



TRANSPORTATION HANDBOOK

BUS EXPECTATIONS FOR STUDENTS

Expectation	Examples
BE RESPECTFUL	▪ Respect Yourself ▪ Respect the Other Bus Riders ▪ Respect the Bus Operator ▪ Respect Window Boundaries: No Body Parts Protruding ▪ Respect the Bus
BEHAVE APPROPRIATELY	▪ Be on time at the designated bus stop. ▪ Remain in assigned seat facing forward ▪ Be Courteous ▪ Windows are Not to Be Opened/Closed Without the Operator's Permission ▪ Use an inside voice. ▪ No Littering ▪ Follow the Electronic Use Policy ▪ Follow the Operator's Directions
STAY SAFE	▪ Enter/Exit Bus safely and orderly ▪ Keep Emergency Exits and Aisles Clear ▪ Follow Emergency Exit Procedures ▪ No Tampering with the Emergency Doors or Equipment ▪ No Throwing of Any Objects Inside the Bus or Out of the Window ▪ No Horse-playing on the Bus or Around the Outside of the Bus

Expectativas	Ejemplos
Sé respetuoso	▪ Respétate a ti mismo ▪ Respete a los demás pasajeros del autobús ▪ Respete al conductor del autobús ▪ Respete los límites de las ventanas: no hay partes del cuerpo que sobresalgan ▪ Respete el autobús
Usar el comportamiento apropiado	▪ Llegue a tiempo a la parada de autobús designada. ▪ Permanezca en el asiento asignado mirando hacia adelante ▪ Sé cortés ▪ Las ventanas no deben abrirse/cerrarse sin el permiso del conductor ▪ Usa una voz interior. ▪ No tirar basura ▪ Siga la Política de Uso Electrónico ▪ Siga las instrucciones del conductor
Mantente a salvo	▪ Entrar/salir del autobús de forma segura y ordenada ▪ Mantenga despejadas las salidas de emergencia y los pasillos ▪ Siga los procedimientos de salida de emergencia ▪ No se manipulan las puertas o el equipo de emergencia ▪ No se puede tirar ningún objeto dentro del autobús o por la ventana ▪ No se permite jugar a los caballos en el autobús o alrededor del exterior del autobús

TABLE OF CONTENTS

TRANSPORTATION HANDBOOK.....	1
TRANSPORTATION DEPARTMENT.....	6
SUPERVISOR COMMENTS	7
HANDBOOK OVERVIEW.....	7
FREQUENTLY ASKED QUESTIONS	8
WHAT IS AN ACTIVE SUBSTITUTE BUS OPERATOR?	8
WHAT IS AN INACTIVE SUBSTITUTE BUS OPERATOR?	8
WHAT IS AN OPEN POSITION?	8
HOW ARE OPEN POSITIONS OFFERED?	8
WHAT IS THE RATE OF PAY FOR A SUBSTITUTE BUS OPERATOR?	8
WHAT IS THE RATE OF PAY FOR A SUBSTITUTE BUS OPERATOR IN AN OPEN POSITION?	8
THE SCHOOL BUS OPERATOR	9
BECOMING A SCHOOL BUS OPERATOR	9
PRE-EMPLOYMENT TESTING	10
ANNUAL CERTIFICATION.....	10
ONLINE TRAINING	10
OTHER EMPLOYMENT	10
SUBSTITUTE BUS OPERATORS	10
DRUGS, ALCOHOL, AND CONTROLLED SUBSTANCES	11
ALCOHOL	11
CONTROLLED SUBSTANCES USE	11
RANDOM TESTING.....	11
REASONABLE SUSPICION TESTING	11
RETURN-TO-DUTY TESTING	12
FOLLOW-UP TESTING.....	12
PROCEDURES.....	12
REFUSAL TO SUBMIT TO TESTING	12
DRUG AND ALCOHOL VIOLATIONS.....	13
EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES	13
BUS OPERATOR CONDUCT	13
DISCIPLINARY ACTION	14
MUSIC AND RADIO STATIONS.....	14
ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS	14
SMOKING POLICY	15
BUS SAFETY	15
BUS STOPS	15
LOADING AND UNLOADING STUDENTS.....	16

BUS EVACUATION	16
THREE TYPES OF EMERGENCY EVACUATIONS	16
BUS OPERATIONS	16
AUTHORIZATION.....	16
ROUTE SCHEDULE.....	17
KEYS.....	17
SPEED LIMITS.....	17
LINING UP AT SCHOOLS.....	17
PARKING LOT PROCEDURES.....	17
PARKING	17
IN-TRANSIT PROCEDURES	18
BACKING UP	18
EARLY DISMISSALS	18
NO TRAVEL STREETS.....	19
NO CROSS STREETS.....	19
RAILROAD CROSSINGS.....	19
LAW ENFORCEMENT ASSISTANCE	19
PRINCIPALS	20
BUS MAINTENANCE	20
FUELING BUSES	21
FUEL PAYMENT	21
OIL CHANGE REQUESTS.....	21
INSPECTIONS	21
THE FIRST WEEKS OF SCHOOL—WHAT TO EXPECT	21
STUDENT MANAGEMENT GUIDELINES	22
OPERATOR-STUDENT RELATIONSHIP.....	22
BEHAVIOR MANAGEMENT	22
STUDENTS SHALL NOT:	23
PROHIBITED ITEMS ON THE BUS.....	23
ELECTRONIC DEVICES (CELL PHONES)	23
DISCIPLINE PROCEDURES	23
BUS STOP BEHAVIOR	24
PERSISTENT BEHAVIOR PROBLEMS	24
SEATING CHARTS	24
EMERGENCIES	25
ACCIDENTS	25
PROTOCOL FOR ACCIDENTS	25
MECHANICAL ISSUES.....	25

REGEN PROCEDURES (SMOKE SIGNAL ON DASH)	25
EMERGENCY MECHANICAL BREAKDOWNS	26
TOWING.....	26
SPARE BUSES	26
FIRE ON BOARD	26
VEHICLE RUNS STOP ARMS	27
SCHOOL CLOSURES.....	27
INCLEMENT WEATHER.....	27
FLOODED STREETS.....	27
TORNADOS	28
TORNADO IN-TRANSIT	28
AFTER A TORNADO.....	28
PARISH EVACUATION	28
FIRST AID	28
COMMUNICABLE DISEASE PREVENTION.....	28
TRANSPORTATION FOR SPECIAL NEEDS STUDENTS	28
BEHAVIOR MANAGEMENT	29
COMMUNICATION.....	29
ROUTES.....	29
PICK UP AND DROP OFF	29
HANDLING STUDENTS	29
SPECIALIZED EQUIPMENT.....	30
WHEELCHAIR SAFETY	30
CAR SEATS AND BOOSTER SEATS	30
SAFETY VEST AND HARNESS.....	31
ADDITIONAL ATTENDANT RESPONSIBILITIES	31
FIELD TRIPS.....	31
FIELD TRIPS, SCHOLASTIC TRIPS, ATHLETICS, ETC.....	31
OPERATOR RESPONSIBILITIES ON TRIPS	31
AUTHORIZED PASSENGERS ON TRIPS	32
LEAVING THE TRIP SITE.....	32
BUS CONDITION AFTER THE TRIP	32
PARKING AND TOLLS	32
TRIP DOCUMENTATION PROCEDURES.....	32
GENERAL PERSONNEL GUIDELINES.....	33
SENIORITY.....	33
DUTY TO DRIVE.....	33
TRAFFIC TICKETS.....	33

CELL PHONE POLICY FOR OPERATORS.....	33
MEETINGS AND IN-SERVICES.....	33
MEDICAL AND PHYSICAL EXAMS.....	33
DRIVING REGULATIONS.....	33
DRESS CODE FOR BUS OPERATORS AND ATTENDANTS.....	33
ABSENCES.....	34
BUS OPERATOR COMPENSATION HOURS.....	34
CHECK STUB RETRIEVAL.....	34
HUMAN RESOURCES.....	34
INSURANCE.....	34
EMPLOYEE BENEFITS.....	34
TENURE.....	35
ADDRESS AND TELEPHONE CHANGES.....	35
INJURY OF STUDENT.....	35
OPERATOR'S LICENSE.....	35
ROUTES AND BID PROCESS.....	35
ROUTE SELECTION PROCEDURES.....	35
INITIAL ROUTE SELECTION PROCESS.....	35
ROUTE REVISION PROCEDURES.....	35
BUS ASSIGNMENTS TO ROUTES.....	36
SUMMER EMPLOYMENT.....	36
SUMMER ROUTE HIRING PROCEDURES.....	36
STEPS TO BID A ROUTE.....	36
RULES FOR ROUTE BID INFORMATION.....	36
BUS CLEANLINESS.....	36
REMOVAL OF STUDENTS.....	36
EMAIL AND DEPARTMENT COMMUNICATIONS.....	37

Note: The St. Mary Parish School System is an equal-opportunity employer. There shall be no discrimination based on race, age, disability, color, religion, sex, or national origin in making decisions regarding employees or students.

TRANSPORTATION DEPARTMENT

Ronnie Louis
Supervisor of Transportation
 (337) 836-6023
rlouis@stmaryk12.net

Kim Fuselier
 Secretary
 (337) 836-6032
kfuselier@stmaryk12.net

Tramon Ardion
 Shop Foreman
tardion@stmaryk12.net

SUPERVISOR COMMENTS

This handbook is an overview of rules, regulations, and guidelines resulting in the improvement of the transportation system. The School Bus Operator is responsible for knowing the policies of the School Board concerning transportation as well as state and local traffic laws governing the operation of transportation policies set forth in Bulletin 119 Louisiana School Transportation Specifications and Procedures. The bus operator must participate in all officially sponsored meetings, conferences, and training courses which will improve student transportation in St. Mary Parish.

Providing this handbook to Bus Operators and Bus Attendants is evidence of the School District's awareness of this responsibility. By reading and making yourself familiar with the contents of this handbook, you also indicate awareness of your responsibility. The St. Mary Parish School Board Transportation Employee handbook will continue to evolve as information changes or new situations occur. Updates will be provided to each transportation employee. You will be notified of any revisions in rules or regulations that shall become effective during the school year.

