Transportation Manual
2026-2027

Updated: July 2026

Transportation Department Manual Statement

This Transportation Department Manual is a guide to help employees understand the rules, expectations, and daily practices for working in the Transportation Department at TUSD 202. It explains how we do our work to keep students safe and provide reliable transportation.

This manual is for all Transportation Department employees, including bus drivers, van drivers, aides, dispatch staff, mechanics, and other support staff.

This manual is **not an employee handbook**. It does not replace district policies, the Classified Employee Handbook, or any state or federal laws. If there is ever a difference between this manual and those rules, the District official policies and laws must be followed.

All employees must follow the rules and expectations in this manual. Employees must also follow all transportation laws and safety rules, including Department of Transportation (DOT) and state requirements. Each employee is responsible for reading and understanding this manual.

Failure to follow the guidelines, expectations, and procedures outlined in this manual may result in corrective or disciplinary action, in accordance with district policies and procedures.

This manual may be changed at any time. The Transportation Supervisor or District Administration can update or change the manual during the year as needed. Employees will be told about important updates.

For additional information regarding general employment policies, compensation, benefits, and district-wide procedures, employees should refer to the Classified Employee Handbook available on the district website or through the Human Resources Office. Employees are expected to assume responsibility for reviewing and understanding the contents of that handbook.

If you have questions about this manual, please ask your supervisor or an administrator.

Transportation Employee Compensation, Benefits, and Assignment Procedures

Bus Driver Benefits and Incentives

The District offers a variety of benefits and incentive programs to support and recognize transportation employees.

District-Paid Requirements

The District will cover the cost of the following required items:

- CDL physical examinations performed by a District-approved medical examiner.
- Annual, random, and other required drug and alcohol screenings.
- Required training, including:
    - First Aid certification
    - Defensive Driving courses
    - District-approved in-service training

Employees attending required training will be compensated at their regular base pay rate in accordance with the approved training schedule.

Attendance Incentive Program

- Regular full-time drivers and bus aides may be eligible to earn a $100 monthly attendance incentive.
- The attendance incentive is available during the school year from September through May.
- Eligibility requirements will be determined by the District.

Leave Benefits

- Drivers are granted five (5) annual leave days per school year.
- For additional information regarding leave usage and eligibility, refer to the Classified Employee Handbook.

Insurance and Retirement Benefits

- Eligible employees may participate in District-sponsored insurance programs, KPERS, and other available benefits.
- For complete benefit information, refer to the Classified Employee Handbook.

New Driver Signing Bonus

- Newly hired drivers may be eligible for a $500 signing bonus upon:
    - Successful completion of the 60-day probationary period;
    - Perfect attendance during the probationary period; and
    - Receiving evaluation ratings of Proficient or higher.
- The bonus is payable following Board of Education approval of the employee's permanent status.

Driver Referral Bonus

- Transportation employees who refer a bus driver applicant may be eligible for a $200 referral bonus.
- The referral bonus is payable after the referred employee successfully completes the 60-day probationary period and receives Board of Education approval for permanent status.

Note: All benefits and incentive programs are subject to District policies, eligibility requirements, and Board of Education approval where applicable.

Transportation Bidding and Route Assignment Procedures

Transportation assignments are bid by seniority (most senior to least senior) before the start of each school year and prior to summer school operations.

Assignments Subject to Bidding

The following assignments are included in the bidding process:

- AM/PM Routes
- Bus Selection
- Athletic and Field Trips
- Boost Runs
- Specialized Route (TAG) Runs
- Mid-Day Aide Assignments

A list of available assignments will be posted.

Bidding Guidelines

- Employees will select assignments in order of seniority.
- Drivers may bid only on assignments that do not conflict with their regularly assigned routes or other scheduled duties.
- Total assigned hours should not exceed 40 hours per week unless authorized by the Transportation Supervisor.
- In special circumstances, the Transportation Supervisor may assign trips or duties outside of the seniority process.
- Assignment requests for trips and special runs will be reviewed and awarded according to seniority whenever practical.
- Employees who leave employment and are subsequently rehired will establish seniority based on their most recent hire date.

Route Assignments

Routes for the upcoming school year will be bid prior to the first day of in-service training. Drivers may elect to retain their current route or bid on an available route. Routes available for bidding will be posted, and selections will be made in seniority order.

The Transportation Supervisor reserves the right to modify route assignments during the school year to meet operational needs. Drivers affected by a route change will be notified as soon as possible.

Vacant Routes
When a route becomes vacant, a substitute driver may be assigned temporarily until the route can be filled.

Note: The Transportation Supervisor retains the authority to adjust assignments, routes, and schedules as necessary to ensure safe and efficient transportation services. Employees will be notified of changes as soon as practicable.

Transportation Employee Compensation

Hourly wage is figured on a five-hour per day contract and may include combined/extra route assignments as defined by the Transportation Supervisor. Anything that is outside of your 2.5 or 3 tiers hours of AM/PM routes is considered to be Overbase. Boost, Mid-Days, TAGs, Field/Activity Trips will be calculated in Overbase until 40 hours and then you will get paid Overtime.

Regular Route Diver- (Base Pay)	$23.43 per hour
On-call Bus Driver- (Base Pay)	$20.59 per hour
Van Driver (specialized transportation)- (Base Pay)	$22.27 per hour
Bus Aide- (Base Pay)	$18.34 per hour
Boost	Base Pay for Drive Time $15 for Wait Time
Mid-Days	Base Pay for Drive Time $15 for Wait Time
Specialized Route (TAG)	Base Pay for Drive Time $15 for Wait Time
Field Trip/ Activity Trip	Base Pay for Drive Time $15 for Wait Time
Mail Run	$50 per day
Trainings, Meetings and Driver Training	New Driver- $12.00 per hour Trainer- Base Pay **Training hours capped at 10 hours book study (pre-test), 10 hours engine/pre-trip study, 12 hours driving with Driver Trainer
Summer School	$17.00 .00 per hour
Initial Sign-On Bonus	$500
Referral Bonus	$200
Monthly Attendance Bonus	$100

Specialized Routes (TAG)

Drivers may bid on Specialized Routes (TAG) assignments during the regular bidding process.

