GENERAL INFORMATION

The driver of a school vehicle is an important member of the educational team. The responsibilities are considerable ranging from expected absolute safe driving under all conditions coupled with strict observance of vehicular laws to influencing the attitude and mood of the passengers by the manner of the driver's control and personality.

The role is difficult and responsible yet can be rewarding and satisfying with the knowledge of an important contribution to the total educational program. The information contained within this handbook set forth the operating practices, procedures, rules and regulations as required by the State of Kansas Board of Education and the Haysville Board of Education in its transportation policies. All other Board policies germane to classified employees are expected to be followed.

The "~~DRIVER'S~~ *TRANSPORTATION* HANDBOOK" is supplementary to the "EDUCATIONAL SUPPORT PERSONNEL HANDBOOK."

Our Mission

"To advance learning for all through the relentless pursuit of excellence"

The Vision

"To equip learners with 21st Century Skills to achieve excellence in a continually-changing world"

USD 261
HAYSVILLE SCHOOLS

BOE Approved: July 15, 2013

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I) EMPLOYMENT

A) Qualifications / Disciplinary Action

Drivers and Aides must be in possession of all qualifying documents when aiding, driving a bus, mini-bus or van and shall comply with each of the following:

1. Pass a pre-employment drug test and be on a random drug testing program,
2. Have a Motor Vehicle Report (MVR) run every year.
   A. Kansas regulations state that any employer of either a school bus driver or any other person driving a school motor vehicle for student transportation shall not employ, re-employ or retain any person as a school bus driver, or allow a person to drive any school motor vehicle for student transportation, if the person's driving record indicates the person has been convicted of :
      1. Hit and run driving as described in K.S.A. 8-1602.
      2. Driving while intoxicated or under the influence of drugs as described in K.S.A. 1990 Supp. 8-1567.
      3. Vehicular homicide as described in K.S.A. 21-3405.
      4. Reckless driving as described in K.S.A. 1990 Supp. 8-1566.
      5. Revoked or suspended license as described in K.S.A. 1990 Supp. 8-254 and 8-255.
   B. **Drivers are required to notify the transportation supervisor in writing, of any and all traffic violations within 10 days of conviction**. The following guidelines will be used for moving violations:
      1. One (1) moving violation in the previous thirty-six (36) month period will be "**A written warning**."
      2. Two (2) moving violations in the previous thirty-six (36) month period will be "**A three (3) day suspension without pay**."
      3. Three (3) moving violations in the previous thirty-six (36) month period will be "**A termination or suspension of driving duties**."
3. Maintain a valid CDL license with passenger and school bus endorsement.
   A. Violation of vehicle traffic laws while driving a school vehicle used for the transportation of school students, will result in immediate suspension without pay and possible termination upon conviction.
4. *Drivers are required to* pass a D.O.T. physical examination ~~every two years~~ or the minimum requirement. *Bus Aides are required to pass an annual physical examination.*
5. Take a state certified First Aid/CPR/AED every two years.
6. Take the online safety training and the annual training for "Blood borne Pathogens."
7. Take a state certified Driver Improvement Program class every three years.
8. Attend a one-hour mandatory safety meeting once a month. Must watch video within one week. Unable to drive or aide if you fail to view video.
9. Be at least ~~21~~ *25 years of age to drive a bus*, ~~20~~ *21* for van, and have one year driving experience. Must be ~~18~~ *21* or older to be an aide.
10. Be dependable, punctual and have a good attendance record. When it is necessary to be absent, if possible, notify *supervisor and dispatcher* at ~~least one hour before leave~~

~~time~~ *5:30 am and 1:00 pm*. **Repeated tardiness or no show/no call may result in disciplinary action.**

A. Conference with supervisor.
B. Verbal warning.
C. Written reprimand: goes in personnel file.
D. Termination or suspension of duties.

