



Transportation Policies & Procedures Manual 2026-2027



**APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 07/23/2026**

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Foreward

The Handbook will serve as a guide to amplify or set forth procedures for implementing and carrying out Board Policies. The Handbook shall be approved by the School Board.” Nothing in this Handbook is intended to supplant or supersede Board Policies.

Transportation Department employees are expected to read and maintain a copy of this handbook as a guide to normal operations. The successful completion of tasks related to pupil transportation requires strict adherence to all rules and standards of procedure, along with the application of sound judgement in the event of emergency situations.

Department Information

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Purpose

The purpose of this document is to establish standards and expectations of safe practices in the transportation of students. This document establishes mandatory guidelines for safe student transportation, vehicle maintenance, and regulatory compliance.

New Employees

Welcome to the Franklin County School District Transportation Department. It is our responsibility to provide appropriate training and a safe working environment for each employee. The Florida School Bus Driver's Handbook v. 2021 will be provided to you to assist in ensuring that you have received all the appropriate training. The training you receive as detailed in the handbook will become part of your personnel file. All new employees will be trained by an on-staff certified trainer following the Florida Department of Education guidelines.

Dress Code

1. All employees are expected to dress in a professional manner and in such a way that is appropriate for a school environment.
2. Any garment or object with obscene or offensive language or drug, tobacco or alcoholic beverage or firearm advertisements or depictions on it may not be worn.
3. Employees may not wear tank tops, short-shorts, bodysuits, tube tops, midriff blouses, or halter-tops.
4. Shirts must be worn at all times.
5. The waistband of shorts, slacks, skirts and similar garments shall not be worn below the hips. Clothes should be free of tears.
6. Clothes or footwear that could pose a work hazard may not be worn. While operating or working aboard a bus, high-heeled shoes, clogs, footies, exercise sandals, thongs, or any footwear that is not firmly attached to the feet are prohibited. Drivers and monitors should wear shoes that provide good traction.
7. Walking shorts are permitted and should be a maximum of 2 inches above the knee.

Employee Identification

1. Every employee in the Transportation Department has been issued an employee badge. For the sake of security, employees are advised to keep these badges in a secure location when not at work. Place these badges on your shirt or around your neck in the mornings by the time you arrive at your bus storage location. The tag must be worn all day while on duty or while on District property.
2. In this time of increased security awareness, it is essential that others know you are authorized to be on District property and that you are a District employee.
3. If you need a replacement, contact the Human Resource Office.

Cell Phone/Personal Electronic Devices Use

School Board Policy 8000 Operations PO8606, PO8625
FS 812.15, 316.305, 316.306

On School Buses

- **School Bus & Van Drivers:** Use of cellular phones on buses and vans are prohibited except for the below listed conditions:
- **In case of an emergency** – In case of an emergency the bus shall pull over to a safe place and the call may be made. Under no conditions shall a cellular phone be used while the bus is being driven or while waiting in traffic. Cellular phones shall be turned off while on the bus. Use of earphones, smart watches, or blue tooth devices are not permitted while operating a school bus.
- **When the bus does not have students aboard** - park in an appropriate parking area, turn the cellular phone on and place the call. These conditions also apply to any cellular phone that has two-way radio capabilities.

Normal Workday

The normal workday consists of a morning and afternoon route with a guarantee of four (4) hours per day. The start and end of the day is dependent upon the school bell schedule and length of the route assigned to.

Tardiness

- Employees who report to work after the start of their shift are late (tardy). Employees are expected to report to the designated/assigned bus parking area in time for a proper and thorough morning pre-inspection and be at the first stop when indicated on the route sheet.
- It is each employee's responsibility to notify the transportation manager as soon as possible to let them know the reason for the tardiness.

Hours of Service for School Bus Drivers

1. District school bus drivers are entitled to safe working conditions and the students we transport are entitled to safe and effective transportation service.
 - a. Note: Title 49, Part 395 of the Code of Federal Regulations pertains to hours-of-service requirements and restrictions for commercial motor vehicle drivers. The Federal Register (Vol. 76, No. 248, December 27, 2011) notes, "The objective of the rule...is to reduce both acute and chronic fatigue by limiting the maximum number of hours per day and week that the drivers can work." The Register goes on to say, "research studies have demonstrated that long work hours, both daily and weekly, lead to reduced sleep and, in the absence of sufficient recovery time, chronic fatigue. Fatigued drivers have slowed reaction times and a reduced ability to assess situations quickly. The research has also shown that commercial motor vehicle (CMV) drivers (like most other people) are unable to assess their own fatigue levels accurately and are, therefore, often unaware that their performance has degraded. In addition to the safety concerns, recent research has linked long work hours and the

resulting curtailment of sleep to a range of serious health effects, particularly when combined with a job that is basically sedentary, like truck driving. These health conditions—including obesity, high blood pressure, other cardiovascular diseases, diabetes, and sleep apnea—not only shorten drivers' lives but also can result in substantial ongoing medical costs and put drivers' medical certifications at risk. CMV drivers suffer from these conditions at a higher rate than the population as a whole."

2. For the purpose of this procedure:
 - a. "Workday," "working day," "duty day," or "on duty" time begins with the first assigned task, generally the start of pre-trip inspection time. "Workday," "working day," "duty day," or "on duty" time ends with the last assigned task, generally the end of post-trip inspection time.
 - b. "Driving time" or "driving day" includes any time spent operating the school bus once the workday has begun.
3. While some aspects of 49 CFR 395 lack direct applicability to the school bus transportation realm, particularly with respect to the length of continuous driving legs and consecutive long driving and duty days, the risks associated with fatigued driving should be considered in planning, policy, and procedure. For instance, school bus driver's work days typically begin very early in the morning and consist of split shifts of 1.5 -2.5 hours each. Most bus Drivers do not consistently have other duties during the time between their shifts, but they do have the opportunity to accept additional trips during that time. Drivers have additional driving opportunities in the evenings, which could cause driver fatigue.
4. School bus drivers have a duty not to operate their buses while impaired by fatigue. They shall notify their transportation manager immediately when they are too fatigued to operate their bus. There is no trip worth jeopardizing the safety of students due to driver fatigue.
5. Federal Regulations stipulate that CMV Drivers transporting passengers shall not drive:
 - a. more than 10 hours following 8 consecutive hours off duty, or
 - b. after being on duty 15 hours following 8 consecutive hours off duty, or
 - c. after being on duty more than 60/70 hours in any 7/8 consecutive days.
 - d. Note: The National Congress on School Transportation, in its National School Transportation Specifications and Procedures Manual (sponsored in part by the National Association of State Directors of Pupil Transportation Services and the National Association for Pupil Transportation), says that drivers shall comply with federal regulations governing hours of service (49 CFR 395.5). It is noted here in this policy that those regulations pertain to school bus drivers engaged in interstate commerce (transportation of people across state lines, in this case).
6. District school bus driver shall not drive a school bus:
 - a. more than 10 hours in a duty day; or
 - b. after being on duty 15 hours unless the bus driver is not assigned duties during the 7-hour period between morning and afternoon bus schedules, in which case the working day may be extended to 16 hours; or
 - c. unless the school bus driver has had at least 8 consecutive hours off duty before the workday; or
 - d. after having 60 hours total on duty time in any 7-day period.
 - e. Note: Bus Drivers involved in evening trips shall remain close to their school buses and observe quiet rest time at the activity site.
7. The transportation manager shall not compel school bus drivers to accept driving assignments that put them over 8 hours driving time or 12 hours of work day, and no school bus Driver shall be compelled to have more than 10 hours driving time in a day nor more than 15 hours of work day in a day.

Payroll

The District should pay employees for the work it requires them to perform, and employees should perform the work for which they are compensated. Time must be reported accurately and in a timely manner to ensure correct compensation.

Time & Extra Time Reporting

1. The transportation manager will establish an AM & PM report time and communicate the report time for the associated route to all permanent employees within their routing responsibilities.
2. All drivers' extra time is reported through field trip/athletic trip packets, bus driver time sheet (when route exceeds 4hrs per day) or activity logs.
3. Drivers will clock in and out at the end of their AM run, and again prior to the PM run with exception to missed routes due to extracurricular driving. Drivers do not clock in; a trip packet will take place of a clock in and out.
4. Drivers will not be paid for time worked when timesheets are submitted after the payroll deadlines until the next pay period.
5. Drivers will need to submit all extra time.
6. Monitors will not be paid for time worked when time sheets are submitted after the payroll deadlines until the next pay period.
7. Monitors will need to turn time sheets in every Monday of work completed with the signature of the driver and monitor.
8. All time sheets will be turned into the transportation manager or designee.
9. Drivers will only be paid for work that exceeds the 4-hour contract time. IE total route time is 3 hours, and a driver fuels a bus, takes a bus in for inspection or routine maintenance, the time spent may fall within the 4-hour contracted time. When a driver is on a field trip, the paid trip time will begin after the contracted morning time ends and will end prior to when the contracted afternoon time begins. If a field trip or athletic trip takes place during the regular route, a TDY will be used in place of the route time. If a trip begins prior to the driver fulfilling the 4-hour contracted time, the start time will be amended to reflect the end of the 4-hour contracted period. IE, a driver's 4-hour end time is 4:15 and the trip begins at 4:00, the start time of the trip will be adjusted to 4:15.

Pre-Trip & Post-Trip

1. Fifteen (15) minutes daily to conduct the required comprehensive start-of-day pre-trip inspection, utilizing the department inspection checklist.
2. Thirty (30) minutes after unloading morning run to check for students, items left behind, sweep the bus, close the windows, morning meetings, check in with the transportation office, completing & turning in paperwork or any additional duties required by the transportation manager. See Bus Driver Job Description.
3. Five (5) minutes daily to conduct the required midday pre-trip inspection.
4. Ten (10) minutes daily to conduct the required end-of-day post-trip inspection and clean-up, utilizing the department inspection checklist.

Note: Pre- and post-trip inspections and the time allocated to complete them are all a part of the work day. Failure to complete these inspections in the manner in which they are prescribed represents a failure to complete required safety inspections and a claim for compensation for which work was not performed. Failure to follow policy and procedures will result in disciplinary action.