Compensation

- Drivers will be paid their regular hourly rate of **$23.43 per hour** while operating a vehicle (**Drive Time**). Time spent waiting and not driving (**Wait Time**) will be paid at **$15.00 per hour**.
- A TAG block consists of **1.5 hours of assigned time**.
- Payment is made per block regardless of the number of routes, stops, or students transported during that block.

TAG Aides

- Both CDL and non-CDL employees may bid on TAG assignments that require a Bus Aide.
- Employees assigned as a TAG Aide will be paid Bus Aide hourly rate.

Assignment Guidelines

- Four TAG blocks are available each school day.
- Drivers may bid on up to two (2) TAG blocks per day for a maximum of three (3) hours daily.
- Drivers are responsible for transporting all students assigned to Specialized Routes (TAG) during their scheduled block(s).
- Drivers and aides must remain available and on location during their assigned TAG block unless actively transporting students or otherwise authorized by the Transportation Supervisor.

TAG Block Schedule

- 8:30 a.m. – 10:00 a.m.
- 10:00 a.m. – 11:30 a.m.
- 11:30 a.m. – 1:00 p.m.
- 12:30 p.m. – 2:00 p.m.

Note: **The Transportation Supervisor reserves the right to modify TAG assignments and schedules as necessary to meet operational needs and ensure efficient transportation services.**

Mid-Day Preschool

Drivers may bid on Mid-Day Preschool assignments during the regular bidding process.

Compensation

- Drivers will be paid their regular hourly rate of $23.43 per hour while operating a vehicle (Drive Time). Time spent waiting and not driving (Wait Time) will be paid at $15.00 per hour.
- A Mid-Day assignment consists of a 90-minute (1.5-hour) block of time.

Mid-Day Aides

- Both CDL and non-CDL employees may bid on TAG assignments that require a Bus Aide.
- Employees assigned as a TAG Aide will be paid Bus Aide hourly rate.

Assignment Guidelines

- Drivers assigned to Mid-Day Preschool routes are expected to give priority to those assignments.
- Unless approved by the Transportation Supervisor, drivers assigned to Mid-Day Preschool routes are not eligible to bid on or accept trips, runs, or other assignments that may conflict with their Mid-Day responsibilities.
- Eligible drivers without schedule conflicts may bid on up to two (2) Mid-Day assignments per day, for a maximum of three (3) Mid-Day hours daily.
- Drivers are responsible for transporting all students assigned to their Mid-Day Preschool route(s) during their scheduled assignment time.

Mid-Day Block Schedule

- TE- 11:00 a.m. – 12:30 p.m.
- OG-11:30 a.m – 1:00 p.m.
- MTE-11:30 a.m – 1:00 p.m.

Attendance and Coverage

- Drivers and aides assigned to TAG or Mid-Day duties are expected to report for work and complete all scheduled assignments.
- If an absence is necessary, the driver or aide is responsible for notifying the Transportation Supervisor and/or appropriate administrative personnel as soon as possible.
- Employees should not assume substitute personnel are available or aware of the need to cover an assignment.
- The Transportation Supervisor will coordinate coverage for approved absences and operational needs.

Note: The Transportation Supervisor reserves the right to modify Mid-Day assignments and schedules as necessary to meet operational needs and ensure safe and efficient transportation services.

Field and Activity Trips

Drivers may bid on Field and Activity Trips during the regular bidding process.

Compensation

- Drivers will be paid their regular hourly rate of $23.43 per hour while operating a vehicle (Drive Time). Time spent waiting and not driving (Wait Time) will be paid at $15.00 per hour.
- Overnight Field Trips will be compensated at a flat rate established and communicated by the Transportation Supervisor prior to the trip.

Assignment Guidelines

- Field and Activity Trip assignments will be awarded according to seniority whenever practical.
- Drivers may only accept trips that do not conflict with their regularly assigned routes or other scheduled duties.
- Drivers are responsible for safely transporting all passengers and complying with district transportation procedures.
- Additional information regarding trip expectations and responsibilities can be found in the **Field and Activity Trip Protocol**.

Parking Privileges

- Drivers returning from after-hours Field and Activity Trips may park their vehicle in the transportation bus parking lot due to safety considerations.

Attendance and Coverage

- Drivers assigned to Field and Activity Trips are expected to report for and complete all scheduled assignments.
- If a driver is unable to fulfill an assigned trip, the driver must notify the Transportation Supervisor as soon as possible.
- Drivers should not assume substitute drivers are available or aware of the need to cover an assignment.
- The Transportation Supervisor will coordinate coverage for approved absences and operational needs.

Canceled Trips

- If a driver reports for a scheduled Activity or Field Trip and was not notified in advance by the Transportation Supervisor that the trip had been canceled, the driver will be paid one (1) hour at the driver's base rate of pay.
- If the canceled trip would have conflicted with the driver's regular route assignment, the driver may continue working the regularly assigned route and will not be required to forfeit that assignment due to the canceled trip.

Note: Drivers should notify the Transportation Supervisor upon arrival if they discover that a scheduled trip has been canceled and they have not received prior notification.

Note: The Transportation Supervisor reserves the right to modify trip assignments, compensation, and schedules as necessary to meet operational needs and ensure safe and efficient transportation services.

