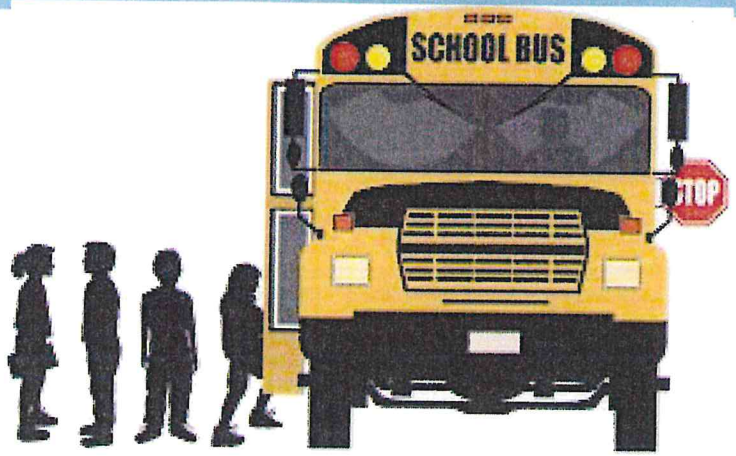


Bus Driver's Handbook
2026-2027

Jefferson County board of Education
1001 Peachtree street| Louisville, GA 30434

Bus Shop | 1401 School Street | Louisville, GA 30434

Jefferson County Schools

Carver Elementary School	**(478) 252-5762**
Louisville Academy	**(478) 625-7794**
Wrens Elementary	**(706) 547-2063**
Jefferson County Middle School	**(478) 625-7764**
Jefferson County High	**(478) 625-9991**

SCHOOL CALENDAR
JEFFERSON COUNTY SCHOOLS
2026-2027

APPROVED 2/10/2026

Mon, Jul 27, 2026 -	Tue, Jul 28, 2026	.....	New Teacher Orientation
Thu, Jul 30, 2026 -	Tue, Aug 4, 2026	.....	Pre-Planning for Teachers
	Wed, Aug 5, 2026	.....	First Day of School
	Mon, Sep 7, 2026	.....	Labor Day Holiday
	Fri, Sep 4, 2026	.....	Progress Reports Sent Home
Tue, Oct 6, 2026 -	Thu, Oct 8, 2026	.....	Nine Weeks Exams
	Fri, Oct 9, 2026	.....	Staff Development Teachers, Student Holiday
	Mon, Oct 12, 2026	.....	Student and Teacher Holiday
	Tue, Oct 13, 2026	.....	Report Cards Sent Home
	Tue, Nov 10, 2026	.....	Progress Reports Sent Home
	Fri, Nov 20, 2026	.....	Students released at 1:00/Teacher PL
Mon, Nov 23, 2026 -	Fri, Nov 27, 2026	.....	Thanksgiving Holidays
Tue, Dec 15, 2026 -	Thu, Dec 17, 2026	.....	Semester Exams
	Fri, Dec 18, 2026	.....	Students released at 1:00/Teacher PL
Mon, Dec 21, 2026 -	Fri, Jan 1, 2027	.....	Student and Teacher Christmas Holidays
Mon, Jan 4, 2027 -	Tue, Jan 5, 2027	.....	Staff Development Teachers, Student Holiday
	Wed, Jan 6, 2027	.....	First Day of School After Christmas, First Day of Second Semester
	Thu, Jan 7, 2027	.....	Report Cards Sent Home
	Mon, Jan 18, 2027	.....	Martin Luther King Holiday
	Thu, Feb 4, 2027	.....	Progress Reports Sent Home
	Mon, Feb 15, 2027	.....	Presidents' Day Holiday
Tue, Mar 9, 2027 -	Thu, Mar 11, 2027	.....	Nine Weeks Exams
	Fri, Mar 12, 2027	.....	Student and Teacher Holiday
	Thu, Mar 19, 2027	.....	Report Cards Sent Home
	Fri, Apr 2, 2027	.....	Students Released at 1:00/Teacher PL
Mon, Apr 5, 2027 -	Fri, Apr 9, 2027	.....	Spring Holidays
	Tue, Apr 20, 2027	.....	Progress Reports Sent Home
Wed, May 19, 2027 -	Fri, May 21, 2027	.....	Nine Weeks and Semester Exams
	Fri, May 21, 2027	.....	Last Day of School, Students released at 1:00
	Sat, May 15, 2027	.....	Graduation - Jefferson County High School at 9:00 am
Mon, May 24, 2027 -	Wed, May 26, 2027	.....	Post-Planning for Teachers

FORWARD

As a bus driver in Jefferson County, you are part of a team charged with the responsibility of providing for the education, safety, and well-being of the students who are our patrons. The Bus Driver's Handbook is designed as a reference for drivers containing policies of the school system. It is part of the transportation department's efforts to inform drivers of everything that affects the daily operations of the transportation system.

The Jefferson County Board of Education is justly proud of the excellent safety record achieved by drivers through the years. By all personnel being thoroughly familiar with policies and adhering to appropriate procedures, this safety record will continue, and the students of Jefferson County will be well served by the transportation system.

The Jefferson County Board of Education and Superintendent salute the bus drivers for the dedication shown to our boys and girls and the school system.

Best Wishes for continued success!

Superintendent of Schools
August 2026

Mission of the Pupil Transportation Department

The mission of the Pupil Transportation Department is to provide safe, reliable and efficient transportation for students to and from school and school-related activities; and to promote student transportation as a front-line support service for the instructional program by delivering students safely, on time, and in a frame of mind ready to learn.

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SECTION 1
GEORGIA STATUES ON PUPIL TRANSPORTATION

Accident
A sequence of events which produces unintended injury, death or property damage.

Guidelines for reporting accidents to the Transportation Department, GADOE for compliance with State Board Rule 160-5-3-.08.

Any school bus incidence that: (1) generates a police accident or incident report; (2) involves any amount of property damage; (3) operation of the bus which causes personal injury or fatality to occupants in the bus, in other vehicles, or pedestrians should be reported via the method prescribed by the Department.

Law Codes for Bus Drivers

1. Code Section 16-5-20 was amended to read, any person who commits the offense of simple assault against an employee of a public school system of this state while such employee is engaged in official duties or on school property shall, upon conviction of such offense, be punished for a misdemeanor of a high and aggravated nature. For the purpose of this Code Section, 'school property' shall include public school buses and stops for public school buses as designated by the local school boards of education. School buses and school bus stops were included in the language that changed Code Section 16-5-23 relating to simple battery and Code Section 16-5-23.1 relating to battery.
2. 20-2-1181 was amended to read, it shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this code section shall be guilty of a misdemeanor of a high and aggravated nature.
3. 20-2-1125 reads, all persons employed as school bus drivers by any public school system in this state shall receive annual mandatory training on traffic laws pertaining to the operation of school buses and on school bus safety.
4. The State Board of Education shall establish the content and length of initial driver training and shall determine the qualifications of and certify the instructors who conduct such training.
5. 20-201127, Each public school system in this state shall make accessible a schedule of school bus routes that indicate the morning pickup route beginning time and the afternoon school bell time as well as the total number of stops on each school bus route. The time for the bus arrival at each stop will be commensurate with the route beginning time and prescribed stop sequence, except in unforeseen circumstances. This provision shall not apply to portal-to-portal special needs student transportation or special alternative instructional transportation programs.
6. 40-6-165, Prior to loading or unloading passengers from a school bus, the driver shall engage the parking brakes of the bus and shall release such brakes until each passenger boarding the bus is on the bus and until each passenger disembarking from the bus is off the roadway and safely on the pedestrian area of the roadway.
7. 40-6-165, The driver of a school bus shall not use or operate a cellular telephone or two-way radio while loading or unloading passengers.
8. 40-6-165, The school bus driver shall not use or operate a cellular telephone while the bus is in motion.

Professional Personnel Ethics

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards which represent the conduct generally accepted by the education profession. The code protects the health, safety and general welfare of students and educators, ensures the citizens of Georgia a degree of accountability within the education profession, and defines unethical conduct justifying disciplinary sanction. The Jefferson County Board of Education accepts and approves the Code of Ethics developed and adopted by the Professional Standards Commission and accepted by the State Board of Education. For the purpose of the Code of Ethics for Educators, "educator" refers to secretaries, bookkeepers, school nutrition workers, custodians, maintenance personnel, and bus drivers.

STATE BOARD OF EDUCATION

The State Board is empowered to adopt regulations governing transportation of school pupils.

PUPIL ELIGIBILITY

Local systems may determine which pupils are eligible for transportation.

HANDICAPPED STUDENTS

Free school transportation shall be provided as needed for handicapped pupils.

ACTIVITY BUSES

Pupils are eligible for bus transportation to and from places for the purpose of work experience, training in instructional laboratories, or training in other activities such as field trips required of or integral to the various instructional components of the educational program.

DRIVING REGULATIONS

- Headlamps
  - It shall be unlawful to operate a school bus that is transporting children unless the headlamps on such a school bus are illuminated.
- Driving Speed
  - It shall be unlawful to operate a school bus transporting students to and from school at a speed greater than 40 mph. The speed on an Interstate Highway will not exceed 55 mph.
- Unloading
  - After stopping to allow children to disembark from the bus, it shall be unlawful for the driver of the school bus to proceed until all children who need to cross the roadway have done so safely.
- Railroad Crossings
  - The driver of any motor vehicle carrying passengers for hire or of any school bus carrying any school child shall stop such vehicle within 50 feet but not less than 15 feet from the nearest rail of such railroad, and while so stopped shall listen and look in both directions along such track for any approaching train. Drivers shall not shift gears while crossing the track or tracks.

