the original as possible. However, drivers should prepare themselves for the possible changes as the corporation may need.

The transportation office will try to inform drivers of the new changes early so that the driver may turn in his/her route for route selection.

Any driver wishing to turn in his/her route must complete, date, and sign the Route Section Form. Once the form is turned into the director, the driver has five (5) days from dated form to rescind his/her decision to turn in their route. After five (5) days, the route will remain in the selection pool.

Open Route Selections

Any bus route that becomes vacant during the school year or prior to the start of the school year is considered an OPEN ROUTE. A route may become open for the following reasons, but are not limited to:

- A driver resigning from his/her position
- Termination of employment
- Retirement
- Opting for a different position within the corporation

A route may not become open for the following reasons but are not limited to:

- Medical leave with the driver providing a doctor’s note with scheduled return date
- Military leave
- Jury duty
- Scheduled time off

When a route becomes open it will be posted for a period of three (3) working days. The route will be posted on an Open Route form and will allow any driver the opportunity to view the posting (report time, end time, bus assignment, schools, directions, etc.). Any regular driver or substitute driver interested in signing up for the route may do so in ink and must do so by the indicated

deadline. Open routes will be posted on the board across from the driver's window. During the time the route is open, a sub driver will be temporarily assigned the route until the route has been assigned to a permanent driver. A driver will be allowed to change their route one time per school year.

End of Year Open Route Selections

Any driver wishing to turn in his/her route must complete, date, and sign the Route Section Form. Once the form is turned into the director, the driver has five (5) days from dated form to rescind his/her decision to turn their route. After five (5) days, the route will remain in the selection pool.

Route bidding will take place once per school year. Drivers who choose to turn in their route will need to notify the Director of Transportation, in writing, no later than 3:00pm, on the 3rd Thursday of April each year.

Route selection will begin on May 1st each year. Route selections will begin with the most senior driver.

1. Once your route has been turned in, and the five (5) days have passed, the route becomes part of the selection process.
2. Any new routes, or routes that come open from the previous year, will be posted and drivers interested in that route must sign up in ink. The route will be assigned to the driver with the greatest seniority. If that driver has a route already, their route will then be posted after said driver has accepted the new route.
3. Buses will stay with the route it is assigned to. If a driver bids on another route, he/she will also take the bus assigned to the route.
4. If a driver's route has been eliminated by the Director of Transportation, that driver will have first choice among the routes being selected.
5. The Director of Transportation reserves the right to refuse or assign a route if he/she believes it would be in the best interest of the students.

Route Openings

1. Any driver that is removed from a route by the Director of Transportation will not be allowed to drive a route from that school for a minimum of five (5) completed school years from the date the driver is removed from the route.
2. The driver who switched routes with a removed driver may have their original route back starting the next school year, and the switched route can be placed in the route selection process; **otherwise, the switched driver will remain on the switched route.** If the switched driver wishes to stay on the new route, then their original route will be placed

into the next appropriate selection process regardless of the desires of the removed driver.

3. Any driver that requests removal from a route will lose both routes (secondary and elementary, along with shuttles and the bus assigned to the route). A driver requesting removal will also not be able to reselect the routes they asked to be removed from for a minimum of five (5) completed school years.
4. Any driver who is on extended leave for any reason and goes past the twelve (12) week FMLA guideline, may lose his/her route.

DISCLAIMER

1. A driver may not select a route that will go to a particular school if the administrator for that school has given reasonable cause.
2. The Director of Transportation reserves the right to deny or refuse a driver's selection of a route if the Director believes that the driver is not a good fit for the route.
3. The Director also reserves the right to assign a route to an individual if he/she believes that it is in the best interest of the students served.

Special Needs Routes

1. It is important to remember that special needs drivers are School Bus Drivers transporting children with special or certain needs. **Special needs drivers are NOT a separate group or entity of the transportation department.**
2. If your students are not riding on any particular day, you are expected to report to work and fill in, if needed, on a regular route.
3. Special needs buses may be used to assist regular routes in areas such as shuttles, daycares and other areas as needed.
4. Bidding on and receiving a special needs route means that you are a special needs driver. **You are not bidding to drive for a certain school or group of children.** Special needs routes may change throughout the school year. The director or designee may move the bus and driver to a different school as needed.
5. If a special needs route becomes available (either before the start of the school year or during) anyone wishes to drive a special needs bus may bid on the route.