As a School Bus Operator and Bus Attendant for St. Mary Parish School Board, your job is as critical as any job in our district. You are expected to be at work, obey all rules and regulations, maintain a positive attitude, and take pride in your performance. ***Thank you for all that you do.***

Mr. Ronnie Louis
St. Mary Parish Schools, Supervisor of Transportation

HANDBOOK OVERVIEW

It is the responsibility of the St. Mary Parish School System's Transportation Department to provide safe and dependable transportation for the students in our school district. This Transportation Bus Operator and Bus Attendant Procedure Handbook was designed to provide useful and relevant information to all transportation employees. Much of the information will be familiar; however, all transportation employees are required to read this handbook and be familiar with existing policies and procedures. Its content is not intended to replace or supersede the Louisiana State Department or St. Mary Parish School System policies, but to address specific situations concerning transportation employees.

The Handbook can also be accessed by visiting the St. Mary Parish School's website, clicking on the department's tab, and selecting Transportation listed at the bottom.

I have read this handbook and commit to abiding by the standards, policies, and procedures defined within it. I understand that the information in this handbook is subject to change. I accept responsibility for reading and acting according to any potential changes.

Operator Name _____

Operator Signature _____

FREQUENTLY ASKED QUESTIONS

WHAT IS AN ACTIVE SUBSTITUTE BUS OPERATOR?

This is an operator that has driven within the previous school year. This report was provided by the payroll department from July 1st through June 30th.

WHAT IS AN INACTIVE SUBSTITUTE BUS OPERATOR?

This is an operator that has not driven in the previous School year.

WHAT IS AN OPEN POSITION?

An open position is when a permanent operator is going to be out for more than 10 days (about 1 and a half weeks), for various reasons.

HOW ARE OPEN POSITIONS OFFERED?

An open position is offered to active bus operators through the Bid routes process. If the route remains open, it will be filled in by a substitute Bus Operator.

WHAT IS THE RATE OF PAY FOR A SUBSTITUTE BUS OPERATOR?

\$80.00 per day

WHAT IS THE RATE OF PAY FOR A SUBSTITUTE BUS OPERATOR IN AN OPEN POSITION?

The rate of pay for a substitute in an open position is \$80.00 per day. On the 20th consecutive day without an absence, the rate of pay will increase to \$100.89 per day. You will receive back pay for days 1-20 for the difference between the \$80.00 and the \$100.89. The days will carry over if you are assigned by Transportation to go from one open position to another open position without a break in service.

CAN I APPLY FOR A PERMANENT ROUTE?

No, a substitute bus operator cannot bid on a permanent route. If a permanent operator does not bid on an advertised route, it is then offered to the active substitute.

WHAT IF MY CHECK IS WRONG?

Please contact the payroll department at (337) 836-6013.

WHAT IS THE PAY FOR A FIELD TRIP?

\$25.00 per hour with a 3-hour minimum.

WHAT IF I NEED THE PHONE NUMBER FOR ANOTHER DEPARTMENT/SCHOOL?

Please contact the switchboard at (337) 836-9661.

THE SCHOOL BUS OPERATOR

Your Responsibility	Safety and efficiency in transporting precious lives require dedicated personnel. It is your responsibility to be prepared for work each day and to carry out your assigned duties to the best of your abilities.
Your Passengers	You must have a sympathetic understanding of the problems, moods, and individual differences of students and commit to keeping them safe.
Parents	Your communication with parents promotes a cooperative atmosphere between you and the parent. You should be knowledgeable of school policy and bus safety rules, so that you can discuss them with parents and other concerned citizens.
Your Fellow Employees	You should have a sincere respect for others and be cooperative in your relationship with those with whom you work.
Yourself	You must be sure you are in proper physical and mental condition each day and that you can perform your job's duties.
Your School Bus	You must make sure that your bus is in safe, working condition and clean prior to making any trip.
The Public	The community will judge the School System by the way you drive, talk, and look while driving your school bus. You are a public relations agent.

BECOMING A SCHOOL BUS OPERATOR

1. You must be at least 23 years old to obtain a CDL with the St. Mary Parish School Board.
2. You must complete an application and seek approval from the Human Resources Department. HR will complete the fingerprinting criminal background check and driving record check.
3. You must complete the Louisiana School Bus Operators Course. The course is 40 hours. There is NO COST.
4. You must pass a CDL Physical Examination. If you use our designated physicians, there is NO COST.
5. You must pass the General Knowledge test for CDL/School Bus/Passenger – Learners Permit through the OMV. Tests can be given written or on a computer. The cost for the Learners' Permit can be obtained by contacting OMV. You will need a copy of your CDL physical, a copy of your private vehicle insurance, and a copy of your Social Security Card. You will submit your Learner's Permit and physical examination to the Transportation Office. Copies will be kept on file. When training on the school bus, you must keep your permit and physical card on you.
6. Upon Issue of the Learner's Permit, you will be assigned a trainer for Behind the Wheel Training (BTW). You must complete a minimum of 10 hours with your BTW trainer.
7. Once complete, you will be evaluated by a lead instructor.
8. Upon successful evaluation, you must complete road skills training with a 3rd party CDL tester.
9. Once you have passed the 3rd party testing, you will return to the OMV to get your CDL license with the S and P endorsement. BEFORE YOU LEAVE THE OMV, check your license and make sure that it shows that you now have a Class B license with endorsements for P – Passenger, and S – School Bus. (After three failed attempts at the Skills Test, trainees must meet with the Transportation Supervisor.) You must submit a copy of your CDL to the transportation department.
10. You must now pass a pre-employment drug screening. You will be notified when to appear for testing at NO COST.
11. You will be reimbursed the cost difference of a class E license to the CDL with S and P endorsement. Bring in all receipts to the Transportation Department for reimbursement.

PRE-EMPLOYMENT TESTING

Before the first time an operator performs safety-sensitive functions for an employer, they shall undergo testing for alcohol and controlled substances. No employer shall allow an operator to perform safety-sensitive functions unless the operator has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04 and has received a controlled substances test result from the medical review officer indicating a verified negative test result. If a pre-employment alcohol test result under this section indicates an alcohol content of 0.02 or greater but less than 0.04, the provisions of 49 CFR Part 382.505 shall apply. Any pre-employment applicants with confirmed positive test results shall be removed from the list of available to applicants for job positions.

ANNUAL CERTIFICATION

All bus operators and substitute operators must meet certain requirements annually to maintain their status as a school bus operator. These requirements include:

- Possess a valid Class B Commercial Operator's License, with school bus, and passenger endorsements.
- Complete a CDL physical exam within 45 days before each school year starts.
- Maintain a clean Official Driving Record. All violations are to be reported to the Transportation Department.
- Complete four hours of in-service training annually.

ONLINE TRAINING

If, at any time, mandatory online safe-schools training is overdue, continuing to drive a bus will be at the discretion of the Supervisor.

OTHER EMPLOYMENT

Bus Operators are allowed to have employment in addition to the St. Mary Parish School System provided that the other employment does not conflict with the operator's availability for the regular route and/or availability for emergency school closures and/or abbreviated schedules at the individual schools that you service.

SUBSTITUTE BUS OPERATORS

Substitute operators must make themselves available to any regular bus operator who is unable to make their route. Substitute operators who are habitually unavailable to drive will need to reevaluate their employment for the School System. Substitute operators shall abide by the exact pick-up times, bus stops, and route as the regular operator. Running a bus route early is never allowed. Substitute operators are responsible for providing their own transportation to and from the location where the bus is parked.

When a substitute operator is contacted, it is his/her responsibility to get all the necessary information to conduct the route. Information that should be obtained includes the following:

- Bus operator's name
- Bus number
- Location of the bus
- Route structure—all operators should have an updated manifest for the route.
- Schools to be serviced.
- Possible extra routes, such as field trips.
- Time that the regular operator departs from his/her house.
- Time of the first pick-up.

DRUGS, ALCOHOL, AND CONTROLLED SUBSTANCES

The Department of Transportation requires that employers test for marijuana, cocaine, opiates, amphetamines, and phencyclidine (49 CFR 382 Subpart B).

ALCOHOL

- No operator shall be on duty requiring the performance of safety-sensitive functions with an alcohol concentration of 0.04 or greater. No employer shall permit the operator to perform or continue to perform safety-sensitive functions.
- No operator shall be on duty or operate a commercial vehicle while the operator possesses alcohol. No employer having actual knowledge that an operator possesses unmanifested alcohol may permit the operator to drive or continue to drive.
- No employee shall use alcohol while performing safety-sensitive functions. No employer who has actual knowledge that an operator is using alcohol while performing safety-sensitive functions shall permit the operator to perform or continue to perform safety-sensitive functions.
- No operator shall perform safety-sensitive functions within four hours after using alcohol. No employer who has actual knowledge that an operator has used alcohol within four hours shall permit an operator to perform or continue to perform safety-sensitive functions.
- No operator required to take a post-accident alcohol test under 49 CFR Section 382.303 shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

CONTROLLED SUBSTANCES USE

- No operator shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the operator uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the operator that the substance does not adversely affect the operator's ability to safely operate a commercial motor vehicle.
- No employer having actual knowledge that an operator has used a controlled substance shall permit the operator to perform or continue to perform a safety-sensitive function.
- An employer may require an operator to inform the employer of any therapeutic drug use.

RANDOM TESTING

Except as provided in paragraphs (b) through (d) of 49 CFR Part 382.305, the minimum annual percentage rate for random alcohol testing shall be 25 percent of the average number of operator positions. The minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of operator positions. The employer shall randomly select enough operators for alcohol testing and controlled substances testing during each calendar year to equal an annual rate not less than the minimum annual percentage rates indicated above.

REASONABLE SUSPICION TESTING

- An employer shall require an operator to submit to an alcohol and/or controlled substances testing when the employer has reasonable suspicion to believe that the operator has violated the prohibitions of part B of 49 CFR Part 382, except for 49 CFR Part 382.304.
- The employer's determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, and speech, or body odors of the operator.
- The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or company official who is trained in accordance with 49 CFR Part 382.603. The person

who makes the determination that reasonable suspicion exists to conduct an alcohol test, shall not be the person to conduct the alcohol test of the operator.

RETURN-TO-DUTY TESTING

- Quick Dip testing may be used at discretion of The Transportation Supervisor in addition to standard DOT Drug/Alcohol test.
- Each employer shall ensure that before an operator returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Subpart B of 49 CFR Part 382 concerning alcohol, the operator shall undergo a return to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.
- Each employer shall ensure that before an operator returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Subpart C of 49 CFR Part 382 concerning controlled substances, the operator shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances test with a result indicating a verified negative result for controlled substances use.