- Right on Red
  - Due to the turning radius and length of a school bus, no Jefferson County School bus driver will be allowed to turn right on red.
- Seat Belts
  - The driver's seat shall be equipped with a seat belt which shall be fastened so as to secure the driver in the seat at all times when children are being transported on the bus.
- Warning Lights
  - It shall be unlawful to operate any flashing warning signal light on any school bus except when the school bus is stopped or approaching a stop on a highway for the purpose of permitting school children to load or unload from the school bus.
- Coasting
  - The driver of a bus when traveling upon a downgrade shall not coast with the gears or transmission of such vehicle in neutral or with the clutch disengaged.
- Parking
  - No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, effectively setting the brake thereon, and when standing upon any grade, turning the front wheels to the curb or side of the highway. The bus will not be parked in a manner that obstructs, blocks, or any situation that may cause an accident or any damage to the bus.
- Radios
  - As a result of the National Transportation Safety Board's investigation of a school bus — CSX freight train accident and subsequent findings, the Jefferson County Board of Education, is issuing the following recommendations.
    - All radio speakers used for music or entertainment located immediately adjacent to the school bus driver's head should be disabled.
    - All noise making devices at railroad grade crossings should be turned off or muted including two-way radios, heaters, and fans. The driver should open the service door and driver's side window.

SECTION 11
JEFFERSON COUNTY BOARD OF EDUCATION
POLICIES ON PUPIL TRANSPORTATION

Dress Code for Bus Drivers

- Bus Drivers should be well groomed.
- Pants and skirts should be worn at the waistline. The length of all skirts and dresses should be near the knees when standing erect. Pants should be full length. Pants with holes or slits above the knees are prohibited from the school bus. Shorts, bare back tops, skintight pants, tank tops, hot pants, bare midriff, see-through blouses/skirts, spandex (biker shorts), and shirtless driving are prohibited.
- All drivers must wear safe shoes. Shoes must be tied, buckled, or worn as the manufacturer intended. House shoes, shower shoes, slip-ons, high heels or shoes that attract undue attention are prohibited.
- Clothing shall be neat and clean. Clothing shall be worn with appropriate undergarments.
- Undershirts customarily worn as undergarments may not be worn without shirts or blouses.
- Clothing which displays profanity, suggestive phrases, alcohol, and tobacco or drug advertisement shall not be worn.
- Combs, hair curlers, or picks may not be worn in the hair.
- Wear a Jefferson County or School monogram shirt especially when traveling out of town.

BUS MAINTENANCE

Cleaning Buses

A monthly cleaning program is in effect for all buses. Drivers are responsible for cleaning of interiors daily or more often if needed. The bus shop will wash the bus on each service date. The driver is responsible for washing the bus between services dates. The driver has the responsibility for keeping the bus clean for the following reasons:

- To safeguard the health of the students
- To induce a better attitude among the students
- To prolong the life of the bus
- To create a favorable impression of the school system to the parents and the public in general

Safety Inspections

Safety inspections are conducted monthly on each school bus. All safety items, including fire extinguishers, etc. are checked by the shop manager. A yearly inspection is made on each bus in order to receive a state safety sticker. Drivers are expected to report any defect when noted to the shop manager. Drivers are expected to cooperate fully to have the bus available for inspection and to make required adjustments.

Preventive Maintenance

A preventive maintenance program includes changing oil, lubrication and checking . transmission fluid, oil and air filters. As a result of the service inspection of each bus, defects found in the inspection are corrected. Periodically each bus is given a tune-up, which . includes testing of spark plugs, points, and condensers. Drivers are required to cooperate to insure that the preventive maintenance program is timely and efficiently carried out. You should observe the performance of the bus under all conditions. You should learn to recognize defects and report these to the bus shop manager.

Daily Inspection

Daily inspection must be completed by each driver each day. During this inspection, drivers should conduct a complete inspection of the exterior of the bus as well as a thorough inspection of the interior of the bus. Drivers will be expected to report any damage or repair needs immediately. This inspection is to ensure that all components of the bus are operating properly and that the bus is clean with no safety hazard. For the first two weeks of school, call the bus shop to report your beginning mileage and at the end of the day report your ending mileage. PLEASE remember to press the microphone a few seconds before speaking in order for the bus shop to receive your complete message.

The Driver's Weekly Report (shown below) should be filled out daily. Each item should be marked appropriately (Å-good; X—questionable; or O—defective), do not draw a straight line down the row of items. The white copies should be placed in the drop box at the end of the week either at Wrens Fuel Tank or the Bus Shop Fuel Tank. The yellow copy will be kept on the bus for each driver. If and only if an area is questionable or defective notify the bus shop immediately and turn in the white copy to the shop manager as you do so

Daily Bus Inspections NOTICE

As part of our commitment to safety and regulatory compliance, all drivers are required to complete and sign a bus inspection sheet twice each day. This includes a pre-trip inspection in the morning before your route begins, and a post-trip inspection in the evening at the end of your shift.

It is your responsibility to ensure these daily records are completely filled out and kept securely on your bus at all times. Please be aware that if your bus is audited and your inspection paperwork is missing or incomplete, you could receive a $500 fine.

Jefferson County Weekly Driver's Report Form

River's Name _____ Bus Number _____

STRUCTIONS:
1. Start up engine and allow to warm-up while checking the areas referenced below.
2. In the columns provided below, enter the appropriate inspection codes for each trip taken. ✓-GOOD X-QUESTIONABLE O-DEFECTIVE
3. If (X) or (O) is entered for any items, NOTIFY THE BUS SHOP IMMEDIATELY or IF THERE IS ANY SIGN OF TROUBLE.

	Date		Date		Date		Date		Date	
	AM Mileage Total Mileage	AM Ending	AM Mileage Total Mileage	AM Ending	AM Mileage Total Mileage	AM Ending	AM Mileage Total Mileage	AM Ending	AM Mileage Total Mileage	AM Ending
	PM Mileage Total Mileage	PM Ending	PM Mileage Total Mileage	PM Ending	PM Mileage Total Mileage	PM Ending	PM Mileage Total Mileage	PM Ending	PM Mileage Total Mileage	PM Ending
(A / F) After Sch./Field Trip (Please Circle)	AM Mileage Total - A / F	PM Mileage	AM Mileage Total - A / F	PM Mileage	AM Mileage Total - A / F	PM Mileage	AM Mileage Total - A / F	PM Mileage	AM Mileage Total - A / F	PM Mileage
Time	Begin	End	Begin	End	Begin	End	Begin	End	Begin	End
AM										
PM										
Check for:	Pretrip	Post Trip	Pretrip	Post Trip	Pretrip	Post Trip	Pretrip	Post Trip	Pretrip	Post Trip
Service Brk										
Parking Brk										
Lights										
Doors										
Emerg. Exits										
Steering										
Stop Arm		NA		NA		NA		NA		NA
Flashing Lights		NA		NA		NA		NA		NA
Cross Gate		NA		NA		NA		NA		NA
Tires										
Horn		NA		NA		NA		NA		NA
Wipers		NA		NA		NA		NA		NA
Mirrors										
Fire Ext.		NA		NA		NA		NA		NA
Emer. Triangles		NA		NA		NA		NA		NA
First Aid		NA		NA		NA		NA		NA
Body Fluid		NA		NA		NA		NA		NA
Gauges										
Leaks										
Bk Glass Clean		NA		NA		NA		NA		NA
Bus Swept										
Students	NA		NA		NA		NA		NA	
Check Seats										
Radio										

ITEM _____ _____ DATE _____ MECH. SIGNATURE _____ _____

ITEM _____ _____ DATE _____ MECH. SIGNATURE _____ _____

WHITE COPY - BUS SHOP YELLOW COPY - BUS DRIVER Driver's Signature _____

Layout of Painted Grid for School Bus

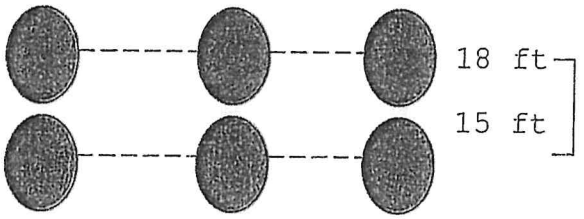
Field-of View Mirror Test

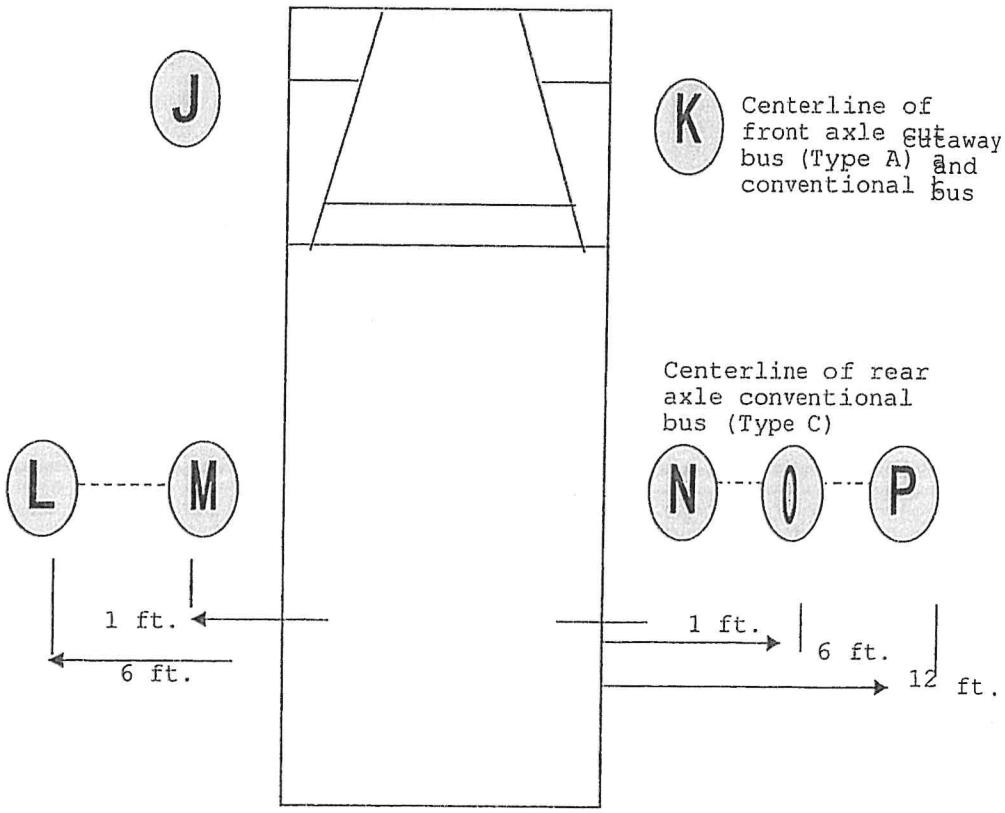
Blue spots in

18front of bus represent extended blind
15area in front of conventional buses.