11. Be honest and have knowledge and experience in getting along with people.
    A. Must have the ability to work well with other transportation employees.
    B. Insubordination, i.e., willful disregard for authority will not be tolerated.
12. Use speech free of undesirable language when communicating with fellow employees, students, and parents.
13. Be neat, clean and practice good hygiene.
    A. For professional representation of the district:
        1. No revealing fashions or clothing that advertises illegal substances, tobacco, alcoholic beverages, or anything with inappropriate text or design.
        2. Shoes are to be enclosed.
14. Maintain student discipline and have no unauthorized passengers aboard.
15. ~~Drivers~~ *Employees* must be familiar with, and will be held responsible for, all rules and regulations described by the "Kansas State Transportation Regulations, Standards, Statutes and Guidelines", established rules set forth in the district Educational Support Personnel Handbook and ~~Drivers~~ *Transportation* Handbook. (All books are available through the Transportation Supervisor.)
16. Violation of established rules, policies, or regulations may result in disciplinary action. Such action will be based not only upon the seriousness of the infraction, but the current and past performances of the ~~driver or aide~~ *employee* as well. The Transportation Supervisor reserves the right to recommend to the Superintendent, disciplinary action, suspension or termination of any ~~driver or aide~~ *employee* who has not met one or more of the performance expectations.

B) Employment Period

Employment shall begin on the first day of school and run through the regular school term, which may include summer school; except when terminated, reassigned or failure to return the following school year.

C) Seniority Date

Seniority date will be the date you were put in the system at the Administration building and will be known as your hire date. If previously employed by the district your hire date for transportation will be the date you start driving for transportation.

D) Compensation

Payroll shall be computed on a day-by-day basis reflecting routes, trips, sick leave, holidays, and other compensations as established by Board of Education policy, who will also establish rate of pay.

E) Other Benefits

Employees are covered by all benefits as approved by the Board of Education. The B.O.E shall provide liability insurance coverage for all employees while acting within the scope of their duties.

F) Leave of Absence

Employees will give one week notice of voluntary leave of absence, unless emergency leave is requested. (See Educational Support Personnel Handbook)

II) OPERATING PROCEDURES

A) Moving Regulations

Bus drivers shall comply with each of the following, and never drive a vehicle at a speed greater than is reasonable for road conditions.

1. Maximum speed -- As posted
2. School zone -- 20 MPH
3. Residential districts -- 20 MPH or as posted
4. Dirt, gravel and sand -- 45 MPH or as posted
5. Business districts -- 30 MPH or as posted
6. Schools & bus lot -- 10 MPH maximum
7. All signals and signs shall be observed and obeyed.

B) Operating Regulations

~~Drivers and Aides~~ *Employees* shall comply with each of the following;

1. Always drive with headlights, clearance, and strobe lights on. When it is dark, the back dome lights should be on when equipped. Drivers should not drive with all interior lights on when it is dark. Turn them on when loading and off when driving with the exception of the rear dome lights if equipt.
2. No vehicle, either on or off the lot, shall be moved until doors are closed and seat belt is on. ~~both driver and aide~~.
3. At railroad crossings, stop within 50 feet, but not less than 15 feet of nearest track. Follow all training instructions and proceed when safe to do so.
4. No passengers are allowed to stand or sit forward of the first passenger seat while bus is moving.
5. Students are not allowed to eat or drink on the bus during regular routes with the exception of water bottles.
6. Tobacco products, alcoholic beverages, animals, insects, and weapons of any kind are prohibited on all school vehicles. Use of tobacco on any school vehicle or on school property is prohibited.
7. Employees are not permitted to make repairs to any school vehicle. Any mechanical problems are to be written up on a "Vehicle Maintenance" form detailing the problem. If your regular bus is unavailable; the office will assign a spare. Any questions of

concerns about the out of service vehicle should go through the office, not the mechanic shop.

