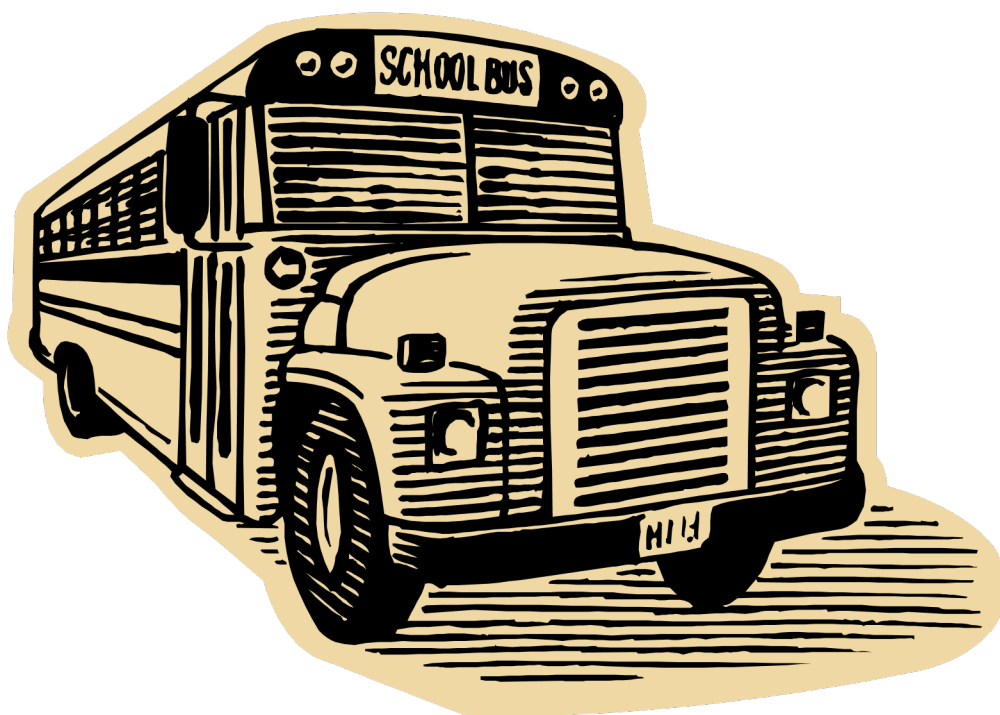


PUYALLUP SCHOOL DISTRICT

Transportation



HANDBOOK

Table of Contents

Transportation Main Line Numbers	3
Appearance and Dress:.....	5
Civility in the Workplace:.....	5
Absenteeism Policy:	6
Drug and Alcohol Testing:	7
Accidents:	8
Railroad Crossing:	11
Bid Board Procedures and Overtime Guidelines:	11
General Radio Procedures:.....	12
Driver’s Mailbox:.....	13
Driver Check-In:	14
Credentials:.....	15
Student Management:	16
Loading and Unloading Procedures in School Bus Zones:	17
Payroll and Weekly Time Adjustment Forms:.....	18
Emergency Plans:	18
On The Job Injury:.....	22
Bus Cleanliness:.....	22
ADDENDUMS	23

Transportation Mission Statement

“Transporting students safely and efficiently while providing an atmosphere that enhances student achievement.”

Introduction:

The purpose of this handbook is to improve communications and promote a safer and more efficient pupil transportation system. Each driver shall become familiar with the contents contained herein and shall be expected to abide by the instructions, regulations, policies, and protocols contained in this handbook. This handbook does not supersede the State of Washington School Bus Drivers handbook or any City, County, State or Federal Directives.

Transportation Main Line Numbers

Main Public line: 253-841-8775

Absenteeism line: 253-841-8625

Bus Garage line: 253-841-8776

Video Camera Systems:

In accordance with District Policy 6608 Video Cameras on School Buses the Board authorizes the use of installed video cameras on District buses. The video system records both images and sound on District operated school buses for the purpose of reducing discipline problems; answering parent, guardian, and custodial parent concerns related to pupil transportation; thus, providing for a safer environment for the transportation of students. The reason for recording the school bus environment is to provide school officials, Drivers, parents, guardians, and custodial parents with documentation when addressing inappropriate behaviors and/or other concerns that impact the safety and welfare of students and Drivers. Disciplinary action will be in accordance with District policies and procedures.

Placement of Cameras:

- The Director of Transportation or designee shall authorize camera systems for use in District vehicles.
- All buses where camera systems may be utilized should have signs notifying riders that video cameras may be in use.
- Cameras will be positioned so that students on the vehicle are visible. To the extent feasible, cameras will capture as much of the Driver's area as possible while the camera is primarily focused on the student population.

Use of the Recorded Data:

- If the Driver wishes to view recorded data, a time shall be set for this purpose. If possible, this time will be during a Driver's layover period.
- The Director of Transportation and/or her/his designee may view the recorded data without involving the Driver.
- If a serious or flagrant violation of student bus rules is observed or if there is a continued violation, despite intervention, standard disciplinary action may be taken. Lesser violations shall be brought to the attention of the student and proper conduct shall be explained.
- When recorded data is used to support disciplinary action, the student's parent/guardian/custodian may request to view the recorded data. A viewing shall be arranged in the Transportation Department's office or at the student's school.
- A building Principal, Administrator or designee may request a viewing of recorded data through the Director of Transportation/designee.
- The Director of Transportation/designee may use recorded data to assist Drivers with student behavior management skills.

Appearance and Dress:

District policy 5650 Employee Dress and Freedom of Expression states that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. Employees will dress in a manner that is appropriate for the occasion, aligns with their collective bargaining agreement/handbook, is appropriate for their assigned duties/tasks, and upholds, and encourages students to uphold the student dress policy and student freedom of expression policy, and is viewpoint neutral with regard to partisan political beliefs. Dress and attire that creates a real or foreseeable disruption of district operations, or a violation of the district's non-discrimination policy, is subject to restriction.

- All clothing and accessories worn shall be clean, modest, and functional and not interfere with safety, public relations, and student management.
- Clothing or hats with inappropriate cartoons and/or writing is unacceptable.
- No pajama bottoms, spandex, or restrictive clothing.
- Personal appearance will be neat and clean, which are factors in the positive image you convey for yourself, your District, and your profession.
- Shoes must meet applicable safety regulations. No open-toed shoes, sandals, clogs, wooden soled shoes, or heels more than two inches are allowed. All footwear must be closed in the toe and heel and secured to the foot. Also prohibited is any footwear that could prevent the safe operation of the school vehicle. See Addendum IX for WAC 296-155-212
- Walking shorts must be mid-thigh length when sitting down. No halter or spaghetti strap tops and dresses are not acceptable attire.
- Exceptions can be made for employees with religious beliefs.

Civility in the Workplace:

District Policy 5275 Civility in the Workplace states that District employees (including volunteers and substitutes) are expected to exercise reasonable, good judgment in handling interpersonal disputes and are expected to exercise respect, courtesy, and concern for the dignity of others. An employee may be subject to disciplinary action for failing to behave with respect and courtesy in the workplace.

When employees have differences of opinion and/or conflicts between and among themselves, it is expected that such differences and/or conflicts be addressed through civil, respectful discussions held between only the “parties of interest.” All such discussions shall occur in a private place and outside the presence of

other employees, students, parents, and members of the public. All employees are expected to refrain from the use of critical and invective expression toward each other in the presence of other employees, students, parents, or members of the public or in semi-public places such as faculty lounges, hallways, etc.

If an employee perceives that he/she has been treated in an uncivil manner by another employee, he/she shall, where appropriate, attempt to resolve his/her concern through direct communication with that employee. Where not possible or appropriate, the employee may seek assistance from his/her supervisor.

Uncivil conduct includes, but is not limited to: using vulgar, obscene, disrespectful, rude, offensive or profane gestures or language directed at another; taunting or jeering another; using personal epithets or gestures in a manner that causes another to fear for his/her personal safety; invading another's personal space after being requested to move away; physically restricting another from exiting or entering a room or location; or other disruptive conduct of a similar nature.

Severe or persistent acts of uncivil conduct may violate the district's policies against harassment, intimidation, bullying, nondiscrimination, or other specified conduct codes. Violation of such policies may result in further action, such as discipline, adverse employment action, or criminal charges, as applicable.