of
rear

Round painted spots are 12. 0" diameter[1]





1

STUDENT PASSENGERS

Pupil Eligibility

Pupils attending Jefferson County Schools, who live beyond 1 1/2 miles according to the nearest practical route by walking, shall be eligible for school bus transportation. Any pupil who resides within the mileage limitation shall not be eligible for school bus transportation. The school system may make adjustment to the 1 1/2 miles standard.

Bus Conduct

Each student code of conduct shall include the following specific provisions prescribing and governing student conduct and safety rules on all school buses:

- Students shall be prohibited from acts of physical violence as defined by Code Section 20 2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, and other unruly behavior;
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

The student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the Penalties set forth in that Code section.

A meeting of the parent or guardian of the student and appropriate school district officials must be held to review the school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

Student Conduct

The following are expected of student riders:

- Obey the driver promptly and cheerfully. The driver is in charge of the bus and all pupils aboard.
- Obey and respect the orders of authorized persons.
- Be on time; the driver cannot wait beyond his or her regular schedule for those who are tardy.
- Wait in an orderly line off the street or road.
- Ride only the bus assigned by school officials.
- Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver.
- Do not run toward a school bus while it is in motion.
- Do not try to get on or off the bus or move about within the bus while it is in motion.
- Pupils must occupy seats assigned to them by the bus driver or school officials and remain seated while the bus is moving. Ride three in a seat when possible and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the white maker line when the bus is in motion.
- Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
- Do not engage in any activity that might divert the driver's attention, such as:
  a. Loud talking, laughing, or unnecessary confusion
  b. Unnecessary conversation with the driver
  c. Extending any part of the body out of the bus windows or doors.
- Students must not open or close bus windows without the permission of the driver, nor should they regulate or operate any part of the bus.
- Do not engage in any activity that might damage, cause excessive wear, or litter to the bus or other property. The following activities are always prohibited:
  a. Smoking or eating on the bus.
  b. Spitting or throwing anything in or from the bus.
  c. Possessing knives or sharp objects on the bus.
  d. Bringing animals on the bus.
  e. Tampering with mechanical equipment, accessories, or controls of the bus.
- Students will not leave the bus on the way to school or on the way home from school without the permission of the driver. The driver will not give permission except in case of personal emergency or upon request of the principal or student's parents.
- Students must be courteous to the driver, to fellow students, and to passersby always.
- Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray its full cost.

DISCIPLINE OF STUDENTS

The Jefferson County School System Transportation department adheres to the Safe Rider Program for students who ride our buses. The Safe Rider Program is a student management program that promotes and teaches proper school bus safety. The core of the program promotes personal accountability as it relates to bus behavior, and helps students realize that misbehavior on the bus endangers the safety of all passengers. Research has shown that when implemented with fidelity the Safe Rider Program has resulted in a 75% reduction in bus-related discipline referrals system-wide compared to prior years. This success has led us to keep the Safe Rider Program a part of the District's Strategic Plan, and as such maintain an expectation of implementation for the 2019-2020 school year.

1. Drivers do not have authority to deny transportation except under most unusual circumstances. Only the principal or superintendent may deny transportation to a student.
2. Students must not stand in the doorway; they must be behind the white line on the floor of the bus.
3. The Jefferson County School System believes in the restorative approach to discipline. This approach is based on building positive relationships that will create a positive and healthy culture on your bus. With that in mind, do not reprimand a student in front of the other students, do it in private. Don't bluff or place yourself in a position that you cannot back up.
4. Commend helpful students.
5. When a driver must have the principal or the superintendent on his/her bus to maintain order, you are taking the first step toward losing control.
6. Substitute drivers must also enforce the rules of discipline.
7. Drivers must not send discipline reports to their supervisor/transportation director, they must take them to him/her.
8. The driver-principal relationship is very important. Take time to communicate with your principals. Discuss your problems so both of you know each other. If he calls you for a meeting, oblige him with your presence.
9. "Transportation Rules for Pupils" must be posted in your bus at all times.
10. Drivers must be on their buses when students are loading and unloading.
11. Buses must operate on schedule; wait for children that are making an effort to get to the bus stop.
12. DO NOT ALLOW ANYONE ON YOUR BUS EXCEPT THE STUDENTS FOR WHOM YOU ARE RESPONSIBLE (particularly students removed from other buses).
13. Buses are not to stop at stores to let students make purchases.
14. Drivers must not permit students to operate any part of the bus including door controls.
15. DRIVERS DO NOT HAVE THE RIGHT TO SPANK OR HANDLE ANY STUDENT.

Conduct Violations

Misconduct on the bus is subject to the same disciplinary measures as misconduct at school. When necessary, the principal or the superintendent may suspend or revoke riding privileges.

STOPS, SCHEDULES AND ROUTES

Bus Stops

School bus stops shall not be more frequent than one-tenth of a mile apart. A reasonable walking distance to bus routes is interpreted as being one-half mile.

Bus Routes and Schedules

Scheduling and routing of buses is the most difficult problem faced by the transportation department. The goal is to serve the maximum number of students while traveling the shortest distance. In routing, no bus will leave a well-traveled route unless the student involved lives more than one-half mile from the bus stop unless directed by the transportation director. In scheduling and routing, pupil indicator maps are used. These maps are made by school principals and indicate the density of the school population in various communities.

ACTIVITY TRIPS

a. **Athletic Teams** - Adequate transportation is authorized for all athletic teams for games on their regular schedule. Request for transportation must be received from the school three working days prior to the event.

b. **Bands** - Transportation will be provided for band trips to all football games during a given year. In addition, non-athletic trips are to be submitted to the transportation department for consideration. The superintendent may authorize transportation for bands and choral groups for other activities . where such activities are of community-wide significance.

c. **JROTC Drill Teams** - Transportation for JROTC drill teams will be provided upon receipt of the request three working days prior to the event.

d. **Field Trips** - The Jefferson County Board of Education has authorized the superintendent to approve field trips that are educational in nature.

General Information

Requests for transportation as authorized above must be submitted in writing to the superintendent a minimum of three working days prior to the need for the transportation. In this written request, the following is to be specified:

1. The departure time for the group
2. The number of persons to be transported.
3. The approximate time the activity concludes and return time. Such a written request must bear the signature of the person making the request, and the approval signature of the principal of that school. The superintendent will notify the principal as to approval or non-approval. Standard request forms for use by all schools are in the office of the principal.
4. List of chaperones
5. No trips will be authorized after May 1st.

Board of Education Responsibilities

All school buses are owned by the Jefferson County Board of Education. The Board does not lease buses or use private vehicles or public carriers.

Insurance

Accident coverage is provided through insurance within the method and manner set by current board policy.

PRINCIPALS RESPONSIBILITIES

The principals shall locate bus stops where they will serve the most students in an efficient and economical manner. The superintendent is in charge of all transportation employees, the fleet of buses, and all other board owned vehicles.