8. Pick-up and drop–off students at designated stops only (no unauthorized stops). Use the correct hand signal for students crossing. Never leave the students unattended or leave the driver seat without removing the key.
9. No ~~driver~~ *employee* shall drive more than 10 consecutive hours or more than an aggregate of 10 hours spread over a period of 15 consecutive hours.
10. Under normal circumstances, buses are never to be backed without permission from the dispatcher and the use of a spotter. Always use turn signals when turning and changing lanes. Never exceed the manufacturer's passenger load limit. Be sure to report all hazards and unsafe loading conditions to the supervisor.
11. Employees shall do a complete pre-trip/post-trip inspection, which includes an inside walk-through (ensuring no passengers remain on the bus) and an outside walk around. The completed inspection log will be turned in at the end of the month.
12. Employees shall ensure the service door, emergency exits, and aisles are kept clear of all obstructions.
13. Always drive a district vehicle in a safe and courteous manner.
14. *Excessive decoration on buses is strongly discouraged. Magnets or command strips can be used to place name tags, etc. on the bus. Absolutely no Tape, Glue or Adhesive should be used.*
15. *Do not store food in the vehicles.*

C) Job Requirements

Always arrive 15 minutes before time to leave the bus garage. During winter months, arrive 10 to 15 minutes earlier to ensure mirrors and windows are free of frost, ice, and snow before leave time. Drivers, who fail to come in early enough as described above, will be expected to go to the end of the line when mechanics are helping clear windows.

1. Employee must assign a seat to each student and the seating chart needs to be in the bus and in the employee's box. This will help in getting to know the names of students, and avoid unnecessary delays when loading.
2. Each employee will be provided a route sheet with established stops and times and are to be run as written. If the employee feels the route can be improved, make a request to the route supervisor. Route changes must be approved and students, parents and schools notified prior to starting any requested change.
3. Drivers are required to place a fuel tag on the bus number when fuel is ½ of a tank or less. Fueling is done after morning routes. If refueling is necessary during a route or trip, passengers must be unloaded and motor turned off before fueling.
4. Employees are required to sweep their assigned bus at least once a day, dust at least once a week and keep the trash can empty. When a driver is assigned a spare ~~bus~~ *vehicle* it is to be cleaned after each route. Drivers that habitually have dirty ~~buses~~ *vehicles* may be reassigned an older ~~bus~~ *one*.
5. No employee shall operate a school vehicle while talking on a cell phone. Personal cell phones and all electronic handheld devices must remain off during route time *unless empty and parked on district property*. All personal electronic devices (smart phones,

lap tops and or tablets) connected to the internet or the USD 261 network must follow the guidelines as out lined in section IV.D Board Policies in the district handbook.

6. Aides are to sit in seat 6 *for mini buses and 13 for big buses* or ~~next to~~ last seat on the passenger side of the bus *if full*. Aides may also unbuckle their seat belt to attend to student's needs.
7. ~~Sub-Drivers and Sub-Aides~~ *Employees that do not have a permanent route* are required to be here at 6:30 am for the morning routes and 2:~~15~~*20* pm for afternoon routes, unless told otherwise by dispatcher.
8. *All Transportation employees are required to wear safety vests within the fenced in area. First vest is supplied to employee, if lost and needs replaced the cost will be $15.00.*

D) Attendance

~~Drivers and aides~~ *Employees* are allotted an amount of sick days and annual days that may be used throughout the year. If you are assigned a route and take time off you will be assessed time accordingly. Habitual attendance issues may result in disciplinary action

1. If you have an extra route which includes mid-day or an after school program you are required to do your route a minimum of 3 days a week.
2. If you are sick and off for more than 2 days a note from your Physician may be required.

E) Accident Procedure and Policy

Accidents are occurrences involving a district owned vehicle, which result in property damage and /or personal injury.

1. The driver shall fill out an accident form for ALL accidents.
2. In the event of an accident:
   A. CHECK FOR INJURIES. Call base, have dispatcher call 911, and stay calm. Give your location so help can be on the way, but do not move the bus unless instructed to do so by law enforcement officer or supervisor.
   B. Offer assistance to anyone on your bus who needs it.
   C. The driver shall provide names, addresses, birthday, *gender, height, weight, eye color*, and seat ~~chart. (on regular route)~~ *number and location*.
   D. Complete accident reports for law enforcement agencies and the district. All accident forms for the district are in the upper storage compartment on buses and glove box for mini-buses and vans (check for these forms in your assigned vehicle).
   E. DO NOT TAKE THE BLAME or blame anyone else. Make no statements except to designated authorities.
   F. If significant damage has been done to a district vehicle you may be asked to do a drug test.