Extra Time/Overtime Evaluation

1. Audits shall be conducted multiple days to establish “typical” report times for employees.
 - a. The “report time” times shall be the time the bus Driver is to report to the bus to complete their pre-trip so they can be in position and ready for students. The transportation office shall monitor GPS for indications of early arrivals. They shall also note and resolve any repetitive “sit-and-wait” scenarios before the start of the first morning run.
 - b. GPS and fueling records shall be reviewed to determine the appropriate number of fueling stops required over the course of the week. Typically, a school bus with a 100-gallon fuel tank can travel approximately 400 -500 miles on 1/2 tank of fuel. Fueling should occur 1 or 2 times per two weeks at most, with exception of buses running extra activities. For most buses DEF fueling can be coordinated with maintenance or inspection, with exception of buses running extracurriculars. The transportation manager shall examine each driver’s daily route distance to determine the appropriate number of times a bus should be refueled.
 - c. Audits will also include verification that required pre-trip and post-trip inspections are being conducted.
 - d. Audits will also include verification routes are run as designed. Routes shall not be adjusted in order to accommodate monitors pickup from their homes. Routes changes will be communicated with the transportation manager and only in the event of an emergency or safety hazard.
2. Work that will result in claims for additional pay shall be approved by the transportation manager in advance.

Leave

1. Leave requests must be submitted to the transportation manager. Voice mail messages, text messages or verbal requests are not acceptable. Any requests for annual leave shall be approved in advance by the transportation manager, leave requests must be submitted using the appropriate form in sufficient time for the manager to deliberate and act upon the leave request.
2. A minimum of two weeks’ notice is preferred for leave requests, except in case of emergency, when a shorter lead time may be allowable.
3. For emergency/sick leave. Employees shall notify the transportation manager prior to, or within one hour, of the start of the workday when using sick leave, except in case of extreme emergency.
4. Bus drivers shall notify the transportation manager personally utilizing managers cell phone. Every effort should be made to speak to a live person to facilitate timely run coverage. This notification shall be made prior to the start of the employee’s workday, except in case of emergency.
5. When requesting leave, employees should indicate their expected return date. Employees are expected to communicate prior to the next working day beyond the initial call if they need to take sick leave for additional days without an expected return date.
6. For all other policies regarding leave, see the FC School District Employee Handbook.

Driver Records (Motor Vehicle Reports)

1. The Transportation Department will obtain the weekly add/change record report from the Department of Highway Safety and Motor Vehicles (MOTRS) for each regular school bus driver, substitute school bus driver, or any other individual certified to operate a school bus or student transport van by the District.
Note: Twenty (20) days prior to any action taken against a driver's license, the driver is expected to receive a letter from the Department of Motor Vehicles (DMV) as a warning for them to take care of the issue that threatens their license. Concurrently, the District is expected to receive an MVR with a notation to the same effect.
2. School bus drivers shall inform their Manager of any notification they receive regarding any change, impending change, or threatened change in their driver's license status within one (1) working day of receiving the notification and provide them with a copy of that notification.
3. When the status of a school bus driver's license changes or is expected to change:
 - a. The Manager shall notify the school bus driver of the situation in writing and provide a deadline and requirement to follow up with documentary proof that the matter has been corrected (i.e., receipt from the DMV);
 - b. a copy of the written notification and any subsequent documentation shall become a part of the school bus driver's District driving record;
 - c. the MVR shall be annotated with each step taken to reconcile the school bus driver's license status; and
 - d. the school bus driver shall be removed from service if all requirements have not been met by the deadline.
4. The Department Secretary will maintain the listing of all active School Bus Drivers.
5. Driver records will be reviewed prior to the start of every term – fall, spring, and summer – by the Transportation Manager or designated personnel. Drivers with expired licenses or medical card will be removed from service until the matter has been cleared up.
6. Any district employee who operates a school bus or transports students in a school district owned van with a suspended or revoked driver's license and/or medical examination card shall be subject to disciplinary action which may include suspension or dismissal by the School Board.
7. Upon review of records, active school bus Drivers who have amassed eight (8) points within a twelve (12) month period will automatically be required to attend a state approved defensive driving course at school bus Driver's expense before resuming driving for the District.
8. Upon review of records, active school bus Drivers who have amassed twelve (15) points within a twelve (12) month period shall be subject to disciplinary action which may include suspension or dismissal by the School Board.

New Hires

1. Any new driver trainee/substitute school bus driver candidate who has a conviction for DUI/DWI with in the previous 10 years will be disqualified from driving for the District.
2. Any of the following infractions or offenses will render a candidate unqualified and, therefore, ineligible for employment:
 - A. falsifying an accident report
 - B. more than twenty (20) points on license
 - C. passing a stopped school bus
 - D. more than two (2) careless driving infractions within any one (1) year period
 - E. failing to give notice of a crash to a local police department or county sheriff when such crash results in injury to or death of any persons or damage to any vehicle or other property in an apparent amount of at least \$500
 - F. fleeing or attempting to elude a police officer
 - G. leaving the scene of an accident involving injuries or property damage
 - H. more than three (3) moving violations within the past five (5) years including adjudication withheld
 - I. loss of or suspension of driver's license for traffic-related offenses/violations of F.S. Chapter 316, or multiple non-traffic related offenses
 - J. use of a wireless communication in a handheld manner while operating a motor vehicle in a designated school crossing, school zone, or work zone area as defined in F.S. 316.003, which is a violation of F.S. 316.306

Receiving & Processing Complaints Office Staff

1. When receiving a complaint, always be professional and courteous.
2. Collect complaint information. Information should include:
 - a. Driver Name (if known)
 - b. Bus Number
 - c. Date, time, and location of incident
 - d. Complainant name
 - e. Nature of complaint
 - f. Complainant phone number.
3. Investigate the complaint. Pull GPS information, then video if necessary. Contact the driver and discuss the incident. If the complainant requests a return phone call, give a brief review of the findings without giving out any sensitive information. For serious incidents, the Transportation Manager will handle the investigation and follow up with all parties.

Belligerent/Abusive Complainant

1. In the event the complainant is belligerent or uses abusive language, remind the complainant that you are trying to assist them. Further, warn the complainant that if he/she continues to use abusive language you will end the call.
2. If the caller continues, excuse yourself and terminate the call.
3. In the event the caller calls again, repeat steps 1 and 2. Continued abusive calls should be referred to the Transportation Manager.

Belligerent/Abusive Parent/Guardian at a Stop

4. In the event a parent has a complaint at the bus stop, the driver should ask the parent to contact the transportation department. Parents holding a bus driver at a stop during loading or unloading present a safety hazard for students boarding and those present on the bus.
5. If a parent/guardian is belligerent, yelling, etc., the driver is the first line of defense for the students present. Students are the top priority. Do not entertain the behavior. If all students are on board, calmly close the doors, alert the transportation office/manager and proceed to the next stop. If students are boarding, ask the person to move away from the doorway or you will alert law enforcement. Again, student safety is the top priority. If the person does not move to allow all students to board, the driver will immediately contact the transportation department manager with the stop location, name/description of the individual so that the manager can contact law enforcement. When all students have boarded, close the doors and proceed to the next stop.
6. In the event a person boards the bus, the driver is the first line of defense. The driver will verbally alert the person that it is unlawful to board a bus and they must leave immediately. Alert the unauthorized individual that law enforcement will be contacted and it is an arrestable offense. Call the transportation office and law enforcement if the individual refuses to exit the bus. Communicate with the transportation manager/dispatch. If possible, the driver or monitor, if applicable, shall stand between the seat, aisle and steps to keep the individual from gaining access to the students. Once the individual has been removed from the bus, the driver will proceed to the next stop. The driver and transportation office shall remain in contact.

Department Communications

Mailbox Usage & Responsibilities

1. All employees have a designated mailbox in the Transportation Office.
2. Do not randomly remove material from others' boxes.
3. Mailboxes are labeled with the name of the individual.
4. The whiteboard has upcoming activities, the board is updated anytime a new activity or change is

needed. The Board generally has information regarding routes, trips, absences, coverage etc. for a month out.

5. The department has a group text thread to update any needed changes. Employees are expected to keep a check on the thread and reply appropriately.
6. Employees are expected to check mailboxes, text threads, and the whiteboard each morning after the end of their run.

Employee Training

Annual In-Service Training

1. School bus drivers are required to receive eight (8) hours of in-service training each year. Annual In-Service will coincide with the mandatory workdays deemed by the district calendar. Normally within the first ten days prior to the first school day each August.
2. Any driver that misses part or all the Inservice will make up the 8-hour day at the convenience of the Driver Trainer and Transportation Manager.
3. School bus drivers have 11 contracted workdays each year without students present. The workdays will be utilized for departmental meetings, policy and procedure refreshers, Inservice, and any additional training deemed necessary by the transportation manager.

District Fuel

Fueling District Owned Vehicles

1. It is the duty of every District vehicle Driver and supervisor to ensure vehicles are operated in a responsible and diligent manner to ensure their use and the consumption of fuel is appropriate and authorized.
2. When fueling, no cell phone or smoking is permitted at fueling facilities or within 50 feet of the pump locations. All passengers and drivers must disembark the vehicle during refueling. This applies to all fueling, whether at a district owned refueling site or privately owned fuel station.
3. Each gallon of fuel dispensed from a district owned fuel facility and used in a district owned vehicle must be accounted for. Fuel is not to be obtained without documentation.
4. All bus drivers and mechanics will be given a unique identification number to fuel at the district owned fuel site. Each person fueling will log in the assigned vehicle number, current vehicle mileage and their unique ID number to begin fueling. If the pump system is down, each vehicle has a mileage log in place. The log should be filled out with the current mileage, date, vehicle number as well as the amount of fuel pumped.

5. Buses are to fuel at the district owned fuel site. Only when a bus is on an extended trip will it be allowable to utilize a privately owned fueling station. Bus drivers going on extended trips should top off the bus at the district fueling site and check out a fuel card from the transportation office. The mileage log should be utilized.
6. When fueling white fleet, a fuel card may be checked out with the transportation office. The mileage log in the vehicle should be completed each time the vehicle is fueled.
7. Fuel is not to be pumped at the district site or with a fuel card into privately owned vehicles.

Accidents

Witnessing Accidents

In the event you witness an accident the following procedures should be followed:

1. Contact the transportation office via radio to explain that you have witnessed an accident and be prepared to give the location of the accident and a phone number where you can be reached in case the investigating officer needs more information. We will notify law enforcement and leave your name and phone number. It is not necessary for you to stop. Your priority is to your students. Follow these procedures if you **do or do not** have students onboard.
2. If you do not have students on board, it is your choice to stop and render aid. Notify the transportation office and make sure that you can safely park the bus and are not hindering the process. you notify the dispatch. If you have students on the bus, the students are our priority and should be taken to their assigned stops.
3. Any time a bus is in an accident or contributes to an accident you are required to stay at the scene whether you have students onboard or not (no exceptions).