FOLLOW-UP TESTING

- Following a determination under 49 CFR Part 382.605(b) that an operator is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, each employer shall ensure that the operator is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of 49 CFR Part 382.605(c) (2) (ii).
- Follow-up alcohol testing shall be conducted only when the operator is performing safety-sensitive functions, just before the operator is to perform safety-sensitive functions, or just after the operator has ceased performing safety-sensitive functions.

PROCEDURES

Collecting and testing procedures shall conform to all applicable federal guidelines and particularly those as prescribed by the Department of Transportation at 49 CFR Section 382 et al.

REFUSAL TO SUBMIT TO TESTING

All employees to whom this policy is applicable are required to submit to alcohol and controlled substances tests administered in accordance with applicable laws. Refusal to submit to an alcohol or controlled substances test means that an operator:

- Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with this section's provisions
- Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this part
- Engages in conduct that clearly obstructs the testing process
- Any employee refusing to consent to testing or to submit a saliva, urine, or blood sample for testing, when requested, by the School System shall be subject to disciplinary action, up to and including termination of employment.
- Attempted or actual substitution or adulteration of samples shall be equivalent to refusal to submit to testing or equivalent to a positive drug test.
- No operator shall refuse to submit to a post-accident alcohol or controlled substance test required under 49 CFR Section 382.303, a random alcohol or controlled substance test required under 49 CFR Section 382.305, a reasonable suspicion alcohol or controlled substance test required under 49 CFR Section 382.307, or a follow-up alcohol or controlled substance test required under 49 CFR Section 382.311.

- No employer shall permit an operator who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

DRUG AND ALCOHOL VIOLATIONS

The consequences for operators found to have violated Subpart B of the Rules and Regulations promulgated at 49 CFR Section 382.201 et seq and/or to comply with the provisions of this policy are as follows:

- No operator shall perform safety-sensitive functions if the operator has engaged in conduct prohibited by Subpart B of 49 CFR Parts 382, et al or an alcohol or controlled substances rule of another Department of Transportation agency.
- No operator who has engaged in conduct prohibited by Subpart B of 49 CFR Part 382 shall perform safety-sensitive functions unless the operator has met the requirements of 49 CFR Section 382.605.
- Each operator who has engaged in conduct prohibited by Subpart B of 49 CF Part 382 shall be advised by the employer of the resources available to the operator in evaluating 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.
- Each operator who engages in conduct prohibited by Sub part B of 49 CFR Part 382 shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.
- No employer shall take any action under this part against an operator based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit an employer with authority independent of this part from taking any action otherwise consistent with law.
- Violations of Subpart B of the Rules and Regulations promulgated at 49 CFR Section 382.201 et seq and/or the failure to comply with the provisions of this policy shall be grounds for disciplinary action including but not limited to written reprimands, changes in job assignments, suspensions from work, and termination.
- An employee shall be subject to immediate discharge if the employee refuses to cooperate with any of the enforcement provisions of the policy or is believed to have tampered with or purposefully tried to alter the outcome of a drug or alcohol test.

EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES

The St. Mary Parish School System shall continue to provide all employees with drug awareness programs focusing on the following:

- The dangers of drug abuse in the workplace
- The specifics of the parish Drug-Free Workplace Policy

BUS OPERATOR CONDUCT

The name of our school district is placed in big bold letters on the side of each school bus. We are counting on you, as St. Mary Parish School System professional bus operators and attendants, to make certain that the impression you give with your driving and professionalism is always a favorable reflection on our department and our School System. Your position requires direct contact with the public, and public opinion depends a great deal on your courtesy, patience, and willingness to serve.

- Bus operators are the first people representing the School System that students encounter each day before starting school. The way you greet them can make or break the day for them.

- Always be a courteous operator, especially on streets with heavy traffic patterns, on campuses, and in subdivisions.
- No operator shall change his/her route without approval from the Transportation Supervisor. Notify the supervisor of any needed temporary, emergency, or permanent route changes.
- Employees shall demonstrate professional and cooperative working relationships.
- Any employee refusing to follow a directive from an administrator will be considered insubordinate and may be subject to a recommendation for disciplinary action.
- Buses shall not be driven or parked on private property.
- Buses shall not be used for personal errands. The bus operator shall not make unauthorized stops at stores, fast food restaurants, or other places of business. The only exception would be if an operator has called for permission to make an "Emergency Stop."
- Emergency Stops are intended to be utilized when the operator has an emergency restroom need. Requests for Emergency Stops shall be avoided altogether while students are aboard. In every instance of an approved Emergency Stop, the bus shall be parked in a safe location and secured with the keys removed from the vehicle. Emergency Stops should be of minimal.
- Buses shall not be driven to a 2nd job without approval from the Transportation Supervisor.
- Children or other family members are not allowed in the Transportation Office while on duty or during luncheons. Remember that this is a place of business.
- If you cannot be at work, it is your responsibility to contact a substitute bus operator and to speak personally to the Transportation Supervisor about route splits. This notification should happen ASAP before scheduled departure for AM runs and before noon for PM runs.
- It is imperative to the Transportation Department that employees have excellent attendance and are punctual. Any long-term illness and/or major surgery will be reviewed individually. Confidentiality will be observed.
- Only authorized personnel, registered school-age students, or identified sponsors and chaperones may ride the school bus. Children of School Transportation employees are not allowed to be transported on field trips unless approved by the school administrator. Transportation employees are not permitted to ride a route or go on a field trip with another operator without approval.
- You are not to pick up students in your personal vehicle for any reason...EVER.

DISCIPLINARY ACTION

Employees may be placed on administrative leave if accused of a crime, serious misconduct, or a major chargeable driving offense pending investigation and disposition. Violations of School System Policies and Procedures may result in disciplinary actions. A tenured bus operator has the benefit of a Board hearing.

MUSIC AND RADIO STATIONS

Play ONLY appropriate music, NOT play music with vulgar or explicit language or meaning. Failure to comply with playing appropriate music will result in the removal of your radio. Playing music on radios or iPods at excessive volumes is not permitted. Operators should always hear emergency sirens, whistles, bells, and dispatch communication.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The Transportation Department, their employees and students are all subject to the same policies on Electronic Communications between Employees and Students as stipulated in the SMP Policy Manual.

SMOKING POLICY

SMP is a tobacco free workplace. Smoking or other use of tobacco is not permitted on any SMP property, which includes school buses. Smoking in or on School System property may result in disciplinary actions.

BUS SAFETY

“Safety-sensitive function” means any of those on-duty functions set forth in 49 CFR Parts 395.2 “On Duty time,” paragraphs (1) through (7). “Performing a safety-sensitive function” means an operator is performing a safety sensitive function during any period in which he or she is performing, ready to perform, or immediately available to perform any safety-sensitive functions.

- Never take chances. Think about student safety.
- “LIGHTS ON FOR SAFETY” means that any time the bus engine is running, the clearance lights, strobe lights, and headlights shall be on. Not only does this provide increased visibility when the vehicle is operating on the road, it is also a visible signal when buses are parked in proximity that the engine in a particular unit is running.
- The operator should be observant of the surroundings, especially at drop-off times. If something appears “out of the ordinary” or causes you concern, call the student’s school or Transportation for assistance.
- If you feel it is unsafe to drop off any student at his or her bus stop, notify the Transportation Supervisor, so the stop can be investigated. Should you have an immediate concern, contact the Transportation Supervisor for guidance.
- A maximum of three students are allowed per seat and only if all three can properly fit on the seat without any part of their body hanging over the seat and into the aisle of the bus. Sitting on the floor or in the stairwell is not permitted.
- Video/Audio monitoring devices may be used to assist the department in monitoring student behavior and operator performance. Operators are cautioned that a video/audio monitoring system does not lessen the responsibility in monitoring and managing student behavior.
- Students are not allowed to operate any bus equipment. There shall be no exceptions to this rule.

BUS STOPS

- Students may ride only their assigned bus, and they may board and disembark only at their assigned bus stop.
- PreK through third grade are dropped off in the care of authorized adult supervision (If no adult is present student will be transported back to the school). SPED students are dropped according to the instructions on the SPED Transportation Request Form. All other students are dropped at their designated bus stops.
- Students may be required to walk a short distance to a bus stop.
- Students should arrive at the designated bus stop at least ten minutes before the scheduled bus arrival. Bus arrivals are consistent with exceptions for the first week of school, a substitute operator, traffic delays, mechanical issues on route, or inclement weather.
- While waiting for the bus, students must stand a safe distance from the roadway until the bus has stopped.
- Students should cross only in front of the bus in view of the operator. They should not cross behind the bus.
- Students should always wait for the bus operator to give the “all clear” especially in the case of younger students.
- Horn service is not feasible. During inclement weather, students may seek shelter until bus arrival but should be alert and prepared to board the bus without delay.
- Upon boarding the bus, students must promptly take a seat. Boarding and disembarking should be done without delay. Students should remain seated when the bus is in motion.

- When approaching and departing bus stops, the operator shall ensure that no one is in front of or on either side of the bus. Operators should use the front cross-over side mirrors.
- Bus stops should be on the door side of the street where possible.
- The bus should not block or stop intersections or crosswalks during pick-up or drop-off. The bus should be stopped only in the right lane without straddling lanes.
- The bus must come to a complete stop before students are allowed to get on or off the bus.
- The operator must account for each student as they load and unload the school bus.
- Once the students board the bus, they will not disembark until their destination has been reached, unless an emergency requires a bus evacuation.

LOADING AND UNLOADING STUDENTS

1. Turn on amber loading lights 500 feet or ½ block from the stop.
2. If students are across the roadway, check mirrors, then motion for students to cross the roadway.
3. Stop at least ten (10) feet from students.
4. Open the door.
5. Load or unload students.
6. Make sure all the students are on the bus and seated before you close the door and proceed.
7. To unload, have students walk to a distance where they can see the operator, the operator should check their mirrors, and then motion students across the roadway, leaving the door open until students are completely across the roadway.

BUS EVACUATION

Federal law requires the Transportation Department to conduct three bus evacuations each school year. Please read and be familiar with the following evacuation details and the forms required. Operators will be notified of the date and times for these evacuations which are conducted by the School Administration. Based on LA RS 25 – T-7 & T-8, forms are due in the Transportation Department AT THE END OF THE 1ST NINE weeks and the END OF THE 3RD NINE weeks.