Absenteeism Policy:

All Drivers, including Substitute Drivers, are required to call out each morning M-F beginning at 5:00 AM and no later than 5:30 AM if they are going to be absent. Drivers will state the type of leave they are requesting to use. Drivers need to call the designated absence line. Drivers must speak with an office staff member-do not leave a voicemail. Drivers should inform the office staff member of their entire daily runs and whether they will be gone all or part of the day.

It is the responsibility of the Driver to know their current leave balances. There is no provision for employees to self-elect to enter a leave without pay status.

Substitute Drivers: An office staff member will call explaining which run they will be covering that day, which location to report and what time the run leaves from the lot.

Per Article V of the CBA, Leaves:

- Employees must follow the required call-in process for all absences and tardies.
- Employees must use leave appropriately and honestly.
- Employees must comply with obtaining pre-approval before using specific types of leaves.
- Leave without pay is only allowed in unique situations with pre-approval from the Director of Human Resources

LWOP (Leave Without Pay):

There is no policy, provision, or practice in the Puyallup School District for any employee to self-elect to take leave when they do not have the appropriate leave balance to cover that absence. No employee can self-elect to enter into a leave without pay (LWOP) status. Transportation staff should monitor their own leave balances and be cautious to not fall into an LWOP status. Human Resources is available to assist employees with reviewing leave options as needed. Nondisciplinary directives and/or formal disciplinary action may be warranted, depending on the circumstances surrounding the employee's LWOP usage.

Drug and Alcohol Testing:

The Board of Directors believes in and is committed to providing a safe work environment that is free from the harmful effects of drugs and alcohol. The Board therefore directs the Superintendent to establish programs and procedures in accordance with the Federal Highway Administration's drug use and alcohol testing rules designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by employees whose job responsibilities include driving vehicles and require the possession of a Commercial Driver's License (CDL). These programs shall include, but not be limited to, alcohol and other controlled substance testing and training. Employees will be notified of any changes to these policies via Board Highlights posted to the district website. See Addendum IV for Board Policies 5202, and Addendum V for Regulation 5202R which governs the use of such substances.

Driving While Impaired: See Addendum VI for Board Policy 5201

- In accordance with Federal, State and Local law, the district has a “no tolerance policy”, which means if an employee is found to have “any” substance in their system, illegal or legal, that they know causes them drowsiness or impairs them in any way, they are NOT TO DRIVE.

- It is a Driver's responsibility to notify their physician that they drive a school bus and require prescriptions that would not cause them to be drowsy or impaired while driving.
- Be aware that over the counter medications (such as certain cough syrups and allergy medications) may affect you as well. You could still be subject to a DUI if found driving any vehicle under the influence of those medications.

Driving Violations and OSPI Certified Driver Reporting Requirements:

Drivers cited and convicted for Driving Under the Influence (DUI), Driving While Intoxicated (DWI), being in physical control of a vehicle, reckless driving, negligent driving, vehicular assault and/or vehicular homicide, hit and run driving, driver's license is suspended or revoked for moving violations shall have their school bus driving authorization revoked per WAC 392-144-103. Drivers cited for speeding, or any other violation, in a school bus shall be disciplined up to and including termination.

- All driving citations, suspensions or revocations must be reported to the Driver Trainer Supervisor or designee within 24 hours by phone or in person before your next workday. This is a year-round requirement.
- Out-of-state citations must be reported to the Driver Trainer Supervisor or designee within 24 hours by phone or in person before your next workday.
- All Drivers must immediately report any charges that are filed against them pursuant to WAC 392-144-103 that would cause them to fall out of compliance with State and District requirements within 24 hours to the Driver Trainer Supervisor or designee.
- Drivers who receive red light/camera-based traffic tickets when driving a school bus or district vehicle are responsible for paying for the ticket and will be subject to appropriate progressive discipline.

Accidents:

An accident is when an object comes in contact with the vehicle. Vandalism is intentional damage done to a vehicle or other property.

Drivers shall immediately report any accidents, injuries, damage, or vandalism to transportation management staff via two-way radio. Even if there is no visible physical damage to the vehicle or object hit, the contact with the object still needs

to be reported. Failure to immediately report any accidents, injuries, damage, or vandalism shall result in disciplinary action up to and including termination.

When an accident occurs, Drivers shall:

1. Stop and secure the vehicle.
2. Verbally and visually, students for injuries. Ask students if everyone is OK.
3. Evaluate the scene.
4. Notify Transportation “**CODE RED**” – Give clear, calm, correct information. Let Dispatch know if you have students on board. Tell Dispatch your exact location.
5. Secure scene – Set reflectors, do not shut off any lights, 4-way hazards should be on.
6. Start student seating chart information – Driver collects and fills out information. Student’s name, and birth date.
7. While collecting information, check each student for injuries.
8. Do not discuss the accident with anyone except: Police, School Administrators, and Transportation Management Staff.
9. Have your driver’s license, insurance card and registration.
10. The vehicle involved in the accident should not be moved unless instructed by Law Enforcement or Transportation Administrator or designee.
11. After the scene has been cleared by Transportation Management Staff or Law Enforcement, and all students have been delivered safely to their designated stop, report immediately to the Driver Trainer Supervisor to complete accident reports and further debriefing.

Per Federal Motor Carrier Safety Administration (FMCSA), all Drivers involved in accidents where injured parties are taken to the hospital, one or more vehicles towed, or if circumstances warrant, shall be drug & alcohol test immediately following release from Law Enforcement.

Eating and Drinking while on the Bus:

Drivers shall:

- a. Only carry beverage containers that securely close on the vehicle. The container must have a twist on or snap-on lid that securely closes and does not leak or spill if knocked over. The beverage container should be no larger than 32 ounces and able to be securely stored on the vehicle. A cup holder is not a secure storage location on a vehicle; the Washington State Patrol will place such a vehicle out of service.

- b. Eating or drinking on the vehicle while students are on board or vehicle is in motion is prohibited.
- c. A Driver shall not distribute anything edible to students. See addendum X for WAC 145-031

AM/FM Radio Use:

- Age-appropriate music is acceptable for all grade levels.
- Students are allowed to use headsets on the vehicle if the volume is kept at a reasonable level.

Driver Cell Phone Use:

- a. Drivers may not use cell phones while students are on board or vehicle is in motion. Any form of hands-free/wearable devices is not to be used while driving the vehicle.
- b. Cell phones may be used to contact Dispatch or in an emergency situation when the vehicle is secure. See Addendum X for WAC 392-145-031

Student Cell Phone Use:

Students are allowed to use their cell phones while on the vehicle if it does not become disruptive to others, violating the Student Rights and Responsibilities expectations or district policy.

Fall and Slippage Prevention:

- Ice melt will be provided at strategic locations at both terminals to prevent falls.
- Any fall must be reported immediately to a Transportation Supervisor for proper documentation.

Layovers:

Layover time is to be spent only at the authorized location (not on the side of the road), which is specified on the run sheet or authorized by staff. Laying over on the side of the road is not an authorized location. Drivers may request a different layover location, but it must be authorized by office staff. Drivers are to use this time for completion of paperwork, sweeping and cleaning, fueling, and/or any other applicable duties.

- Drivers are not authorized to stop at any commercial establishment on their layover.
- Drivers are not authorized to take vehicle to their homes, homes of others without prior approval from the transportation office staff.

Railroad Crossing: *STOP FOR ALL RAILROAD CROSSINGS regardless of stated WAC exceptions*

AUTHORIZED RAILROAD CROSSINGS:

- 52nd St. E. - at Pioneer Way E (near Chief Leschi School)
- 5th St. SE - both directions
- 5th St. NW - both directions
- North Meridian - middle of downtown
- 3rd St. - north bound bypass
- 15th St. SE - both directions (near Spinning Elementary)
- 12th St NW & W. Stewart – all directions
- Freeman Rd. E. & Valley Ave. E.
- The bottom of Chrisella Rd. E.
- 80th St. E. & Pioneer Ave. E.
- Shaw Rd at E Pioneer – East, West & Southbound only
- 7th St NW & Stewart Ave – East, West & Northbound only

UNAUTHORIZED RAILROAD CROSSINGS:

- 7th St. NW between W. Stewart Ave. – Southbound only
- 66th St. E. & Stewart Ave. E.
- Shaw Road at E Pioneer – Northbound only

Time Piece:

Drivers are responsible for ensuring they have an accurate personal time piece at all times when on duty. The timepiece should be set to align with atomic clocks in each lounge.