Vehicular Accident – School Bus

Bus Drivers are required to immediately report all accidents involving any degree of personal injury or property damage to the transportation office. This includes the contact between the school bus and other vehicles or fixed objects. The bus must be inspected by the mechanic before it is cleared to be returned to service.

Accident procedures to be followed by the Bus Driver at the scene of the accident:

1. REMAIN CALM. *Immediately* notify dispatch/transportation manager of the accident with the school bus number and location; speak clearly. If possible, report the circumstances that led to the accident and whether emergency services and equipment are required. Stay on or near the radio for additional instructions. Remain in close contact with dispatch either by radio or cell phone.
 - a. Secure the bus.

- i. Move the bus off the road, if possible.
 - ii. Turn off the ignition switch and remove the keys.
 - iii. Set the parking brake and activate hazard flashers.
- b. Remain calm and reassure the passengers. Remember, they need a leader. You cannot lead them if you are not calm, confident, and reassuring.
2. BE ALERT for the possibility of fire.
 - a. Check for ruptured gas tank and/or fuel line.
 - b. Check for smoking electrical wires
 - c. Check for smoke coming from the engine compartment.
 - d. EVACUATE THE SCHOOL BUS IF ANY OF THE ABOVE ARE PRESENT
 - e. Set up warning devices; use three triangular reflectors and/or three flares, if necessary.
3. Check passengers for possible injury and proceed with care as needed. Be aware that your initial sense of the need for medical response might change. Do not attempt to move injured passengers if spinal or neck injuries are suspected. Complete the accident passenger list by checking off each student that is on the bus at the time of impact.
4. Keep passengers on the bus unless conditions warrant their removal, students are usually safer if they remain on the bus. If removal is necessary, evacuation procedures should be initiated. If evacuation is necessary, move the passengers at least 200 feet away from the bus. Do not allow students to leave your supervision and always maintain order and control of all passengers.
5. Account for all passengers. Have your attendance sheet available to provide student information to the transportation manager, principle or designee and to law enforcement. Ensure you have passenger names, addresses, phone numbers, birth dates, and seat locations prepared as quickly as possible.
6. Notify the transportation manager or designee if a spare bus, a mechanic, or a tow truck is needed.
7. Protect passengers and the bus from further accident and/or injury. If the bus is in a hazardous location, move to a safer location if possible. Continue to monitor passengers for signs of injury or distress.
8. Move your bus under the direction of the Transportation manager, designee, or law enforcement officer.
9. Discuss the facts of the accident only with the investigating officer and your supervisor. Do not discuss the accident with ANYONE except the responding transportation personnel, your supervisor, and law enforcement. Have the following information on hand:
 - a. Passengers' names, addresses, phone number, birth date and seat location.
 - b. Franklin County School District Insurance Card, vehicle information (make, model number, identification number, etc).
 - i. Driver's license (CDL) and Medical Examiner's Card.

Note: Failure to comply with the above procedures may result in disciplinary action and/or dismissal.

Note: A post-accident drug and alcohol test may be required.

Accidents Involving Animals

1. A school Bus Driver should never swerve or make a hard stop to avoid hitting a small animal. The safety and well-being of your passengers and fellow motorists must come first. An emergency stop or swerve to avoid an animal may result in an on-bus injury.
2. A Bus Driver hitting a small animal with his/her school bus must not stop the bus if transporting students. Report the incident to the Transportation Department at the first opportunity.
3. If the Bus Driver injures or kills a small animal, while driving the bus without students present, he/she may stop if the route permits and a safe location is available.

Vehicular Accident — Other Than School Bus

1. Remain calm.
2. Remove the vehicle(s) from the road if possible.
3. Check for injuries and attend to those requiring immediate assistance. Do not attempt to move injured passengers if spinal or neck injuries are suspected.
4. Contact the transportation office immediately. Transportation will send designated personnel. Insurance and registration for the vehicle shall be found in the glove box of said vehicle.
5. Be prepared to complete a formal accident investigation package with the responding District investigator.
6. Do not discuss the accident with anyone except the responding transportation personnel, your supervisor, and law enforcement.

Vehicular Accident — White Fleet Vehicles

District vehicle Drivers are required to immediately report all accidents involving any degree of personal injury or property damage to their departmental supervisor and to the Transportation Department. This includes the contact between the District vehicle and other vehicles or fixed objects. Law enforcement shall be notified immediately in the event of ANY accident involving a District vehicle occurring off District property.

Accident procedures to be followed by the vehicle Driver at the scene of the accident:

1. Remain Calm. Immediately notify your supervisor and the transportation manager.
2. Secure the vehicle.
 - a. Move the vehicle off the road, if possible.
 - b. Turn off the ignition switch and remove the keys.
 - c. Activate hazard flashers.
3. Remain calm and reassure your passengers.
4. BE ALERT for the possibility of fire.
 - a. Check for ruptured gas tank and/or fuel line.

- b. Check for smoking electrical wires
 - c. Check for smoke coming from the engine compartment.
 - d. EVACUATE THE VEHICLE IF ANY OF THE ABOVE ARE PRESENT
5. Set up warning devices, if available.
6. Check passengers for possible injury and proceed with care as needed. Make the call if an ambulance is needed. Do not attempt to move injured passengers if spinal or neck injuries are suspected.
7. Keep passengers in the vehicle unless conditions warrant their removal. Maintain order and control of all passengers.
8. Account for all passengers.
9. Notify your supervisor if a tow truck is needed.
10. Protect passengers and the vehicle from further accidents and/or injury. If the vehicle is in a hazardous location, move to a safer location if possible.
11. Discuss the facts of the accident only with the designated transportation personnel and your supervisor. Do not discuss the accident with anyone except the responding school district personnel, your supervisor, and law enforcement. Have the following information on hand:
 - a. Passengers' names, addresses, phone number, birth date and seat location.
 - b. Franklin County School District Insurance Card, vehicle information (make, model number, identification number, etc).
 - c. Driver's license.
12. Complete all required reports.
13. After the accident, the vehicle must be inspected by the school board mechanic prior to placing back in service.
14. Failure to comply with the above procedures may result in disciplinary action and/or dismissal.
15. A post-accident drug and alcohol test may be required per Section 8000 po 8442 School Board Policy

Dispatch Accident Checklist

- ☐ Notify law enforcement if the driver has not made the call
- ☐ Notify the Transportation Manager
- ☐ Contact the school by telephone
- ☐ Ask the principal/assistant to send out all call to parents via phone and FOCUS.
- ☐ Set up a reunification location for students involved in the accident but not injured.
- ☐ Update accident reports as information updates become available

Vehicular Accident Investigations

1. Upon notification of the occurrence of a vehicle accident, the transportation manager shall proceed immediately to the scene of the accident.
2. The investigator should take the department's accident investigation kit to the scene consisting of the following:
 - a. Paper and pen/pencil
 - b. Accident investigation forms.
 - c. Drug and alcohol test order if needed
 - d. Camera
 - e. Tape measure or other similar measuring device
 - f. Handheld Radio
3. The following assignments pertain to the designated departments. Department heads shall designate appropriate personnel to respond immediately as appropriate:
4. Transportation Manager:
 - a. Act as the District incident commander.
 - i. Account for students evacuated by EMS
 - ii. Request additional scene requirements (crowd control, barricades and partitions, etc.) from the overall incident commander (either the law enforcement officer processing the scene or EMS when there are injuries).
 - b. Conduct the District's accident investigation
 - i. Provide bus accident rosters to law enforcement and EMS
 - ii. Interface with the law enforcement entity investigating the accident in order to complete your investigation.
 - iii. Take comprehensive accident scene and vehicle photographs in a manner that shows how the accident occurred and what the result was.
 - iv. Request assistance from the district mechanic to identify and photograph mechanical defects on vehicles involved in the accident
 - v. Request a bus and driver to transfer uninjured students released by law enforcement to an appropriate location for reunification with parents/guardians.
 - c. In the absence of a cordon established by law enforcement, cordon the accident scene and students; allow no students to depart without proper authorization
 - d. Conduct on-scene reunification where appropriate after clearance from law enforcement to release students.
 - e. Maintain on-scene central accounting of student emergency transportation and release to parents. Must have confirmation that the student is being released to parent or guardian by correct name and check of driver's license. The parent or guardian must also sign the student out by name and signature, on the student roster accident check out form.
 - f. Request additional on-scene assistance from school administration if appropriate.

- g. Transportation Secretary
- h. Communicate with school personnel and assist the manager with duties off site.
- i. Oversee the dispatch operation
- j. School Principal or designee
- k. Assist Transportation Department Manager in conducting on-scene reunification where appropriate
- l. Oversee one-to-one follow-up phone contact with parents where appropriate
- m. Send out communication via one call and FOCUS regarding the incident
- n. Coordinate reunification for students not released at the accident site.
- o. Communicate with the media as appropriate

Serious Vehicular Accidents

1. Upon notification of the occurrence of a vehicle accident that could be classified as a “serious accident scene,” department and district resources must be deployed immediately. A “serious accident scene” includes scenarios involving multiple student injuries, motorist fatality, bus rollover, bus fire, or other significant factors bearing on the health and welfare of students and/or an elevation of parent or public interest in the accident.
2. The first priority upon notification of a serious vehicular accident is the safety and welfare of those involved. Other than
3. Once the safety and well-being of students has been assured, the next priority at the accident scene is the complete accounting for students. On-scene reunification poses significant risks to our need to account for students as the press of parents asking for their children to be released to them exposes us to the potential that someone who is not authorized to take custody will take advantage of the hectic scene and take their child without authorization. Child custody scenarios can be very complex and are not generally adequately resolved at the accident scene. Further, the process of verifying parent identity at the scene is time-consuming and can quickly devolve to a point of diminishing benefit as it takes longer to perform reunification at the scene than it does to simply transport them home. Therefore, whenever possible, students should be transported to the school and on-scene reunification with parents avoided whenever possible.
4. The following assignments pertain to the designated departments. Only those with specific responsibilities described in this SOP are permitted within the accident perimeter but are encouraged to stand by to assist when called upon. It is important to the orderly control and disposition of the scene that ONLY essential personnel enter the perimeter. Department heads shall designate appropriate personnel to respond immediately as appropriate:
 - a. Transportation Manager:
 - i. Verify roles and responsibilities are met to ensure proper care and accounting of