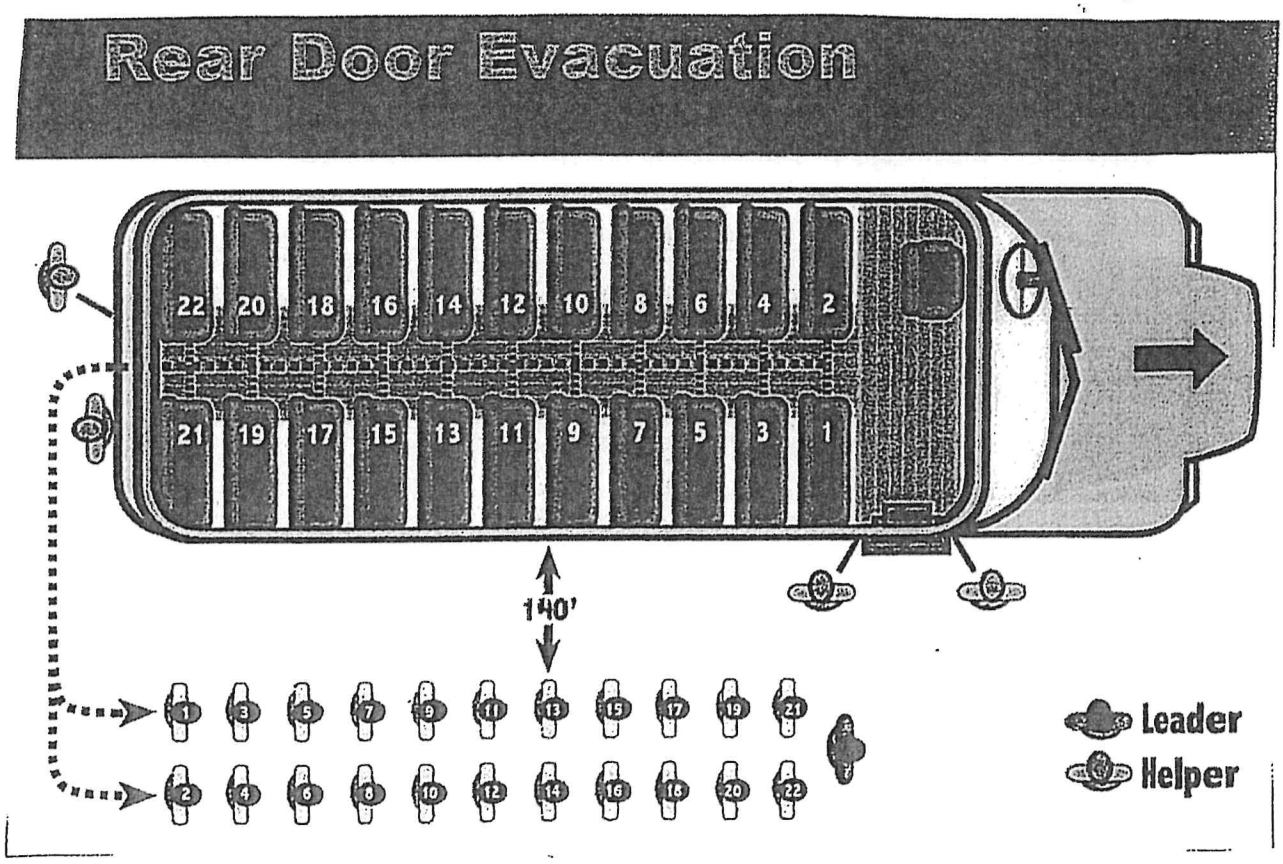
Evacuation Drill

Conduct practice emergency evacuation drills with each bus driver.

BUS EMERGENCY EVACUATION

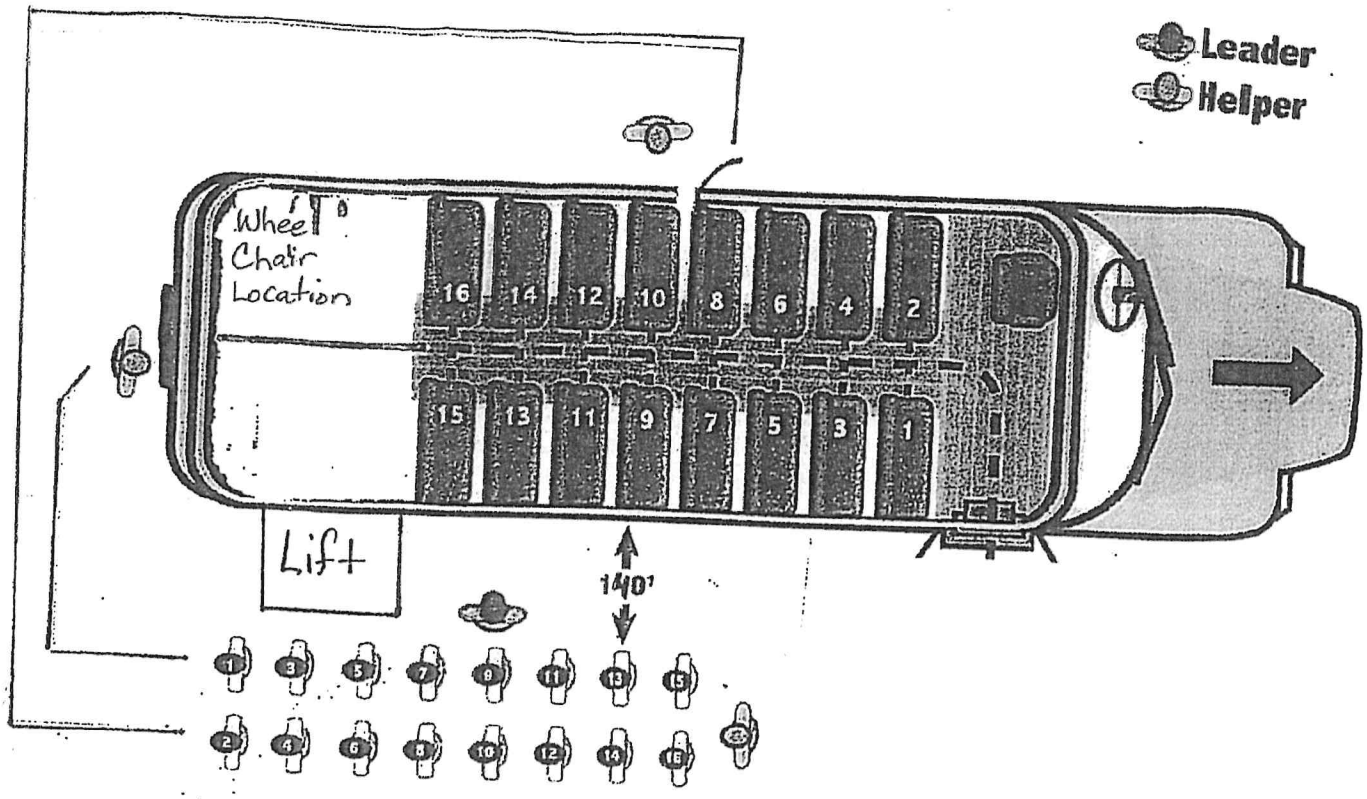
In order to comply with QBE regulations, each school will have to certify that they have practiced School Bus Emergency Evacuation Plan with each school bus that serves their school. In order to do this the following should be done.

1. Practice the plan in your school at your earliest convenience. The drill needs only to be done
2. Buses should be met by you at school and students should be told the following:



Door

Leader
Helper



3. The rear door should be opened to show students this exit could be used. Then all students should exit the bus in an orderly manner and move away from the bus.
4.. Once this is done, the attached form should be completed and returned to the Board of Education immediately. A copy should be kept at the school.

Jefferson County School System
Bus Evacuation Drill

School: _____
Date: _____
Bus Number: _____
Bus Driver: _____
No of Students: _____
Bus Capacity: _____
Time Started: _____
Time last student exited the bus: _____
Administrator's Signature: _____

Jefferson County Bus Evacuation Procedures

- The driver will inform students of all nine emergency exit locations at the start of each trip. The nine exits are:
    1. Front door
    2. Rear door 3–6. Two emergency windows on each side of the bus (four total). These windows have latches that must be unlocked before opening. 7–8. Two roof hatches. Turn the latch and push up to open.
    3. Front windshield (to be used only if the other eight exits are not available).
- For a front-door evacuation:
    - The driver will face forward and begin at the first row of seats.
    - The driver will tap the seat of each student in sequence to indicate who should exit next, alternating sides as needed, and continue this pattern until all students have exited.
    - The driver will instruct students to move quickly and orderly, but without panicking.
- For a rear-door evacuation:
    - The driver will position at the rear of the bus and designate the first two students to exit as helpers.
    - As students sit and prepare to exit, the two designated helpers will stand at the rear doorway to guide and support students while they exit.
    - The driver will use the same seat-tapping procedure to direct the flow of students until everyone has evacuated.
- After exiting the bus, all students must move at least 100 feet away from the vehicle and remain together in a safe, supervised location.
- Drivers must ensure students understand the procedures, maintain calm and order during evacuations, and use the front windshield only when all other exits are unusable.

SUBSTITUTE BUS DRIVERS

Becoming a Substitute:

1. All persons wishing to become a substitute driver must apply to the Transportation Department.
2. Each substitute candidate prior to being hired will agree to go through a training program on his/her own time without pay.
3. A trained candidate will be placed on the substitute list only after being cleared by the Superintendent as meeting all requirements for employment.
4. All substitute candidates will be screened through the city and county law enforcement departments and such candidates consent to such screening.
5. All candidates must have a valid license issued by the Georgia State Patrol, CDL ("S" endorsement) or temporary permit.
6. A substitute may be removed from the approved list at the discretion of the Superintendent of Schools, Principal or the Department of Transportation.
7. Drivers will receive no benefits
8. Drivers will be paid $40/day for a full route (am/pm)
9. Driver is responsible for cleaning the bus that he/she used for work.
10. Driver MUST sign in to be paid.

Bus Driver Pay Scale

	JCBOE Annual Base for Bus Driver		Bus Driver Base Pay		
Base Calendar Days	182		180		
Base Hours Per Day	4		4		
	Hourly	**Annual Base**	**Total Base**	**State**	**Local**
Step E	16.68	12,141.00	12,007.58	10,821.56	1,186.02
1	16.98	12,365.00	12,229.12	10,821.56	1,407.56
2	17.29	12,589.00	12,450.66	10,821.56	1,629.10
3	17.6	12,813.00	12,672.20	10,821.56	1,850.64
4	17.91	13,037.00	12,893.74	10,821.56	2,072.18
5	18.22	13,261.01	13,115.28	10,821.56	2,293.72
6	18.52	13,485.00	13,336.81	10,821.56	2,515.25
7	18.83	13,709.00	13,558.35	10,821.56	2,736.79
8	19.14	13,933.00	13,779.89	10,821.56	2,958.33
9 10	19.45	14,157.00	14,001.43	10,821.56	3,179.87
11 12	19.75	14,381.00	14,222.97	10,821.56	3,401.41
13 14	20.06	14,605.00	14,444.51	10,821.56	3,622.95
15 16	20.37	14,829.00	14,666.04	10,821.56	3,844.48
17 18	20.68	15,053.00	14,887.58	10,821.56	4,066.02
19 20	20.98	15,277.00	15,109.12	10,821.56	4,287.56
21+	21.29	15,501.00	15,330.66	10,821.56	4,509.10

DRIVER'S RESPONSIBILITIES

Use of School Buses for Personal Purchasing

By directive of the Superintendent no school bus driver, while operating a school bus, may stop at a commercial establishment, food store, or convenience store for the purpose of purchasing family consumable items.