Bid Board Procedures and Overtime Guidelines:

Drivers who knowingly sign for or accept a field trip or extra work they cannot reasonably be expected to complete based on posted times will be subject to the following:

First Offense: Verbal warning and reminder of bid board procedure.

Second Offense: Not eligible to bid any special runs for 10 school days.

Third Offense: Not eligible to bid any special runs for 30 school days.

Fourth Offense: Not eligible to bid any special runs for balance of school year.

Two-Way Radio Communications:

Our District uses two different two-way radio channels. All Drivers can use both channels when transmissions are unsuccessful. If Drivers need assistance after hours during weekdays, switch to channel three.

- Channel One: Downtown Drivers
- Channel Two: South Hill Drivers
- Channel Three: Mechanics

The Federal Communication Commission (FCC) establishes rules and guidelines for two-way radio use. The material contained herein is not intended to cover every type of situation, but rather to establish basic operating rules.

Per the FCC, it is unlawful to:

- To transmit superfluous signals or messages of any kind
- To use profane, indecent, or obscene language
- To willfully damage or permit the radio apparatus to be damaged.
- To cause unlawful or malicious interference with any other radio communications
- To intercept and use or publish the contents of any radio message without the express permission of the district.
- To make unnecessary or unidentified transmissions
- To transmit without first making sure that the intended transmissions will "NOT" cause interference. (i.e., "Listen First")
- To transmit a call signal, letter, or numeral that has not been assigned to your station.

General Radio Procedures:

At all times, radios shall remain at a volume that you can monitor and receive transmission. Before transmitting, monitor the frequency so as not to interfere

with others who may be using the frequency at that time.

Before placing a call:

- Pick up your microphone and key the mic.
- Pause two seconds before speaking to ensure Dispatch hears your complete message. A good rule of thumb is to always wait 2 seconds prior to speaking.

Acknowledging a transmission indicates not only that the information was received, but that the action to be taken is understood.

- When you have received the information and fully understand it, end the transmission by giving your run number. Use the vehicle number if you are doing a field trip.
- Likewise, at the end of your transmission, pause at least two seconds to ensure you do not clip the end of your transmission. Give your information at a speed that allows the recipient time to copy and/or understand.
- Use the phrase “**CODE RED**” when you have a life-threatening emergency or if you are involved in any accident no matter the severity. All other Drivers shall not transmit until the emergency is cleared. The Driver will be instructed to channel 3.
- Keep your voice as calm and natural as possible. Emotion tends to distort the voice and may render it incapable of being understood.
- Dispatch will announce over the radio that the “**CODE RED**” has been lifted on the general channel.

Do Not Use Two-Way Radio To:

- a. Call Dispatch or other Drivers to check student’s attendance or absence.
- b. Request time of day.
- c. Request a specific Dispatcher or staff member.
- d. Report traffic light malfunctions, road closures, etc. unless you are severely impacted. If vehicle are able to get through the impacted area, do not report the closure.
- e. Personal conversations.

Driver’s Mailbox:

- All Drivers should check their mailbox before departing on their AM, Midday, and PM runs. All mailboxes need to be emptied weekly.

- Drivers/Substitute Drivers, when using a spare bus, always check both your assigned mailbox and the spare bus mailbox.

Driver's Email:

All Drivers need to check their district email at least once a week. The district is moving toward paperless communication to the extent possible. Eventually, email will be the single mode of communicating significant and critical information.

School Bus Ignition Keys:

- All vehicle ignition keys shall be returned to the key hook after all runs or trips if completed before 5:30 PM.
- For after hour trips, ignition keys can be placed in the key drop box on the exterior of the buildings if the building is locked.

Fueling:

Always ensure you are putting the right fuel product in the vehicle you are driving. Each vehicle is clearly marked for the appropriate type of fuel.

- Always shut the engine off.
- Never get fuel with passengers on board.
- Stay with the fuel nozzle while fueling. Do not use alternate means to prop the nozzle open (i.e. rocks, rags, fuel cap, key tag, etc.). Hang the fuel nozzle up when finished fueling. Replace fuel cap. DO NOT TOP OFF OR OVER FILL.
- Do not post trip your vehicle while fueling.
- Vehicle must have at least one half (½) tank of fuel at the end of each shift.
- Avoid fuel spills. If you spill fuel, contact the shop or management immediately. Use absorbent material provided.

Driver Check-In:

Drivers are required to check in to pick up their keys with sufficient time to ensure a thorough pre-trip is completed:

- Fifteen (15) minutes prior to their scheduled departure time for AM runs.
- Five (5) minutes prior to their scheduled departure time for Midday runs.
- Fifteen (15) minutes prior to their scheduled departure time for PM runs.

- “Run Start Time” and “Extra Trip Depart Time” are the times the vehicle is scheduled to leave the vehicle stall.

Credentials:

- Drivers are responsible for renewing their credentials prior to the expiration dates. Copies shall be provided to the Driver Trainer prior to the expiration dates. All credentials are to always be on your person at all times when operating a District Vehicle.
- Copies of driver licenses are not considered legal documents by law enforcement.
- If your credentials (MEC, CPR, Driver license) are expired, you will not be allowed to drive until you are in compliance. This will be time off without pay.
- When renewing your Department of Licensing (DOL) credentials, Drivers should allow at least 4 weeks for scheduling appointments and processing time.
- Drivers are responsible for submitting their MEC to DOL 10 to 14 days prior to the expiration date.
- Drivers are responsible for attending district provided CPR class or schedule their own CPR class. Drivers that elect to schedule their own CPR class can get reimbursed up to the district reimbursable cost.

Tardiness:

It is important that all Drivers report to work at your contracted time each day including the allotted pre-trip time. There are no exceptions to this requirement. Each school year, Drivers who are late checking in will receive:

1. First Incident - Verbal warning
2. Second Incident - Written warning
3. Third Incident - Written reprimand
4. Fourth Incident - One (1) day suspension w/o pay.
5. Fifth Incident - Three (3) day suspension w/o pay.
6. Sixth Incident - Termination

Pre/Post Trip Procedures Using Zonar Device

Each Driver shall complete a proper pre-trip and post-trip inspection in compliance with established Zonar procedures. Failure to comply with pre/post trip procedures shall result in progressive discipline which may lead to suspension

without pay or termination. (CBA Article IV - Suspension and Termination, Section 4.10) See Addendum I for Zonar Pre/Post Trip and Student Check Procedures.

Regularly Scheduled Bus Maintenance and Defect Reports

Maintenance - Per state law, each vehicle is required to service at specific mileage intervals to ensure the vehicle is safe and meets all state requirements. Drivers will be given a spare vehicle during the maintenance period. Maintenance on a vehicle could take several days depending on the inspection results.

Defect Reports - It is important for each Driver to document all defects on the Vehicle Defect Report rather than the Zonar tablet. Even if a defect is reported directly to a Mechanic, a Vehicle Defect Report needs to be completed by the Driver. See Addendum X for WAC 392-145-031

Student Management:

- All student discipline that results in a suspension of riding privileges shall have Supervisor approval before the suspension is issued.
- Drivers shall call each parent/guardian and discuss the student's behavior before warning/suspensions are issued. The exceptions are severe behavior (HIB, Sexual Harassment) that would warrant immediate suspension from the vehicle.
- Drivers shall use the district approved student management system (progressive approach to the extent possible).
- Drivers shall not refuse to transport students for any reason without District approval.
- Drivers shall pickup and drop students at their assigned boarding and drop off location. If students are not sure of their stop, call Dispatch for assistance.
- Once a student is on your vehicle, never let them off without calling Dispatch for assistance or guidance. Under no circumstances are students to be placed in jeopardy.
- If a student has an item at the bus stop that is prohibited on the vehicle call Dispatch before allowing student on vehicle. Do not refuse to transport the student, and do not send the student home.
- Students are allowed to use their electronic devices while on the vehicle as long as it does not become disruptive to others.
- Never touch a student, unless it is to protect that student, yourself or another student from injury.