- students and disposition of the accident scene and District vehicles
- ii. Ensure students evacuated by EMS are accounted for
- iii. Request additional scene requirements (crowd control, barricades and partitions, etc.) from the incident commander (either the law enforcement officer processing the scene or EMS when there are injuries) via Protection Services personnel if they are at the scene
- iv. Coordinate emerging requirements as the situation and scene evolve
- v. Maintain communication/provide updates to Superintendent
- vi. Maintain communication with Dispatch via radio
- vii. Conduct the District's accident investigation
 - 1. Provide the student accident bus rosters (with the name of the student, DOB, address, phone number, student ID#) and the seating chart to law enforcement and/or EMS
 - 2. Interface with the law enforcement entity investigating the accident in order to complete your investigation.
 - 3. Take comprehensive accident scene and vehicle photographs in a manner that shows how the accident occurred and what the result was.
 - 4. Request assistance from District mechanic to identify and photograph mechanical defects on vehicles involved in the accident
- viii. In the absence of a cordon established by law enforcement, cordon the accident scene and students; allow no students to depart without proper authorization
- ix. Maintain on-scene central accounting of student emergency transportation and release to parents
- x. Request additional on-scene assistance from school administration if appropriate
- xi. Maintain communication with Dispatch via radio
- b. Transportation Department Secretary
 - i. Dispatch, maintain communication with the on-scene manager.
 - ii. Maintain communication with Dispatch via radio
 - iii. Provide off-site assistance to the school staff and administration for (from the Transportation office) coordination of supplemental resources (back-up/hospital transport buses, accident scene clean-up, additional rosters, call updates
 - iv. Provide communication and coordination with off-site departments.
 - v. Oversee the dispatch operation.
- c. School Principal or designee
 - i. Assist in conducting reunification where appropriate
 - ii. Make personal one-to-one follow-up phone contact with parents
 - iii. Speak with parents of students at the scene; maintain contact with them in order to keep them informed

- iv. Activate a call out via phone and FOCUS
- v. Make follow-on notification to parents regarding reunification upon direction of the on-scene commander
- vi. Push all department accident scene radio traffic to channel 3
- d. Administration or designee
 - i. Coordinate as appropriate with the transportation manager
 - ii. Coordinate scene requirements (crowd control, barricades and partitions, etc.) with the transportation manager (either the law enforcement officer processing the scene or EMS when there are injuries)
 - iii. Identify the incident command post/reunification location to the correct personnel
 - iv. Establish, staff, and maintain the reunification center (provide location to transportation manager, secretary and public relations) and the conduct of the reunification effort
 - 1. Designate the reunification center and advise the Transportation Department and the Public Relations Coordinator of its location and any other pertinent details regarding it
 - 2. Coordinate with school staff to ensure proper parent/guardian identification
 - 3. Document all students released to parents/guardians and to whom they were released
- e. Public Relations Coordinator
 - i. Communicate with the media as appropriate
 - ii. Meet with media behind barriers
 - iii. Obtain status reports from the Transportation Manager
- f. Superintendent, Security, Operations, District Directors , School Board Members, school assistant principal(s): On-scene duties as appropriate. Assist and support staff on and off site, as well as parent/student support.

Activity/Athletic Trips/Field Trips/Extra Curriculars

1. All extra curriculars above the allotted four (4) hour per day drive time will be sent out via communication in the form of a group text strand. Trips will also be added to the whiteboard calendar in the office along with the activity calendar being sent out.
2. Assignment of activity trips shall be the sole responsibility of the Transportation Manager. Activity trips shall be assigned in an equitable manner to all permanent drivers and substitute drivers when requested for availability purposes.
3. Activity/Field trips that interfere with daily routing will be handled on a case-by-case basis determined by sub-driver availability.
4. Driver time will be taken into consideration anytime an extracurricular/activity trip is assigned. If the total hours affect drive time for the following day, the driver will not be allowed to run the route assignment and the activity trip. The driver will be given a TDY for the missed assigned routes which will be subtracted from drive time on the activity sheet.

Bus Assignment

1. Buses utilized for activity trips will generally be the buses normally driven by drivers regularly assigned to those buses. However, if buses are pulled from the lot for activity trips, the mechanic shall ensure such buses are inspected for safety and reliability prior to the beginning of the trip.
2. Bus assignments will be at the discretion of the Transportation Manager.

Activity Request

1. School requests for school bus and driver support for activity trips are completed using the FMX application. Requests should be made at least two weeks in advance.
2. Requests should include date of trip, leave time, leave location, number of passengers, if a lift bus is required, physical address to the location and a general description of what the trip entails along with a return to campus time. The sponsor/teacher of the trip will provide the transportation office with a student roster as well as any adults that will be present on the trip prior to approval of the trip.
3. Transportation will process the request, if approved will assign a driver and communicate with the requestor for confirmation of the ability to fulfill the request. If denied, the transportation department will communicate with the requestor for reasons of denial.
4. The transportation department will complete an activity packet for the assigned driver and place the packet in the driver's mailbox. The driver will return the completed activity trip form to the Transportation Managers mailbox for payroll processing.

FRANKLIN COUNTY SCHOOL BOARD SAFE DRIVER PLAN

Purpose:

The safety and welfare of District students is of paramount importance to the School Board and Transportation personnel of the District and are charged with the responsibility of student transportation safety. Thus, it is essential that school buses and alternative Transportation be operated by properly qualified and licensed Drivers who meet all other requirements of State and Federal laws, State Board Rules, and School Board Policies for the transportation of students. 8600.04 - BUS DRIVER QUALIFICATIONS, CERTIFICATION, DISCIPLINE, AND TERMINATION

Administration:

The Transportation Manager will be responsible for the administration of this Safe Driver Plan.

Applicants:

The Board requires that each applicant for a bus Driver's position possess a valid Florida Commercial Driver License Class B with Passenger and S Endorsements, together with an acceptable driving record, a current valid medical examiner's certificate, and such other licenses and endorsements as may be required by applicable law and regulation, and meet all other minimum qualifications as may be required by Federal law, State law, State Board Rule, Board policy, and the District's safe driver plan. The driving record of all applicants shall be obtained from the Florida Department of Highway Safety and Motor Vehicles (DHSMV) and reviewed by the District as and when required by law to verify an acceptable driving history and compliance with the standards of this policy and applicable law and regulation.

At the time of initial employment, the Board shall require that the Driver of a school bus meet the following requirements: has five (5) years of licensed driving experience; has submitted to the Superintendent a written application for employment in a form prescribed by the Board; and has filed a set of fingerprints for the purpose of the required background check for determining criminal record.

An applicant who is determined by the criminal background check required of all applicants to have been convicted of a crime of moral turpitude shall not be employed as a school bus Driver.

Any of the following infractions or offense will render a candidate unqualified and, therefore, ineligible for employment:

- A. falsifying an accident report
- B. more than twenty (20) points on license
- C. passing a stopped school bus
- D. more than two (2) careless driving infractions within anyone (1) year period
- E. failing to give notice of a crash to a local police department or county sheriff when such crash results in injury to or death of any persons or damage to any vehicle or other property in an apparent amount of at least \$500
- F. fleeing or attempting to elude a police officer
- G. leaving the scene of an accident involving injuries or property damage
- H. more than three (3) moving violations within the past five (5) years including adjudication withheld
- I. loss of or suspension of driver's license for traffic-related offenses/violations of F.S. Chapter 316, or multiple non-traffic related offenses

J. use of wireless communication in a handheld manner while operating a motor vehicle in a designated school crossing, school zone, or work zone area as defined in F.S. 316.003, which is a violation of F.S. 316.306

Employees & Substitutes

All employees and substitutes are required to submit to follow-up criminal background checks and random Substance and Alcohol testing in accordance with Federal and State law.

Prior to transporting students on a school bus and being in pay status, each Driver shall meet the following requirements:

- A. Hold a valid Florida Commercial Driver license Class B or higher with a Passenger and a School Bus endorsement.
- B. Successfully complete a minimum of forty (40) hours of pre-service training consisting of at least twenty (20) hours of classroom instruction and eight (8) hours of behind-the-wheel training based upon the FL Department of Education's Basic School Bus Driver Curriculum, Revised 2006;
- C. Demonstrate the ability to prepare required written reports; effective positive communication and appropriately attired with closed toe and heel shoes.
- D. Be physically capable of operating the vehicle as determined by physical examination, given by a licensed medical professional designated by the School Board, and as determined by a dexterity test administered by the District;
- E. Demonstrate physical and mental capabilities required to carry out all assigned responsibilities as a school bus Driver; and
- F. Meets the qualifications describe in 49 C.F.R. Part 391, relating to physical qualifications and examination, which includes the physical standards established by the Federal Motor Carrier Safety Administration pursuant to 49 C.F.R. Sections 391.41 and 391.43

The District shall issue a certificate of training to each Driver who successfully completes the forty (40) hours of pre-service training provided by the Commissioner.

At least annually, the Board shall require that each Driver of a school bus meets the following requirements:

- A. Successfully complete and/or be in compliance with the requirements prescribed by this policy;*
- B. Successfully complete a minimum of eight (8) hours of in-service training related to the Driver's responsibilities for transporting students.*
- C. Successfully pass a dexterity test administered by the District and maintain a valid Medical Examiners Certificate (ESE-479) verifying that the Driver meets the requirements of 49 C.F.R. Part 391.*

Note: *At the time of reemployment, or if a School Bus Driver is returning from a leave of more than 30 calendar days, the School Board shall assure that each school bus Driver meets all of the requirements contained herein. If not more than a twelve continuous calendar month break in service or a leave greater than 30 calendar days has occurred, an Driver shall be required to complete eight (8) hours of in-service training related to their responsibilities for transporting students prior to driving a school bus with students. If a period exceeding twelve (12) calendar months has occurred, the Driver shall be required to successfully complete all of the requirements of A – F of the Section Employees & Substitutes of this plan.*

In addition to the requirements set forth above, a bus Driver employed by the School Board shall at all times during the term of their employment maintain a valid CDL class B or higher, with P and S endorsements, maintain an acceptable driving record, possess a current valid medical examiner's certificate, hold such other licenses and endorsements as may be required by applicable law and regulation, and meet all other minimum qualifications as may be required by Federal law, State law, State Board Rule, School Board policy, and the District's safe driver plan.

It is the intent of the Franklin County School District to protect its students from drivers whose certification is invalidated under Federal or State law. Any driver who operates a school bus with a license he or she knows, or should have known, is expired, disqualified, suspended or revoked shall be subject to discipline as follows:

- 1st occurrence – 12 Points assigned.
- 2nd occurrence within 10 years – 15 points assigned.
- 2nd occurrence in more than 10 years from the first occurrence – 12 Points assigned.

Note: The Driver will be afforded the use of leave time or unpaid time off up to 3 days to correct the issue if they suspect the suspension etc. was in error.