Overbase

Anything that is outside of your 2.5 hours or 3 tiers of the AM/PM routes is considered to be Overbase. Boost, Mid-Days, TAGs, Field/Activity Trips will be calculated in Overbase until 40 hours and then you will get paid Overtime. Overtime or work beyond 40 hours a week MUST be pre-approved by the Transportation Supervisor.

Miscellaneous Pay

Includes, but is not limited to trainings, meetings, school conferences, random and post-accident drug/alcohol screening, and tasks delegated. Drivers must record the reason and time in the “other” column on the timesheet. All miscellaneous pay must be pre-approved by the Transportation Supervisor.

WORKPLACE ETIQUETTE AND EXPECTATIONS

Workplace Expectations and Professional Conduct

Transportation employees are expected to maintain professional behavior, follow District policies, and contribute to a safe and respectful work environment for students, families, and coworkers.

Professional Conduct

Employees are expected to:

- Conduct themselves professionally while representing the District.
- Maintain confidentiality regarding students, families, and staff.
- Treat coworkers, students, parents, and community members with respect.
- Follow all District policies, transportation procedures, and state regulations.
- Report concerns through the appropriate chain of command.

Tobacco-Free Environment
The use, possession of, or promotion of ANY tobacco product (cigarettes, vapes, chew) by staff members is strictly prohibited at all times in any district facility, school vehicle, at school-sponsored activities, events, and on school-owned or operated property.

Children of CDL Employees
Only approved CDL drivers may have their minor children accompany them on a school bus.
If children are accompanying a CDL driver they must:

Follow all bus rules.

- Avoid distracting the driver while the vehicle is in operation.
- Never be left unattended.
- Remain under the direct supervision of their parent or guardian at all times.
- Be in good standing with school attendance requirements if enrolled as a TUSD student.
- Have a signed waiver on file before being present on a bus or transportation property.

Additional Expectations

- Children are not permitted to attend driver trainings, meetings, or in-service activities.
- Children may not be left unattended on a bus, in the transportation office, break room, parking lot, or other District facilities.
- Children are expected to behave appropriately and may not create disruptions.
- Confidential student and staff information must not be discussed in the presence of children.

Transportation Office Etiquette
The Transportation Office is a professional work environment used for communication, meetings, planning, and employee breaks.

Employees are expected to:

- Keep noise levels to a minimum.
- Respect coworkers who are conducting business.
- Clean up after themselves.
- Wash and put away personal dishes.
- Wipe tables and workspaces after use.
- Refrigerator and Break Room Guidelines
    - Food and drinks stored in the refrigerator must be labeled with the employee's name and date.
    - Unlabeled items may be discarded.
    - Refrigerator items should be removed weekly.

Dress Code and Personal Appearance
Employees should wear clothing that is:

- School-appropriate and professional.
- Clean and in good condition.
- Appropriate for weather conditions.
- Free of language, images, or messages that may disrupt the educational environment.
- Footwear must provide stability and safe operation of District vehicles.
    - Cover the entire foot.

- Be securely attached across the top of the foot.
- Provide full heel coverage.
- Allow safe operation of vehicle pedals.
- Have a flat sole or a heel no greater than ½ inch.
- Flip-flops are prohibited.

- Employees are expected to maintain appropriate personal hygiene and grooming standards to support a professional work environment.

Personal Technology Devices
Employees may not allow students to view, access, or use personal electronic devices, including:

- Cell phones
- Tablets
- Laptops
- Computers
- Handheld gaming devices
- Smart watches or similar devices

Bus Decorations and Displays
All bus decorations and displays must:

- Meet safety requirements.
- Be school appropriate.
- Remain politically neutral.
- Remain religiously neutral.
- Not obstruct mirrors, windows, or driver visibility.

Note: If decorations or displays don't meet the requirements above it will result in removal.

Transportation Department Absences/Tardiness
Drivers are expected to report 15 minutes prior to their route departure time allowing adequate time for required pre-trip inspections, fueling, etc. Buses must depart at the time listed on the route maps/tablet to ensure consistency in student pickup times. Afternoon drivers are expected to line up at the first school at least 5 minutes before the student dismissal bell.

Reporting an Absence
Immediately or before 5:30 a.m. notify the Transportation Supervisor and Routing Specialist if they are not able to attend work. There are four ways to report an absence:

1. Call the Transportation Supervisor (913-433-4488) & Routing Specialist (913-709-4944).
2. Text the Transportation Supervisor (913-433-4488) & Routing Specialist (913-709-4944)..

If no response or confirmation is received from cell do both 3 and 4 below.

3. Leave a message at the transportation office 913-288-3700
4. Email the Transportation Supervisor (churchw@turnerusd202.org) & Routing Specialist (vanbebberb@turnerusd202.org)

Transportation employees with three consecutive absences may be required to bring a doctor's statement prior to returning to work. If absence is due to an illness or injury, the employee must have a return-to-work release from a physician showing with or without limitations.
Note: The Transportation Supervisor reserves the right to request a doctor's statement at any time.

Absences and tardies disrupt the regular operation of student transportation and will result in consequences that may include: First offense is a written warning, subsequent offenses could result in loss of current regular route, demoted to on-call driver, loss of seniority, driver suspension without pay, or termination.

Driver Questions/Concerns
For urgent or time-sensitive questions/concerns contact the Transportation Supervisor. If the supervisor is not available, contact office staff to assist with the question/concern and they will take notes and work with the Transportation Supervisor to find resolve.

For non-emergency concerns:

- Schedule a meeting with the Transportation Supervisor.
- Provide the topic in advance whenever possible.
- Allow sufficient time for investigation and resolution.

Transportation office staff are expected to maintain confidentiality regarding employee concerns.