F) Incident Procedure and Policy

1. Incidents are occurrences that involve the following:
   A. Students injured on the bus (not a result of a vehicle accident)

B. Fights on the bus, which results in student injury.
C. Bus lot incident which results in property damage.

G) Preventable accidents

1. Preventable accidents are occurrences involving a district owned vehicle which result in property damage and/or personal injury, in which the driver failed to do everything reasonable to prevent it.
   A. A driver involved in a preventable accident is ineligible to drive until retraining is completed.
      1. First occurrence will result in a conference with supervisor and mandatory retraining.
      2. Second occurrence can result in **3 day suspension without pay and mandatory retraining.**
      3. Third occurrence can result in possible **termination or suspension of driving duties.**
   B. Preventable accidents not reported may result in termination.

H) Route / Trip Assignment

For the safe transportation of all students, and in the best interest of the district, the supervisor may revise routes at any time due to overloads, new students, boundary changes, new areas being developed, street closings, and transportation needs changing. Bus assignments are left up to the discretion of the supervisor and head mechanic, although seniority may be considered.

1. Morning, afternoon, and any extra route the ~~driver~~ *employee* is assigned will be based on ~~transportation eligibility~~ *seniority* date and will stay the same from year to year.
   A. All unassigned routes will be posted, under normal circumstances, for 24 hours. No proxy signing of posted routes will be allowed. You must be able to drive or aide the new route immediately. Highest seniority ~~driver~~ *employee* signing the route will be assigned to that open route.
   B. Extra routes are ~~kindergarten,~~ *pre-k,* or any route that can be driven in addition to the regular morning and afternoon routes.
      1. These routes are covered with a substitute, who is picked by the regular ~~driver~~ *employee*. If the substitute is unable to ~~drive~~ *do* the route the driver will continue to ask available ~~drivers~~ *employee's* and notify dispatch with the name of the substitute ~~driver~~. *employee*.
      2. If changing or canceling programs would cause a major reduction in extra routes, all extra routes will be posted and assigned according to seniority.
      3. Unassigned routes will be evenly distributed among regular route ~~drivers~~ *employee's* beginning with the highest seniority ~~driver~~ *employee* signing the route sheet.

2. Shuttles are not extra routes. They are in conjunction with the regular routes and can be added or deleted as necessary.

3. Sports and activity trips are extra pay. Pay is determined by B. O. E. each year. Eligible drivers (must have worked at least 3 days of the week including the morning of trip picks and must work at least 3 days the week of the trip) must be present to choose a trip. A list will be available each week for *work related* excused drivers to preview, fill out, and turn in prior to trip picks.
   A. Trips are covered from the rotating seniority list.
      1. Drivers will be added to the rotating seniority list after completing the thirty-day probationary period and limited to trips within the county. *with a minimum of 5 trips in county.*
      2. After their ~~sixty~~ thirty-day probationary period, active substitute drivers may pick a trip each week ~~after first full seniority list rotation.~~
      3. Habitual tardy or no call/no show on trips may result in disciplinary action.
         a. Conference with supervisor
         b. Ineligible for trips for duration set by supervision.
   B. *Buses are to stay together on a trip in the event of bus being overloaded or breaking down.*
   C. If unable to drive an assigned trip, give the office as much notice as possible, and at the next trip pick, you will have to pass on the first rotation.
      1. Hospitalization or death of immediate family member is the ONLY time that giving back a trip will not result in a pass at the next trip pick.
      2. Trading trips is NOT allowed.
   D. ~~Last minute, special needs and specifically assigned trips are covered from the same rotating seniority list, and put on the list as an early pick. (Special need trips that are canceled, will only be replaced with another special needs trip.)~~
      Drivers are to clock in 30 minutes prior to departure time from school (45 minutes early when an outside temperature is below 38 degrees). Drivers are allowed 15 minutes for pre-trip and travel time and are expected to be at the school 15 minutes prior to departure time.
   E. Before taking your child or another adult on any trip, it must be approved by the supervisor and the coach/sponsor.
   F. Only students participating in such activities are permitted on the bus. Any other passengers would be unauthorized *and must be approve by supervisor.*
   G. The transportation supervisor may at any time, assign a driver to these trips because of timing, lack of ~~substitute~~ drivers/buses, or special needs.
   H. Drivers are to stay with the trip/bus, unless the office requests the driver to return and driver a route.
   I. *If clocked in and the trip cancels you will be paid and receive a cancellation.*
   J. *Trip times and duration of trips are subject to change.*