Due to the seriousness of the infractions, even without a Uniform Traffic Citation being issued, any School Bus Driver found while driving a school bus to have not stopped for a railroad crossing or crossing a railroad crossing while the crossing signals are activated will be assigned 15 points. The employee may apply for a career redirection within the District if other positions are available.

The driving record of all covered Drivers shall be obtained and reviewed prior to each fall semester and shall be subject to continuous screening by using the Automated School Bus Driver's License Record Check System through the Florida Department of Motor Vehicles and Highway Safety database.

Administration and Disciplinary Action

School Bus Drivers receiving a Uniform Traffic Citation (personal or employment related) must provide a copy of the citation to the Transportation Coordinator by the next business day or within 72 hours of receipt of the citation, whichever is less.

This Safe Driver Plan is based on an accrual point system, whereby points are applied to a variety of driving, policy or procedural violations. The accumulation of a certain number of points within a specific time period will result in disciplinary action against a Driver. Points and discipline under this plan are assessed for violations involving a District vehicle or any other vehicle personally or privately owned.

The accumulation of points within the specific time period will result in disciplinary action as indicated below: Note: If infractions occur while operating a school bus, penalties will be elevated to the next level; Example:

If the penalty is a Documented Verbal Reprimand it will become a Written Reprimand, a Written Reprimand will be a 3-day suspension. If the base penalty is a suspension, the number of days for suspension will be doubled from 3 to 6 or 15 to 30 days.

<u>Maximum Number Of Points</u>	<u>Time Period</u>	<u>Assessment Action</u>
1-3 Points	1 Year	Documented Verbal Reprimand
4 - 5 Points	1 Year	Written Reprimand
6 - 7 Points	1 Year	3 workday Suspension without Pay
8 – 9 Points	1 Year	5 workday Suspension without Pay
10 – 19 Points	1 Year	15 workday Suspension without Pay
20 Points	1 Year	Termination of Employment as a Driver
20 Points	2 Years	Termination of Employment as a Driver
20 Points	3 Years	Termination of Employment as a Driver

Points assessed under this plan will be deleted three (3) years following the date the points were assessed. One point per year will be deducted by qualifying for a Safe Driver Credit through an accident, incident and citation free twelve-month period of active duty.

Any bus Driver whose driving record is found to include a conviction, plea of guilty, nolo contendere, or adjudication withheld of guilt for any of the following infractions shall be subject to disciplinary action up to and including termination in accordance with the District's safe driver plan. Any driver involved in an accident involving a District owned vehicle, who did not receive a Uniform Traffic Citation, and the accident was reviewed by the Safety / Accident Review Committee and determined to be preventable will be assessed at ½ points based on the categories below unless previously addressed in this plan.

Points System:

<u>Violation Categories</u>	<u>Points</u>
Driving under the influence, intoxicated or unlawful blood alcohol level	15
Failing to submit to a sobriety test	15
Speeding – 15 MPH or less over the posted limit	3
Speeding – 16 MPH or more over the posted limit	4
Speeding in School Zone	8
Careless Driving	4
Reckless Driving	5
Seat Belt Violations	2
Failing to observe a Stop Sign or Traffic Light	3
Failing to observe a traffic instruction sign	3
Improper lane changing	3
Failing to have vehicle under control	3
Driving on the wrong side of the road	3
Improper Turning, Backing, or Passing	3
Failing to yield enter through highway	3
Failing to stop at railroad crossing with crossing signals activated in a Personal or Private vehicle	6
Failing to stop at railroad crossing with or without crossing signals activated in a School Bus	15
Failing to yield the right of way	3
Failing to use due care	3
Leaving the scene of an accident with property damage	4
Leaving the scene of an accident with injuries or fatality	12 to 15
Fleeing or attempting to elude a police officer	10 to 15
Passing a school bus whose student stop arms are deployed	15
Falsifying an accident report	10 to 15
At fault accident resulting in a fatality	15
Failing to give notice of a crash to a local police department or county sheriff when such crash results in injury to or death of any persons or damage to any vehicle or other property in an apparent amount of at least \$500.	10 to 15
More than ten (10) moving violations including adjudication withheld during a 5,7, 8 year period.	15
Loss or suspension of driver's license for traffic related offenses/violations of F.S. Chapter 316, or multiple non-traffic related offenses.	10 to 15

Failure to observe any other established driving law or regulation will result in an assignment of points between 0 and 15 depending on the severity of the violation. The above schedule will be used as a guideline for determination of points.

In addition, a bus Driver who violates Board policies regarding the unnecessary idling of school buses or using a wireless communication device, and/or not wearing their seat belt correctly while operating a school bus shall be subject to disciplinary action in accordance with the District Safe Driver Plan and receive not less than 3 points per occurrence. All bus Drivers must conform to the provisions of 49 C.F.R., Part 40 and Part 382, relating to the substance abuse testing and alcohol detection program. A driver testing positive for alcohol and/or a controlled substance under the provisions noted above shall be terminated from school bus driving duties.

A bus Driver who operates a school bus without a valid Commercial Driver's License Class B with Passenger and School Bus endorsements with or without knowledge that the license is not valid will be subject to a minimum of a three (3) workday suspension without pay. If it occurs a second time within a five (5) year period, the employee will be suspended without pay for 20 calendar days. A third occurrence within 10 years will be cause for termination as a school bus driver.

F.S. 1012.45, 1012.465

F.S. Chapters 316 and 1006

F.A.C. 6A-3.0141, 6A-3.0151, 6A-3.017

49 C.F.R., Part 40, Part 382, and Part 391.

REVIEW COMMITTEE

A. Franklin County School District Safe Driver Review Committee will be established to review all safety violations, citations, or accidents under the Safe Driver Plan.

B. The Franklin County School District Safe Driver Review Committee will be staffed as follows:

1. Two representatives from the Franklin County School District office.
2. Transportation Manager
3. Bus Mechanic
4. One person appointed by the Support Union.
5. Driver Trainer
6. SRO/Security Manager

C. The responsibility of the Franklin County School District Safe Driver Review Committee will be as follows:

1. To review all safety violations under the Safe Driver Plan.
2. To assess points according to Point Assessment Schedule in section when violations, citations, or accidents occur.
3. To serve as an appeal board.
4. To assign Remedial Training or Defensive Driving Course.
5. To assume any other duties as deemed necessary by the Safe Driver Chairperson.

The Franklin County School District Safe Driver Review Committee will meet as follows:

To review violations, citations, or accidents on an as needed basis for school bus Drivers and drivers of District-owned/leased vehicles.

The driving record of school bus Drivers will be reviewed at least annually. Points will be assigned according to the Point Assessment Schedule as violations, citations, accidents, or convictions occur.

Driver Notification

1. All employees under the Safe Driver Plan will be notified in writing by the Human Resource Officer of points being placed on their record in accordance with the Safe Driver Plan's Point Assessment Schedule as described in section IV.
2. All school bus Drivers or drivers of District-owned/leased vehicles receiving points will be informed of the number of points and the violation to which the points are assessed.
3. Drivers receiving notification will be required to sign the Violation-Citation Accident Review Form that they have been notified of the points assessed against their record.

It is the sole responsibility of the driver to read the Safe Driver Plan. The driver will complete, sign and return to the supervisor the form found on the next page.

SAFE DRIVER PLAN SIGNATURE PAGE

I hereby certify that I have read and received a copy of the Safe Driver Plan.

Name Printed (Legibly)

Employee #

Signature

Date

ADDENDUM

All Franklin County School District Employees who operate a Franklin County School District vehicle will also be governed by the Safe Driver Plan and Committee. Disciplinary actions for those employees will be administered by the Superintendent.

Employee Safety

1. It is every employee's responsibility in the Transportation Department to see that work is accomplished in a safe manner and to assist in providing a safe work environment for all students and employees.
2. Employees are to notify their supervisors of any unsafe situation that may exist.
3. Employees must wear and use any safety equipment required by their employer.

Alternative Transportation

1. Section 1006.22, Florida Statutes governs the safety and health of students being transported and includes a description of vehicles other than school buses that may be utilized for the transportation of students, and the circumstances under which they may be utilized. See Board Policy PO8660

Regular Transportation - In Other Vehicles

Regular transportation of students in motor vehicles other than school buses may occur only under the following conditions:

- A. when transportation is for physically handicapped or isolated students and the Board has elected to provide for the transportation of the student through written or oral contracts or agreements;
- B. when the transportation is part of a comprehensive contract for a specialized educational program between the Board and a service provider for instruction, transportation, and other services;
- C. when transportation is provided through a public transit system;
- D. when the transportation is for trips to and from school sites or agricultural education sites or for trips to and from agricultural education-related events or competitions but is not customary transportation between a student's residence and such sites; and
- E. when the transportation is for trips to and from school sites but is not customary transportation between a student's residence and such sites.

When the regular transportation of students is provided, as authorized above, in a vehicle other than a school bus that is owned, operated, rented, contracted, or leased by the district, the following provisions shall apply:

- A. The vehicle must be designed to transport fewer than ten (10) students or be a multifunction school activity bus, as defined in 49 C.F.R. Part 571.3, if it is designed to transport more than ten (10) persons. Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student's physical condition prohibits such use.
- B. An authorized vehicle may not be driven by a student on a public right-of-way. An authorized vehicle may be driven by a student on school or private property as part of the student's educational

curriculum if no other student is in the vehicle.

- C. The driver of an authorized vehicle transporting students must maintain a valid driver's license and must comply with the requirements of the School District's locally adopted safe driver plan, which includes a review of driving records for disqualifying violations.

Transportation by Private Vehicles

Transportation of students in private vehicles may be authorized by the principal on a case-by-case basis only under the following conditions:

- A. When a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances and
 - 1. the school has been unable to contact the student's parent or guardian, or such parent, guardian, or responsible adult designated by the parent or guardian is not available to provide the transportation; and
 - 2. proper adult supervision of the student is available at the location to which the student is being transported; and
 - 3. the transportation is approved by the school principal or designee; and
 - 4. if the school had been unable to contact the parent or guardian prior to the transportation, the school continues to attempt to contact the parent or guardian until the school is able to notify the parent or guardian of the transportation and the circumstances.
- B. When the transportation is in connection with a school function or event in which the school has undertaken to participate and
 - 1. the function is a single event which is not part of a scheduled series or sequence of events to the same location; such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an educational program; and
 - 2. transportation is not available, as a practical matter, using a school bus or Board passenger car; and
 - 3. each student's parent or guardian is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.
- C. When Board employees are required to use their own vehicle to perform duties of employment and such duties include the occasional transportation of students.