Parking and Parking Lot Expectations at Transportation Office
When driving district or personal vehicles, speed must stay less than 7 MPH over of the speed limit. When leaving the lot after hours, ensure the lot gate is locked and secure.

Transportation Employees MUST park in the East employee lot across from the office.
ONLY Exceptions for parking the bus lot Include:
1. After hour Trips-drivers due to safety, or
2. Pre-approved drivers with signed waiver/permit visible in the dash of the car.

All buses must be parked in the transportation lot in assigned spots. There is a strict five- minute limit for parking near the garage doors for Rest Room breaks. Stay out of the way of parking slots.

DAILY STANDARDS AND PERFORMANCE EXPECTATIONS

Beginning Shift Requirements
Drivers are expected to:
- Arrive at least 15 minutes before their scheduled route.
- Check their mailbox and notices.

Pre-Trip Inspections
Drivers must complete a pre-trip inspection before the first trip of each day.
Kansas School Transportation Regulations, Standards, Statutes & Guidelines, 91-38-7, pp. 12-) Each driver shall inspect a school vehicle before its use to confirm it is in safe operating condition and equipped as required by law. The school Transportation Supervisor/provider shall document each inspection.

The inspection must include:
- Vehicle safety inspection
- Camera system check
- Two-way radio check
- Tablet functionality check
- DVR and recording equipment check

All defects must be documented on a School Bus Trouble Ticket.

Route Operations
ALL drivers including sub drivers are expected to drive the route exactly as mapped unless there is a direct safety hazard. If the driver or aide proposes a change to the regular route as assigned (stop location, order of stops, or route) they must first contact the Transportation Supervisor and Route Specialist to share their input. Next, if changes are approved and implemented, all route maps must be revised and updated to reflect all changes. Students and parents have the right to expect route schedules to remain consistent. **Drivers are expected to bring concerns about safety or hazards to the attention of the Transportation Supervisor. Safety issues will be evaluated.*

Note: Unauthorized route changes may result in disciplinary action.

Route Times/Designated Stops
Drivers must follow and maintain accurate route times. Specific route information (bus number, stop location, and times, etc.) are available to parents, guardians, and school staff. It is imperative that the driver follow specific route times listed. This is particularly important due to the possibility of substitute drivers having to drive a route with no practice.

Not following assigned routing maps disrupts the regular operation of student transportation and will result in consequences that may include loss of seniority, current regular route, demoted to on-call driver, suspension without pay, or termination.

The Kansas Department of Education suggests that students be at their bus stop 10 minutes prior to the scheduled bus arrival time. Drivers must remind students they need to be outside at their designated stop waiting for the school bus. This is particularly important due to the possibility of substitute drivers not knowing the details of a route. Substitutes have no way of knowing if you routinely wait for certain students.
Note: Exceptions on inclement weather days due to cold temperatures

School Drop Off
Students must be dropped off at the established time. Drop times are set to ensure proper supervision and staffing coverage. Dropping students off outside of the scheduled drop off time could result in unsupervised students and cause a safety concern.

Leaving the Bus Unattended
Drivers must take the keys from the ignition and set the brake each time they leave the bus. Students should NEVER be left unattended on the bus for ANY reason. Failure to abide by this could result in suspension or termination**.**

Backing a Bus
Backing a school bus should be avoided whenever possible. If backing is unavoidable, drivers must contact the Transportation Office for guidance and assistance.

Mechanical Issues
Immediate (non-Maintenance) mechanical issues should be immediately called into base. If necessary, park the bus in a safe location in PARK until clear instructions are given on how to proceed.

Some mechanical problems will result in the bus being taken out of service until it can be properly repaired. When repairs are completed, the mechanics will notify the Transportation Supervisor. A place a copy of the

“School Bus Trouble Ticket” will be placed in the driver’s mailbox. Transportation Supervisor will assign an alternate bus when a bus is out of service.

Note: A driver should never continue driving if they are experiencing a mechanical or any other issue that causes them to feel unsafe or could compromise their safety or safety of the students they are transporting.

End-of-Shift Responsibilities

At the end of the route, shift, or end of the day, it is REQUIRED that driver/sub driver/van driver conduct a front to back walk through to verify the condition of the bus and check for riders that may be left behind. Elementary and Sixth Grade Academy route drivers must also call in "empty" to base.

Walk Thru will include:

- Check every seat for students.
- Close all windows.
- Turn off lights.
- Turn wheels toward the bus barn.
- Report damage or defects.
    - Submit maintenance concerns on a School Bus Trouble Ticket.

Fueling Procedures

Drivers are responsible for maintaining adequate fuel levels.

Requirements

- Fuel level should not drop below one-half tank.
- Drivers aware of upcoming absences should fuel vehicles before leaving.
- No passengers may remain on the bus while fueling.
- Diesel vehicles should idle for 3–5 minutes after extended operation before shutdown.

Cleaning and Vehicle Care

Cleaning buses and equipment is an expectation for all transportation employees. To support providing a clean and safe environment the district will provide training and cleaning supplies to all transportation employees. Drivers are responsible for maintaining clean and safe vehicles.

Daily expectations include:

- Sweeping floors
- Removing trash
- Sanitizing surfaces as needed
- Maintaining clear dashboards
- Keeping mirrors unobstructed

In the event a bus needs to be washed out, the driver should first notify the office to alert the mechanic of the cleaning need and request a spare bus. Second, the driver will park the bus requiring cleaning on the ramp being careful not to park too close to the garage door. Lastly, the mechanic will clean the bus and notify the driver when the bus is ready for use.

Key Control

Keys are only allowed on the bus during the working hours of M-F 6 a.m. to 6 p.m. when school is in session. Drivers may take their keys with them but must confirm there is a spare key readily available. A spare bus key MUST be available and hanging on the key panel/cabinet in the Transportation Supervisors Office at all times.