School Bus Routes:

Drivers are not to deviate from their route unless authorized by Transportation unless there are unusual circumstances.

- Drivers shall stop at authorized stops on run sheets only. If there is a need to add a stop to the run sheet, write the change on a route action memo and turn in to your Router. The stop is not authorized until added to your run sheet. Transportation can authorize stop changes and will inform the Driver to make the stop until the run sheets are updated.
- Drivers shall ensure their run sheets are correct. Each month the Driver is responsible for checking their run sheets for accuracy and having a Router sign the run book. If a correction is needed, Driver should make changes in the run book and submit a route action memo to the Router of needed changes.
- Drivers shall ensure they are on time to each stop within the allowed 5-minute window. If you are arriving too early to the bus stop or arriving too late, inform the Router so your run sheets can be adjusted accordingly.
- Drivers shall ensure they arrive to school on time as specified in the run sheet. It is important for Drivers to inform Dispatch if they are arriving earlier than the posted arrival times for each school.
- Drivers shall ensure their assigned bus has the appropriate run number being displayed on the side of the bus by the door.
- Drivers shall not authorize other Drivers to pick up or transport their students without Dispatch approval.

Loading and Unloading Procedures in School Bus Zones:

- School bus parking brake should be applied and placed in neutral or placed in park-prior to loading or unloading students.
- Students shall use handrails to load on or off the school bus.
- Drivers should have an exit plan shared with the students.
- Drivers shall never pass a vehicle that is loading or unloading students.

Driver Training Classes and In-service:

- Drivers involved in accidents may receive refresher training.
- It is required for all Drivers to attend the annual back-to-school/in-service meeting, except in cases of emergencies or unavoidable circumstances.

- The annual back-to-school/in-service meeting is typically scheduled during the last half of August on Tuesday and /or Wednesday.

Payroll and Weekly Time Adjustment Forms:

- Regular Drivers' contract time is spread over twelve (12) months. School operates for 180 days a year. Drivers' pay is based on hours' work on the first day of the month through the last day of the month. Example: (4.8 hours per day x 180 days x \$15.00 per hour) / 12 months = \$1,080.00)
- All extra work is paid for in the following month. Example: September field trips, bus cleaning, meeting time, additional contract time, etc. is paid on the last working day of October. Likewise, all October extra work is paid on the last working day of November.
- Weekly time adjustment forms are used to record any extra work or additional contract time. These forms are to be used for one week then submitted to the payroll box for approval. Do not put two different months on one form.
- Payroll information shall be turned in on time. If not, the employee may not be paid the correct amount until the following month.
- All payroll time sheets, and weekly time adjustment forms must be dated and signed.
- All work shall be authorized by Transportation Management Staff.
- All paperwork will be turned in weekly. The final deadline is the last day of each month at 5:00 pm. If the last day of the month falls on a weekend or you have a late trip on the last day of the month, Extra Run Forms are due the next PSD working day by 12:00 noon. Any paperwork turned in after the deadline will be applied the following month.

Emergency Plans:

With the variety of concerns facing Americans today, it would be difficult at best to form a "plan" that encompassed all emergency scenarios. You, as a school bus Driver need to be informed about your responsibilities and the expectations the school district, parents and community have of you during an emergency.

Puyallup School District Transportation Department has devised a basic plan so you will be clear on your responsibilities should an event occur.

Earthquake:

- Following the earthquake, check to see if students are okay, render first aid as necessary.
- Attempt to make contact with Dispatch. If communications are not working, proceed to the nearest school for assistance. (Remember to check the emergency channels on the radio.)
- If roads are not passable, park your vehicle in a safe area and remain with your vehicle and students until authorized (district staff, parents, law enforcement) assistance arrives.
- Only release students to those who are authorized: parent/guardian or authorized adult.

Upon releasing students:

- Use the reunification form in your emergency packet to document who has taken each child.
- You must have a complete name, address (where the child will be), ID of the person to whom you released the child.
- When your vehicle is empty, you may walk home if feasible. Always leave your bus keys, list of student information, and a statement that “all your students were accounted for, and you walked home” in the emergency packet. (District staff will be making their way to check on each bus and Driver). The student information is very critical, be sure it is legible, complete, and as accurate as possible.
- If picking up students in the AM and roads are passable, continue picking up all students as parents may have already left home. Do not leave any students at bus stops.
- If delivering students in the PM and roads are passable, continue releasing students to their home stop. If roads are impassable, do not release any more students---keep them on your bus. Secure your bus in a safe place and remain with your students until help arrives or students are claimed with proper identification and the reunification form in your emergency packet.

Options: If you are close to the home school, you may opt to “walk” your students to the school. You may be expected to stay and help with the students, depending on the number of staff left at the school. Use caution and give good directions to the students regarding walking to the school, before leaving the vehicle. For example:

Elementary students - might be asked to link arms and stay linked until safely at the school. Walk single file.

Secondary students - may refuse to go with you to the school. Do everything you can to calm them and convince them to stay with you, (explain the importance of being able to account for each student when parents come looking for them) however, if they refuse, and leave, just document that on your form: name, and where they might have been going.

Important Fact to Remember: Never drive on bridges or overpasses following an earthquake as they may “look” stable, but until they have been checked and deemed safe, they are not safe!

Lahar: Volcanic Mud Flow

Buses will not be used to evacuate people; they will only get stuck in traffic jams. The main goal is to get to “high ground” as quickly as possible which is approximately 100 feet above the valley floor.

- If loaded with students anywhere in the Puyallup River Valley and roads are blocked: Give clear directions to students to link together and walk “together” up the nearest hill. You must stay with your students. Use the same paperwork and accountability procedures for releasing students when the time comes, as with an earthquake.
- If loaded with students on South Hill and the roads are passable, drive your students to their home school.
- If roads are passable on North Hill, drive your students to their home schools. If not, then proceed with your students walking to higher ground. (100 feet above the valley floor)
- If they are unable to make it to the home school, walk to the nearest PSD Facility on higher ground.

Chemical Spill or Train Derailment:

If you are delivering or picking up students and a spill occurs in your vicinity:

- Drive the loaded vehicle away from the plume of vapors.
- Instruct students to cover their mouths and nose with coats, shirts or other materials.
- If roads are impassable, give clear directions to students on how to evacuate and quickly head with them to the nearest safe place you can find up wind. Prior to departing the vehicle, notify Dispatch of direction of travel, if possible.
- Count students when departing vehicle and again after arriving at safe location.

Note: In the case of a Lahar or chemical spill, our staff will relocate to our South Hill location at 3605 17th St SW. Operations and meetings will be conducted from this location.

Floods:

- Do not drive the vehicle through standing or running water. Water a few inches deep is reasonable.
- You may need to re-route.
- Inform Dispatch of the situation and request assistance, if needed.
- While driving through water a few inches deep may be reasonable, do not attempt to cross water in which depth is not known.

Windstorms:

- Continue to pick up/deliver students unless school is canceled.
- If your path is blocked by a downed tree or power lines, you may need a “responsible” person to help you backup and reroute. Contact dispatch for assistance.
- A responsible person is any adult who would be willing to assist you. Make sure you clearly point out the hazards you are concerned about hitting them--they may assume you see everything.

Downed Power Lines:

Do not move the vehicle if lines come down on top of it.

- Instruct students to calmly remain seated---they are safest inside the vehicle.
- Call Dispatch – who will call the fire department to assist.
- If evacuation is ordered, instruct students to keep arms crossed at chest, gently jump off last step onto ground with both feet landing together (DO NOT TOUCH THE SIDE OF THE Vehicle!), then “shuffle” feet along ground until clear of danger. Shuffling their feet keep the students “grounded”.
- If instructed by Dispatch to do so, return students to school.

Snow or Ice Conditions:

- Continue picking up/dropping off students until instructed to do otherwise.
- If conditions warrant, pull off road safely, stop and engage hazard lights.
- Inform Dispatch of your status.

- In AM, do not return students to their home stops unless instructed by Dispatch.
- If chains are needed drivers need to contact dispatch.

School Emergency Evacuation: (May be one or multiple schools.)