Any private vehicle used to transport students under this policy shall be currently registered in the State of Florida, be insured for personal injury protection and property damage liability in at least the minimum

amounts required by law, and be in good working order. A Board employee, parent, or other adult wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration, and insurance ID card along with the completed Form 8660 F1 to the principal in a reasonable amount of time before the planned travel. The principal will follow the established procedure to determine whether approval of the request to transport students in a private vehicle is appropriate.

Student transportation in private vehicles may only be authorized for trips within the State of Florida. A student who is transported to an activity in a private vehicle approved under this policy shall return from the activity in the same vehicle, unless the student is released to his/her parent.

Primary safety interests include vehicle features that protect against passenger ejection, provide adequate rollover structural integrity, and provide for adequate emergency egress and fire safety. Additionally, individual occupant protection against projectiles, occupant impact protection within the interior of the vehicle including the seat back surface, and the impact and energy absorption capability of seat backs. In general, vehicles not suitable for the transportation of District students include:

- a. Passenger Vans with a capacity of more than 10 passengers
- b. SUVs with a rollover sticker attached to the visor
- c. convertibles or any soft or open top vehicle;
- d. pick-up trucks;
- e. Jeep-type vehicles (Wrangler, Samurai, etc.);
- f. motorcycles;
- g. cut-away buses with fiberglass tops that lack steel framing integrated into the rest of the vehicle frame;
- h. motor homes;
- i. most stretch limousines;
- j. any vehicle that has had its suspension, tires, body, seating, bumpers, etc. altered from its original design;
- k. any vehicle that has had any safety device removed, disabled, or altered;
- l. any vehicle in an obvious state of disrepair or shows signs of neglect, lack of maintenance, etc.

Drug & Alcohol Testing

General

1. Board employees who self-report substance abuse problems, prior to any incident requiring the employee's drug testing, will, upon the first self-report, be afforded employee assistance with the District's Employee Assistance Program. This is strictly confidential. You can get help BEFORE you may get hurt on the job. Board Policy PO4162
2. If you are injured on the job and test positive for illegal drugs or alcohol, you may be denied your workers' compensation benefits. If you refuse or fail to take a drug or alcohol test, your workers' compensation benefits may be denied.

Drug and Alcohol Testing Policy

All employees required to hold a commercial driver's license (CDL) and who perform safety-sensitive functions, such as driving a school bus, are required to adhere to the provisions of the Federal Omnibus Transportation Employee Testing Act (OTETA) of 1991. Such employees are subject to drug and alcohol testing under the provisions of OTETA and Florida Statutes. Following is the Code of Federal Regulations – 382.303

Post-Accident Drug and Alcohol Testing

CDL Holder or those Transporting Students

1. (a) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for alcohol for each of its surviving drivers:
2. (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
3. (2) Who receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
4. (i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
5. (ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
6. (b) As soon as it is practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for controlled substances for each of its surviving drivers:
7. (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
8. (2) Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
9. (i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

10. (ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
11. (1) **Alcohol tests.** If a test required by this section is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.
12. (2) **Controlled substance tests.** If a test required by this section is not administered within 32 hours following the accident, the employer shall cease attempts to administer a controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.
13. (e) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
14. (f) An employer shall provide drivers with necessary post-accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirements of this section.
- (g)
15. (1) The results of a breath or blood test for the use of alcohol, conducted by Federal, State, or local law enforcement or public safety officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State or local alcohol testing requirements, and that the results of the tests are obtained by the employer.
16. (2) The results of a urine test for the use of controlled substances, conducted by Federal, State, or local law enforcement or public safety officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State or local controlled substances testing requirements, and that the results of the tests are obtained by the employer.
17. Drivers requiring testing under USDOT guidance shall be processed utilizing the Federal Drug Testing Custody and Control Form.
18. The following table notes when a post-accident test is required to be conducted by [paragraphs \(a\)\(1\), \(a\)\(2\), \(b\)\(1\), and \(b\)\(2\)](#) of this section:

Table for [§ 382.303\(a\)](#) and [\(b\)](#)

Type of accident involved	Citation issued to the CMV driver	Test must be performed by employer
i. Human fatality	YES NO	YES YES
ii. Bodily injury with immediate medical treatment away from the scene	YES NO	YES NO
iii. Disabling damage to any motor vehicle requiring tow away	YES NO	YES NO

Return to Duty for Safety Sensitive Positions

Board Policy PO4162

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties. The employee will not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the return-to-duty test.

Subject to any collective bargaining agreement or other legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the Superintendent.

Reasonable Suspicion Drug/Alcohol Testing

Drug-Free Workplace – Non-DOT

Board Policy PO1124

For the purpose of this policy, "reasonable suspicion" means the reasonable belief that an employee is using or has used drugs in violation of this policy, drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience concerning the appearance, behavior, speech, or body odors of the employee. Reasonable suspicion drug testing shall not be required except upon the recommendation of a supervisor who is at least one (1) level of supervision higher than the immediate supervisor of the employee in question. Among other things, such facts and inferences may be based upon:

1. observable phenomena while at work, including, but not limited to; direct observation of drug use; physical symptoms; or manifestations of being under the influence of a drug;
2. abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
3. a report of drug use, provided by a reliable and credible source;
4. evidence that an individual has tampered with a drug test during his/her employment with the Board;
5. information that an employee has caused, or contributed to, an accident while at work; or
6. evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working for the Board or while on the Board's premises; or while operating the Board's vehicles, machinery, or equipment.

Under DOT Guidelines/Requirements

Note: In order to be considered an articulable observation, the observation must be specifically articulated. Vague hunches or “gut feelings” do not meet the criteria for what constitutes an articulable observation.

Note: Information conveyed by third parties of a driver’s drug or alcohol use may not be the only determining factor used to conduct a reasonable suspicion test. A reasonable suspicion test may only be conducted when a trained supervisor has observed behavior as described above.

1. The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or other District official who is trained in accordance with Title 49 CFR, Part 382.603.
2. § 382.603 Training for supervisors.

Each employer shall ensure that all persons designated to supervise drivers receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing under [§ 382.307](#). The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. Recurrent training for supervisory personnel is not required.

3. § 382.307 Reasonable suspicion testing.

(a) An employer shall require a driver to submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions of [subpart B of this part](#) concerning alcohol. The employer's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver.

(b) An employer shall require a driver to submit to a controlled substances test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions of [subpart B of this part](#) concerning controlled substances. The employer's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.

(c) The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or company official who is trained in accordance with [§ 382.603](#). The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.

(d) Alcohol testing is authorized by this section only if the observations required by [paragraph \(a\)](#) of this section are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this part. A driver may be directed by the employer to only undergo reasonable suspicion testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

(1) If an alcohol test required by this section is not administered within two hours following the determination under [paragraph \(a\)](#) of this section, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the determination under [paragraph \(a\)](#) of this section, the employer shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.

(2) Notwithstanding the absence of a reasonable suspicion alcohol test under this section, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall an employer permit the driver to perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii) Twenty four hours have elapsed following the determination under [paragraph \(a\)](#) of this section that there is reasonable suspicion to believe that the driver has violated the prohibitions in this part concerning the use of alcohol.

(3) Except as provided in [paragraph \(e\)\(2\)](#) of this section, no employer shall take any action under this part against a driver based solely on the driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test. This does not prohibit an employer with independent authority of this part from taking any action otherwise consistent with law.

(f) A written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test, and signed by the supervisor or company official who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

4. Additional Information shall be set for by the Human Resources/Risk Management & Board Policy.

Disaster & Emergency

Declared State of Emergency

1. In the event Franklin County is declared a disaster area, or a state of emergency exists as determined by the Superintendent, the following policy will be observed by all Transportation employees of the Franklin County School District.
2. Be advised that when emergency conditions exist, any information pertaining to the Transportation Department and the employees will be sent out in the group text thread.
3. The Transportation Manager, Secretary, & Mechanic will be required to make assessments of District property as soon as safe and practical and report any damage to the Superintendent's Office as soon as communication is possible.
4. Employees may be assigned tasks to perform not necessarily relating to their job descriptions.

Threat to School Site

1. The Transportation Department is to be notified of the threat immediately by the Superintendent's Office or Security Officer. The Transportation Manager will notify all affected buses of the threat and will provide appropriate delivery/pick-up instructions coordinated with the Superintendent, Security Officer and/or Principals.
2. When an "all clear" message is received, the Transportation Manager will notify all affected drivers.
3. It is the responsibility of the Transportation Department to provide buses to the threat evacuation site as instructed by the Superintendent, Security Officer and/or Principals.

Night and/or Weekend Emergency

The Transportation Department provides emergency night and weekend vehicle maintenance services to schools operating bus(es) for weekend and after-hours trip activities and to other school districts operating buses in Franklin County as visiting teams, organizations, etc. The Transportation Manager and mechanic will be the point of contact.

Hurricanes and Tropical Storms

1. The District's Severe Weather Plan is initiated with the start of the hurricane season. Storm prep begins 10 days out.
2. The reaction time between being in full operation and needing to secure buses and loose objects can be very short, so it is imperative that preparations be made in advance so necessary actions can be taken quickly and smoothly.
3. The Transportation Department Hurricane/Tropical Storm Plan follows.

Beginning of Hurricane Season

- Verify roster of department key personnel, phone numbers, and roles. (Secretary)
- Ensure the department phone roster is up to date. (Secretary)
- Ensure the department heads phone roster is up to date. (Manager)
- Update the fleet roster, to include a listing of all active fleet, the bus numbers of buses and locations, as well as location of all white fleet. Update current mileage of all fleet.
- Conduct inventory and status of all emergency equipment and supplies. (Garage and GIS Manager)
 - flashlights
 - batteries
 - plastic sheeting
 - plastic bags for computers
 - zip ties
 - screws
 - wire cutters
 - powered screwdrivers (charged and ready)
- Weather and situational updates will be sent to departmental employees via the transportation group text thread.

Hurricane or Tropical Storm Threat

Follow procedures:

7-10 days out

- Call the fuel service provider to completely fill the district fuel tanks.
- Meet with transportation staff to lay out duties needed.
- Secure emergency drivers for county evacuation if needed.
- Determine vehicle placements.
- Prepare for securing all information systems and computers. (All)
- Prepare to secure all equipment and material on the exterior of buildings. Clear storage space so exterior items can be stowed securely outside or moved inside. (District Bus Barn)
- Stay in contact with EOC, the Transportation Manager will attend EOC briefings.