If a driver returns after business hours, keys should be taken home and returned the next day. In the event of lost keys, notify the supervisor immediately and a spare key will be provided.
Note: It is an expectation that keys be kept secure and in the event a driver frequently loses keys they will be responsible to pay for the replacement key(s).

Preschool Mid-Day Procedures
Drivers must:

- Confirm an authorized adult is present before releasing a preschool student.
- Make visual contact with the adult receiving the child.
- Observe the student until safely connected with the adult.

Note: A preschool student must NEVER be left unattended.

Late Bus
Routes for late bus drivers will be adjusted to accommodate for the schedule. For example: Some routes will not be assigned (M-F no AM or PM 3rd tier and certain routes will not be assigned an AM third tier. ***Late Bus Drivers must be available and easily accessible until 8:30AM and 4:30PM to assist with student transportation, as necessary.***

Field and Activity Trip Expectations
Drivers General Role:

- Follow job description and the trip schedule, drop off at the Field Trip location, then return to Transportation to complete their other scheduled assignments.
- Prior to each Activity trip in a van, school bus, or activity bus, a brief explanation concerning emergency evacuation procedures and location of emergency exits for the bus being used shall be given by the driver.
- The driver will remind the sponsor of the return time. Drivers and sponsors should discuss and agree on the pickup location and time. It is especially important that the return times be honored.
- If there is any problem that causes a time delay, the drivers must notify the Transportation office immediately.
- The driver will stay with the activity trip, unless the office is informed, or the trip is specifically set up for the driver to leave and return later. The office or the sponsor must always be able to reach the driver.
- If a driver has problems with sponsors or student groups, note it on the trip sheet and speak with the Transportation Supervisor. Conflicts will be resolved at an administrative level.

Driver and Parent/Guardian (not a family friend or relative)

- First, get preapproval from Supervisor of Transportation.
- Next, the driver must follow the classroom process for attending trips as a parent, not an employee.
- If the driver/parent is selected by the school to attend the field trip and pre-approved by the Transportation Supervisor they will follow driver rules when driving and parental rules when on the trip.
- The driver will not receive additional pay beyond the regular field trip pay
- During the field trip the driver will **NOT** be covered by the district's worker's compensation insurance should they get injured while participating in the field trip.

School Sponsors Role

- A sponsor from the school or department will be assigned to every activity trip. Sponsors oversee students and should be cooperative with drivers. While the driver is still responsible for passenger safety, the sponsor is expected to assist with managing students and adults.
- Sponsors are expected to maintain control of their passengers with school appropriate behavior.
- If more than one sponsor is on the bus, they should sit apart to better supervise students.
- Drivers and sponsors should discuss and agree on the pickup location and time. It is especially important that the return times be honored. The driver will remind the sponsor of the return time.
- The sponsor will inform the driver when they are ready to leave and return.
- The sponsor is responsible for the head count before leaving and returning.
- Food and beverage will ONLY be allowed during long activity trips is an exception to our regular policy. All other bus rules will still apply. Speak with the Supervisor for specific instructions.

Note: If activity trip problems involve a safety concern, call the Transportation Office immediately. If after hours contact the Transportation Supervisors cell phone.

Food/Candy

Transportation employees are NEVER permitted to provide candy, food, or drinks to TUSD 202 students due to dietary and allergy needs.

Transportation Technology

Two-Way Radio Usage

The two-way radio is an essential safety and communication tool. The radio should be used to communicate information necessary for the safe and efficient transportation of students.

No music/talk radio is allowed when riders are in the bus/vehicle. Music/talk radio has the potential to be offensive or cause anxiety and interfere with the audio/video equipment. Exceptions must be pre-approved by the Transportation Supervisor

Radio Etiquette

- Ensure the radio is functioning properly.
- Listen before transmitting.
- Do not interrupt existing communications.
- Respond only when the message is directed to you.
- Never transmit confidential information.
- Keep messages brief and professional.
- Speak clearly and at a normal volume.

Radio Terminology

Term	Meaning
Radio Check	Is my radio working?
Go Ahead	Ready to receive your message
Stand By	Unable to respond immediately
Negative	No
Affirmative	Yes
Copy	Message received and understood
Repeat	Please repeat the message
10-4	Message received and understood
Break, Break, Break	Emergency communication
Over/Out	Communication complete

Don't use Radios for:

- Confidential information
- Personal conversations
- General greetings
- Jokes
- Tablet troubleshooting
- Routine maintenance requests
- Non-essential discussions

Excessive radio traffic creates safety concerns and is prohibited.

Transportation Tablets

The Transportation Department utilizes routing, GPS, student tracking, and communication software to improve student safety and transportation efficiency.

Drivers are expected to:

- Attend required technology training.
- Learn and properly use district-provided transportation technology.
- Follow routes as displayed in the routing software.
- Obtain approval before making route changes.
- Require students to scan bus cards when loading and unloading.
- Manually enter student riders when necessary.
- Report technology issues promptly.

Technology Reporting

Technology concerns involving tablets, card readers, wiring, mounts, GPS systems, or software should be documented on the Bus Technology Notification Sheet and submitted within 72 hours.

My Ride K-12
The My Ride K-12 application allows parents and guardians to:

- View bus locations.
- Receive estimated arrival notifications.
- Monitor student rider activity.
- Receive emergency communication updates.

Driver Conduct and Compliance Requirements

Monthly Safety Meetings
School bus drivers are FEDERALLY MANDATED to attend at least 10 safety meetings per year. Driver attendance and sign-in at monthly safety meetings is mandatory. If a driver is unable to attend the entire safety meeting, the driver must notify the Transportation Supervisor, and written information can be provided and signed off on. Drivers will be paid a minimum of one (1) hour for participating in the safety meeting.