In the event one or more schools must be evacuated, buses may be called to assist. During these emergencies busses are needed to transport students to a designated safe location, Dispatch will make a “Code Red” radio call to clear all radio traffic. Dispatch will provide further instructions.

On The Job Injury:

All unsafe working conditions and on the job injuries or “near-misses” shall be reported to the Driver Trainer or designee, a department Administrator, or a safety committee member immediately.

- Work injuries that require more than first aid must be reported to Puget Sound Workers’ Compensation Trust (PSWCT). This can be done by calling the Nurse Triage Helpline at 833-928-6877 or by completing an online report at www.pswct.com.
- If medical attention is needed, please send all documentation from your medical provider to workinjury@puyallupsd.org.
- Please visit [Accidents and Injuries - Puyallup School District](#) for additional information.

Bus Cleanliness:

- Refer to Article VI of the Collective Bargaining Agreement “Cleaning and Fueling”
- Puyallup School District vehicle is a visible representative of our District. It is the expectation that Drivers shall keep their equipment clean inside and out.
 - a. Sweep daily.
 - b. Periodic washing of the exterior for good appearance
 - c. Clean inside of all windows once weekly
 - d. Clean seat cushions and spaces between seat cushions twice yearly
 - e. Clean ceiling twice yearly
 - f. Fueling of assigned vehicle as needed is required of all Drivers.

ADDENDUMS

- I. School Bus Driver Rules of Conduct
- II. Zonar Pre/Post and Student Check Procedure
- III. Policy No. 5201 - Drug-Free Schools, Community and Workplace
- IV. Policy No. 5202 - Federal Highway Administration Mandated Drug and Alcohol Testing Program
- V. Regulation 5202R - Drug and Alcohol Testing
- VI. Policy No. 5290 - Employee Possession of Dangerous Weapons and Personal Protection Spray Devices
- VII. 5011 Sex-Based Discrimination of District Staff Prohibited.
- VIII. 5011R Sexual Harassment of District Staff Prohibited
- IX. WAC 296-155-212
- X. WAC 392-145-031

ADDENDUM I

School Bus Driver Rules of Conduct:

The following list of rules sets forth the required general driver conduct. All rules of Puyallup School District Transportation Department now in force or hereafter adopted shall be observed by all drivers. District Administrators are authorized to subject a driver who violates any rule to discipline which may include verbal warning, written warning or reprimand as appropriate to the infraction. The superintendent may suspend a driver during an investigation and pending a hearing if the superintendent deems the suspension to be reasonably necessary to protect the best interest of the district and may exercise other powers concerning discipline and termination as authorized by law.

A driver shall not:

- Falsify or omit material information from District records or any report or statement required of or submitted by the employee.
- Use language or actions which are offensive or profane to a reasonable person.
- Smoke any kind of lighted pipe, cigar, cigarette (including electronic) or any other lighted smoking equipment or material, or chew or sniff a tobacco product on district property, including district or private vehicles, as prohibited in District Policy. If you choose to smoke, ensure that you are no longer on district property.
- Damage or harm District property, another employee, student or patron through negligence or intentional action.
- Take, use, convert or possess funds, equipment and materials of the district for purposes not related to the district without prior authorization. Utilizing services of district staff members while on duty is prohibited.
- Endanger the safety of oneself or another person through negligence or intentional action.
- Provoke a fight or participate in a fight, except to take such defensive measures as may be necessary to protect oneself or anyone else who is the subject of an unprovoked attack.
- Use threats in an effort to secure any advantage for oneself or another.
- Induce or attempt to induce any district employee or student to commit an unlawful act or to act in violation of any rule, regulation or policy applicable to the employee or student.

- Carry a weapon on employer's time or premises to include but not limited to firearms, switchblades, etc. For a list of prohibited items, reference District Policy 5290 and RCW 9.41.280.
- Illegally manufacture, distribute, dispense or possess any controlled substance, use alcohol at work, work under the influence of alcohol, legalized marijuana or work under the influence of any controlled substance unless the substance is prescribed by a doctor and does not impair the employee's ability to function in his or her position.
- Fail to perform any responsibilities imposed upon the employee or fail to follow any directives issued to the employee by the employer.
- Be tardy. Tardy means arriving on site later than the times prescribed in the Driver Check-In section of this handbook.
- Be absent without authorization or approved excuse. Leave without pay (LWOP) must be approved by Human Resources in advance.
- Threaten, intimidate, bully, harass (sexually, racially or otherwise), coerce or abuse, either physically or verbally, another employee, patron or student.
- Violate safety rules or safety practices or fail to use required safety equipment.
- Distribute materials, circulate petitions or collect contributions on the employer's time or premises without proper authorization.
- Require or pressure student, staff or parents to purchase equipment, supplies or services from the employee in a private compensatory capacity.

This listing represents the general guidelines of driver conduct for the Puyallup School District Transportation Department and is not inclusive. A violation of the above rules may be sufficiently serious to constitute cause for termination of employment. In addition, a situation may occur which is inherently offensive, but no specific rule applies; in such cases a driver is subject to reasonable discipline, which may include termination.

ADDENDUM II

Pre-Trip and Post-Trip Requirements: WAC 392-145-041

The following are requirements to ensure the safety and security of the school bus during operation:

1. Motor fuel shall not be put into the tank while the engine is running or while passengers are on the school bus. Prior to commencement of any trip, driver shall assure that the school bus has sufficient fuel to prevent the school bus from running out of fuel.
2. Prior to commencement of any trip, school bus drivers shall assure that the mirrors, windshield and rear window(s) of the school bus are clean.
3. Prior to commencement of and during any trip, with passengers aboard, every school bus driver shall ensure there are no articles in the following areas that could impede normal movement, visibility, or emergency egress:
 - a) The service entrance step well
 - b) The aisles or passageways to any emergency door
 - c) The entire shelf area between the rearmost passenger seats and the rear emergency window (if so equipped)
4. Tools and other miscellaneous articles shall be carried in appropriate compartments. They shall not be carried loose upon the floor or dashboard area of the school bus.
5. School bus drivers shall be certain that all brakes, lights, stop signs, warning signal lamps, and other safety devices are working properly before starting on any trip and shall assure that the school bus is equipped with a fully stocked first-aid kit, three reflective triangles, and a body fluid clean up kit and a fire extinguisher certified to be in good working order.
6. School bus drivers shall check the latch, safety lock, and warning system for all emergency exits prior to each trip and no school bus shall be operated with passengers aboard unless all the emergency exits are functioning properly.
7. At the end of each trip or route segment, the school bus driver shall thoroughly check the school bus to ensure that no students are left on the school bus. Additionally, the school bus driver should take reasonable action to ensure that any articles left behind by students are safe, secure and dealt with according to district policy.

ZONAR PRE/POST TRIP PROCESS:

Using the Zonar_device, pre/post trips are to be conducted at the beginning/end of your AM run, Midday run and PM run, IF you are NOT in layover status. If you are in layover status at a school or the bus garage, you are not required to perform a pre/post trip; however, you are required to conduct a student check using the Zonar device. This also applies to activity runs.

PRE-TRIP PROCEDURES

Log into Zonar:

Your first login will be your issued Zonar id #. Your second login will be the birth month/ last two digits of your birthday year. i.e. XX/XX

During your pre-trip the following items must be checked:

Ambers, Reds, hazards, headlights (low), headlights (high), clearance lights and thumping your tires.