5-6 days out

- Transportation Manager stays in contact with and attends all EOC meetings and briefings.
 - Transportation Manager stays in contact with superintendent and department heads to discuss school closing preferences.
 - Transportation Manager keeps an early release time schedule on hand.

- Transportation Manager will follow up with employees regarding emergency evacuations for the county.
- Follow up on fueling of the district fuel tanks.
- Follow up with the mechanic regarding the status of the district bus barn and any needed materials or tools.

3-4 Days out

- Transportation Manager stays in contact with and attends all EOC meetings and briefings.
 - Call in drivers to help with fueling all buses and district white fleet.
 - Determine locations to stage all vehicles.
 - Move all non-essential fleet to the district bus barn.
 - Follow up on fueling of the district fuel tanks.
 - Follow up with the mechanic regarding the status of the district bus barn and any needed help for securing the facilities or fleet.

Superintendent declares an emergency and announces the closing of schools.

- Closings announced to the public and to the District via internal and external communications. (Superintendent)
 - Transportation Manager will send out an announcement to all transportation personnel.
 - Essential Department employees are called into work. (Manager)
 - Mechanic
 - Essential Drivers
 - Secretary
- Severe weather management team and key personnel meet. (Superintendent)
- Manager briefs department personnel on status and next steps. (Manger)
- Implement all site protective measures. (Manager)
 - Secure bus hatches, stop arms, signs. (Mechanic)
 - Double-check security of loose items at garage sites. (Mechanic & Manager)
 - Ensure bus doors, fuel doors, battery compartments, and windows are secured. (Mechanic)
 - Stack buses in front the front parking lot of the district bus barn. (Mechanic, Manager and Essential Drivers)
 - Move buses to staged location for possible use after the storm on high ground away from trees and light poles. (Mechanic and essential drivers)
- Complete securing of information systems and computers, office. (Secretary)

Post-Storm Action

- No employees report to work until recalled by the Superintendent. (Manager)
- After the county EOC declares safety for KEY staff to travel, the Transportation Manger will conduct initial damage assessment at all transportation sites. (Manager)

- Pertinent information will be communicated via available internal and external communications. (Manager)
- After EOC declares community safe and all school sites have been declared safe by the Superintendent, the Transportation Manager will make arrangements with the EOC for pickup of persons evacuated via school bus.
 - Once sites have been declared safe, the Manager will call in the mechanic to fleet location sites to prepare buses for operations and assess/respond to bus damage. (Manager)
- Report damage to Maintenance. (Manager)
- Initiate debris removal where necessary. (Mechanic & Manager)
- Do not call in any employees or allow any employees on site until advised to do so by the Superintendent as relayed by the Transportation Manager.
- Transportation Manager will communicate any damage or issues that will delay safe operations to the Superintendent.

Garage Administration

Lines of Accountability

1. The Transportation Department maintains one garage location, and one fueling site.
2. Each site is supervised by the Transportation Manager.
3. The white fleet maintenance operation is supervised by the Transportation Manager.

General Shop S.O.P.

1. Shop Tool Accountability. If you use a shop owned tool, clean it and return it to the assigned area of which it came. If you break a tool, notify the Transportation Manager.
2. Housekeeping. Keep your work area clean and organized
3. Shop Vehicle Keys. Spare keys to fleet are kept on the hooks in the front of the bus barn and in the Transportation Office. Spare keys are to be signed out by the Manager. All bus drivers and transportation staff have a set of keys that will unlock the bus doors and fits the ignition of each bus. Keys to school bus video drives and boxes shall not be provided to school bus drivers except under the direct supervision of a Transportation Manager.
4. Repair of Personal Vehicles. District parts, supplies, facilities, and time shall not be utilized to troubleshoot, analyze, or repair personal vehicles under any circumstance, either on District property or elsewhere. Limited use of District tools and facilities may be permitted to assist with parking lot emergencies (dead battery jump, pump a flat tire), but in no instance where repairs involve wear on District property, or expenditure of District parts, however insignificant.
5. Ordering District Parts. Parts shall not be ordered by the District Mechanic, approval flows through the Transportation Manager.
6. Maintenance of District Vehicles. Apart from roadside calls, maintenance shall be performed on District vehicles at the district bus barn.
7. Disposal of District Vehicles and Parts. Regardless of the condition of vehicles or parts, they shall not be given or sold or exchanged for other consideration to any employee or to anyone else through any means other than Board-approved sale or auction.
8. Access to the Garage Bay Area. The garage bay area is a restricted area for reasons of safety and security. Mechanics and supervisors shall be authorized on the garage bay floor. All bus drivers and vehicle drivers shall remain in the front lobby area. Personal vehicles are not permitted in bay areas for any reason. Vehicle work performed inside District facilities shall be for official purposes only.

Note: Loitering in or near the garage facility shall not be permitted. Attempts to loiter and any other suspicious activity shall be immediately reported to a supervisor.

Preventative Maintenance Intervention

1. State Board of Education Rule 6A3-0171 requires that each school bus in service be inspected every 90 calendar days. However, the District policy shall remain every 30 school days until fleet software is installed on each bus. The district shall meet or exceed recommendations to ensure compliance with State rules, and to provide an adequate preventive maintenance program for all buses. The Fleet Manager will develop a schedule to evenly spread the type, size, configuration, and year model over the 30- day inspection cycle.
2. School bus drivers are required to bring their assigned buses to their maintenance location immediately following their run on the date and time assigned on the sticker in their bus. Normal inspection time will be about three hours. Bus drivers will not generally wait for service on their buses; they will take a spare bus and drive it until service on their bus has been completed.
3. All buses will be inspected by inspectors certified by the State of Florida, and all safety related defects found will be repaired before the bus is put back in service.
4. Programmed services such as oil and filter changes, transmission fluid changes, and any other programmed service that is due will be conducted while the bus is in for inspection.

Work Orders

1. All work performed on any Franklin County School District vehicle shall be documented via the Work Order Request and Mechanic Repair Form. The work performed shall be identified along with the repair parts and/or fluids used, time spent on the job, and every other required aspect of the work order.
2. Work needed on vehicles outside of scheduled inspections shall be identified via the Work Order Request Form. This form is to be completed by the employee assigned to the vehicle and submitted to the Transportation Manager or Designee, who will then forward the work order after consultation with the driver (if needed) to the mechanic. If an emergency arises contact the Transportation Manager prior to calling the mechanic.
3. The mechanic shall be responsible for reviewing each request for work and the completed work order to assure appropriate documentation exists. The mechanic shall also be responsible for ordering parts, determining cost effectiveness of repairs, and keeping the Transportation Manager informed of anything outside the normal scope of small repair jobs.
4. Work orders are to be maintained along with the completed mechanic form outlining parts used, cost of parts and/or fluids, time spent on the job and all other required aspects of the work order. After completion the work order shall be filed with the permanent records of stated vehicle. A copy of the

sales receipt for any purchased items shall be attached to the work order and Mechanic Repair Form in the file.

Shop Tool Control

All District-owned tools will be marked with FCSD and inventoried. Reports of any missing or broken shop tool shall be made to the Transportation Manager.

Supervisor for corrective action.

Vehicle Breakdown Response

Vehicle breakdowns will be reported to Transportation Manager or in the absence of the office assistant with the vehicle number, location, driver's contact number, vehicle problem, other pertinent information. The information will be forwarded to the Mechanic. The mechanic will gather tools, parts, and supplies necessary, and load them into a spare vehicle, and depart for the road call. The mechanic will assess the vehicle condition, and either repair the vehicle, issue the spare vehicle and drive the vehicle back to the shop, or call for a wrecker. The mechanic will keep the Transportation Manager informed of the condition and ETA of the vehicle being returned to service.

Vehicle Auction

1. Vehicles to be auctioned will be identified based on age, mileage, current cost of operation, and cost to repair current defects.
2. Units to be auctioned will be sent to the Finance Department for inclusion on the School Board agenda scrap and auction list.
3. The Mechanic will work with the Transportation Manager in conjunction with preparation preceding and after the auction. The Mechanic will inspect all auction vehicles and ensure that radios, GPS units, first aid kits, good tires, and fire extinguishers are removed from the bus prior to inspection by the auctioneer.
4. The auction will take place at a site designated by the school district.
5. All employees participating in the auction shall be instructed not to communicate information regarding vehicle conditions to any party, and to be friendly and professional in all communications.

Note: It is essential that District personnel not perform or be perceived as performing as an agent of any prospective bidder or purchaser. District personnel represent the School District in every regard before, during, and after the auction.

Bus Swaps

All bus swaps will be assigned through the Transportation Manager. When a driver is assigned a bus other than their regular assigned bus, once work on the regular bus is completed, the Driver will return the spare bus full of fuel and cleaned inside.

End-of-Year Bus Turn-In

1. At the end of the school year, all buses will be returned to the Bus Barn. Drivers will be instructed where and when to drop off their buses. Drivers will be expected to clean the inside of their buses and alert the mechanic of any issues that need to be repaired.
2. Buses for summer school use will be assigned by the Transportation Manager.

White Fleet Inspections

1. All white fleet vehicles will be scheduled for vehicle inspection and service at least once a year or on a mileage interval established by the Mechanic. Vehicle Drivers will be required to turn in their vehicle on the date and time prescribed for inspection and service. At that time all required services will be performed and a vehicle safety inspection conducted.
2. Drivers shall bring keys, vehicle mileage, and a detailed list of discrepancies (if any) when bringing a vehicle in for maintenance or service.
3. Drivers of white fleet are responsible for cleaning and maintaining the interior and exterior of any vehicle assigned.

District Vehicles

Driver Responsibilities

1. The Franklin County School Board owns and maintains vehicles assigned to various departments to provide transportation for District employees in the performance of their duties and to support instructional programs. These vehicles are to be used when cost savings can be realized. The department with operational custody of the vehicle has financial and operational responsibility for the vehicle.
2. Any District employee who drives a District-owned vehicle as part of his/her job duties must accept responsibility for the safe and efficient operation of the vehicle. Drivers must exercise good common sense and treat county vehicles with care and respect. Abuse of county vehicles will not be tolerated. It is the responsibility of each employee who is assigned and operating a vehicle to obey all traffic laws and regulations and all District Rules
3. District vehicles shall only be used in the conduct of District, state, or auxiliary and enterprise business, as in accordance with School Board Policy. Only District employees may drive District vehicles except as specifically authorized by the Superintendent.
4. General Responsibilities
 - a. Transportation Department: The Transportation Department is responsible for administering the policies and procedures contained herein.
 - b. Employee: The employee is responsible for the District vehicle they operate, and is liable for any and all costs due to misuse. Employees are subject to disciplinary action if they misuse the District vehicle.
 - c. Departments/Schools: A department or school that has acquired a vehicle for their exclusive use is responsible for enforcing all rules, policies and guidelines relating to the vehicle as stated herein. Department heads shall ensure all employees who operate non-school bus vehicles are aware of policies and procedures of the Franklin County School Board.
5. Safety Maintenance and Repair
 - a. The District garage will perform safety maintenance or repair of District vehicles under the direction of the Transportation Manager.
 - b. District vehicles shall be inspected at least once per year on a schedule determined by the District mechanic. Generally, inspections will coincide with regular servicing; however, vehicles not requiring servicing at least once per year must still be inspected annually.
 - c. Additionally, District vehicles shall be brought to the Transportation garage for servicing every 4,000 miles unless otherwise directed by the Transportation Manager.
 - d. Repair of District vehicles shall be completed at the Transportation garage unless otherwise directed by the Transportation Manager. Drivers shall complete a work order and submit to the mechanic.