Defensive Driving
Drivers must attend and pass Defensive Driving classes as required by state law every three years. Defensive Driving is skillful driving. Record of completion will be kept on file in the Transportation Supervisors Office.

Speed Limits and Safe Driving Expectations
TUSD 202 Bus Drivers are to follow all state and local traffic laws. Speeding and not obeying traffic laws could result in loss of current regular route, demoted to sub driving, suspension without pay, or termination.

Driver Condition
If the Transportation Supervisor or district administration has reasonable suspicion that a driver is not capable of driving; the driver will not be allowed to drive, and the issue will be investigated according to district policy and state statute. (See policy GAOD).

Drug and Alcohol Testing
Requirements of Alcohol and Drug Testing Provisions for School District Employees: Alcohol and Drug Testing Rules and Regulations are designed to comply with the Omnibus Transportation Employee Testing Act of 1991 and 49 C.F.R. S 382 etal, which established and mandated programs devised to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of school buses. These rules and regulations shall be interpreted in a manner consistent with federal act in its present form and as amended. USD 202 shall implement the requirements of these rules and regulations beginning January 1, 1996. (See Policy GAOD)

Clearinghouse Services was incorporated in May of 2019 and is designed to assist FMCSA (Federal Motor Carrier Safety Administration) regulated employers (such as TUSD 202) with CDL driver subject to DOT drug and alcohol testing. Currently, Turner Transportation utilizes Clearinghouse Services exclusively to update and maintain driver information. Each year, drivers are required to complete and sign a Clearinghouse General Consent form to facilitate limited queries of the FMCSA to determine whether drug or alcohol violation and/or driver's license violation information exists in the Clearinghouse.

Disqualification from Transportation Employment
Except as otherwise provided, a governing body shall not employ or retain to transport students, any person who discloses or whose driving record indicates that, within the past 10 years, the person has been convicted of any of the following major traffic violations:

(A) Hit and run driving.
(B) Driving while under the influence of alcohol or drugs.
(C) Vehicular homicide.
(D) Reckless driving; or
(E) Any offense for which the driver's license was suspended or revoked pursuant to K.S. A. 8-254 and 8-255 and amendments thereto.

Drivers must give notification within 30 days of receiving a citation for any of the above. **(**See Policy GACF)

INCLEMENT WEATHER, SAFETY, AND SECURITY

In case of any emergencies communicate the situation --when safely possible-- by whatever means available. Often, phone lines become jammed due to the volume of calls during and immediately following an emergency event. Remain calm and continue to try to contact the bus barn. Maintain your composure; assure passengers that help is on the way. Keep students on the bus unless there is eminent danger. Student riders swiping cards when boarding the buses is essential especially during these times. It will aid in knowing who was on the bus when the disaster occurred.

Unauthorized Passengers
Only TUSD 202 Students and Employees are authorized to board or ride a school bus (Except for pre-approved/authorized volunteers attending activity or field trips). If a non TUSD 202-student or adult rides or boards the bus, they should have pre-authorization from the administration. Anyone requesting to ride on the bus MUST receive advance approval from the Transportation Supervisor. When the bus has stopped keep the doors always closed to prevent unauthorized passengers from boarding. If you are in a situation where you must make a person aware of the policy do so only if it is safe and reasonable, for example, you might say, "According to district policy only authorized TUSD 202 students and employees are allowed on TUSD 202 buses, and I am expected to follow the district policy, you can contact the district or transportation offices for more information"..." TUSD 202 has NO TRESPASSING signage on each bus, and it is expected that this be enforced for both student and driver safety. If an unauthorized person boards the bus, ask them to exit (share the language above if possible) and if they refuse, radio base and base will call 911. As always, be calm and courteous, do not engage in an altercation and use common sense. If there is an immediate safety concern, call 911. *Drivers must have preauthorization from Transportation Supervisor for ANY and ALL ride along passengers including their children, spouses, family, or friends.

Accidents and Emergencies
The following steps should be taken in the order in which they appear when possible and commons sense should always be used. Student riders swiping cards when boarding the buses is essential especially during these times. It will aid in knowing who was on the bus when the disaster occurred.

Accidents:
(A) Stop the vehicle immediately at or near to the scene of the accident obstructing traffic. Move vehicles to a safe location if all drivers involved agree. *This puts students and vehicles out of danger.*
(B) Notify, in this order: 1. Transportation Supervisor, 2. Transportation Dept., 3. Lead Mechanic, 4. Administrative Service Center. **call 911 if immediate action is needed.
(C) The Transportation office will notify the Police (unless immediate action was needed, and driver contacted 911 first) and the contracted drug screener.
(D) Remain at the scene of the accident (if safe and reasonable).
(E) Render assistance to any person(s) injured, taking care of the most injured persons first.

(F) Do not allow students to leave the scene of the accident except as is necessary for emergency medical treatment until released by the police.
(G) Keep students in their original seats and as quiet as possible unless this poses a safety hazard. In such case, direct passengers to a safe place away from traffic.
(H) When all is clear, begin gathering information from all persons on the bus at the time of the accident. You will need names with correct spelling, position of students on the bus, phone numbers, addresses, ages, and birthdates. *The Technology Coordinator will be able to run a report from the student card scan for the roster. The police will have all necessary paperwork. Fill out Accident Papers in your folder.
(I) Display warning devices (flares or reflective triangles) as necessary.
(J) Remain calm and do NOT argue with anyone involved.
(K) Do not discuss the details of the accident except with the police or the district's representative. Do not acknowledge any fault or "admit" to anything; such specifics will be managed by the district's representative or the Transportation Supervisor. Sign nothing but the police report.
(L) When the initial investigation is completed and the driver is dismissed from the scene, the driver will have a mandatory debriefing meeting with the Transportation Supervisor within one business day. The purpose of this meeting is to determine any course of possible re-training, provide Employee Assistance Program information, and when necessary, disciplinary action if the bus driver is determined to be at fault.
(M) Regardless of fault, the driver will be subjected to a post-accident Department of Transportation (DOT) drug and alcohol test. **If the accident occurs after regular hours, the driver will be required to work with the Transportation Supervisor to establish the closest DOT drug screen location.