THREE TYPES OF EMERGENCY EVACUATIONS

- Front Door Evacuation: The front door assistant shall sit next to the aisle on the front right-hand side of the bus and assist the operator. The front door assistant should depart the bus first and lead the passengers to a safe place. If the bus operator is injured, the front door assistant should make sure everyone is off the bus.
- Rear Door Evacuation: Passengers evacuate through the rear door until all students are safely off the bus. There are two rear door assistants, one on each side of the aisle in the seat nearest the rear door. Rear door assistants should prevent students from touching the emergency door. Rear door assistants will open the door on the operator's command. The rear door assistants should exit the bus first and assist the passengers off the bus. All passengers should sit on the floor of the bus and edge off the rear doorway to exit with the help of the rear door assistants.
- For Front and Rear Door Evacuation, passengers in the front half of the bus will exit through the front door, and passengers in the rear half of the bus will exit through the rear door.

BUS OPERATIONS

AUTHORIZATION

- SMP buses are to be operated only by authorized employees of the Transportation Department. The school bus operator or bus attendant is to be the only person operating the bus equipment (i.e., students shall not be allowed to operate the door controls, etc.)

- The bus shall not be used to transport any person other than students or teachers in SMP without authorization from the Transportation Supervisor. This means that spouses, non-SMP enrolled children or grandchildren, friends, unassigned students, or other operators are not allowed to “ride along” on your bus. An SMP student with designated permission from his/her principal can ride the bus.

ROUTE SCHEDULE

- NEVER RUN THE ROUTE EARLY.
- Operators must abide by the route time schedule. Under normal circumstances, operators should not vary more than 5 minutes from the established schedule. If you anticipate arriving at a stop more than 5 minutes before your scheduled arrival time, find a safe place to pull over and wait to proceed until you are within the acceptable arrival time. If your entire route is running late, you only need to make an initial notification to Transportation. You must stop at each designated stop no matter if you see students waiting or not.
- Complying with departure times both initially from the Transportation Office and subsequently from campuses is critical to our ability to provide quality and timely service. It is the operator’s responsibility to communicate with Transportation if corrections need to be made.
- Operators must maintain an accurate and current manifest at all times. This will include bus stops, times, and names of students associated with each stop.

KEYS

Always remove the keys from the ignition and take them with you when you leave your bus unattended. Never get out of your seat and leave the keys in the ignition when students are on the bus. When the bus is empty, you should not leave the bus while the engine is running except when inspecting the bus. This does not include the bus parking lot.

SPEED LIMITS

Follow posted speed limits. The School System requires compliance with this policy as a condition of employment, continued employment, and continuation of contractual agreements with the School System as an operator. The maximum speed limit on district property and any school campus is 5 MPH. Bulletin 119 states that the maximum speed for a school bus is 55mph on any and all roadways. Operators may face disciplinary action for failure to comply with speed limits.

LINING UP AT SCHOOLS

Bus loading and unloading procedures will be at the principal’s discretion. If an operator feels that there is a safety concern with any procedure, they should bring those concerns to the attention of the Transportation Supervisor.

PARKING LOT PROCEDURES

1. Ensure that backup alarms are working.
2. Ensure that backup lights are working.
3. Look through bus windows for any approaching buses. If windows are fogged up along the side of the bus, wipe the windows before attempting any maneuvers.
4. Slide side windows open to hear any outside noise.
5. Check side and rearview mirrors for buses, or headlights if dark. Also, turn your head and look.
6. Back very slowly.

PARKING

Park the bus in a safe and proper place so that the bus does not interfere with traffic. Unless it is to load or unload students, a bus must be parked in such a manner as not to impede or obstruct the normal flow of traffic. Do not park the bus on private or other people’s property without written approval. Do not park on neutral grounds. Parking on school campuses requires the approval of the school administrator. Follow these steps:

1. Place the gear lever in neutral.
2. Apply parking brakes.
3. Turn off all lights and accessories.
4. Shut off the engine after a proper cooldown.
5. Remove key from ignition.
6. Complete Post Trip Inspection.
7. Close the door securely. Lock doors, if applicable.
8. Turn the "off" battery switch (IF EQUIPPED) at the end of the route.

IN-TRANSIT PROCEDURES

1. All St. Mary Parish bus operators shall wear a seat belt while driving.
2. Operators must be alert and careful.
3. Bus doors shall remain closed while in transit.
4. Headlights and strobe light must always be on.
5. No student shall be allowed to ride in front of the seat dividers at the front of the bus or in the bus aisle or stairwell.
6. There must be a following distance of at least one full bus length (40 ft.) between buses. Maintain proper following distance for the speed traveled. Increase the distance in inclement weather.
7. When buses are stopped, the operator shall see the rear wheels of the bus on the ground in front of them.
8. When changing lanes, the turn signal lever will be moved to the point where resistance to movement is felt. Unless this is done, the rear signal lamps may not flash even though the dash indicator lamp is flashing.
9. Keep a constant watch on all gauges. Gauges that indicate improper functioning on the bus must be reported.
10. Vehicles from all directions meeting a bus with flashing red lights (loading or unloading) must come to a complete stop unless the roadway is separated by a median. When the bus and vehicle are separated by a median, it is not necessary for the vehicle to stop.
11. If approaching the rear of a bus with flashing red lights (loading or unloading students), stop approximately $\frac{1}{2}$ of a bus length behind the bus, moving the bus as far to the right side of the roadway as possible. If buses face each other or follow one another, each bus should put out their stop arms.

BACKING UP

Never back up a bus, unless it is necessary, and then only by following these steps:

1. Get off the bus if no students are on board or walk to the rear of the bus on the inside if it is loaded with students and check the area behind the bus before backing up.
2. Utilize side and overhead mirrors to check the bus's position on the road.
3. Backing on school grounds is prohibited unless adult help is available.
4. Look around as blind spots are created by side mirrors, and then back with caution.
5. If it is necessary to back up, stop part-way and check progress.
6. If possible, have another adult stand in a safe place and guide the operator.
7. The only exception to this policy will be on a route scheduled turn around. If your backup alarm is properly functioning, you will not be required to get off the bus. However, it will be necessary to make a visual check prior to backing. If there are no students on the bus, walk to the rear of the bus, look for any problem objects, and then watch very carefully from your seat as you proceed to back up. Always know your exit before you enter or park your bus.

EARLY DISMISSALS

Reminder notices will be sent to Transportation for early dismissal days. You are to be at your school at least 10 minutes before the early dismissal bell is to ring unless notified otherwise.

NO TRAVEL STREETS

Streets with no turn-around area or private streets.

NO CROSS STREETS

Streets with a steady flow of traffic that students are not allowed to cross to or from a bus stop.

RAILROAD CROSSINGS

Railroad crossings are always dangerous. All crossings must be approached with the expectation that a train is coming.

- School buses must stop between 15 and 50 feet from the nearest train track and determine if it is safe to cross. Bus operators observed by Transportation Supervisor, law enforcement, or railroad officials violating these requirements or crossing when it is unsafe to do so are subject to immediate disciplinary action.
- Operators should reduce speed on the approach to the tracks to avoid a fast stop that could cause a rear-end collision.
- Use your hazard flashing lights on the approach, about 100 feet before the stop, and tap your brake lights to alert following traffic.
- The railroad crossing warning road signs are posted about this distance before the track.
- Remember to cancel your hazard flashers after clearing the track.
- Educate your students to become silent during the approach and as the bus crosses the tracks.
- Turn off noisy equipment.
- Open the service door and operator's window for better listening and visibility. Close the door before moving forward. Always proceed with caution.
- Double tracks will require a double check. Remember that a train on one track may hide a train on the other track. After one train has cleared the crossing, make certain that another train is not approaching on the other track before starting across the tracks.
- Remember that the train itself overhangs the track by about four feet on each side.
- **Never** race a train to a crossing.
- Do not cross a train track when a train is approaching within 1,500 feet or less.
- Do not begin to cross the track until the entire space the bus needs to occupy the far side of the track is clear. Do not assume traffic on the far side of the track will clear out in time.
- **Never** get trapped on a crossing.
- If the warning bells and lights are activated and the gates are down, you SHALL NOT cross the tracks UNLESS directed to do so by a law enforcement officer or railroad official. St. Mary Parish Transportation personnel are not legally authorized to allow you to cross the tracks if the lights, bells, and gates are operating.
- If the lights/gates are malfunctioning:
- Call Transportation and report the location of the crossing so that the malfunction can be reported.
- If you can safely turn around or turn onto another road to bypass the malfunctioning crossing, do so to avoid any unnecessary delays.

LAW ENFORCEMENT ASSISTANCE

After law enforcement has been dispatched to assist you, **STAY WHERE YOU ARE**. You must not move after law enforcement has been called, even if the situation is resolved. Law enforcement is called to assist in the following instances:

- ALL Physical Altercations
- Major Disruptions
- Safety Concerns
- ALL Accidents major or minor.
- Medical Incidents

PRINCIPALS

Bus operators are required to follow the directives of the administrators of the schools that they serve. Whenever a school administrator gives a directive to a bus operator, that directive should be followed unless it is in direct violation of School Board policy. After an operator performs his/her duties for the school administrator, and the operator feels that there is a conflict with a policy, the operator should contact the Transportation Supervisor for clarification.

Principals Will Address:

- Issues between operator and parent
- Issues between operator and student
- All discipline issues involving students and applicable recordkeeping of operators.

Transportation Will Address:

- Bus turnarounds
- Routes
- Complaints about unsafe driving
- Habitual complaints of operator missing stops
- Walk zones
- Rider eligibility
- Route splits
- Punctuality of the operator daily

BUS MAINTENANCE

As the person in charge, YOU, the bus operator, are responsible for ensuring you are operating a safe, mechanically sound vehicle. As a CDL School Bus Operator, you are required by state and federal regulation to perform thorough pre-trip and post-trip inspections each time you drive your bus. A bus operator shall not drive a bus that is not mechanically safe.