Bus Drivers Retaining Students on School Buses

The school bus driver is responsible for retaining all students on the bus in the event that a bus becomes inoperable. The bus driver is responsible for the supervision and transfer of these students to another vehicle. The driver or a reliable student may have to leave the bus to call for assistance.

DUTIES OF DRIVERS

- Regular route drivers should operate on time, never early.
- Pupils will only be delivered to the proper bus stop. There are no exceptions unless approved by the principal.
- Drivers never leave a loaded bus except in an extreme emergency.
- When stopping on a four-lane highway, use the right lane.
- Drivers own children may not ride unless they are attending the school served by the driver on that particular route. Only children on that route may be served.

6. Once a student gets on a bus, he should not be permitted to get off until he arrives at his school. The same is true in reverse in the afternoon unless he has •a note from the principal.
7. Change routes only after permission from the principal or superintendent.
8. Spare buses are not to leave the bus shop without permission from the Shop Manager.
9. Please give ample notice to the bus shop if your bus will not start in the mornings.
10. Look for students when it is dark, and warn them to stay off the roads.
11. Obey police officials. If one tells you to do something, do your best to comply.
12. 12. Drivers must keep their driver's license up to date and the bus shop advised of a change when received. All drivers and substitute drivers must have a valid driver's license in their possession when they are driving a school bus.
13. Do not pass or pull alongside another bus stopped at a railroad crossing.
14. Drivers must keep their addresses and phone numbers up to date at the bus shop office and school they're serving.
15. Any driver who wants to report a complaint should do so with his/her principal.
16. Drivers will clean bus daily and more often if needed.
17. Smoking, tobacco, eating, and drinking during transportation of students is prohibited.
18. Do not assume a bus is OK when you get a spare bus, check it as you do your bus in the morning.
19. Drain all air tanks daily. This must be done to prevent the brakes from freezing.
20. Drive with low beams on and turn off all electrical equipment when you are unloading at school.
21. Do not drive your bus if it is overheating. Call the shop, and do not open the radiator cap.
22. Report worn out seat belts to the bus shop.
23. Driver must not allow buses to run out of fuel.

DUTIES OF BUS MONITORS

1. Insure that students on the bus are safe;
2. Provide all necessary student assistance on and off the bus;
3. Provide support and instruction to students for their understanding and compliance with bus safety rules;
4. Monitor students throughout their bus ride and addressing individual needs;
5. Seating and reseating near passengers during the bus ride and avoiding sitting behind the driver unless the bus is empty of passengers;
6. Communicate with the driver, school personnel, as well as parents about student needs;
7. Keep accurate and fully updated student seating charts;
8. Implement student bus behavior management programs as assigned by the Special Education policy or the Safe Riders Program procedures under the direction of the Transportation Director;
9. Report to the principal concerning students who arrive at school late because of a bus delay;
10. Report all student injuries and/or illnesses—no matter how minor—to the school nurse immediately upon arriving at school or directly to parents on the ride home;
11. Complete behavioral incident reports and taking student directly to the principal for any unsafe behavior or behavior that significantly violates bus safety rules;
12. Meet in conference with parents and other special education school personnel at the school when dangerous or unsafe student bus behavior persists;
13. Operate all bus adaptive equipment as well as storing/securing all student personal equipment while transported on the bus;
14. Provide CPR and first aid only as trained and as required given the situation;
15. Follow established procedures during boarding, securement, transportation and exiting of all students with wheelchairs or those who use similar mobility aids (scooters, carts, walkers, crutches, canes, leg braces, or leg prostheses);

EMERGENCY PROCEDURES

1. Use the radio to get in touch with the bus shop or call at (478) 625-7439.
2. If your bus comes in contact with another vehicle or object and there is damage to either, no matter how little, it is the responsibility of the driver to report it as an accident and an accident report must be filled out. The Sheriff's Department must be called.

In the event of an accident:

- Stop immediately
- Activate four-way flashers
- Turn off ignition switch and take the key Set the parking brakes
- Remain calm, reassure students and check for injuries
- Protect the scene:
  - Place disabled vehicle warning devices to protect the students and the bus.
  - Protect the scene from traffic and people so that evidence is not destroyed.
  - Under normal circumstances, do not move your bus until law officers so direct.
- Be alert to a fire or the possibility of a fire:
  - Check for ruptured fuel tank and fuel lines.
  - Check for electrical fire.
  - Look for smoke
  - Check for hot tires, which may ignite as a result of metal rubbing against the tire from the point of impact to the final resting place.

- Check for injured students:
  - Determine if there are students injured
  - Give attention first to the most seriously necessary.
  - Do not move injured person(s) unless absolutely necessary. Account for all students.
- Check for injuries in the other vehicles(s).O.C.GA.A 40-6-271 (3). Notify the appropriate persons and agencies:
  - Radio the bus shop
  - Law enforcement agency
  - Medical emergency
  - School Administration
- Do not discuss the facts of the accident with other motorist:
  - Give the other motorists the information required in O.C.G.A. 40-6-27(1. (Give your name, address, registration number of the vehicle, and if requested, display your driver's license.)
  - Be courteous to the other driver and keep calm.
  - Do not place blame for the accident or make an admission of liability.
  - Provide information on the accident only to the investigating officers and school officials:
  - Provide a list of all students' names, with ages and addresses.
  - Provide information about the school bus, such as insurance (State Farm), make, model number, owner, etc.
  - While being investigated, be patient, evaluate questions, and give clear and concise answers.
  - Do not place the blame for the accident or make an admission of liability. Let the report reveal the facts of the accident and the cause.
  - If witnesses are present, other than your students, get names, addresses and license numbers.

Continue the transportation of students (should be done ONLY if authorized by the investigating officers.

BUS SHOP AREA

1. Taking your bus to the bus shop for scheduled maintenance or for repairs is part of a driver's job. It is not the job of our shop personnel to pick up or deliver buses unless a bus will not run. The shop personnel may only perform enough work to get the bus into the shop or complete the route after which the driver must bring the bus in for completion of the repair.
2. Please be considerate of the shop workers. They have work to do and cannot accomplish their assigned task if you bring all the news from your area into the service bay. Go into the office and have coffee and wait until they are finished.

GAS STATION TIMES

The bus shop is open from 7:00am-5:00pm each day. Each bus will have its own fuel card.

WEX Fleet Card information

1. Cards are assigned to vehicles and should be kept in the vehicle in the location designated by Tracy Walden.
2. Swipe card at pump then follow the directions on the screen.
3. Please have your odometer reading ready. Do not add tenths. You must enter it as part of the fueling process.

4. When prompted for your driver number, you will need to key in 6 digits. If your driver ID is less than 5 numbers add a zero. Each bus have its own 6-digit WEX identification number.
   a. Please DO NOT SHARE your number with others.
   b. PLEASE GO DIRECTLY TO A PUMP AND TRY FUELING YOUR VEHICLE SO ANY ISSUES CAN BE RESOLVED AS SOON AS POSSIBLE.
   c. Transactions at businesses that do NOT have pay-at-the-pump should be approved inside the business BEFORE you begin fueling to be sure there are no issues with your card or identification.

HAZARDOUS SITUATIONS

Adverse driving conditions place special responsibilities on the school bus driver. They lengthen the stopping distances of the danger zone. A cardinal rule for the driver to follow in these situations is to reduce speed and to adapt driving habits to the weather and road conditions. The school bus driver must recognize and know how to avoid hazardous situations arising from:

Acts of Others

The school bus driver should never gamble on the other driver doing the right thing. He must learn to recognize danger signs early and to "leave himself out" so that when the other fellow has an accident he can avoid him.

Weather Conditions

The school bus driver must adjust his driving to the hazardous conditions caused by fog, rain, snow, smoke, or dust. He must drive at a reasonable speed, keep his windshield clear, get all the light possible from his lamps and signals, see that his brakes are in good order as he begins the trip, and he must increase the normal distance between his bus and the vehicle ahead.

Ice and Snow

In operating on ice and snow the driver should cause the vehicle to move at a slow and steady rate of speed. To avoid spinning the wheels, less power should be applied to the drive shaft. The bus should be operated in third gear and the following points should be observed:

1. Engage the clutch very slowly.
2. Accelerate slowly and steadily.
3. Apply brakes slowly and intermittently.
4. Approach all curves slowly.
5. Do not disengage the clutch until the bus is almost stopped.
6. In case the bus begins to skid, the driver should:
   a) Keep himself/herself under control.
   b) Steer in the direction in which the rear end is skidding. (If the rear end skids to the right, turn the front wheels to the right.) As the bus begins to straighten, the front wheels should also be straightened.
   c) Avoid braking. If it is necessary to brake, it should be done by tapping the brake pedal intermittently, being careful not to lock the wheels.
   d) Keep the clutch engaged.
   e) Avoid oversteering.
   f) Avoid releasing the accelerator suddenly.

Rain, Fog, and Smoke

These conditions usually result in poor visibility, but they also frequently cause slippery road conditions. Drivers should be alert to slippery conditions at the start of a rain before it has had time to wash off oil, soil, and other materials. The following precautions should be observed when operating under these conditions:

1. Reduce the speed of the bus.
2. Drive well to the right hand edge of the road.
3. Watch side road closely for entering traffic.
4. Beware of patches of wet leaves and smooth blacktop surfaces.
5. Never look directly at lights of oncoming vehicles.
6. In fog, use windshield wipers and defrosters continuously.
7. In fog, drive with headlights on low beam.
8. Avoid sudden stops. Signal stops by tapping brake pedal to make the stoplights blink.