OUTSIDE BUS:

Right Front:

- Exhaust Sounds: no air leaks or exhaust sounds
- Fuel Cap: tank is securely mounted cap is tight, no signs of fuel leaking from the tank or cap
- Hub: is not leaking oil
- Tires: are not damaged, inflation is good/not flat
- Lugs: are present and not loose and no rust trails
- Windows: are not broken/clean

Bus Front:

- Lights: all lights are working, clean, not broken
- Crossing Arm: activated with the reds
- License Plate: make sure you have one
- Reflectors: not broken, proper color

Left Front:

- Stop paddle is working and lights flash
- Mirrors: are secure, not broken and clean

- Hub: is not leaking oil
- Tires: are not damaged, inflation is good/not flat
- Lugs: are present and not loose and no rust trails
- Windows: are not broken/clean
- Exhaust Sounds: no air leaks or exhaust sounds

Left Rear:

- Tires: are not damaged, inflation is good/not flat
- Lugs: are present and not loose and no rust trails
- Exit Doors: opens freely, opens all the way, door lock works, buzzer sounds no damage to seal and hinges are secure and door locks securely
- Luggage Compartment Doors: are secure and not damaged
- Fuel Cap: tank is securely mounted cap is tight, no signs of fuel leaking from the tank or cap • Exhaust Sounds: no air leaks or exhaust sounds

Bus Rear:

- All lights: are working, they are not broken, they are clean
- Exit doors (items as on Left rear)
- License plate: is present
- reflectors: are clean, not broken and proper color
- Engine Compartment: No leaks coming from the engine compartment. (can be front, back or inside)

Right Rear:

- Tires: are not damaged, inflation is good/not flat
- Lugs: are present and not loose and no rust trails
- Exit doors: opens freely, opens all the way, door lock works, buzzer sounds no damage to seal and hinges are secure and door locks securely
- Luggage compartment doors: are secure and not damaged
- Fuel Cap: tank is securely mounted cap is tight, no signs of fuel leaking from the tank or cap
- Exhaust Sounds: no air leaks or exhaust sounds

INSIDE BUS:

Entering Bus:

- Steps and floor: are clean, not damaged, handrail is secure

- Emergency equipment: first aid/body fluid kit is full and secure to the bus, three (3) triangles in the box and the box is closed and secure, fire extinguisher is charged, and secure to the bus
- Registrations: are present, insurance card present, and accident packet is present
- Driver's Seat: belt and seat are secure and not damaged; seat is not loose or broken

Brakes:

Air Leak: parking brake released, key in on (bus off) push on the service brake for one (1) minute no more than 3 psi loss in that one minute

- Low Air Warning: brake off, key on (bus off), pump the service brake until the parking brake pops out (between 20-45 psi)
- Parking Brake Set: brake off, key on (bus off) pump service brake until the parking brake pops out at 120-140 (new number required by WAC)
- Air Build Up: start bus, bring RPM's up to 1500; hold and time the air from 60 psi to 90 psi; should be less than one minute.

Driver's Seat Area:

- Safety Start: before the air builds up/ you want to make sure the brake is set, and transmission is in neutral
- Gauges: are all working and no warning lights or buzzers are on
- Horn is working
- Dome Lights are all working
- Mirrors: are adjusted properly
- Heaters, Defrosters, Fans: they are all working properly
- Radio, P.A.: turned on and working
- Service Door: operates properly and step well lights are working
- Steering: tires move freely no sounds
- Wipers and Washers: operates properly and fluid in washers
- Windows: are all clean, not broken

Inside Bus:

- Air Governor: listen for the governor to cut out
- Emergency Exits: doors, all hatches, exits open freely, locks work, buzzers work and secure to the bus
- Seats: All seats are secure to the floor, no broken frames (tops and bottoms) and the seat bottoms are attached to the frames and secure (they do not lift up)
- Bus Empty Sign: removed

- Body Fluid Kit: secured and fully stocked
- Accident Packet: Present on the bus and up to date

NOTE: If you are driving a special needs bus, there are a few different items to check. All other checks are the same.

Bus Rear:

- Wheelchair Lift Light and Buzzer: make sure they are working
- W/C Lift: fully extend the ramp out and all the way to the ground, wheel stops work, seat belt stops ramp if not locked in
- Manual Ramp Check: Should be done once a week
- Wheelchair Cover: is on ramp while bus is in motion

Inside Bus:

- Student Seat Belts: All belts, are not damaged, frayed, and the buckles are working properly
- Car seats: are secure to the seat (with seat belt) they are not damaged, and they are clean
- Wheelchair straps and seat belt: All four (4) are present, not damaged or frayed, and seat belt for students is present, not damaged or frayed
- Safety Vest: secure to the seat not damaged or frayed

Your Pre-Trip is Complete

NOTE: Any defects found are to be written up.

ZONAR STUDENT CHECK PROCEDURES

Zonar student checks are required to check your bus for students and left behind items at the end of each trip segment, even if you remain on your bus between trips.

- Log into Zonar as you would for all checks. Go to the back of the bus (inside) and touch the yellow tag above the emergency door/window with your handheld Zonar device.
- Check the bus for any students or items left behind by student.

ZONAR POST TRIP PROCEDURES

Log into Zonar: log in as with all other trips.

- **Check All zones:** for any defects or damage. Report all damage or defect to the Mechanic shop on a defect form for documentation purposes.
- **Drain Air:** If bus is equipped with air brakes, air should be drained every night.
- **Student Check:** Ensure a student check is conducted and left behind items are collected.
- **Bus Empty Sign:** Placed in back window.

ADDENDUM III

Book: District Policies

Section: 5000: Personnel

Title: Drug-Free Schools, Community and Workplace

Code: 5201

Status: Active

Legal [RCW 69.50.435 Violations committed in or on certain public places or facilities – Additional penalty – Defenses – Construction – Definitions.](#)

[41 U.S.C. § 8103 Drug Free Workplace Requirements for Federal Grant Recipients](#)

[21 U.S.C. 812 Controlled Substance Act](#)

[20 U.S.C 7101-7118 Safe and Drug-Free Schools and Communities Act](#)

Adopted: August 10, 1998

Last Revised: August 17, 2020

Last Reviewed: August 17, 2020

The Board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

“Workplace” is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. That includes school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school District, which could also include work on a federal grant.

For these purposes, the Board declares that the following behaviors will not be

tolerated and will be grounds for immediate discipline, up to and including termination, even for a first offense:

- A. Reporting to work under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids.
- B. Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, in any amount or in any manner on District property at any time or when involved in a school district activity on or off school district property.
- C. Being convicted of a felony or misdemeanor attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- D. Using District property or the employee's position within the District to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- E. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids in a manner which is detrimental to the interest of the District.
- F. Failure to report a drug or medication whether or not prescribed by the employee's physician, that may adversely affect that employee's ability to perform work in a safe or productive manner. Employees are required to report such use of medication to their Supervisors. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The Supervisor in conjunction with the District office then will determine whether the employee can remain at work and whether any work restrictions are necessary.
- G. Failure to notify one's Supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification will be provided no later than five (5) days after such conviction. The District will inform the federal government within ten (10) days of such conviction, regardless of the source of the information.
- H. Testing positive for any non-prescribed controlled substance.

Each employee will be notified of the District policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. All employees who have engaged in prohibited conduct as defined above, must undergo and pass a return-to-duty test. Any employee returning to work in a safety-sensitive position who has been off work more than 15 days due to a medical condition, surgery or other

medically related procedure may be subject to drug and alcohol testing before returning to work. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the District's discretion, as it deems appropriate.

[Cross References*](#)

Policy 4215 Use of Tobacco on School Property

Policy 5203 Employee Assistance Program for Job Performance Problems

Policy 5280 Separation from Employment

To locate active policies, please visit www.puyallup.k12.wa.us, click District, choose School Board Meetings and Policies, then click on the Policies tab.

Adopted 08-10-98

Revised 12-13-10

Revised 03-02-15

Revised 2-12-18

Revised 06-18-18

Revised 06-15-20

Revised 08-17-20 (reverted back to 06-18-18 version)

ADDENDUM IV

Book: District Policies

Section: 5000 - Personnel

Title: Federal Highway Administration Mandated Drug and Alcohol Testing Program

Code: 5202

Status: Active

Legal: [49 CFR 40 Procedures for transportation workplace drug and alcohol testing programs](#)

[49 CFR 382 Controlled substances and alcohol use and testing](#)

Adopted: March 8, 1999

Last Revised: June 15, 2020

Last Reviewed: June 15, 2020

The Board directs the Superintendent to establish programs and procedures regarding drug and alcohol testing as mandated by and in accordance with Federal Highway Motor Carrier Safety Administration (FMCSA) controlled substances including marijuana (cannabis), and alcohol testing rules.

Record Retention and Reporting

The Superintendent or Designee is responsible for developing procedures for securely retaining records collected under this policy with controlled access and for the time periods established by the federal regulations. The Superintendent or Designee is also responsible for developing procedures for reporting data collected under this policy as required by the federal regulations.