- All windows must be up, and doors must be closed at the conclusion of the PM run. If the weather indicates rain, all windows and doors should also be closed after the AM and midday runs.
- The Pre/Post Trip Form must be submitted to the Transportation Department by the 5th of the following month. Keep PT/PT form on the bus. The new form looks different and will also be a duplicate. Violation of these procedures may result in disciplinary consequences.
- Pre-Trip Inspection must be conducted by the operator prior to driving any bus 10 minutes prior to route times. This window of time will allow the Shop Foreman to respond to a mechanical problem without unnecessary delays to your route. Pre-trip inspection forms will be used to document the pre-trip check and request any needed repairs.
- Post-Trip Inspection must be conducted by operators at the conclusion of EVERY run. This check is to discover the presence of sleeping students, seat damage, lost articles, etc.
- Failure to check the vehicle BEFORE OR AFTER your route may result in disciplinary action. This may include a conference form, a recommendation for suspension without pay, and/or recommendation for termination.
- Report any unusual noises or vibrations on the pre-trip/post-trip inspection form before it causes a major breakdown. Also, contact the Shop Foreman with your concern.
- Have any burned out lights repaired as soon as possible. You may help other operators out by letting them know if you notice a burned-out light or other mechanical problem on their bus.
- A flat tire on the bus requires immediate attention. Proceed with extreme caution while driving with a flat tire. A flat tire noticed on another bus should be called to the attention of that operator. If students are on

board, call the shop immediately and pull over to a safe location should that flat be on a front tire or two flats on the same side in the rear.

- Clean and sweep the inside and secure all windows DAILY. Never “HOSE” the interior of your school bus.

FUELING BUSES

- Never allow a bus to drop to less than ¼ tank full.
- School buses shall not be fueled while passengers are on board.
- Fuel is for SMP use only. SMP fuel may not be used for personal vehicles.
- All electrical items must be turned off while fueling the bus.
- No smoking.
- Turn the key to the off position.
- Set the emergency brake.
- **ALWAYS VERIFY THE TYPE OF FUEL THAT YOUR BUS REQUIRES!** If you ever begin pumping fuel and realize that you have selected the wrong fuel type, stop immediately and call the shop foreman. He will advise you on how to manage the situation. There are indicators in the engine that will alert you whenever you have put the wrong fuel type in the bus. You could be held personally liable if damages are negligent.
- **DO NOT PUT THE FUEL NOZZLE INTO THE FUEL TANK AND WALK AWAY.**
- Buses shall NOT be swept at the pumps. This is private property.
- Cell phones may not be used while fueling.

FUEL PAYMENT

- Always use your Voyager Fuel card.
- Before pumping fuel, make sure the station you are using is an acceptable station that honors our Voyager Fuel card.
- If the fuel card is lost or stolen, please report it to the Transportation Department immediately.

OIL CHANGE REQUESTS

- Schedule an oil change by calling the Shop Foreman.
- Upon arrival at the mechanic, leave the keys on the bus. Notify the Shop Foreman if you will be waiting or returning to pick up the bus later. The Transportation Department will instruct you on the procedures to follow.
- If you need to reschedule an oil change appointment, please do so within 24 hours of your scheduled time so another bus can be scheduled.
- Oil Changes need to be scheduled for Diesel Buses every 7,500 miles and for Gas Buses every 5,000 miles.

INSPECTIONS

Inspections will be completed by transportation twice a year. You must make every effort to have your bus available for this inspection. It is your responsibility to get the bus to the shop for all inspections and repairs. Failure to bring your bus to the shop may result in disciplinary action. If you cannot make the scheduled time, contact the Shop Foreman.

THE FIRST WEEKS OF SCHOOL—WHAT TO EXPECT

- Expect heavy vehicle traffic during the first weeks of school. Take your time and drive safely to ensure all students are picked up on your route.
- Be certain you are only picking up students at the stops for your assigned school. When stopping at a bus stop, check with the students before allowing them onto the bus.
- At the schools, you may be signaled to unload. Do not just pull up and unload. Follow procedures.

- If a student gets on the wrong bus, and you can get that student to his/her correct address, please verify the student's correct address with the school administrator and bring that student home. Remember that if a student says that they do not live there, do not drop them off. If the correct address cannot be verified with the school administrator and the operator cannot bring the students to the correct home "off-route," the students should be returned to the school and placed in the care of school personnel. Notify the Transportation Supervisor in either case.
- If a parent is at a bus stop waiting for his/her child and his/her child is not on the bus, the operator shall immediately contact the Transportation Supervisor. It must be explained to the parents that the supervisor is addressing the situation with the school administrators. The operator should give the supervisor the parent's name and number. The operator should continue the route.
- If there are any questions about a student's drop-off location, do not drop them off. The operator must be very observant and watch the students. If the students act like they do not know where they are, chances are they do not. Do not leave them. Park the bus safely and contact the Transportation Supervisor.
- Do not rush. This will only cause accidents and mistakes that could have serious results. Always drive safely.
- Remain calm. You are not alone. If you need something and cannot figure it out, call the Transportation Department for help.

STUDENT MANAGEMENT GUIDELINES

OPERATOR-STUDENT RELATIONSHIP

Managing your students is one of the greatest challenges. Understanding students will enable operators to avoid trouble before it begins. The relationship between the bus operator and the student strongly impacts maintaining proper discipline. Each operator must strive constantly to achieve positive student relations. The operator will strive to build morale and cooperation of the students on the bus.

- Earn student respect by showing respect.
- Address the student by proper name.
- Students should address the operator by proper name (i.e., Mr. Smith, Mrs. Jones, Miss Green)
- Greet students: "Good Morning" and "Good-bye."
- Listen and observe carefully to avoid problem situations.
- Get to know your students. Be familiar with your student's normal behavior. Watch for body language cues that might tell you a student is anxious or upset.
- Show an interest in things that interest them.
- Be honest in what you say or do.
- Be aware of your body language. This includes posture, movements, gestures, and facial expressions.
- Be mindful of your student's personal space.
- Remember that a sense of humor is extremely valuable.

BEHAVIOR MANAGEMENT

- Be clear and up front about what is and is not acceptable on YOUR bus and why. Inform students of the rules on your bus. Enforce rules consistently as found on the "Bus Riders Rules and Regulations" form distributed at the beginning of school or when a new student begins riding the bus. Rules should focus on safety, cleanliness, and respect towards others. If you have too many rules, students will not remember them.
- **Never** discipline the entire group of students for the action of an individual student. If an individual student cannot be identified, wait to identify the individual student(s) with further investigation (i.e., view the tape, talk to the school, etc.) and then take the appropriate action.

- Always be professional in correcting students. Maintain poise. Do not lose your temper. Screaming or yelling at students is not effective.
- Do not use derogatory remarks, vulgar or abusive language, or threatening language when speaking with students. Never back students into a corner. If you do, they may act in an unpredictable manner or respond negatively.
- HANDS OFF! Never hit, push, pull, grab, kick, pin-down, or slap a student. Never touch a student when correcting them. Do not touch their belongings. Do not take anything from them or grab anything from their hands. Be careful and professional.
- Be firm, fair, and consistent. If an operator overlooks a violation of conduct from one student, the operator loses the respect of the other students.
- The operator must not be too lenient or too harsh.
- Do not use students as patrols or monitors on your bus.
- Encourage and recognize appropriate behavior.

STUDENTS SHALL NOT:

- Behave in a disruptive manner or make excessive noise.
- Put any part of their body outside a bus window.
- Throw objects out of the bus windows or on the floor of the bus.
- Touch the emergency doors or tamper with any part of the school bus.
- Use unsafe items such as school supplies on the bus (i.e., pencils, compasses, etc.).
- Eat or drink on the bus except for bottled water
- Change out of school uniform while on the school bus.
- Vandalism, harassment, gang-related behavior, or sexual actions shall not be tolerated.

PROHIBITED ITEMS ON THE BUS

Tabacco products, vapes, alcohol, drugs, pets (cats, dogs, snakes, etc.), glass objects (except eyeglasses), weapons, including knives, and objects that are too large to be held in students lap or placed under the seat, which may include some band instruments.

ELECTRONIC DEVICES (CELL PHONES)

State law requires that cell phones are turned off and stowed away both on the bus ride and while at school. If a student on the school bus uses a cell phone, the operator shall kindly ask the student to turn the phone off and stow it away with a simple warning that using it again will warrant a discipline referral. If the student should take the phone out again, the operator shall simply complete a discipline referral and turn into a school administrator. There is no need to jeopardize any ride to or from school by escalating negative student behavior over a cell phone. On the other hand, if the cell phone is causing an unsafe condition, address it by following the bus incident protocol.

DISCIPLINE PROCEDURES

Even when students are effectively managed, discipline problems arise.

- Become familiar with the Bus Discipline Matrix. This knowledge should decrease misunderstanding and help you change unacceptable behavior.
- Deal with unacceptable behavior right away; however, under NO conditions is it permissible for a school bus operator to remove a student from the bus for discipline reasons in the middle of a route. It is also not permissible to tell a student that he or she will be put off the bus. School administrators and Transportation Supervisor are the ONLY authorized personnel who can remove a student from the bus.
- Try verbal warnings and reasoning. Say, "PLEASE DO THIS FOR YOUR SAFETY" rather than "DON'T DO THAT."
- Give the student time for reaction.

- Stopping the vehicle to reprimand a student tends to escalate the situation. Only do so when immediate disciplinary action is necessary or when a student is creating an unsafe situation. Otherwise, deliver the student home/school and write them up for discipline on the following day. If the bus must be stopped, the operator should stop the bus in a safe place and contact the Transportation Supervisor immediately who will provide further instruction.
- Bus Conduct Referrals are submitted to the School Administration. (KEEP COPY AS DOCUMENTATION.)
- Be specific and explicit when writing a referral. You must state exactly what was said. Take your time and give the administrator all the facts related to the problem. Include previous interventions used to correct the behavior. Use only the name of one student on each referral. Keep good documentation and provide that to the administrator.
- Notify the Principal if there is damage to the bus caused by a student. The parents or guardian will be responsible for the cost of repairs.

BUS STOP BEHAVIOR

If an operator observes unacceptable behavior at the bus stop, regular student discipline procedures are to be followed. If an operator becomes aware of an incident, the operator must report the incident and the names of the individuals who reported the incident to the school administration.

PERSISTENT BEHAVIOR PROBLEMS

It is the school administrator's responsibility to assign disciplinary consequences to a student, not the bus operator. No operator can refuse to transport a student unless proper procedures have been followed to have the student suspended from the school bus. If the student has been suspended from the school bus through proper procedures, but still appears at the bus stop, the operator should transport the student to school. The operator should notify the administrator. In the case of extreme or persistent student behavior, the operator should contact the Transportation Supervisor for additional support.