Route Books

Route maps must be left in the bus at all times for use by substitute drivers. All route maps must be marked with arrows according to how the route is driven (use two different colors if driven differently on a.m. and p.m. routes). All stops will be numbered in order of pickup for the AM route, starting with the first pickup stop, and in order of drop-off for the PM route, starting with

the first drop-off stop. All stops that are not at an intersection shall have the address listed on the map. The time of first pick-up and the departure time from the garage or home must also be noted. Any special instructions must be easily accessible to the substitute drivers and should be on the route map if possible. Route book shall be completed by no later than the third (3rd) Friday in August and the 3rd Friday of January of each school year to include seating charts. In addition, each route book will be updated within twenty-four (24) hours after any approved changes to the route.

The following is required to be placed in your route book:

1. Seating Chart for all grades and routes
2. Updated Route Map
3. Route Directions with Stops
 - a. Fall-Winter-Spring
4. Updated Stop Times
 - a. Fall-Winter-Spring
5. Updated Student Information
 - a. Fall-Winter-Spring
6. School Parking Maps
7. Drivers Handbook
8. Student/parent Handbook



Student Roster

Drivers will be provided with a roster at the start of the school year. Drivers should update the roster by hand (adding any new students and crossing out students that do not ride). The roster will need to be turned in by the end of August. When the roster is set, each driver will be given attendance sheets for their routes. They will be required to be turned in every other week. It is important that we always know who is on our buses. Drivers need to keep an accurate and up to date roster of students on their buses at all times. In the event of an accident, a driver is required to know who was on their bus and where they were seated.

Summer Route Assignment

Seniority will be used as the determining factor for the selection of summer school route drivers from those that have signed up for a summer school route. This will include any special needs.

Driver Responsibilities with Any Assigned Buses

When a bus is assigned to you, you have the responsibility for its proper upkeep, cleanliness, and reporting any defects the bus may have.

Daily Responsibilities

1. Properly adjust mirrors
2. Make certain you have at least ½ tank of fuel before leaving for a route.
3. Dash and windows are clear of any items.
4. All Heaters are cleared of obstruction
5. Do a proper pre-trip and post-trip as outlined in this book,
6. Route Book is up to date and always left on the bus.
7. Windows and roof hatches are closed at the end of the day
8. Trash receptacle is emptied.
9. Service Door is secured when leaving.

Weekly or As Needed Responsibilities

1. Sweep the bus and wipe down the dash area
2. Wash the bus using the automated bus wash system.
3. Remove trash from between seats
4. Remove any gum from floor
5. Mop floor on occasion
6. Check oil on specific dates determined by the Transportation Department

End of School Year Responsibilities

Before the bus can be signed off and turned back in, the following must be done before and/or on the last school day.

1. Remove all non-essential bus items.
2. Bus fueled to a ½ tank only!
3. All name tags must be removed from bulkheads
4. All gum must be cleared off the floors before the bus will be accepted back to the garage.
5. Mailbox cleaned out!

Bus Assignments and New Buses

1. All buses will be assigned to a route based on the needs of the corporation.
2. If a driver is removed from a route or gives up his/her route, the bus will remain with the route it is assigned unless the director approves otherwise. This procedure has been put into place to reduce the confusion for students, parents, and schools
3. New buses will replace the oldest buses with the highest mileage.

4. The Transportation Director and/or Fleet Manager may rotate the bus fleet or several buses in the fleet, as needed, to maintain equal and balanced mileage.
5. Drivers who do not drive field trips may have their assigned bus used for trips by another driver.

Emergency Procedures

Accidents

In the event of an accident, the driver shall first be responsible to the passengers. It is therefore very important to remain calm.