Road Conditions

The school bus driver must be alert to detect day-to-day changes in road conditions. Chuck holes develop overnight, the grade washes away, shoulders become soft, loose gravel appears, and slick spots develop through accumulations of ice and snow; so it is important that the driver adjust his driving to the new conditions by slowing down.

Turns

In order to provide the maximum degree of safety in making turns, it is first necessary to maneuver the bus into the correct position. For a right turn the bus should be close to the right hand curb, and for a left turn, in the lane nearest the center of the road. The driver should be able to anticipate most of the turns he will be required to make well in advance and place the bus in the proper position.

Right Turns

a. Check mirrors for movement of other traffic.
b. Signal properly and maneuver bus into appropriate lane.
c. Signal intention to turn 100-300 feet in advance of turn. (The law requires this distance to be 300 feet where the speed limit is more than 45 miles per hour.)
d. Slow down to less than 10 miles per hour. For safety and comfort, the speed should be reduced before the turn is started.
e. Shift to the proper gear prior to making the turn to make certain that the turn will .be completed without stalling.
f. Start the turn when the front wheels are slightly past curb of the street into which the turn is made.
g. Turn the steering wheel so that the vehicle will be in the correct lane when the turn is completed.

Left Turns

Due to the necessity of crossing a lane of traffic, left turns are more dangerous and more difficulty than right turns. To assure the maximum degree of safety, the driver should always use the following procedure in making left turns.

a. Check mirrors for movement of other traffic.
b. Place the bus in inner lane or next to centerline and signal turn 300 feet before reaching the intersection.
c. Be alert to special signs regarding left turns.

d. Proceed on signal or when the intersection is clear of oncoming traffic or pedestrians.
e. Do not cut corners too short or too wide.
f. Complete turn in right-hand lane nearest the centerline.
g. On one-way streets, turn from and into extreme left-hand lane lawfully available.
h. The driver should shift to first or second gear (depending on the type of vehicle) before entering the turn and should not shift gears until after the turn is completed.

Backing

Backing a school bus is a dangerous practice and should be avoided if possible. If a bus is to be turned around, the safest way to do it is to drive around the block, or area. If it is necessary to back in order to complete a turn, it should be done where there is little traffic. Backing onto a main highway, street, and on downgrades should be avoided. In a school bus, it is difficult for the driver to see the area behind the bus adequately; therefore, there is always danger involved when a school bus is being backed. The school bus is never backed on the school grounds where small children may be present. The safety conscious driver will never back a school bus unless it is absolutely necessary. In most cases it is possible to find a method whereby backing a school bus may be avoided, especially if there are children on the bus.

Vehicle Condition

The school bus driver should know his bus rather intimately. He should get the feel of it early in the school year and be quick to detect changes in the way the bus operates. Such changes may indicate repairs are due. Daily inspection is necessary to maintain a safe vehicle.

Deficiencies of Bus Drivers

The school bus driver should be aware of his/her own weak points in the driving situation. You should never drive if you feel faint or dizzy, and if you should develop a mental alertness to combat the lack of skill or other shortcomings you might have.

Road Intersections

Approximately one-fourth of the school bus accidents occurs at intersections. Too many drivers insist on the legal right of way, but you can't always be sure the other driver will give you the right of way. The school bus driver should:

a. Approach all intersections with his/her foot off the accelerator and on the brake pedal.
b. Look first to the left and then to the right before entering the intersection.
c. Never assume the right of way until his/her judgement says it is safe.
d. Be prepared to stop if the other vehicle is moving into the intersection.
e. Be alert at all driveway entrances.
f. Check traffic front and rear and signal properly before making right or left turns. Quite often a right tum and a journey around the block is the safest way to make a left turn.

Narrow Roads and Bridges

To avoid accidents at these hazards, the school bus driver should:

a. Never insist on the right of way when meeting traffic on narrow roads. He should stop when it appears safer to do so and let the other motorist proceed before resuming motion.
b. Never meet or pass another vehicle on a bridge. If something goes wrong, the only way out is over the side of the bridge. The bus driver should wait for an approaching vehicle to clear unless he/she has ample time to cross before meeting it.

c. Avoid inconveniencing traffic that is following you by slowing down or stopping and letting the motorist proceed when it is safe and convenient.

Curves

When approaching curves on country roads or highways, the school bus driver should:

a. Reduce the speed of the bus before entering the curve.
b. Slow down before the force of turning will pull the bus off the roadway on the shoulder resulting in the bus being out of control.
c. Have a firm grip on the steering wheel because the centrifugal force will force the bus sideways.
d. Remember the speed at which the bus can be driven safely on a curve depends, in part, on the amount of side-slope or the sharpness of the roadway.
e. Never attempt to pass another vehicle in a curve. f. Travel slowly enough to take the curve safely.

Hills

a. Never attempt to pass another vehicle when approaching the crest of a hill.
b. Slow down when approaching the crest and be prepared to find the unexpected when you arrive at the top.
c. Keep well to the right.
d. Gear down before descending steep grades. A safe rule to follow is to use the same gear to descend a hill as would be required to ascend that same hill.
e. In parking on a downgrade, cramp the front wheels sharply toward the curb. On an upgrade with no curb, cramp the front wheels toward the edge of the road, so if the bus should move, it will back away from traffic. In any case, set the park brake and leave the transmission in reverse gear or lowest gear depending on type of transmission.

Severe Weather/Tornado Recommendations

If there is a tornado watch the district should monitor for the changing status of the weather. Drivers should continue their route under extreme caution and monitor their 2-way radio for changing conditions.

If there is a tornado warning at dismissal time, the school should hold the children until the warning is lifted. Drivers should wait inside the school with the children.

If drivers are already on their route and become aware that a tornado warning has been issued they should proceed to the nearest educational facility or other shelter and take the students inside. Drivers need to be aware of schools, and alternate sites such as fire stations, public buildings or other emergency shelters located on their route. If feasible notify dispatch of your shelter location. Drivers and students should remain in the shelter until the warning is lifted. Drivers should stay with the students and monitor weather broadcasts to know when the warning has expired. .

If unexpected weather conditions present a hazardous situation or if unable to reach a safe location as indicated above, the driver:

1. Should pull the bus well off of the roadway to a safe location and stop the vehicle. Keep the engine running.
2. Should turn on 4-way emergency flashers and strobe light in order that other motorists can see that the bus is stopped.
3. Should consider the 14th National Congress on Pupil Transportation guidelines for in route emergency evacuation procedures:

Assessing the Need to Evacuate:

Student Safety and control are best maintained by keeping students in the bus during an emergency and/or impending crisis situation if doing so does not expose them to unnecessary risk of injury. A decision to evacuate should include consideration of the following conditions:

1. Is there a fire involved?
    a. Is fuel leaking?
    b. Might the bus roll or tip, thereby causing further threat to safety?
    c. Is the bus likely to be hit by other vehicles?
    d. Is the bus in the direct path of a sighted tornado or other natural disaster, such as rising water?
    e. Would evacuating students expose them to speeding traffic, severe weather or other dangerous environment?
    f. Considering the medical, physical and emotional condition of the students, does . staying in the bus pose the greater danger to the student's safety?
2. Should assess the need to evacuate, and under most severe weather conditions keep the students on the bus. Have the students protect their head by lowering their face against their upper legs so that they are below the window level. Students should cover their faces with a jacket, books, etc. to protect themselves from flying debris. Notify the transportation office of your location.
3. Should not allow students off of the bus to move trees, limbs, cables, or power lines. The transportation office should be notified for further direction and assistance. Be extremely cautious for the students' safety.
4. Should not allow students to disembark from your bus if the driver arrives at a stop and is aware or suspects that there are power lines down in the area. The transportation office should be notified for further direction and assistance.
5. Should radio the Transportation Office for further assistance if the bus cannot be moved due to blockage of the roadway.

Note — If unable to reach the transportation office in the event of an emergency, drivers should contact 911.

The 14th National Congress on Pupil Transportation further recommends:

Local District Policy

Bus staff should be familiar with local district policy regarding evacuation procedures to follow when students are in route; or, what to do if a tornado or flashflood, etc. is sighted and no shelter is near.

EMPLOYEE CONCERNS

Bus Drivers are entitled to all leaves and absences given to professional workers. These leaves include emergency and legal reasons, illness, maternity, military, religious holidays, and death in the immediate family.

Absences and Leaves

1. Sick leave for Bus drivers will accumulate at the rate of 1 1/4 days for each month of service not to exceed a total of 45 days. Any unused sick leave may be carried forward from one fiscal year to the next until a minimum of 45 days is accumulated. An employee must have worked more than half of any given month to be entitled to sick leave for that month.
2. Employees may utilize sick leave upon the approval of their principal.
3. All absent days will be reported by the employee to the principal and the proper form must be signed by the employee and if required a doctor's certificate attached.
4. Sick leave may be utilized for absence due to illness or injury or death of a member of the employee's immediate family. Immediate family is considered to be father, mother, brother,

sister, husband, wife, child, mother-in-law, father-in-law, grandparents, or a relative living in the home of the employee.

5. Employees may utilize a maximum of three days per year of accumulated sick leave for personal or professional reasons. Request should be made three days prior to need.
6. Family Expansion Leave (Paid Parental Leave)
   Beginning July 1, 2021 any full-time employee (eligible for TRS or PSERS) who has been employed with JCBOE for a minimum of six months is eligible for three weeks (15 days) of paid parental leave for the following qualifying events: The birth of a child of an eligible employee. The placement of a minor child for adoption with an eligible employee. The placement of a minor child for foster care with an eligible employee. This leave is not cumulative, may not be carried over for future use, and has no cash value at any time an employee separates from employment with the JCBOE. Unused Paid Parental Leave may not be used toward retirement. In any given 12-month period, fifteen days is the maximum amount of paid parental leave that may be taken regardless of the number of qualifying life events that occur during such period. Employees requesting Paid Parental Leave should complete and submit a "Family Expansion Leave Request" form (formally Maternity Leave Request) at least 60 days prior to the date such leave is to begin. Formal documentation from a doctor, attorney, or child services agency is required. For more information, refer to policies GBRH (certified staff) or GCRG (classified staff). Your school's administrative support personnel as well as county office support staff are also available

Certification

The state certification required of motor vehicle operations employed to transport school children should be subject to the approval of the State Board of Education. (Commercial Driver's License).