It is essential that all accidents, including minor accidents, are reported. All the necessary forms must be filled out as completely as possible with the Transportation Supervisor.

Post-Accident Testing
All Employees operating a TUSD 202 owned vehicle involved in a motor vehicle accident which involves an injury and/or fatality, the issuance of a citation or moving violation, or resulting in damages to any vehicle and/or property will be assessed for the presence of alcohol and/or a controlled substance.

The driver will contact their supervisor at the time of the accident unless he or she is physically impaired due to the accident. The Executive Director of Administrative Services/and or Transportation Supervisor will contact the contracted drug testing lab. The testing lab will specify where the alcohol and/or controlled substance testing is to be completed.

- If a driver is not able to produce enough breath to test for alcohol using a state approved breath analyzer, a blood test may be required.
- Law enforcement officials may require a driver involved in an accident to submit to tests administered as part of their jurisdiction. For purposes of this policy, only the test results provided by the district testing laboratory will be accepted.
- Failure of an employee to submit to testing for either alcohol and/or a controlled substance will be considered "positive" and will be determined as cause for disciplinary action.
- Testing for alcohol and/or a controlled substance must be completed within eight (8) hours of the time of the accident (See Policy GAOD)

First Aid
Drivers must attend and pass first aid classes in the appropriate sessions as required by state law. First Aid kits must be accessible, and inventory checked twice a year.

Undeliverable Students
Midday Preschool and SPED students must be dropped off at their home, specific address, or in pre-approved special circumstances, as close as possible (ex. dead end streets or inaccessible streets). If no one is home to receive preschool students, notify base immediately. Complete the remaining route and return to the home address. On second try, if no one is at home to receive the student, notify base and return the student to their school. Never leave a preschool student unattended. Preschool drivers must use discretion when delivering students. It is not recommended for a driver to ever leave their bus seat. If you have issues with preschool students, notify base and a Mid-Day aide can be assigned to the route.

Tornado
Tornadoes can occur during all hours of the day and all months of the year, however, the afternoon or evening hours in the spring are when most tornados occur.
Difference between Tornado Watch and Warning.

- **Watch:** Certain weather conditions are present in a large general area for winds to develop. This may cover several counties.
- **Warning:** It has been determined on radar or by a ground spotter that a funnel cloud has developed, and a warning is issued for a small area. A warning may cover only part of one county. The Civil Defense sirens will be activated.

Should a **warning** be issued for the route area or if a funnel cloud is spotted while on route, do one of the following:

- If unloaded, do not load students.
- If loaded, unload the students, and find shelter.
- If a funnel cloud is spotted, report your location and the location of the funnel cloud to the Transportation Supervisor.

Shelter

- As you drive your routes (during good weather days), look for suitable shelter areas. Each school within the district can serve as a designated Tornado Shelter.
- Buildings offer the best shelter. If there is a choice of buildings, select one with a basement and brick or concrete walls. Go to the interior of the building, the lowest level and away from glass areas. The best protection is near support walls.
- If no building is available, seek shelter in the lowest area of the ground. Ditches and depressions offer good shelter, but since heavy rain usually accompanies tornadoes, watch for flash flooding.
- Do NOT stay on the bus for shelter. Buses are constructed of sheet metal and glass, which offers little protection from flying debris. Shelter far enough from the bus to avoid being injured should the bus overturn.

Earthquake
During an earthquake, stop your bus in a clear area away from tall buildings, towers, trees, dams, and electrical lines. Do not stop on a bridge or under an overpass. Once stopped, keep the students on the bus. It is recommended that students get into a drop position under seats or in the aisles. After the quake and if conditions permit, proceed to your original destination. Any alteration to the original schedule should be reported to the Transportation Supervisor. If unable to complete the route due to quake-related damage, report to the Transportation Supervisor.

Snow and Ice
See Winter Maintenance/Transportation Winter Manual for specific instructions. Slow down and use common sense. In the winter months, the buses are started when the temperature is 10 degrees or below by the mechanics. Drivers must still allow themselves time for pre-trip inspections. Drivers with diesel buses must allow 3-5 minutes' warm-up time in all weather and must place extension cords on their bus each night to keep fuel warm when the temperature is 40 degrees or below. Drivers should not leave buses running idle for more than 15 minutes at a time.

BUS DRIVER EXPECTATIONS REGARDING STUDENT CONDUCT

Student Discipline Procedures
Developmental students need to be taught how to behave in different situations. Drivers MUST explain and show student riders what is expected during the first few days and then share reminders throughout the year. Students are expected to obey the bus rules. If a student fails to adhere to the bus rules, the driver should complete the following sequence:

- Verbally warn the student of the violation.
- Seating arrangements are helpful and add predictability for the student and driver. The driver may assign the student to a specific seat to help in preventing a problem by removing the distraction. The amount of time a student must ride in an assigned seat will, in most cases, be at the discretion of the driver.
- If the student refuses to comply with the warnings, or move to or remain in the assigned seat, the driver should document the incident on the Bus Discipline Form. Drivers should limit their comments to facts (opinions are not necessary), with as many details as possible. If the student uses profane language, the notice should contain a direct quote, punctuated with "quotation marks."
- Drivers who have concerns with certain students should notify the supervisor early so the school can assist with a specific solution and a plan. If you have an issue with students and you talk with school staff, you must also let the supervisor know.
- When behaviors arise, drivers and aides are expected to remain professional and follow their BIST training. Students often mirror your behavior so remain calm and courteous. In the event of an ongoing, or unsafe situation, it is expected that drivers will contact the immediate supervisor (or accessible TUSD 202 certified employee) for guidance. Upon completion of route, document the situation in detail providing the facts on the Bus Discipline Form and share with the Transportation Supervisor. If a driver feels a discipline issue is not being addressed adequately, please review the information above and follow the chain of communication.