Follow the procedures listed below:

1. Activate warning flashers and set the parking brake. **DO NOT MOVE THE VEHICLE UNLESS YOU ARE INSTRUCTED TO RELOCATE BY SCHOOL OFFICIALS, LAW ENFORCEMENT, OR FIRE, OR UNLESS MOVING THE VEHICLE IS THE ONLY WAY TO AVOID ADDITIONAL HARM (blind hill, curve, etc.).**
2. Immediately radio Dispatch with:
 3. Location of the bus
 4. Immediate situation
 5. Any student injuries.
 6. If another bus is needed
 - a. Dispatch will notify necessary authorities and administrators.
 4. If you are able to render basic first aid to stop bleeding, restore breathing, and protect
 7. against shock, do so.
 5. There should be a blank seating chart in your route book on each bus. When it is safe to do so,
 8. begin filling out the seating chart with where any students were seated at the time of the
 9. accident.
 6. A driver is not to exit the bus unless there are no students onboard. Under no circumstances shall students leave the bus unless safety has warranted evacuation. Even then, students must remain with the scene until authorized to leave by emergency personnel.
 7. Be alert to fire and the possibility of fire.
 8. If safety warrants, use the three (3) reflective triangle warning devices located in the red box on each bus to “protect the scene” (secure bus and remove the key if students are on board):
 - a. Reflector Placement:
 - b. Place one reflector at the side of the bus on the roadway side – safe distance from bus and oncoming traffic.
 - c. Place a second reflector approximately 40 paces or 120 ft. to the rear of the bus. Placement distance should be greater if the bus is on a hill or curve. Not to exceed three hundred feet.
 - d. Place the third reflector 40 paces or 100 ft. to the front of the bus, again using

greater distances if visibility is limited due to a hill or curve.

9. Do not discuss the facts of the accident with other motorists, witnesses, or others present at the scene; however, answer questions from investigating officers and school officials. Exhibit patience, evaluate questions, and issue clear and concise answers.
10. In case of an emergency, whereby the driver cannot speak, students should follow the driver's previous instructions regarding how to contact the Transportation Center.
11. The driver must complete an accident report with the Director of Transportation including all pertinent information regarding the accident before end of current shift.

Student Medical Issues

Medicine on School Buses

Medicine may be brought on the bus only if it is in its original container and is accompanied by a note from the parent. Upon dismissal from the bus the medicine must be taken to the clinic of that school. The medicine can only be brought on the bus to school, not from school, and must not be opened at any time on the bus. This does not pertain to students with an IEP as the IEP will instruct accordingly.

EpiPens

All drivers shall be trained a minimum of once every two years in the use of EpiPens in case of severe allergic reactions on the school bus. Students that require EpiPens on the bus will be responsible for carrying the pen on the bus. The names of students that will have an EpiPen on the bus will be furnished to the transportation office by the nurse at each school, or the nurse coordinator for the school corporation, at the beginning of each school and whenever a new student using an Epi enrolls in a Center Grove school. The student will also be required to designate a specific location of the storage spot of the Epi Pen carried by the student.

Bus Evacuation Procedures

1. The driver needs to assign 2-4 student helpers to assist with the evacuation.
2. If the driver is unable to assist in the evacuation process neither the students or student safety helpers should reenter the bus at any time to assist the driver.
3. Upon a driver's command, safety helpers should open the appropriate emergency door, or doors, and exit.
4. If only one emergency door is being used for evacuation the students should exit, one (1) row at a time.

5. Upon a driver's command, if all emergency doors are being used for evacuation, students in the rear section of the bus should exit, one (1) row at a time, to the rear emergency door exit. Students in the front section should exit one (1) row at a time, to the front door exit. Students in the middle section should exit, one (1) row at a time, to the side door exit.
6. One (1) front helper should assist the students to leave the bus. The other front helper should lead those students away from the vehicle at least 100 feet off the roadway.
7. Two (2) rear safety helpers should station themselves on each side of the rear door and assist students to the ground. The other rear helper should lead those students away from the vehicle at least 100 feet off the roadway.
8. The driver should supervise the students' evacuation and ensure that all students have left the bus prior to self-evacuation. The driver should use the seat belt cutter as appropriate. Once all students are off the bus and at least 100 feet from the vehicle and roadway, the driver should designate two (2) helpers to go for assistance, if necessary.
9. Window or Windshield Evacuation
 - Driver should knock out the window(s)/windshield and remove all glass slivers.
 - Driver should designate three (3) helpers (or more, if necessary) to evacuate through the window opening to assist students to the ground. One (1) helper should lead those students away from the vehicle at least 100 feet.
 - Drivers should supervise student evacuation to ensure that students have left the vehicle prior to self-evacuation.
 - Once all students are off the bus and at least 100 feet from the vehicle and roadway, two (2) helpers can be designated to go for assistance, if necessary.
10. Hatch Evacuation
 - Driver should open the hatch(es).
 - Drivers should designate three (3) helpers (or more, if necessary) to evacuate through the hatch opening to assist students to the ground. One (1) helper should lead those students away from the vehicle at least 100 feet.
 - Drivers should supervise student evacuation to ensure that students have left the vehicle prior to self-evacuation.
 - Once all students are off the bus and at least 100 feet from the vehicle and roadway, two (2) helpers can be designated to go for assistance, if necessary.