Arrangements for Substitutes

The bus driver requiring the substitute must contact the principal and make known the situation.

Physical Examinations

Each driver will have on file in the Jefferson County Board Office the Pre-Employment and Annual Physical Examination for School Bus Drivers form signed by a doctor. If a physical is performed by or signed by a Physician's Assistant, PA or Certified Nurse Practitioner, NP, the PANP is required to provide the name and medical license number of the Supervising/Delegating Physician. The form is available at the Jefferson County Board Office. The Jefferson County Board of Education will pay $40.00 of the cost of the physical examination.

Drivers Liability

All drivers are directly responsible for all the children on their bus. The driver may be held liable for injuries to school children resulting from his negligence. All essential elements or grounds for negligence must be present. Courts generally consider these to be:

1. A legal duty to conf01m to a standard of conduct for the protection of others against unreasonable risks
2. A failure to conform to the standard
3. A reasonable close casual connection between the conduct and resulting injury
4. Actual loss or damage resulting to the interest of others

Considerations used in determining driver negligence are:

1. The degree of care ranges from "ordinary" and 'treasonable" to "extraordinary" and "high degree". The tendency of the courts is to require more care with younger children.

2. The approximate age of a child considered to be capable of recognizing traffic dangers is 10 to 1 1 years old.
3. The Jefferson County Board of Education and the driver are both accountable for maintaining a safe vehicle.
4. Most cases involving loading and unloading from a school bus use the factors "reasonable care" and "safe places" in determining negligence.
5. A driver is expected to keep order on a bus and may use any normal acceptable means.
6. A driver is not automatically guilty of negligence if injury occurs. He has the opportunity to refute the charge by proof that proper care was taken.
7. A driver may generally be held accountable for his acts separately from any decision regarding board liability.
8. NEGLIGENCE IS FOR JURY DETERMINATION.

Insurance

Individual insurance on the illness of drivers and their families is available from The State of Georgia Health Benefit Plan.

Retirement

All bus drivers pay into the public school employee retirement system. They also pay social security. The Superintendent's Office should be aware of a driver's upcoming retirement at least 90 days in advance of the last working day of the driver. This will insure that the retirement checks will be coming in immediately upon the employee's retirement.

General Courtesy

The bus driver is on the front line in the field of public relations. The opinion of the general public and many parents concerning the school system is often based on the efficiency of the school bus service. If well-maintained buses, driven by a congenial, safe driver, make their stops on schedule, the entire school system enjoys a good reputation, regardless of other aspects of the operation. A few acts of courtesy by the driver are a very effective public relations tool. In general terms, courtesy is merely practicing the Golden Rule.

Violation of Rules, Policies, and Laws

The employee that willfully disobeys rules, policies, and laws that are established by the Jefferson County Board of Education may be terminated.

What Employees Need to Know About DOT Alcohol and Drug Testing

What drugs does DOT test for?

Marijuana metabolites/THC
Cocaine metabolites
Amphetamines (including met amphetamine)
Opiates (including codeine, heroin, morphine)
Phencyclidine (PCP)

Specimens Collected for Drug and Alcohol Testing
Drugs: Urine
Alcohol: Breath/Saliva

Can I use prescribed medications and over the counter (OTC) drugs and perform safety sensitive functions? Prescription medicine and OTC drugs may be allowed. However, you must meet the following minimum standards:

- The medicine is prescribed to you by a licensed physician, such as your personal doctor.

- The treating/prescribing physician has made a good faith judgment that the use of the substance at the prescribed or authorized dosage level is consistent with the safe performance of your duties. The substance is used at the dosage prescribed or authorized.
- If you are being treated by more than one physician, you must show that at least one of the treating doctors has been informed of all prescribed and authorized medications and has determined that the use of the medications is consistent with the safe performance of your duties.

When will I be tested?

oPre-employment
oReasonable Suspicion/Cause e Random
oReturn to duty
oFollow-up
oPost-Accident

Pre-Employment

As a new hire, you are required to submit to a drug test. Employers may, but are not required to, conduct alcohol testing. Only after your employer receives a negative drug test result (and negative alcohol test results if administered) may you begin performing safety sensitive functions. This also applies if you are a current employee transferring from a non-safety sensitive function into a safety sensitive position (even if it is the same employer).

Reasonable Suspicion/Cause

You are required to submit to any test (whether drug, alcohol, or both) that a supervisor requests based on reasonable suspicion. Reasonable suspicion means that one or more trained supervisors reasonably believes or suspects that you are under the influence of drugs or alcohol. They cannot require testing based on a hunch or guess alone; their suspicion must be based on observations concerning your appearance, behavior, speech and smell that are usually associated with drug or alcohol use.

Random

You are subject to unannounced random drug and alcohol testing. Alcohol testing is administered just prior to, during or just after performing safety sensitive functions. Depending on the industry specific regulations, you may only be subject to random drug testing.

No manager, supervisor, official or agent may select you for testing just because they want to. Under DOT regulations, employers must be a truly random selection process. Each employee must have an equal chance to be selected and tested.

Just prior to the testing event, you will be notified of your selection and provide enough time to stop performing your safety sensitive function and report to the testing location. Failure to show for a test or interfering with the testing process can be considered a refusal.

Post-Accident

If you are involved in an event (accident, crash, etc.) meeting certain criteria of the DOT agency, a post-accident test will be required. You will then have to take a drug test and an alcohol test. You are required to remain available for this testing and are not permitted to refuse testing.

Remember: Safety sensitive employees are obligated by law to submit to and cooperate in drug and alcohol testing mandated by DOT regulations.

Return to Duty

If you have violated the prohibited drug and Alcohol rules, you are required to take a drug and/or alcohol test before returning to safety sensitive functions for any DOT regulated employer. You are subject to an unannounced follow-up testing at least 6 times in the first 12 months following your return to active safety ensitive service.

Follow-Up

The amount of follow-up testing you receive is determined by a Substance Abuse Professional (SAP) and may continue for up to 5 years. This means the SAP will determine how many times you will be tested (at least 6 times in the first year), for how long, and for what substance (i.e. drugs, alcohol, or both). Your employer is responsible for ensuring that follow-up testing is conducted and completed, and your employer may have a policy that all follow-up tests are collected under direct observation. Follow-up testing is in addition to all other DOT required testing.

How is a urine drug test administered?

Regardless of the DOT agency requiring the drug test, the drug testing process always consists of three components:

- The Collection, (49 40, Subparts C, D, E)
- Testing at the laboratory (49 CFR Part 40, Subpart F)
- Review by the Medical Review Officer (49 CFR Part 40, Subpart G)

Summary of the Collection

During the collection process, a urine specimen collector will:

- Verify your identity using a current Valid photo ID, such as driver's license, passport, or employer issued picture ID, etc.
- Create a secure collection site by:
- Restricting access to the site to only those being tested.
- Securing all water sources and placing blue dye in any standing water.
- Removing or securing all cleaning products/fluids at the collection site.
- Afford you privacy to provide a urine specimen
- Exception to the rule generally surrounds issues of attempted adulteration or substitution of a specimen or any situation where general questions of validity arise, like an unusual temperature. • Ask you to remove any unnecessary garments and empty your pockets (you may retain your wallet) • Instruct you to wash and dry your hands.
- Select or have you select a sealed collection kit and open it in your presence.
- Request you to provide a specimen (a minimum of 45 ml) of your urine into a collection container.
- Check the temperature and color of the urine.
- In your presence, pour the urine into two separate bottles (A or primary and B or split), seal them with tamper evident tape, and then ask you to sign the seals after they have been placed on the bottles.
- Remember: Neither you nor the collector should let the specimen out of your sight until it has been poured into two separate bottles and sealed.
- Ask you to provide your name, date of birth, and a daytime and evening phone numbers on the Medical Review Officer Copy (Copy #2) of the Federal Drug Testing Custody and Control Form (CCF).
- This is so the Medical Review Officer (MRO) can contact you directly if there are any questions about your test.

- Complete necessary documentation on the Laboratory Copy (Copy #1) of the CCF to demonstrate the chain of custody (i.e. handling) of the specimen.
- Give you the Employee Copy (Copy #5) of the CCF and may suggest you list any prescription and over the counter medications you may be taking on the back of your copy of the CCF (this may serve as a reminder for you in the event the MRO calls you to discuss your test results).
- Package and ship both sealed bottles and completed CCF to a U.S. Health and Human Services (HHS) certified testing laboratory as quickly as possible.

If you are unable to provide 45 ml of urine on the first attempt, the time will be noted, and you will be: Required to remain in the testing area under the supervision of the collection site personnel, their supervisor, or a representative from your company. • Leaving the testing area without authorization may be considered a refusal to test.

- Urged to drink up to 40 oz. of fluid, distributed reasonably over a period of up to three hours.
- Asked to provide a new specimen (into a new collection container).
- If you do not provide a sufficient specimen within three hours, you must obtain a medical evaluation within five days to determine if there is an acceptable medical reason for not being able to provide a specimen. If it is determined that there is no legitimate physiological or pre-existing psychological reason for not providing a urine specimen, it will be considered a refusal to test.

How is an alcohol test administered?

The DOT performs alcohol testing in a manner to ensure the validity of the testing as well as provide confidentiality of the employee's testing information.