Transportation Student Management Policy
- Students who arrive late to school that have ridden the school bus will be excused.
- For the safety of our students and employees, TUSD 202 reserves the right to videotape bus patrons while in transport.
- Students riding district transportation will be issued a bus card and are required to scan on and off each time they enter and exit the bus. Students who lose their card will be issued one replacement card free of charge, then the cost is $5.00 per card.
- Drivers are responsible for enforcing the requirement to scan bus cards.
- Drivers will be trained annually in the BIST process.

- The driver oversees all passengers and all procedures for loading and unloading students and for expectations while riding. Teachers or other sponsors may be asked to assist with discipline issues. Mutual respect and cooperation are imperative and sets a good example for our students. Ultimately, it is the driver's responsibility to ensure the safe transportation of all passengers.
- The driver cannot and will not require a passenger to leave the vehicle prior to arrival at the assigned and appropriate destination point. Upon arrival and the destination point, if a student refuses to exit the vehicle, contact a Transportation Supervisor immediately for direction.
- The driver has the authority to and should establish an assigned seating arrangement, or to assign seats individually.
- Drivers should not allow animals (except approved service animals) to be transported on a school bus. Refer any questions regarding exceptions to the Transportation Supervisor.
- Drivers will enforce the need for passengers to always keep their hands and all body parts inside the vehicle.
- Drivers will enforce the rule that all students remain seated while the vehicle is moving.
- Dangerous objects, including breakable or sharp objects, are not allowed on the school bus.
- No weapons of any type may be transported in these vehicles, except those in use by a law enforcement officer and/or SRA performing official duties.
- If a driver sees or is notified about a bullying situation, let the Supervisor know as soon as possible.
- In the event of an ongoing/unsafe situation, or violation of a non-negotiable rule, it is an expectation that drivers contact the immediate supervisor (or accessible TUSD 202 certified employee) for guidance. Upon completion of route, document the situation in factual detail using the Bus Discipline Form and share with the Transportation Supervisor.
- Transportation employees shall follow the chain of communication:
    - Report issue to Transportation Supervisor or Route Specialist (share details including date, route, bus, location, persons involved etc.)
    - If there is an immediate need, call in on radio (base) and the first available person will assist. Office staff have a list of contacts and will make the necessary calls so the driver can remain free to safely monitor the bus.
    - If there is not an immediate need, upon return to the bus barn report issue to Supervisor in person or via email if the Supervisor is not available.
    - If there is an immediate safety concern and base does not answer, use your common sense, and do not hesitate to dial 911 if necessary.

Bus Card Protocol

- When a student comes to the bus without a bus card, the driver should fill out and give the student a paper pass instructing the student to please make a sincere effort to find their existing card & instructions on how to request a new one if necessary. The bus pass allows the student three (3) days to find their existing card or request a new one.
- The driver should write the student's name(s) on their "Bus Card Notifications" sheet and give this to the Transportation Technology Coordinator.
- The Transportation Technology Coordinator will determine if a new bus card should be made or an "old" or "extra" card is available to reactivate.
- If a new card is made, the Transportation Technology Coordinator will place this card in the driver's box.
- Drivers should check their boxes daily and give bus cards to their students at their first opportunity while on the bus.
- The driver must make certain the student scans the card when they receive it as this acts as a "receipt" or proof the student did receive and use their card.

- If the student comes to the bus without a bus card on the third day, the driver should write their name on their "Bus Card Notifications" sheet and alert the Transportation Technology Coordinator (TTC). The TTC will then contact parents to discuss it and will either make a new card or arrange for the parents to pick up their student from school in the afternoon.
- Students must NEVER be denied access to the school bus in the A.M.
- Students must NEVER be denied access to the bus in the P.M. without advance discussion with the TTC to confirm other transportation arrangements have been made.
- If a $5 bus card replacement fee is necessary, the TTC will notify the appropriate secretary or bookkeeper via email.

Procedure for Fight on Bus

Fight during a route, the driver is to do the following:

- Immediately inform base of the altercation.
- Stop the bus as soon as you can park in a safe location such as a school parking lot or vacant parking lot.
- Once bus is safe and in PARK, apply emergency brake, keep motor running, do not open door unless it is for police or school personnel and remain seated. Also, keep yourself as safe as possible. Remain at your current location until security and/or police arrive at the scene.
- Provide base your exact location. It is extremely important that you provide an accurate address so the Supervisor can relay your precise location to the appropriate staff and/or authorities. Your goal as the school bus driver is to do your best to keep the students and yourself as safe as possible until assistance arrives.
- Base will notify security and the appropriate school administration.
- Once security and/or police arrive, be sure to cooperate fully, providing details and accurate information regarding the incident.
- All other bus drivers are to maintain radio silence until an "all clear" announcement is made by base.
- Once route is completed, return to base. Write a detailed summary of the incident on the Bus Incident Form. Sign the summary and give it to the Supervisor of Transportation. *Reviewing the bus video footage may be helpful. You can watch the video with the Transportation Supervisor to best record the incident.
- Above all, if base is not available or the situation has escalated, immediately call 911. Then, review and follow the above procedures and follow expectations. Remain calm and use your common sense.