Bus Evacuation Drills

1. Bus evacuation drills will be conducted twice annually in the various school parking lots.
2. All students will exit all doors during bus evacuation drills.
3. Drivers are completely responsible for the proper conduct of bus evacuation drills.

With the new laws that have been put into place, bus evacuation drills will be announced one (1) week prior to the date.

Sec. 2.

- (a) A school bus driver operating a school bus shall at least once a semester conduct a school bus passenger evacuation drill.
- (b) All school bus passenger evacuation drills shall meet the following minimum standards:
 - (1) Be completed in two (2) minutes or less.
 - (2) Be conducted within forty-five (45) school days of the beginning date of each semester.
 - (3) Use only emergency exit doors or service door for the passenger evacuation drill.
 - (4) Driver must be present at all passenger evacuation drills.
- (c) At the completion of each school year, the bus passenger evacuation drills for each School Corporation or private school shall have included the following:
 - (1) The use of all emergency exit doors and service door.
 - (2) One (1) drill with the school bus driver not directing the passenger evacuation drill.
 - (3) Each student receiving appropriate instruction for the passenger evacuation drill.
- (d) Documentation of the bus passenger evacuation drill shall be reported to the designated School Corporation or private school representative.
- (e) Documentation of the bus passenger evacuation drill for each School Corporation or private school shall be reported to the department of education by June 30 of each year.
- (f) Any student exempted from physical participation in a passenger evacuation drill shall have documentation on file at the school

Special Needs Evacuations

Special needs buses will be given an evacuation drill date. During the evacuation drill, drivers and attendants will;

1. Conduct the drill as described in the state statues noted above. Meaning the bus monitor will conduct the drill without the driver's assistance.
2. All drills will be conducted as though all power to the bus is off. Meaning, lifts will be done manually.
3. All drills will be conducted on school grounds with assistance and supervision from the school.

Severe Weather Procedures

1. If severe weather is threatening at school dismissal time, consideration will be given to retaining students in safe areas at school or other nearby buildings until the threat has diminished.
2. Investigate and become familiar with all roads adjoining regular routes in the event there would be a need for alternate travel or shelter locations. Drivers **MUST KNOW**, at any point on their route, what action to take if severe weather strikes.

3. Determine any buildings, homes with basements, ditches, hills, culverts or other places along routes where students might be evacuated and provided safety.
4. Discuss with students the procedures you expect to be followed under tornado emergencies.
5. NEVER try to outrun a tornado. No one can predict the path, and tornadoes can skip from one area to another.
6. If a school bus is caught in the open when a tornado is approaching, the children should be evacuated from the bus and escorted to a nearby ditch, ravine, building, home basement, or place which might provide more protection than the bus. If using a ditch or ravine, make sure there is no water in the selected ditch or ravine, students should be made to lie face down, with hands over head. Students should be far enough away so the bus will not topple on them.
7. Remember - Tornadoes are only one (1) of a thunderstorm's elements. Lighting is a major killer, and heavy rains can cause flash floods. Never attempt to drive through high water areas and remember that strong winds and hail can be dangerous.
8. Attempt to listen to a radio for an "all clear" before leaving a sheltered area.
9. Check for injuries and seek medical first aid, if necessary.
10. After the emergency, be extremely cautious and alert for weakened structures, trees, downed power lines, and other storm damage which may impede travel or constitute a hazard for students.

Equipment and Supplies

First Aid Kits – any time an item is removed from one of the packages in the First Aid Kit the entire package must be replaced. An extra supply of items that are frequently used (band aids, disinfectant wipes, etc.) should be kept on the bus to alleviate the unnecessary use of first aid items.