CONFIDENTIALITY OF STUDENT INFORMATION– FERPA

Education records are defined in 34 CFR Part 99, Family Educational Rights and Privacy Act of 1974 (FERPA). These include records related to a student and cover any information that would make the student's identity traceable, including the students' disabilities, health conditions, behavior, etc. Disclosure of this information to school officials, including bus operators and attendants, is made on a "need-to-know" basis. This Act covers both Special Education and Regular Education students. All SMP employees are prohibited from disclosing confidential information to anyone not in a "need-to-know" position. Be aware that "informal" discussions with a spouse, family, friends, neighbors, or coworkers constitutes a violation under FERPA. Information may be released to appropriate personnel without parental consent in an emergency only. This may be done if the knowledge of such information is necessary to protect the health and safety of the student or other person. Operators and attendants need to be aware that disclosing information regarding students could result in civil penalties. YOU HAVE BEEN TRAINED IN ACT 837. THIS HOLDS YOU LIABLE.

SEATING CHARTS

- You shall establish a Bus Seating Chart for these reasons:
 - State law requires you to produce a seating chart at any time.
 - Proof of Vandalism
 - Identifying students in the event of an Accident
 - Accountability
 - Discipline
- The following guidelines should be considered when doing seating assignments:
 - Male and female students should be separated.

High-school students should be separated from junior-high students.

Pre-K students should be placed up front near the operator.

Seating charts must be updated as changes are made.

Seating arrangements should not segregate neighborhoods of students.

- Completed copies of seating assignments will be given to the school. An additional copy should be kept with emergency information on the bus and another provided to the Transportation Department.

EMERGENCIES

Many situations classify as emergencies: accidents, mechanical breakdowns, student incidents, medical problems, inclement weather, etc. The bus operator must remain calm and follow protocol to ensure student safety.

ACCIDENTS

It is unlawful to leave an accident scene. The Bus Operator must report ALL accidents immediately to the Transportation Department. Failure to report an accident could result in disciplinary action.

PROTOCOL FOR ACCIDENTS

- **For all accidents minor or major, the operator SHALL NOT continue to drive the route.**
- The first thing you should do is secure the vehicle and turn on the flashers. Place reflective triangles to warn of hazard.
- For all minor and major accidents, Call 911 for law enforcement assistance. Ask for an ambulance 1) if students are on the bus, 2) if individuals in other vehicles are involved, or 3) if you are injured.
- Contact the Transportation Department immediately after your 911 call. Be prepared to provide the Bus number, location of accident, condition of the bus, school(s) involved, and the number of students on the bus.
- Keep students on the bus unless safety requires evacuation. If the bus is evacuated, move students away from traffic hazards and account for all students using your seating chart.
- Survey all individuals for injuries and provide needed first aid. Alert the Transportation Supervisor of any injuries.
- CDL, insurance card, and registration must be ready.
- Do not admit fault to anyone at the scene of an accident. Be extremely cautious of what you say and to whom. State only the facts as you know them to be. Move to a confidential distance to talk with the investigating officers and Supervisor.
- This information should always be on the bus: student roster, seating chart, names, addresses, and telephone numbers of parents/legal guardians.

MECHANICAL ISSUES

Do not drive a bus if you suspect a mechanical problem. If you are on your route and encounter a mechanical problem, park the bus safely and call the Transportation Supervisor. Be as specific as possible and wait for instructions. Use your senses, experience, and education to determine if you are having trouble.

REGEN PROCEDURES (SMOKE SIGNAL ON DASH)

If your bus is 2011 model year or newer and is equipped with regen feature and you are unsure of how to properly maintain the engine, please contact the bus shop foreman.

EMERGENCY MECHANICAL BREAKDOWNS

- Turn on hazard lights (not loading lights) and use warning devices.
- Move the bus off the roadway. Park the bus safely.
- Place the bus in neutral.
- Set the parking brake.
- Turn off the ignition switch.
- Turn off the master switch.
- Notify the Transportation Supervisor immediately. Be prepared to clearly state your bus number, your name, a call back number, and the nature of the breakdown.
- Keep students on the bus unless safety conditions warrant their removal. Keep students calm. Help is on the way.
- Remain parked and wait for the spare bus to arrive.
- Upon arrival, the spare bus should stop in line, as close as possible, to the rear of the disabled bus.
- Operators of both buses shall activate the alternating red loading lights before transferring students from one bus to another.
- The operator of the disabled bus shall open door, get out of the bus, and stand to the right of the disabled bus.
- The operator of the spare bus should open the door, get out of the bus, and stand to the right of the spare bus.
- The operator of the disabled bus shall instruct pupils to change buses in an orderly manner, staying in a single file line.
- The alternating red loading lights on each bus shall be deactivated as soon as all students are on the spare bus.
- After all students have been loaded on the spare bus, the regular operator should account for all students before completing the route.
- The spare bus operator shall help get the loaded bus back on the roadway.
- The operator of the spare bus will be responsible for the disabled bus.
- Students are not to be released from the care of the bus operator to any other individual. If check-outs from the emergency are necessary, the school administrator will manage it with district support.

TOWING

The Shop Foreman will make the decision if the disabled bus needs to be towed.

SPARE BUSES

The Shop Foreman will dispatch spare bus and keys when needed. If there are any problems with the spare bus that you are being issued, please notify the Shop Foreman and follow his instructions. It is the responsibility of any operator who drives a spare bus to leave the bus ready for the next operator. The need to use a spare bus while your regular bus is under repair will usually be brief. For this reason, each operator needs to do the following after using a spare bus:

- Fuel the bus.
- Park the bus in the designated area and set the brake.
- Turn off the master battery switch.
- Close all windows.
- Sweep and clean the bus.
- Check for items or students/passengers that may have been left behind.
- Empty the trash.

FIRE ON BOARD

- Stop the bus immediately.
- Evacuate all passengers as quickly and safely as possible.
- Use the exit farthest from danger.

- Use both the service door and the emergency exit(s) if time is a factor.
- Use emergency exit windows and/or roof-top emergency escape hatches only when the service door and/or the emergency exit door is not adequate to evacuate students safely.
- Have responsible students assist in the evacuation process.
- Remove the first aid kit and keep it with the passengers.
- Move passengers to a safe location approximately 100 feet from the danger zone.
- Give your passengers an exact location to go to. Example: House #, corner, empty lot.
- CALL 911.
- Notify the Transportation Supervisor.
- If possible, try to extinguish the fire yourself.
- Remember, life is more important than property. Do not jeopardize your life or the life of your passengers.

VEHICLE RUNS STOP ARMS

Under no circumstances should you attempt to halt or pursue a vehicle which runs through your stop arms and overhead flashing lights. Notify the Transportation Supervisor.

Note the following (if possible):

- Type of vehicle and color
- License Plate Number
- Date and time
- Location of incident
- Direction of travel

SCHOOL CLOSURES

Operators and attendants will be notified of school closures as soon as the Superintendent decides closure times. Be readily accessible by telephone. Operators will receive directives from the Transportation Office. Do not share information with students and parents regarding dismissal. Operators typically know about closures before anyone else. Principals will be notified by district and communicate with students and families accordingly.

INCLEMENT WEATHER

- During inclement weather, all students must be picked up or delivered as close to their home as possible.
- ON FOGGY AND/OR WET DAYS, REDUCE SPEED ACCORDINGLY.
- The Transportation Department will give further guidance in emergency or crisis situations related to water events.

FLOODED STREETS

If you encounter flooded streets, you will have to decide whether to travel on the street(s). Consider these factors:

- If the water comes up the 1st step, it is too deep.
- If you cannot see the street, curb, or ditches, do not travel the street.
- Do not push a wake of water into residences.
- Use common sense, but do not use water as an excuse not to complete your route.
- If you are not able to travel any streets, use alternate streets with which you are familiar to complete route. If there is no familiar alternate option, notify the Transportation Office immediately, deliver all the students that you can, and take the students that cannot be delivered home back to school. The Transportation Supervisor will notify school personnel.
- When driving through water, drive very slowly. After driving through water, when you are on dry ground, check the brakes. Press down on the brake and hold while accelerating slowly.

TORNADOS

A Tornado Watch means weather conditions are such that a tornado may develop in the area. No tornado exists yet. Make sure you know what to do if you should sight a tornado. A TORNADO WARNING means a tornado has been sighted in the area. Take emergency action right away. BUSES DO NOT RUN DURING A TORNADO! IF YOU ARE AT THE SCHOOL, Escort the students back to the shelter area if time permits.

TORNADO IN-TRANSIT

If you spot a funnel cloud, stop the bus. Escort the students to the nearest ravine, ditch, or underpass, or low spot in the ground (but far enough from the bus so it will not roll over on them). Have them “assume the protective position.” Students have been trained to drop onto their elbows and knees, and to cover the back of their head and neck with their hands. If they have coats or jackets, these can be used to provide additional protection for their head and body. If there is no time to move the students when you stop the bus, have the students assume the protective position, remaining in their seat, with their head below window level.

AFTER A TORNADO

1. Remain calm and try to keep the students calm.
2. Apply first aid where necessary and as your training permits.
3. Call 911 and the Transportation Supervisor.
4. If safe stay put and wait for help. If not, transport students back to school or to a safe, alternate location.
5. If a radio is available, listen to weather bulletins and other emergency information.

PARISH EVACUATION

In the event that a mandatory evacuation is ordered for our parish, School Bus Operators will be needed. If you are interested in driving for such an event, make sure the Transportation Department knows that you want to be included in these Operator Callouts.

FIRST AID

Call 911 for medical emergencies and render basic first aid. You will be trained. You are more likely to act promptly and correctly if you learn a few basic principles but learn them well. Training will focus on first aid that you may need to use on the road. You may have students with special medical conditions for which you will be professionally trained. If you feel that you have not been adequately trained, contact Transportation Supervisor.

COMMUNICABLE DISEASE PREVENTION

The prevention of infectious diseases on the school bus depends on basic principles of cleanliness and hygiene. Frequent hand washing is essential. The transmission of infectious disease on the school bus may be further prevented by maintaining personal cleanliness and cleanliness of the bus. Every school bus in St. Mary Parish should be equipped with antibacterial spray. Operators and attendants should follow the simple precautions listed below:

- Wash your hands thoroughly and often.
- Wear gloves and other available PPE to handle bodily fluids.
- Contact the Transportation Supervisor for further instructions if in doubt.