Education, Training and Referral Services

The Superintendent or Designee will adopt educational materials that explain the requirements of this policy and the federal program. The educational materials will be distributed to each employee prior to the start of the testing program and to each employee subsequently hired or transferred into a position covered by this policy. After receiving a copy of the materials, each employee will sign a

certificate of receipt and the District will maintain the original of the receipt. The collective bargaining representative of the employee, if any, will be notified of the availability of this information. The educational materials will include:

- A. A copy of this policy and subsequent regulations;
- B. The name of the person designated to answer questions about the materials;
- C. The categories of employees covered by the policy;
- D. A description of safety-sensitive functions, so that employees will know which part of their tasks will be covered by this policy;
- E. A specific description of conduct prohibited by this policy and the federal program;
- F. The circumstances under which an employee is subject to testing;
- G. The procedures used in the testing program, especially those that protect the employee and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct employee;
- H. The requirement that employees must submit to testing required by this policy and the federal program, and a description of what constitutes refusal to submit to required testing and the consequences of refusal;
- I. The consequences for employees who violate this policy and the federal program, including immediate removal from conducting safety-sensitive functions;
- J. The consequences for employees found to have alcohol concentrations between 0.02 and 0.04;
- K. Information about the effects of alcohol and controlled substances on an individual's health, work and personal life and methods of intervening when a problem with alcohol or a controlled substance is suspected, including confrontation, referral to the Employee Assistance Program and referral to management; and
- L. The requirement that the following personal information collected and maintained will be reported to the Clearinghouse:
 - A verified positive, adulterated, or substituted drug test result;
 - An alcohol confirmation test with a concentration of 0.04 or higher;
 - A refusal to submit to testing;
 - An employers report of actual knowledge;
 - On duty alcohol use;
 - Pre-duty alcohol use;
 - Alcohol use following an accident;
 - Controlled substance use;
 - A substance abuse professional (SAP) report of the successful completion of the return-to-duty process;
 - A negative return-to-duty test;

- An employer's report of completion of follow-up testing

Supervisors designated to determine if reasonable suspicion exists that an employee is under the influence of alcohol or controlled substances must have at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on use of controlled substances. The training will cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

An employee who violates this policy or the federal regulations will be informed of resources available for evaluation and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. Costs incurred by the employee for evaluation and/or rehabilitation are the employee's responsibility (other policies may apply).

[Cross References*](#)

Board Policy 5201 Drug-Free Schools, Community and Workplace

Board Policy 5203 Employee Assistance Program Staff Assistance Program

Board Policy 5281 Disciplinary Action and Discharge

To locate active policies, please visit www.puyallup.k12.wa.us, click District, choose School Board Meetings and Policies, then click on the Policies tab.

Adopted 03-08-99

Revised 12-13-10, Revised 03-02-15, Revised 06-15-20

ADDENDUM V

Book: District Policies

Section: 5000 - Personnel

Title: Federal Highway Administration Mandated Drug and Alcohol Testing Program

Code: 5202R

Status: Active

Adopted: January 10, 2005

Last Revised: April 5, 2023

Last Reviewed: April 5, 2023

This regulation is intended to implement the federally mandated drug and alcohol testing program for applicants for, or employees in, positions in which the individuals must possess a commercial driver's license (CDL), Non-CDL drivers and those considered to hold safety-sensitive positions. Federal regulations regarding this program supersede this regulation if this regulation is inconsistent.

Prohibited Alcohol and controlled Substance-Related Conduct: The following alcohol and controlled substance-related activities are prohibited by the district for employees required to possess a Commercial Driver's License (CDL) as part of their job responsibilities. Violations will result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including discharge:

1. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the Federal Motor Carrier Safety Association (FMCSA).
2. Being on Duty or operating a vehicle while the employee possesses alcohol.
3. Using alcohol while performing safety-sensitive functions.
4. When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.

5. Refusing to submit to an alcohol or controlled substance test required by post-accident, random reasonable suspicion, or follow-up testing requirements.
6. Using alcohol, or being under the influence of alcohol within four (4) hours of going on duty, operating or having physical control of a vehicle requiring a CDL to operate.
7. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a physician who has advised the employee and the district that the substance does not adversely affect the employee's ability to safely operate a vehicle. Employees are required to notify the district of use of any medication that could affect an employee's safe job performance and/or any medication prohibited while working.
8. Reporting for duty, remaining on duty, or performing a safety-sensitive function if the employee tests positive or has adulterated or substituted a test specimen for controlled substances.

Testing Requirements: The following identify the occasions on which an employee will be subject to alcohol or controlled substances testing. The Superintendent or Designee is responsible for the development and implementation of procedures for conducting the tests and administering the exemptions consistent with the federal rules.

1. Pre-employment Testing - Prior to the first time an employee performs a safety-sensitive function for the district, the employee will undergo testing for alcohol and controlled substances. This testing requirement may be waived under FMCSA rules for CDL drivers recently employed elsewhere for whom testing records are available from their previous employers.
2. Post-accident Testing - Any drivers involved in an accident, will be tested for alcohol and controlled substances. Additionally, if any of the following occur: Human Fatality; Bodily injury with immediate medical treatment away from the scene; or Disabling damage to any motor vehicle requiring tow away drivers will be tested in accordance with the Federal Highway Administration Regulations
3. Random Testing - Annually, the district will arrange for the unannounced random alcohol and controlled substances testing of its employees who drive district vehicles. Fifty percent (50%) of those employees must be randomly selected for controlled substances testing each year, and ten percent (10%) of those employees for alcohol testing (or whatever level of testing is required in a given year by the FMCSA). Alcohol testing under this program will take place just prior to, during or immediately after the employee engages in a safety-sensitive function for the district.
4. Reasonable Suspicion Testing - An employee must submit to alcohol or controlled substance testing whenever a trained Supervisor has a reasonable

suspicion of alcohol misuse or controlled substance use based on specific, contemporaneous and articulable observations concerning the appearance, behavior, speech or bodily odors of the employee. Observations related to using alcohol must be made just prior to, during or immediately after the employee engages in a safety-sensitive function for the district, and the alcohol test must be given within eight (8) hours following the determination of reasonable suspicion.

5. Return-to-Duty Testing - If an employee is to be returned to performing safety-sensitive functions for the district after violating this policy or the federal regulations, the employee will be evaluated by a substance abuse professional (SAP) who will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and use of controlled substances. SAPs must require education and/or treatment in all such cases. If an employee is to be returned to performing safety-sensitive functions for the district following a violation of this policy or the federal regulations, the employee will be evaluated by an SAP to determine that the employee has properly followed any rehabilitation proscribed. Before an employee could be returning to performing safety sensitive functions for the district following a violation of this policy and/or the federal regulations the employee will undergo a return-to-duty alcohol and/or controlled substances test resulting in an alcohol concentration below the standard set by the FMCSA or negative controlled substances test.
6. Fit-For-Duty Testing - All employees returning to work in a safety-sensitive position who have been off work for more than 15 days due to a medical condition, surgery or other medically related procedure may be subject to drug and alcohol testing before returning to work.

Follow-up Testing: Any employee who continues performing safety-sensitive functions for the district, following a determination that the employee requires assistance in resolving problems associated with alcohol misuse and/or the use of controlled substances, will be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a SAP. Follow-up alcohol testing will be conducted only just prior to, during or immediately after the employee performs a safety sensitive function.

Adopted 01-10-05

Revised 10-05-10

Revised 02-23-15 (technical changes only)

Revised 02-12-18

Revised 06-18-18

Revised 06-15-20

Revised 04-05-23

ADDENDUM VI

Book: District Policies

Section: 5000 - Personnel

Title: Employee Possession of Dangerous Weapons and Protection Spray Devices

Code: 5290

Status: Active

Legal: [RCW 9.41.280 Possessing dangerous weapons on school facilities—Penalty—Exceptions. \(Effective until April 1, 2016.\)](#)

[RCW 9.41.250 Dangerous weapons—Penalty.](#)

[RCW 9.91.160 Personal protection spray devices.](#)

Adopted September 10, 2007

Last Revised June 15, 2015

Last Reviewed June 15, 2015

Except as provided in this Policy, all District employees and volunteers are prohibited from possessing firearms or dangerous weapons at work, work activities, or on District property, including possession of such items in vehicles parked on or near District property while the employee or volunteer is working. These restrictions are in addition to those set forth in Policy 4210. The exceptions in Policy 4210 and state law allowing possession of firearms or dangerous weapons in certain situations do not apply to employees or volunteers under this Policy.