Any driver needing supplies for the bus shall request those supplies from office or maintenance personnel if the supplies in question are not part of the consumable supplies readily available to all drivers (tissues, window cleaning fluid, graffiti remover, etc.).

Pre-Trip Inspection

All drivers are expected to perform the appropriate pre-trip inspection prior to beginning the morning; or the afternoon if you are only driving for the afternoon. All malfunctions/damage are to be reported as soon as possible, but prior to going home from that set of routes to the mechanics on the appropriate form. Unsafe conditions that would render the bus unfit for transporting students must be reported and corrected before starting student pick-up; if the problem cannot be corrected in time a spare bus will be used.

1. Conduct the following walk around inspection daily prior to the first route or trip of the day:
 - Check all lights inside and outside.
 - Check that windows are clean inside and outside.
 - Check all seats for cuts/damage. Ensure that all seats are securely fastened.
 - Check windshield wipers - wipe off blades as necessary.
 - Check the horn.
 - Adjust the mirrors as appropriate.
 - Check the stop arm.
 - Check brakes.
 - Check heaters.
 - Check defrosters.
 - Check for tire wear/damage.
 - Check that storage compartment doors are securely fastened.
 - Check for all safety equipment
 - Check all emergency exits.
 - Make sure two-way radio is on and that volume level is appropriate.

Note: Anytime there is a break of more than two (2) hours between routes or trips, and a daily pre-trip has already been done, the following items at a minimum shall be checked prior to the next route or trip.

- All emergency exits
- All exterior lights to include stop arm system
- All emergency equipment
- All tires
- Air Brake

Out of Service Items

The following list of items will mean that a bus cannot be driven to pick up or drop-off students on a route if that item is not functioning properly. With the exception of the stop arm all other items mean a bus cannot be driven with students on the bus.

Exterior:

- Stop Arm
 - If any total light is not working
 - If any light does not strobe
 - If stop arm doesn't extend or retract by itself
- Both headlights not working
- All brake lights must be working
- All turn signals must be working
- Any cracked or broken glass
- Air pressure issues
- Missing fuel cap
- Mirrors that cannot be adjusted properly
- Grease leaking on the tires
- Any lug nut missing
- Any windshield wiper not working

Interior:

- Emergency buzzers
- Jump seat operates improperly
- Passenger door will not open or close properly
- Emergency doors or windows will not open or close properly
- Roof hatch handle missing
- Passenger entrance handle loose or missing
- Floor trim sticking up
- Any heater leaks in the interior
- Exhaust fumes
- Seats not attached to floor
- Driver's seat belt
 - Doesn't extend
 - Doesn't retract
 - Doesn't latch
 - Torn or frayed

Post Trip

All drivers and attendants are required to conduct a post trip inspection when your route or school activity trip is finished.

You should walk through the bus and around the bus looking for the following:

1. Articles left on the bus.
2. Sleeping students.
3. Damage or vandalism.
4. Close all open windows and roof hatch.
5. **Place the "BUS EMPTY" sign in the rear window.**
6. Mechanical/operational problems with the bus, with special attention to items that are unique to school buses - mirror systems, flashing warning lamps, and stop signal arms.
7. Any problems or special situations should be reported immediately to your supervisor or school authorities.

End of School Year Bus Check

At the end of the school, each driver is responsible for making sure his or her bus is clean. This includes:

1. Wash Windows
2. Wipe down dash
3. Remove Personal Items
4. Flip Seats and remove all trash
5. Remove any and all gum from the bus
6. Remove name tags and tape from bulkheads

Bus Idling

Bus Warm-up:

1. 40 degrees or above — buses will be allowed to idle for up to five (5) minutes.
2. 20 degrees to 40 degrees — buses will be allowed to idle for up to fifteen (15) minutes.
3. From 20 degrees and below — buses will be allowed to idle for up to thirty (30) minutes; or until front windows are defrosted and all safety equipment is operable.

Loading/Unloading at Schools:

All drivers arriving at schools to load or unload students who are going to remain at the school longer than the appropriate cool-down time, will turn off their engines after the cool-down time and leave the engines off until the buses are ready to depart. **When students and/or administrators are in the bus lot, bus engines should be turned off and not started again until the bus has been released.** This section also applies to field trips and arrival and departure from those locations.