TRANSPORTATION FOR SPECIAL NEEDS STUDENTS

Designated special education buses are staffed with a operator and at least one attendant. Operators and attendants for special needs students are responsible for students with unique, individualized needs. This requires energy, patience, and empathy. A good working relationship between operator and attendant is necessary to effectively tend to the students in their care.

BEHAVIOR MANAGEMENT

Some students cannot respond to rules in a manner that other students can. These students require many reminders about expectations, repeated instructions, and positive reinforcement. It is important that they do not harm themselves, other students, or place the safe operation of the bus in jeopardy. A common observation is the fluctuation in behaviors and dispositions from day to day. Be patient and careful not to mistake inconsistency with willful disobedience or disrespect.

- Be gentle in your approach; speak slowly, firmly, and clearly but never with anger or impatience.
- Keep rules and limits for the student at a minimum.
- Be patient and consistent. Progress may take time.
- Be understanding, but do not jeopardize the safe operation of the bus.

COMMUNICATION

The operator should know about the needs and exceptionalities of his or her passengers. The best way to learn is through communication with parents, sped teachers, and school administrators. Operators and parents should discuss rules for the bus, special equipment uses, and schedules, as various disabilities require various approaches. Operators, attendants, parents, and administrators should maintain communication. The names of students and parents and their contact information must be kept on the bus in case of emergencies.

ROUTES

Upon receipt of your route list, plot your route on a map. Perform your route in its entirety before the first time you pick up students. When there are route changes, the Transportation Department will notify parents indicating pick up time, operator, and bus number. If a parent requests a change of address, even if temporary, have them call the school. Do not let any student off anywhere except at the school or the address on the Special Needs Transportation form.

PICK UP AND DROP OFF

- If no one is visible when you stop to pick up your students, you must come to a complete stop. If someone appears and asks you to wait a minute, make your own judgment regarding how long you can wait without making your route run late. Never blow your horn.
- If, because of age or specific conditions, the student must be picked up at home, it will be the parent's responsibility to get the student to the door of the bus. At that point, the attendant assumes responsibility for the student and makes sure he/she is properly seated. This may require the assistance of the operator.
- School personnel will meet students at the bus upon arrival at school for the AM route.
- School personnel will bring students out to the bus for the PM route.
- Some special education students must be placed in the care of a responsible adult for PM drop off. If no one is home to accept the student, notify the Transportation Supervisor who will contact school personnel. Run the rest of your route, and then return to the residence. If there is still no one home, update the supervisor, and make your way back to the school. Do not leave the student unattended. Keep the student on the bus and wait for school personnel to assist. Do not take the student to your house.

HANDLING STUDENTS

The attendant will assist students on and off the school bus when it is necessary for their safe entrance and exit from the bus. In necessary, there are specific, safe ways to lift and carry a student to avoid injury. The operator and attendant will learn these techniques collaborating with parents, school personnel, and other specialized training. Students are prohibited from lifting or carrying other students on or off the bus. If the bus operator and attendant are transporting a medically fragile student, the school district's nurse will train each.

SPECIALIZED EQUIPMENT

- The operator will be informed of how to operate the lift or other special equipment on the bus.
- Students are prohibited from operating the lift, the ramp, or any other equipment.
- Attendants will be trained in the lift and tie-down system for students in wheelchairs and mobility devices.
- The attendant must ensure that the required safety devices function properly for the duration of the route.
- Assistive devices such as oxygen tanks must be placed in a secure holder for transportation on the school bus.
- Any other equipment to be transported with the student must be properly secured.

WHEELCHAIR SAFETY

- Safety lap belts must be in working condition (no Velcro). Ensure that seat belts are in a locked position.
- Wheelchair brakes must be engaged when loading/unloading wheelchairs. Manual wheelchairs must have working hand brakes. Electric wheelchairs must have manual hand brakes or automatic brake activation when wheelchair power is disengaged.
- Electric wheelchairs must be in manual mode when loading/unloading.
- Do not allow students to drive electric wheelchairs on the lift.
- Wheelchairs must have properly inflated tires.
- The headrests, footrests, and anti-tilting devices must be positioned properly.
- Use your yellow lights until the student is ready to load on the lift, then engage your red loading lights and continue until the student's wheelchair is fastened to the bus. Use your red loading lights to unload students. As soon as a student is off the lift and away from the bus, disengage your red loading lights and use hazard lights to avoid holding traffic unnecessarily. Remember to leave the bus engine running while operating the lift. The operator or attendant should get off the bus to operate the lift. The attendant should step back on the bus to hold the wheelchair as soon as it is accessible.
- Unload students in wheelchairs after all other students are off the bus. Do not leave any students on the bus unattended while unloading the wheelchairs.
- Safety belts on lifts, when applicable, must be attached and operational.
- Students are loaded with the back of wheelchair next to the body of school bus. No student will be loaded in a wheelchair facing the body of the school bus.
- Place the wheelchair in a Forward-Facing position (unless otherwise noted in the student's IEP)
- Center the wheelchair between parallel floor-tracking system. (Leave 1 to 2 inches between the curve of the rear wheel and rear security buckle when in locked position. This allows the room to operate the security buckle freely).
- Lock the hand brakes using good body mechanics.
- Place the student's name above their designated wheelchair position. Place students in seating order to accommodate an emergency evacuation situation should the need arise
- Trays must be removed and placed in a safe location on the school bus.
- To attaching security straps 1) position both front and rear security straps in the fitting on the floor tracking 3 to 8 inches from the front tires and rear tires of the wheelchair, 2) loop hook end of each security strap around the mainframe of the wheelchair, 3) clip hook into "O" ring of each security strap, 4) with the buckle open, pull each loose strap snug, keeping loose end of strap within the buckle guide, and 5) left and right straps should be hooked at the same position of the wheelchair

CAR SEATS AND BOOSTER SEATS

Students with orthopedic impairments must sometimes be transported in car seats or booster seats on the school bus. The bus operator and bus attendant should ensure that:

- The car/booster seat is the correct size for that student
- The car seat has adequate shoulder/waist restraints
- The car seat can be safely secured on the bus with the seat belt

- Booster seats are designed to elevate students so they can use lap and shoulder belts correctly.

SAFETY VEST AND HARNESS

Safety vests assist students who need support to remain seated, who unlock their seat belts, and who fall asleep.

ADDITIONAL ATTENDANT RESPONSIBILITIES

- It is the attendant's job to care for the students while the operator drives the bus. Bus attendants are responsible for assisting with discipline and maintaining a safe environment on the bus.
- Unless authorized by operator, Attendants shall not be on cell phone whenever students are on board.
- One of the most important skills of the bus attendant is effective communication with students, the operator, parents, and school personnel.
- If the attendant is going to be absent, the Transportation Department must know as early as possible to line up a sub. Operators will keep a calendar of attendance for the attendant in case of discrepancy.
- The operator should not have to wait for the attendant. The operator shall report a late attendant.
- The attendant must remain on the bus for the duration of the route from the first student to the last.
- There must be a designated place on the bus for the attendant to sit that allows for the monitoring of all students. The attendant must always be alert to the needs of the students and to interact when necessary.
- The attendant is critical in an emergency. He or she must understand the emergency evacuation plan and be prepared to evacuate the bus in an emergency.
- The attendant must be knowledgeable of the route.
- Attendants must be certain that all students are wearing safety belts or are strapped securely into their car seats, safety vests or wheelchairs for the duration of the route.
- The confidentiality of students must be observed. Any information acquired during job responsibilities related to the students or to an incident on the bus should be kept confidential. It should not be discussed with co-workers who do not have a "need to know."

FIELD TRIPS

FIELD TRIPS, SCHOLASTIC TRIPS, ATHLETICS, ETC.

- The limited number of school activity buses are prioritized for athletics but can be used for other school-related trips.
- The Shop Foreman will approve the buses to be used for trips.
- Operators are required to loan assigned buses for trips when asked. The only exception is if you, yourself, are scheduled to drive on a trip on the requested date.
- Operators shall not reserve their assigned bus for their personal convenience.
- School Administrators will hire operators.
- Entrance fees, tickets, etc. for the activities may be offered by the trip sponsor to the operator; however, there is no obligation to do so.

OPERATOR RESPONSIBILITIES ON TRIPS

- Most field trips shall be between the hours of 8:00 AM – 2:00 PM with a few exceptions.
- Operators are on duty the entire time—from beginning to end of the trip.
- Operators should expect the same basic standard of student behavior for trips as on routes.
- Driving safely and getting cooperation from passengers and teachers concerning appropriate bus behavior are the two primary responsibilities of operators on trips.
- Multiple buses that are traveling together on a trip must stay together.
- Plan the route to and from your trip site before you leave.

- A student roster with emergency information must be on each bus.
- Be sure to check the departure and return times on your trip sheet. Operators should arrive at the pick-up destination at least 15 minutes prior to the arrival time on the trip sheet.
- After an 8-2 trip, the operator must complete the PM route as scheduled.
- If the operator is late returning from an 8-2 field trip, the school and the Transportation Supervisor must be contacted immediately. The PM route will need coverage.
- Operators should be prepared to pay for their own meals, unless stated otherwise by the group requesting the trip.

AUTHORIZED PASSENGERS ON TRIPS

- Only authorized personnel, registered school-age students authorized for the trip, identified teachers/sponsors, and chaperones may ride the school bus.
- Operators not driving the trip are not allowed to ride the bus as an additional passenger without approval from the school administrator.
- Operators are not allowed to take their own children on a trip unless they are a part of the group on the trip.

LEAVING THE TRIP SITE

- Authorization from the sponsor of the trip must be given for a operator to leave the trip site.
- If an operator leaves a group at a trip site, the operator shall leave his/her name, phone number, bus number, where they are going, and how long they will be gone. In return, the teacher/sponsor should provide their name and phone number to the school bus operator. The trip sponsor must be able to contact the operator, and the operator must be able to contact the trip sponsor—even if the operator is five minutes away.
- When required to remain at a trip's site for the trip's duration, with the sponsor's knowledge and agreement, the operator may leave briefly at an appropriate time for meals (exchange contact information).

BUS CONDITION AFTER THE TRIP

- At the end of the trip, upon arrival back at school, the operator must make sure that all items are taken off the bus when unloading.
- Before leaving the school, the operator is to notify the sponsor of any damage or items left on the bus.
- If an operator is using another operator's bus, he/she must replace the fuel used.
- The operator is responsible for cleaning the inside of the bus, including activity buses or spare buses.