At the start of the test, a Screening Test Technician (STT) or a Breath Alcohol Technician (BAT), using only a DOT approved device, will:

- Establish a private testing area to prevent unauthorized people from hearing or seeing your test result.
- Require you to sign Step #2 of the Alcohol Testing Form (ATF).
- Perform a screening test and show you the test result. If the screening tests result is an alcohol concentration of less than 0.02, not further testing is authorized, and there is no DOT action to be taken. The technician will document the result on the ATF, provide you a copy and provide your employer a copy.

If the screening test result is 0.02 or greater, you will be required to take a confirmation test, which can only be administered by a BAT using an Evidential Breath Testing (EBT) device. The BAT will:

- Wait at least 15 minutes, but not more than 30 minutes, before conducting the confirmation test. During that time, you are not allowed to eat, drink, smoke, belch, put anything in your mouth or leave the testing area.
- Remember: Leaving the testing area without authorization may be considered a refusal to test.
- Perform an "air blank" (which must read 0.00) on the EBT device to ensure that there is not residual alcohol in the EBT or in the air around it.
- Perform a confirmation test using a new mouthpiece.
- Display the test result to you on the EBT and on the printout from the EBT.
- Document the confirmation test result on the ATF, provide you a copy and provide your employer a
- Report any result of 0.02 or greater immediately to the employer.

Will the results follow me to different employers?

Yes, your drug & alcohol testing history will follow you to your new employer, if that employer is regulated by a DOT agency. Employers are required by law to provide records of your drug & alcohol

testing history to your new employer. This is to ensure that you have completed the return-to-duty process and are being tested according to your follow-up testing plan.

SCHOOL BUS DRIVER ENDORSEMENT

All school bus drivers must have a School Bus Driver Endorsement. The following three requirements must be met to qualify for a school bus endorsement ("S"):

(1) Qualify for (a state-established) passenger vehicle endorsement. Pass the knowledge and skills test for obtaining a passenger vehicle endorsement.

(2) Knowledge Test- (The driver) Must have knowledge covering at least the following three topics:

  (a) Loading and unloading children including the safe operation of stop signal devices, external mirror systems, flashing lights and other warning and passenger safety devices required for school buses by State of Federal law or regulations.

  (b) Emergency exits and procedures for safely evacuating passengers in an emergency.

  (c) State and Federal laws and regulations for safely traversing highway rail grade crossings.

(3) Skills Test. (The driver) Must take a driving skills test in a school bus of the same vehicle group as the school bus applicant will drive.

Changes to CDL requirements allows the disqualification of CMV drivers who have been convicted of celtain traffic violations, or of committing drug and alcohol-related offenses, while operating a passenger vehicle.

The law requires a skill test in a school bus of the same vehicle group as the applicant will drive. The are three vehicle groups: Combination vehicle (A); Heavy Straight Vehicle (B)- large buses over 26,000 lbs. fall into this category; Small Vehicle (C)-16 or more passengers, GVW under 26,000 lbs.

Some states already meet or exceed the standards of the FMCSA. Those states standards may remain and continue to be in effect. If a state does not meet the minimum standards set by the Federal Motor Carrier Safety Administration (FMCSS), the state will have to revise its standards.

COMMERCIAL DRIVERS LICENSE REVISIONS

The FMCSA has set guidelines for disqualification of a CDL if a serious traffic violation has occurs, leading the state to revoke your regular state drivers' license when driving a non-CMV. States are required to notify the CDL Information System of the revocation of a driver's license.

The state will look to see if the driver's non-CDL license has been suspended, revoked or canceled for cause in a 3-year period ending on the date of application. The state will also request a complete driving record from all States where the applicant has previously been licensed for any vehicle over the last ten years. However, the state is only required to do this comprehensive 10-year check, if the driver is renewing a CDL for the first time after September 30, 2002. .

The revised disqualifying regulations created by the FMCSA are (1) Driving a Commercial Motor Vehicle (CMV) while CDL is revoked, suspended or canceled, or

while the driver is disqualified based upon the driver's operation of a CMV; and (2) causing fatality through the negligent or criminal operation of a CMV. There are also emergency situations when a driver poses an imminent hazard that can result in disqualification.

If the CDL holder commits certain offenses while operating a non-CMV, the violations may prohibit the holder of the CDL from operating a CMV. They include driving under the influence, leaving the scene of an accident, refusing to take an alcohol test, etc. The specific disqualification periods vary from 60 days to lifetime (for second conviction of major offenses or any instance of using the vehicle in the commission of a felony involving a controlled substance). The complete list is below.

DISQUALIFYING OFFENSES

The length of time a driver is disqualified as a CDL holder varies for the offenses listed below. Please refer to the law for details.

Major Offenses

- Driving under the influence of alcohol
- Driving under the influence of a controlled substance
- Having an alcohol concentration of 0.04 or greater while operating a CMV
- Refusing to take a alcohol test
- Leaving the scene of an accident
- Using the vehicle to commit a felony
- Driving a CMV with a revoked, suspended or canceled license • Causing a fatality through the negligent operation of a CMV
- Using the vehicle in the commission of a felony involving manufacturing, disturbing or dispensing a controlled substance.

Serious Traffic Violations

Speeding excessively involving any speed of 15 mph or more above posted speed limit

- Driving recklessly as defined by state or local law
- Making improper or erratic traffic lane changes
- Follow the vehicle ahead too closely
- Violating state or local law arising in connection with a fatal accident
- Driving a CMV without a CDL
- Driving a CMV without a CDL in possession
- Driving a CDL without the proper endorsements for the vehicle being operated

o Railroad-Highway Grade Crossing Offenses

- Failure to slow down and check that tracks are clear of an approaching train.
- Failure to stop if the tracks are not clear
- Failure to stop before driving onto the crossing, if at a crossing that requires a stop.
- Failure to have sufficient space to drive completely through the crossing without stopping.
- Failure to obey a traffic control device or the directions of an enforcement official at the crossing • Failure to negotiate a crossing because of insufficient undercarriage clearance.

DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE
GA Medical Marijuana Bill and DOT Regualtions

of

The Agricultural Improvement Act of 2018, Pub. L. 115-334, (Farm Bill) removed hemp from the definition of marijuana under the Controlled Substances Act. Under the Farm Bill, hemp derived products containing a concentration of up to 0.3% tetrahydrocannabinol (THC) are not controlled substances. THC is the primary psychoactive component of marijuana. Any product, including "Cannabidiol" (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana, a Schedule I drug under the Controlled Substances Act.

We have had inquiries about whether the Department of Transportation-regulated safety sensitive employees can use CBD products. Safety-sensitive employees who are subject to drug testing specified under 49 CFR part 40 (Part 40) include: pilots, school bus drivers, truck drivers, train engineers, transit vehicle operators, aircraft maintenance personnel, fire-armed transit security personnel, ship captains, and pipeline emergency response personnel, among others.

It is important for all employers and safety-sensitive employees to know:

1. The Department of Transportation requires testing for marijuana and not CBD.
2. The labeling of many CBD products may be misleading because the products could contain higher levels of THC than what the product label states. The Food and Drug Administration (FDA) does not currently certify the levels of THC in CBD products, so there is no Federal oversight to ensure that the labels are accurate. The FDA has cautioned the public that: "Consumers should beware purchasing and using any [CBD] products." The FDA has stated: "It is currently illegal to market CBD by adding it to a food or labeling it as a dietary supplement "* Also, the FDA has issued several warning letters to companies because their products contained more CBD than indicated on the product label. **
3. The Department of Transportation's Drug and Alcohol Testing Regulation, Part 40, does not authorize the use of Schedule I drugs, including marijuana, for any reason. Furthermore, CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result. Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product.

It remains unacceptable for any safety-sensitive employee subject to the Department of Transportation's drug testing regulations to use marijuana. Since the use of CBD products could lead to a positive drug test result, Department of Transportation-regulated safety-sensitive employees should exercise caution when considering whether to use CBD products.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. This policy and compliance notice is not legally binding in its own right and will not be relied upon by the Department as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this policy and compliance notice is voluntary only and nonconformity will not affect rights and obligations under existing statutes and regulations. Safety-sensitive employees must continue to comply with the underlying regulatory requirements for drug testing, specified at 49 CFR part 40.

February 18, 2020

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[i] * What You Need to Know (And What We're Working to Find Out) About Products Containing Cannabis or Cannabis-derived Compounds, Including CBD: The FDA is working to answer questions about the science, safety, and quality of products containing cannabis and cannabis-derived compounds, particularly CBD."

https://www.fda.gov/consumers/consumer-updates/what-you-need-know-andwhat-were-working-find-out-about-products-containing-cannabis-or-cannabis

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https://www.fda.gov/news-events/public-health-focus/warning-letters-and-test-results-cannabidiolrelated-products

August 2025

Federal Law prohibits discrimination based on race, color, or national origin (Title VI of the Civil Rights Acts of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Jefferson County Board of Education does not discriminate in any educational programs or activities or employment policies.

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy.

Perkins Act — Donna Warner, CTAE Director

Title VI — Stacy Arnold, Assistant Superintendent

Title IX — Stacy Arnold, Assistant Superintendent

Section 504 and ADA — Dr. Samuel D. Dasher, Superintendent

Sports Equity Issues — J. B Arnold, Jefferson County Athletic Director

Inquiries concerning the application of the Perkins Act, Title VI, Title IX, or Section 504 and ADA to the policies and practices of the department may be addressed to the persons listed above at the Jefferson County Board of Education, 1001 Peachtree St., Louisville, GA 30434, or call (478) 625-7626; to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C. 20201.

It is the policy of the Jefferson County Board of Education not to discriminate based on race, color, religion, sex, age, national origin, handicap, or disability in any employment practices, educational programs, or activities. The Jefferson County Board of Education is an Equal Opportunity Employer.