Auxiliary Equipment and/or Extreme Temperatures:

When extreme temperatures require the idling of the bus to maintain a reasonable level of comfort inside the bus, the above sections may not apply. It is the driver's responsibility to use reasonable judgment in extreme temperature situations with an emphasis geared toward conservation of fuel.

This section also applies to auxiliary equipment (i.e. lift equipment for loading and unloading students with disabilities.) It is the driver's responsibility to maintain the temperature of the bus with lift equipment at an appropriate temperature for the needs of the students on the bus. However, the limiting of extended idling times is still encouraged.

Automatic Bus Wash

Drivers are required to maintain the cleanliness of their bus. To help drivers keep the exterior of the bus clean the Center Grove Transportation Department has an automatic bus wash available for that purpose. Each driver shall run their bus through the bus wash a minimum of once every two (2) weeks, unless the weather is too cold to allow the use of the bus wash.

If you drive a bus that has an even number, you shall only wash your bus on those dates that have an even number. If your bus has an odd number, you shall only wash your bus on those dates that have an odd number. Buses returning from a field trip after hours may be washed upon returning to the transportation facility regardless of the date.

Student Discipline

Procedures for Students

1. Students must follow all rules that are set forth in their respective school's handbook while riding on the bus.
2. Students must remain seated while the bus is in motion.
3. Students are to refrain from extending arms, other parts of the body, or any objects out/through the window of the bus.
4. Students must be able to hold all their belongings on their lap.
5. While waiting for the bus, students shall stand back away from the road until the bus is completely stopped and the driver has opened the entry door. When students must wait on the opposite side of the road, they shall wait until the bus stops, and the driver checks both the oncoming and following traffic. The driver will signal before students cross the road.
6. Students must avoid pushing, crowding, and shoving when entering or departing the bus.
7. Students are to refrain from loud, boisterous talking or laughing, talking to the driver while the bus is in motion, and using profane language or engaging in indecent conduct.
8. Students shall have assigned seats on regular routes designated by the bus driver.
9. In order to maintain an efficient time period, students must be at their designated bus stop at least five (5) minutes before the designated bus stop time. Should a driver not see students at or approaching the stop area, he/she will make the stop anyway and then continue on the route after waiting an appropriate time.
10. Students should help keep the bus clean, sanitary, and orderly.
11. No food, gum/candy, or drink shall be consumed by the student on the bus, except as approved by a supervisor.

Student Discipline Process

The bus driver must earn respect and confidence to establish a good relationship with the students on the bus. This will help maintain control of a large number of students which is perhaps the most difficult part of successfully driving a school bus. If the bus driver does not have the students' respect and if the bus driver does not act mature and responsible, the job will be very difficult.

Each driver, because of differences in personality, must establish their own methods of control. What works for one driver may not work for another. Each student is an individual, the same as the driver, and should be treated as such. Never try to discipline a whole group for the infraction of a few. Keep in mind that most of the time there is only one adult on the bus and the driver must exercise self-control above all. A driver needs two kinds of sense – common sense and a sense of humor.

Children (and adults too) respond well when treated with fairness and consistency. It is our policy to have uniform rules and procedures that are enforced in a consistent manner. If we all work together as a team using the same procedures, the children will know the rules no matter which driver is in charge. It only takes one driver neglecting their pupil management responsibilities, to cause the system to break down. Children immediately pick up on the inconsistencies and changes, and those differences often create student discipline problems.

The primary reason for discipline for student management is safety. A driver who must constantly watch in the inside mirror to try to catch a violator is spending too much time with their eyes off the road. If a situation develops which requires more correction than “a word to the wise” over the PA system, pull the bus over to the side of the road. This is better than trying to drive and discipline at the same time. Another alternative is to wait until you get to school or the next bus stop. Additionally, it is imperative that discipline is administered consistently. Students are observant. As such, if student A gets in trouble for X problem, but student B does not get in trouble when he does the same thing, students will see the inconsistency.

The following list is a guideline to use at the beginning of the first day of school. Every day and every group should be handled the same so that eventually, no matter which group you have, the rules are the same.

TEACH THREE BASIC SAFETY RULES:

- 1. Sit Down**
- 2. Keep your hands to yourself**
- 3. Talk quietly**

Teaching the three basic rules will help avoid most of the discipline problems encountered. Repeat and refer to the rules frequently. All students should know these three basic rules.