PARKING AND TOLLS

- It is the responsibility of the trip sponsor to pay any roadway tolls and parking.
- In the case of unexpected costs as such, the operator may pay but shall retain receipts to be reimbursed.

TRIP DOCUMENTATION PROCEDURES

1. Once the trip has been approved by appropriate personnel, the sponsor of the trip is responsible for making sure the correct operator is listed on the Trip Sheet.
2. Before departing the school/point of origin, the operator is responsible for making sure they have a Trip Sheet in their possession.
3. The trip's operator is responsible for turning in a completed Trip Sheet to the school's bookkeeper. The bookkeeper will be responsible for carrying out payment procedures.
4. This completed Trip Sheet MUST be turned in by 3:00 pm of the second working day after the trip date. For example, if the trip was taken on Friday afternoon, the operator has until Tuesday at 3:00 pm to have completed Trip Sheets turned in.
5. Trips are paid by time provided on trip sheets. All trips will be charged at an hourly rate of \$25.00 per hour with a minimum of 3 hours charged.

GENERAL PERSONNEL GUIDELINES

SENIORITY

Operators are placed on a seniority scale based on their length of employment as a full-time bus operator with SMP. If a route is open, operators will become eligible for advancement should they bid on the position based on seniority. Resignation or termination constitutes a break in service for seniority purposes. A leave of absence due to a worker's compensation claim does not constitute a break in service. An approved leave of absence does not affect seniority status.

DUTY TO DRIVE

It is required that operators drive anywhere they are asked to drive while on duty.

TRAFFIC TICKETS

1. It is the operator's responsibility to immediately report traffic tickets, license suspension or revocation, criminal conviction, or traffic conviction (personal or while on duty) to the Transportation Department.
2. Traffic tickets issued to an operator while driving a bus may result in disciplinary action.

CELL PHONE POLICY FOR OPERATORS

The use of electronic communication devices (cell phones, Bluetooth earpieces, hands-free, smart watches, etc.) are prohibited while the bus is in motion. Cell phones may only be used in an emergency once the bus is parked with the engine off. THIS IS A STATE LAW (Act 235). You may use a cell phone during a layover if you park your bus in a safe place to notify Transportation of your location and type of emergency.

MEETINGS AND IN-SERVICES

Employees will be notified of mandatory meetings. Employees are responsible for all information disseminated. If an employee cannot attend, he/she must notify the Transportation Supervisor.

MEDICAL AND PHYSICAL EXAMS

The School System reserves the right, in certain circumstances, to require employees to submit to medical or physical examinations or tests. These procedures may be required at any time as a condition of employment or continued employment. The procedures used may include, but are not limited to, urine drug tests, blood alcohol tests, breathalyzer tests, or other medical examinations to determine the use of any substance prohibited by this policy or to determine satisfactory fitness for duty.

DRIVING REGULATIONS

All operators are subject to the rules and regulations contained in the following:

1. Louisiana Department of Education Bulletin 119
2. Louisiana Office of Motor Vehicles
3. DOT CDL Manual
4. St. Mary Parish School System Transportation Bus Operator and Bus Attendant Procedure Handbook
5. St. Mary Parish School System District Policies, Procedures and Guidelines
6. United States Federal Motor Carrier Safety Act
7. Louisiana Traffic Codes

DRESS CODE FOR BUS OPERATORS AND ATTENDANTS

Transportation employees will wear clean, neat clothing that will reflect a professional image. Extreme garments that are unsafe, disruptive, ill-fitting, or revealing are prohibited.

ABSENCES

Operators Shall Report Every Absence to Transportation

1. Every absence is to be reported, whether you have secured a sub or will need a route split.
2. Please secure a substitute whenever possible to avoid a route split.
3. Absenteeism is defined as not reporting to work as scheduled.

BUS OPERATOR COMPENSATION HOURS

Bus Operators are salaried employees based on a general schedule of 4.25 hours worked daily.

CHECK STUB RETRIEVAL

Payday is the last working day of each month. Payroll is direct deposit. Your check stub is electronic and can be accessed and printed through the employee portal system. Go to the SMP website, the employees' tab, and click on the quick link. Sign in and follow the instructions to retrieve a copy of your check stub.

Miscellaneous Information Regarding Payroll

1. If you have a question about your check or about payroll, please bring as much documentation with you to support your question.
2. No extra time will be given for fueling and sweeping your bus, it has been built into your route time. It is your responsibility to fuel your bus as needed.
3. Staff development time is built into your annual paid days.

HUMAN RESOURCES

The Human Resource Department is located on the second floor in the main building of the Central Office Complex. This office can assist you with the following:

- Employee Absences
- Tax forms for new employees
- Leave requests
- Extended sick leave requests
- Complaint Procedures
- Retirement
- Position transfers
- Employee records – address changes
- Mediation
- Policies and procedures

INSURANCE

The Insurance Department is located on the first floor of the Central Office Complex. This office can assist you with the following:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance

EMPLOYEE BENEFITS

A complete description of employee benefits including hospitalization, sick leave, extended sick leave, and other policies are published in the St. Mary Parish School System publications policy manual and procedures manual as

related to board policy. This manual is available at the School System Central Office, the Transportation Office, and the Web Site.

TENURE

A school bus operator in Louisiana shall receive tenure after being employed as a full-time school bus operator for three (3) full years if hired before 2012. For operators hired after 2012, tenure is no longer earned.

ADDRESS AND TELEPHONE CHANGES

Changes in names, telephone numbers, and/or addresses must be reported in writing to the Transportation Department and Human Resources as soon as possible.

INJURY OF STUDENT

The operator must complete the Larma Student Incident-Accident form on the same day that a student is involved in an incident-accident while on the school bus or on SMP property during the performance of your duties.

OPERATOR'S LICENSE

Each July, submit your DOT physical to the OMV and check interstate non-accepted. You must carry a valid Commercial Operator's License (CDL) Class B with Passenger-P, and School Bus-S endorsements along with your CDL physical card with you while on duty. If the license is lost or allowed to expire, you will be held responsible for any fine and cannot drive until valid. Suspension of a license, driving with an expired license, and certain traffic violations are grounds for a recommendation for disciplinary action.

ROUTES AND BID PROCESS

ROUTE SELECTION PROCEDURES

If an open route becomes available during the school year, a long-term sub will be assigned by the Transportation Department. The assignment of open routes will be determined by Transportation. Seniority will be a factor in the selection process.

INITIAL ROUTE SELECTION PROCESS

1. Operators will be notified when permanent open routes are available.
2. Route information may be obtained from the Transportation Department. Throughout the year, routes may be increased, decreased, or modified to increase efficiency.
3. As temporary open routes become available during the school year, they will be assigned to long-term substitute bus operators by Transportation.

ROUTE REVISION PROCEDURES

The routing and scheduling of bus routes is a dynamic, ongoing process that requires consistent fine-tuning. Changes may be made to routes throughout the school year. Many factors could contribute to the changes: students moving in, students moving out, program changes, and verification of students scheduled for service versus those riding the bus. These factors sometimes result in time increases, time decreases, route elimination, or new route formation. If it is determined that there is a need for changes to be made, impacted routes may be treated as open positions. If several routes are changed within an area, the routes will be offered to displaced operators servicing those schools based on seniority. If a temporary route has been in place for one full school year, it will be bid as a permanent route.

BUS ASSIGNMENTS TO ROUTES

The Supervisor of Transportation shall make decisions on bus route assignments, as necessary. Some factors to be considered, but not limited to, include the age of the bus, capacity, operator endorsements or restrictions, and other needs of the district.

SUMMER EMPLOYMENT

Operators and attendants wishing to apply for summer employment may do so by responding to text messages, email, or in person and completing an application. All positions are assigned by seniority within the summer programs. Proper attire applies to summer employment the same as it does for regular school-year employment.

SUMMER ROUTE HIRING PROCEDURES

1. After determining the number of operators required for summer programs, the Transportation Supervisor will secure the needed number of operators required based on previous consecutive years of summer driving.
2. If additional operators are needed, substitute operators shall be contacted.
3. Operators shall commit to driving every day of summer programs. Should a operator miss more than two (2) days during a 20-day summer program, without medical documentation or supervisor approval, the operator shall be replaced. For programs less than 20 days, a operator shall miss zero (0) days without medical documentation. For one unexcused absence, the operator shall be replaced.

STEPS TO BID A ROUTE

1. Route information on all available routes will come from the Transportation Department via mail, text messages, or email.
2. Familiarize yourself with all pertinent information pertaining to all routes for which you wish to bid. List the routes on which you wish to bid in order of route preference.
3. Be on time for the Route Bid Meeting scheduled. This information will be sent via mail, text message, or email.

RULES FOR ROUTE BID INFORMATION

1. When the first bid is awarded, it will be given to the operator with the most seniority who listed this route as his or her route preference. The Supervisor will notify the operator that he or she has been awarded the route. This route will then be "closed."
2. This process will continue until all routes are filled or until the routes that remain are those that no operator listed on the route preference submission.
3. If no active operators bid for an open route, the route will be offered to a substitute operator.
4. All route information should have been gathered by operators prior to the Bid Meeting in to make informed decisions because ONCE AN OPERATOR ACCEPTS A ROUTE, HE OR SHE MAY NOT CHANGE HIS OR HER MIND. HE OR SHE WILL HAVE TO REMAIN ON THAT ROUTE UNTIL THE NEXT BID MEETING OPENING.

BUS CLEANLINESS

Bus Operators are responsible for maintaining the cleanliness of their bus. The following should be completed on a daily/weekly basis: sweep in the bus (daily), wipe all seats down/dashboards (weekly), empty trash can (weekly), report all damages on bus (daily).

REMOVAL OF STUDENTS

Riding the bus is a privilege. Students may lose the privilege of riding the bus according to the Student Code of Conduct (Bus Discipline Matrix) School Administration/Supervisor of Transportation/Assistant Superintendent/Supervisor shall make the determination to remove a student from riding a bus. Bus Operators

shall not tell students and/or parents/guardians that a student may not ride their bus. Operators shall refrain from threatening students with not being able to ride the bus. Operators may indicate on a behavior referral that they recommend removal from the bus.

EMAIL AND DEPARTMENT COMMUNICATIONS

All Transportation team members are to use their provided SMP email account for any communications. Team members are responsible for regularly checking their SMP email account and ensuring the account remains active.