I) NON-STUDENT RIDERS

The supervisor reserves the right to approve or terminate any non-student rider.

1. Any ~~driver's~~ *employee's* child riding on a ~~mini~~ bus *under the age of 1* must be in a district approved child safety seat. The child car safety seat must meet Federal Motor Vehicle Safety Standard #213.
2. ~~Drivers~~ *Employee* MUST accompany their children/grandchildren in the bus parking lot, on school vehicles, and in the transportation area regardless of their age. ~~Driver~~ *Employee* must monitor and clean up after their children at all times while on Transportation property.

J) RADIO USE

Radios and brackets need to be checked every day. If you find any malfunction, write it up. A transmission between individual buses is allowed only when necessary for safety reasons, or relaying district information. Identify yourself by route or vehicle number, using the 10-8 when leaving and 10-7 upon returning. The FCC regulated ten codes are :

10-2 receiving well	10-33 emergency traffic only
10-4 acknowledge	10-86 correct time
10-7 out of service	10-99 trouble
10-8 in service	10-100 bathroom
10-9 repeat	SIGNAL – 1 someone armed on your vehicle

K) STUDENT CONTROL/DISCIPLINE

Always treat students with courtesy and respect. Be firm, but pleasant in dealing with students.

1. Pick up and discharge students only at their designated stops or assigned schools.
2. Never touch or grab a student. If there is a physical confrontation between students, tell them to stop. If this doesn't control the situation, call dispatch for assistance and write up all students involved.
3. Do not argue with students. Continue to clearly state your expectations. Remind them of the rules and/or change their assigned seat.
4. If a discipline report is written, it must be in the transportation office A.S.A.P within 24 hours of the incident in order for the supervisor to accept it and take action. Steps are as follows:
   A. Step 1 Parent/Guardian called about student's behavior.
   B. Step 2 Parent/Guardian called and informed that their child continues to misbehave.
   C. Step 3 Parent/Guardian called and informed that their child is suspended from the bus for three (3) to five (5) days. A letter will be sent home.
   D. Step 4 Parent/Guardian contacted informing them their student is suspended from the bus for the remainder of the semester/year. A letter will be sent home.

L) <u>PUBLIC RELATIONS</u>

~~Drivers~~ *Employees* are district personnel and should conduct themselves in a professional manner in all interactions with other district employees, parents, students, law enforcement officers and the public.

M) EMPLOYEE GRIEVANCE PROCEDURE

Should any action be taken which would cause an employee to feel that his/her rights under Board Policies have been violated; the employee may have his/her concerns heard. Refer to Educational Support Personnel Handbook for detailed explanation (Item III, page ~~24~~ *25*).

At any time, Supervisors or Office Personnel may need to make exceptions to guidelines due to time constraints or personnel availability.

COMMITTEE MEMBERS
Denise Harding/Chairman
Carol Lipke/Co-Chairman
~~Charlotte Gould~~ *Virginia Chavez*
~~Sherri Stock~~ *Renee Smith*
~~Mary Lou Pratt~~ *Faith Potts*
~~Dawn Tucker~~ *Jenifer Streif*
Steve Brown