It is the responsibility of each driver to establish and enforce the rules that will lead to a safe and comfortable ride for all passengers. It is suggested that during the first day or two of the school term you take time to familiarize each student with the bus rules.

THE TONE THE EMPLOYEE SETS THE FIRST TWO (2) WEEKS OF SCHOOL WILL BE THE ONE THE EMPLOYEE WILL DRIVE WITH THE REST OF THE YEAR.

Students will be quite willing to test you during the critical first few days of the new school year. The employee must set reasonable limits at this time. It is best to have a private talk with any student needing correction. Never chastise a student in front of a busload of students.

Parent Call

The discipline process needs to be a team approach both with parents and/or school administration to change student behavior. When you call parents with a request for their help, put it in a positive way as much as possible.

1. Start by telling the parent some positive things about the child, but as the driver, you need the parent’s help to address an issue. Be sincere and explain that the student may need some talking to. Additional explanation may be needed if the behavior continues; the next communication will be a written behavior report.
2. Unless the child committed a serious infraction on the bus (major fighting or vandalism), make the call in a non-threatening way by telling the parent that the child is not being written up at this time, but help is needed as the conduct does not seem to be improving and is causing an unsafe condition on the bus.

3. **Call while the problems are minor.** Don't wait for a big blowout to trigger a call.
4. Tell the parent that contact will soon be made to follow up with them and provide feedback as to the student's behavior. If the behavior improves, tell the parent that. If it does not, tell the parent that also. Be sure to follow up with the phone call. Work together to solve the problem.

If all else fails, even after working with the parent, suspension may be in order. If the appropriate discipline steps have been followed, the parent will not be surprised by the call from the school or additional actions.

Assigned Seating

It will be required to have assigned seats for all students by the third week of school. Seating charts aid significantly when dealing with vandalism, accidents, and/or discipline problems. The last seats should be filled last as the back seats of the bus are the least secure place on the school bus. Once a student is seated on the bus, they must remain in that seat for the entire ride. There should be no reason for a student to move closer to the front or change seats during the ride to or home from school unless the driver authorizes a change.

Bus Stop

One of the most critical and potentially hazardous operations involved in school bus transportation is the loading and unloading of students. Therefore, it becomes necessary to instruct students on proper safety procedures.

When students arrive at a school in the morning or at their bus stop in the afternoon, proper unloading procedures must be followed. Students should be instructed to never retrieve dropped objects from under or in front of the bus. This is the leading cause of death among students in school bus related accidents. Students should inform the driver of a dropped object and have the driver assist in its retrieval after the bus has been turned off and the parking brake set. Students' clothing and/or backpack may be trapped in the handrails or doors while exiting. Drivers shall remain alert to this potential and students should exercise caution when wearing clothing with strings or straps.

Guidelines to be used in unloading the bus are as follows:

1. **Stay seated until the bus comes to a FULL STOP. The driver will tell you when to exit.**
2. **Let those closest to the front of the bus first as it is faster than if everyone tries to get off the bus at the same time.**
3. **Line up on the way out.**
4. **Always use the handrail using the steps to protect from slips and trips. Watch your step. DON'T JUMP.**
5. **Move away from the bus door quickly. Stay clear of rear wheels.**
6. **Walk a safe distance away from the bus as directed by your driver.**

Students should understand that when necessary to cross the street to enter or exit the school bus, they are to always cross the street in front of the bus. Students should be directed to walk approximately 10ft in front of the bus when crossing to avoid walking in the driver's blind spot immediately ahead of the front bumper. In addition, students should not assume that approaching traffic will stop in accordance with the bus stop arm. Students should wait until the traffic comes to a complete stop and are signaled by the driver before crossing.

Students may be released only to their designated bus stop. A student may only be released at an alternate stop with approval from school or transportation office staff.

Conduct Tickets

A good rule to remember is; if you give the student a “break” for misconduct, you just punished yourself! Without a paper trail, it is as if the misconduct never happened.