Employees may possess and use for personal self-defense purposes personal protection spray devices (PPSD) as permitted under state law. Employees may not deliver PPSD's to others while working. The Superintendent or Designee may impose additional restrictions on the possession or use of such items for District personnel in the course of their ordinary work duties.

For the purpose of this policy,

- A. A “firearm” means a weapon or device from which a projectile or projectiles may be fired by an explosive such as gunpowder;
- B. A “dangerous weapon” means any instrument or weapon of the kind usually known as:
 - 1. slung shot or sand club;
 - 2. metal knuckles;
 - 3. spring blade knife, a dirk, dagger, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement;
 - 4. devices commonly known as "Nunchaku sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
 - 5. devices, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect or;
 - 6. air guns, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
 - 7. portable devices manufactured to function as a weapon and which are commonly known as stun guns, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; or devices, objects, or instruments which are used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge or impulse.

This policy does not apply to (1) law enforcement personnel acting on behalf of the District, such as School Resource Officers; (2) District classified personnel who have been specifically authorized in writing by the Administrator who oversees Facilities to carry or use firearms, or dangerous weapons while performing their work duties; or (3) other situations in which the Superintendent has issued a written determination that possession of such items is necessary for personal safety or property protection reasons and such possession is otherwise permitted under law.

Cross References

[Board Policy 4210 Regulation of Dangerous Weapons on School Premises](#)

ADDENDUM VII

Book: District Policies

Section: 5000 - Personnel

Title: Sex-Based Discrimination of District Staff Prohibited

Code: 5011

Status: Active

Legal:

[RCW 28A.640.020 Regulations, guidelines to eliminate discrimination—Scope—Sexual harassment policies.](#)

[WAC 392-190-058 Sexual harassment](#)

[20 U.S.C. 1681 - 1688](#)

[2015 - July Policy Alert](#), [2014 - December Issue](#), [2010 - October Issue](#)

Adopted: June 18, 2018

Last Revised: September 18, 2023

Last Reviewed: September 18, 2023

The Puyallup School District is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other

students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created when the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities. A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and regulations of Policy 3205 and 3205R.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this

policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee, and reproduced in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.

[Cross References](#)*

Policy 3205 Sexual Harassment of Students Prohibited

Policy 3207 Prohibition of Harassment, Intimidation and Bullying

Policy 3210 Nondiscrimination

Policy 3211 Gender-Inclusive Schools

Policy 3421 Child Abuse Neglect and Exploitation Prevention

Policy 5010 Nondiscrimination and Affirmative Action

Policy 5281 Disciplinary Action and Discharge

To locate active policies, please visit www.puyallupsd.org/boardpolicies

Adopted 06-18-18

Revised 08-17-23

Revised 09-18-23

ADDENDUM VIII

Book: District Policies

Section: 5000 - Personnel

Title: Sexual Harassment of District Staff Prohibited

Code: 5011R

Status: Active

Legal:

[2015 - July Policy Alert](#)

[2014 - March Issue](#)

Adopted: June 18, 2018

Last Revised: September 18, 2023

Last Reviewed: September 18, 2023

This regulation is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by other students, employees or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

A formal complaint filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and 3205R.

Notice

Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 302 2nd Street SE, Puyallup, WA 98372.

Staff Responsibilities

In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Assistant Superintendent of Human Resources and Employee Relations so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality

If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to Amie Brandmire, Assistant Superintendent of Human Resources and Employee Relations for evaluation. The Assistant Superintendent of Human Resources and Employee Relations should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take action against those found to have retaliated.

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to Amie Brandmire, brandmah@puyallupsd.org, (253)841-8666. Additionally, staff will also inform an appropriate Supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an Administrator in a building reviewing the district sexual harassment policy without identifying the complainant.
- Developing a safety plan;
- Separating staff person; or

- Providing staff and/or student training.

Informal complaints may become formal complaints at the request of the complainant, parent or guardian, or because the district believes the complaint needs to be more thoroughly investigated. The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Formal Complaint Process

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation. The following process will be followed:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Assistant Superintendent of Human Resources and Employee Relations may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Assistant Superintendent of Human Resources and Employee Relations may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the Assistant Superintendent of Human Resources and Employee Relations, Amie Brandmire at 302 2nd Street SE, Puyallup, WA 98372, (253)841-

8666, brandmah@puyallupsd.org. Any district employee who receives a complaint that meets these criteria will promptly notify Amie Brandmire.

Investigation and Response

- The Assistant Superintendent of Human Resources and Employee Relations will receive and investigate all formal, written complaints of sexual harassment or information in their possession that they believe requires further investigation. The Assistant Superintendent of Human Resources and Employee Relations will delegate their authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Assistant Superintendent of Human Resources and Employee Relations will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Assistant Superintendent of Human Resources and Employee Relations will compile a full written report of the complaint and the results of the investigation.

Superintendent Response

- The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the

complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).

- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the Assistant Superintendent of Human Resources and Employee Relations will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Level Two - Appeal to Board of Directors

Notice of Appeal and Hearing

- If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

Decision

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

Filing of Complaint

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the Board of Directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the

complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov |
www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education-related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The

agreement must be signed by the complainant and a district representative who has authority to bind the district.

Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Policy and Procedure Review

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified

staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The Assistant Superintendent of Human Resources and Employee Relations will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Adopted 06-08-18

Revised 04-08-22 (technical change only)

Revised 08-19-22 (technical change only)

Revised 09-18-23

ADDENDUM IX

WAC 296-155-212

Foot protection.

(1) Substantial footwear, made of leather or other equally firm material, must be worn by employees in any occupation in which there is a danger of injury to the feet through falling or moving objects, or from burning, scalding, cutting, penetration, or like hazard.

(a) The soles and heels of such footwear must be of a material that will not create a slipping hazard.

(b) Shoes made of leather or other firm materials that have soft athletic-type soles which would protect employees from foot injuries and at the same time, provide soft and firm footing while working under specialty requirements or with specialty materials are acceptable if meeting safety shoe requirements established by OSHA or ANSI.

(c) Footwear that has deteriorated to a point where it does not provide the required protection must not be used.

(2) Calks or other suitable footwear, which will afford reasonable protection from slipping, must be worn while working on logs, poles, pilings, or similar forest products.

(3) Traditional tennis shoes, shoes with canvas tops, or thin or soft soled athletic shoes, open toed sandals, slippers, dress shoes or other similar type shoes must not be worn. Soft or athletic-type soles with uppers of leather or other substantial material may be used where firm footing is desired and where minimal danger of injury to feet from falling or moving objects.

(4) Safety-toe footwear for employees must meet the requirements and specifications in American National Standard for Men's Safety-Toe Footwear, Z41.1-1967.

Adopted 09-10-07

Revised 01-24-11

Revised 06-15-15

ADDENDUM X

WAC 392-145-031

General school bus driver requirements.

The following are school bus driver requirements:

- (1) School bus drivers shall wear a properly adjusted seat belt whenever the school bus is in motion.
- (2) School bus drivers shall immediately report any suspected malfunction or needed repair of the school bus in their charge.
- (3) A school bus driver shall only allow individuals authorized under the provisions of chapter 392-144 WAC to operate the school bus with passengers on board. No person except the driver shall be allowed to sit in the driver's seat.
- (4) Except in accordance with district policy no school bus driver shall leave the driver's seat without first securing the school bus by setting the parking brake, placing the transmission in the manufacturer's recommended position, shutting off the engine, and removing the key from the ignition switch. The keys shall be kept in the driver's or other authorized school official's possession.
- (5) All school bus drivers shall meet the qualifications established in chapter 392-144 WAC prior to transporting students.
- (6) Except in accordance with district policy, a school bus driver shall not use a personal electronic device for personal communications while operating a school bus, except for the use of such devices to report illegal activity, summon medical or other emergency help, or prevent injury to a person or property, as permitted under RCW 46.61.667. For the purpose of this section, operating a school bus is defined as when the school bus engine is running.
- (7) Except in accordance with district policy, a school bus driver shall not distribute anything edible to students riding the bus.