Here are a few simple rules to follow:

- When writing a bus conduct ticket state only the facts, not your opinion.
- You have the authority to give a verbal warning, to change seat assignments, and give a one (1) day suspension—all of which requires a bus conduct ticket and a phone call to the parent.
- Punishment should be progressive. Start with the warning, changing the seat assignment, and then move to the one (1) day suspension.
- **Anything more than a one-day suspension needs the principal's (or designee) and/or transportation director's authority.**
- Stay in communication! Communicate your rules to your students. Communicate the behavior with the student's parents. Communicate the behavior with the school authorities. Communicate with the Director!
- The punishment should always fit the crime.
- Seek Help! A professional will always look to his/her supervisor and/or principal for assistance.

Steps for Writing a Conduct Ticket

You have warned the student repeatedly and been very clear with the rules, however, the student still refuses to comply. It's time to write the student a ticket.

1. Write the conduct ticket stating the facts and stress how safety on the bus is being compromised by the continued behavior.
2. Call the parent with the information on the behavior and the consequence. Ask for the parents' help in finding a way to correct the behavior.
3. Give a copy of the conduct ticket to the staff in the office to scan into the student's file and to send to the appropriate personnel at the school.

4. Give the student their copy to give to his/her parents for a signature. Make sure you have called the parent. The first time they learn of a student's behavior on the bus should not be from the conduct ticket.

Indiana State Code on Bullying

IC20-33-8-0.2

"Bullying"

Sec. 0.2. As used in this chapter, "**bullying**" means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

As added by P.L.106-2005, SEC.6.

As a bus driver, it is your responsibility to make sure ALL your students have a safe and enjoyable ride on your bus. Should any student report a bullying situation, you must act right away.

- ✓ **Separate the students on the bus.**
- ✓ **Report (verbally and in writing) the incident to the school authority.**
- ✓ **Inform your director.**

Indiana State Code on Trespassing

IC35-43-2-2

“Criminal trespass; denial of entry; denial by posting with purple marks; permission to enter; exceptions”

Sec. 2. (a) As used in this section, "authorized person" means a person authorized by an agricultural operation to act on behalf of the agricultural operation.

(b) A person who:

...

(10) knowingly or intentionally enters or refuses to leave the polls (as defined in IC 3-5-2-39) or chute (as defined in IC 3-5-2-10) after having been prohibited from entering or asked to leave the polls or chute by a precinct election officer (as defined in IC 3-5-2-40.1) or a law enforcement officer acting on behalf of a precinct election officer; commits criminal trespass, a Class A misdemeanor. **However, the offense is a Level 6 felony if it is committed on a scientific research facility, on a facility belonging to a public utility (as defined in IC 32-24-1-5.9(a)), on school property, or on a school bus** or the person has a prior unrelated conviction for an offense under this section concerning the same property. The offense is a Level 6 felony, for purposes of subdivision (8), if the property damage is more than seven hundred fifty dollars (\$750) and less

than fifty thousand dollars (\$50,000). The offense is a Level 5 felony, for purposes of subdivision (8), if the property damage is at least fifty thousand dollars (\$50,000).

As a bus driver, it is your responsibility to make sure parents know that it is illegal for them to board your bus unless you have given them permission to board; i.e., special purpose bus driver needing help with a student.

Video Policy

There are times when it is necessary to have your video pulled. To request video, please fill out the appropriate form in the office. The office staff will have the video pulled and let you know when it is available to view. As a driver you can watch videos of your bus and your students when you are driving only. At no time may a driver view footage of another driver, or students on a bus that is not their own. All videos and their contents are the property of Center Grove Community School Corporation, at no time may anyone take a copy, recording or capture of the images from the Transportation Office without the approval of the Director of Transportation.

Full Time Office and Mechanic Staff

As full-time staff, it is our responsibility to be available and assist the drivers in their daily functions.

All office personnel are expected to set the example of proper professional behavior and conduct—whether in person, on the phone, or through email.

Vacations

Vacations will need to be balanced among our year-round employees. If vacations are taken during the school year, only one staff member will be allowed to have off at a time. No vacations will be permitted by mechanic staff in the two weeks prior to the State Police Bus Inspection.

Over-Time

Overtime is only allowed with prior approval from the director.

On-Call (Mechanics)

Each mechanic will be placed in the On-Call schedule on a rotation basis. The On-Call cell phone must be with the person during the on-call hours.

If the on-call mechanic receives a service call, he/she must first contact the shop supervisor BEFORE going to the service call. If the shop supervisor is not available, the on-call person must then contact the Director before going to the service call.