6. Lost Keys: Lost keys must be reported to the Transportation garage immediately.
7. Vehicle Security: District vehicles must be properly parked and secured when left unattended (windows must be up and doors locked, etc.).
8. Misuse/Abuse of District Vehicles: Misuse or abuse of any District vehicle can result in disciplinary action, including the loss of the employee's driving privileges for District vehicles. The following conditions are considered to be a misuse of District vehicles:
 - a. Driving without the authorization of the manager or supervisor of the department that is responsible for the vehicle.
 - b. Driving without a valid Florida Driver's License of the appropriate class for the type of vehicle being driven.
 - c. Permitting a person not defined as a District employee to drive a District vehicle.
 - d. Non-compliance with traffic/motor vehicle laws and regulations.
 - e. Engaging in unsafe practices, including failure to use and ensure that all passengers use all available safety equipment in the vehicle being operated (safety equipment includes seat belts and/or shoulder harnesses).
 - f. Falsification of travel authorizations, defensive driver training program certificates, accident reports, inspection reports, or other forms relative to the use of the vehicle.
 - g. Improper storage or parking of a District vehicle.
 - h. Personal use of District vehicles or transporting passengers other than persons directly involved with official District business.
 - i. Failure to comply with any law, regulation, or policy regarding the use of District vehicles.
 - j. Failure to maintain the material condition and cleanliness of the District vehicle.
 - k. Failure to conduct required Driver inspections.
 - l. Failure to comply with inspection schedules.
 - m. Failure of the driver to check the oil and water each time a vehicle is fueled.
 - n. Smoking in a District vehicle.
9. Driver Inspection: The Driver of a District-owned vehicle must inspect the vehicle prior to driving it. The vehicle should be checked visually to ensure that such items as the tires are in good condition and adequately inflated, all mirrors are usable, and that there is a gas cap, spare tire, and a jack, if applicable. The brakes, lights, and other controls should be tested for satisfactory performance.

Any Driver who discovers vehicle discrepancies that rise to the level of safety-of-operation concerns shall immediately contact the garage and arrange for the vehicle to be safely transported to the garage for repair. The vehicle Driver who discovers the safety-of-operation concern shall be responsible for completing a work order as soon as possible. Vehicles on which safety-of-operation concerns have been identified shall not be operated until the discrepancy has been repaired or cleared by the garage.

10. Vehicular Accidents: In the event an employee is involved in a vehicular accident while operating a District vehicle, he/she is to notify the Transportation Department and the respective department immediately. If an employee involved in an accident with a District vehicle is found to be at fault by the officer investigating the accident, it is the employee's responsibility to pay all fines levied against him/her. Only the appropriate supervisor shall administer discipline of any type. All vehicle accidents shall be investigated by the appropriate supervisor.
11. Cellular Phone Use: United States Department of Transportation research has revealed that drivers are almost four (4) times more likely to be involved in a safety-critical event when their eyes are off the forward roadway for more than two (2) seconds and that drivers spend 77% of their time with their eyes off the forward roadway when they're texting. The research has also found that texting drivers are 23.2 times more likely to be involved in a safety-critical event if they are texting and driving.

"Texting" is defined as actions involving multiple button pushes (or user inputs), whether a text message is involved or not. Drivers of Board vehicles are not permitted to "text" unless the vehicle is safely pulled off of the roadway and is out of gear with the brake applied.

Drivers of Board vehicles are permitted to use cellular and other personal electronic devices in Board vehicles only when the vehicle is safely pulled off the roadway and is out of gear with the brake applied. However, Drivers of Board vehicles other than school buses are permitted to use cellular devices in Board vehicles while being actively dispatched for work assignments via hands-free technology, provided such use does not require the Driver to take his/her eyes off the forward roadway, make multiple user inputs to the device, or otherwise distract him/her from the safe operation of the vehicle.

Operating a vehicle while on the phone beyond these very specific parameters – or while otherwise distracted – endangers you, your passengers, pedestrians, and other motorists.

Employees should anticipate that unauthorized use of cellular phones while operating a Board vehicle will result in disciplinary action which may include termination of employment.

School Board policy PO8625

Vehicle Breakdown Reporting

1. The bus Drivers should radio dispatch and inform them of a breakdown giving their location, as many details as possible, and if students are aboard.
2. The dispatcher contacts the Transportation Manager to relay details of the breakdown.
3. If a mechanic says the problem can be resolved over the radio, the mechanic or dispatch will relay the fleet service recommendations to the Bus Driver.
4. In the event the breakdown warrants a road call, the manager or dispatch will direct the mechanic.

5. The mechanic will respond either in a service vehicle, or a spare bus depending on the nature of the breakdown and/or if children are aboard at the time of breakdown.
6. If timing is a key element in the situation, Dispatchers may ask another bus to continue the route by picking up the students and delivering them to the appropriate location: activity trip, school, home, etc.
7. If the Bus Driver's next route needs to be covered, dispatch will place calls to available drivers.

Emergency Equipment

1. At the end of the school year, all emergency equipment will be removed from the buses. Fire extinguishers will be inspected and recertified during the summer. All items will be reinstalled just prior to the start of school, as appropriate.

Transportation Fuel Control

Fuel Equipment Responsibilities

1. Once a fuel tank is insured, registered and certified the Transportation Manager and/or mechanic will be responsible for maintaining the fuel facilities.
2. Weekly checks will be made to ensure facilities are in good working order. Inspections of holding tanks, fuel lines, filters, hoses, pumps, tablet is online, etc.
3. The manager/mechanic will request facilities upkeep of yard. (grass/weeds – parking pad area)
4. Monthly inspections, filling out the monthly inspection form.
5. Annual inspections by the Department of Health. Required forms for inspections:
 - Monthly Inspection Report
 - Placard
 - Tank Liability Insurance

Bus Routing & Management

Assignment of Students to Buses, Pass & Change Procedures

1. The Transportation Manager will draft preliminary routes for planning purposes for the coming school year by mid-July and have final at the open house.
2. The Transportation Manager will design these routes from the student database and build the routes to produce safe, efficient, and dependable routes. While the previous year's routes and bus stops are a valuable reference, there is no requirement that they remain the same from year to year. Bus stops in particular should be located centrally in relation to the residences of the students served by the bus stops, safety permitting.
3. Once initial bus rosters are developed, they will be issued to bus drivers at their annual in-service training. Bus drivers will use these rosters for the first two weeks of school until their bus loads and routes stabilize. They will check off the students who ride and annotate any additions to their rosters.
1. Students who are not listed on the initial bus roster will need a bus pass issued by the transportation department to ride and be added to the bus roster beginning on the first day of school.
2. Notes:
 - i. The Transportation Department requires parents who are seeking transportation accommodation to complete the Request for Transportation form found on the Transportation web site (<http://www.franklincountyschools.org>).
 - ii. The contact information in the District's student database is often not current on the first day a student requires transportation; however, it is vital the information in the database be updated as soon as possible. This helps ensure accurate and timely transportation service is provided and helps in making essential contact with parents/guardians in the event of delays and accidents involving buses.
 - iii. Students who show up at the bus stop expecting to ride the bus that services that route and/or stop will receive transportation even if they do not have a bus pass, but they will be required to have a bus pass for the afternoon ride home.
 - iv. The driver is not permitted to allow students to board the bus at the school without the appropriate documentation that indicates where the student is to be dropped off. It is expected that the student will have a bus pass for the ride home the following school day. The transportation manager will make exceptions on case-by-case basis and will contact the driver in an emergency.
4. Once routes are stabilized, bus drivers will submit their rosters to the transportation office so they can verify the eligibility of students added to their rosters and produce smooth bus rosters for bus drivers.
5. Once bus rosters are stabilized, bus drivers are required to maintain a seating chart. Bus Drivers will be required to maintain a seating chart on the bus and give a copy to the transportation office. Bus Drivers will be required to update seating charts as changes are made.

6. Requests for additional bus stops will not be processed until routes have stabilized, at least two weeks after the start of school. Requests for additional stops will take into consideration safety, length of travel to and from the closet bus stop, as well as other factors. If a new stop is established that will change the pickup and drop-off times of established stops, the stop will not take effect for at least one week. The transportation department will need to give ample notification to bus riders/guardians whose stop times will be affected.
7. The transportation office will pull teacher rosters for elementary students prior to the first day of school and send a list of bus students and bus assignments via a shared email/excel spreadsheet.
8. Bus Pass Process:
 - a. Students eligible for transportation, whose guardian has filled out the Transportation Request will require a bus pass anytime a bus change is made. The students will have one primary bus. Split custody will have one primary bus; the secondary bus stop will require a bus pass for each day the student needs to be dropped at that stop location.
 - b. The secondary stop guardian will need to inform the transportation department, not the front desk or classroom teacher etc., of the students stop each week in writing or via phone call. If contact is not made, the student will be placed on the primary bus for drop off. All calls or notes must be handed in to the transportation department by 1:30pm each day. Passes will be created and delivered to the appropriate classroom teacher by 2:15pm.
 - c. Routing is set up to include stops at the Carrabelle Nest, Eastpoint Nest and Matchbox after school programs. Guardians will need to fill out a transportation request including the afterschool program that the student attends. The student will only be dropped at the assigned afterschool program once that request is made. Students will not be dropped off at the home stop unless the guardian requests the change in writing or via phone call to the transportation office.
 - d. Parents are responsible for their children's transportation to bus stop locations as well as supervision at the bus stop
 - e. Requests for students to ride a bus not assigned to them will be handled on a case-by-case basis. The transportation manager will determine if there is appropriate space on the bus being requested. Requests should be made in emergency situations. Requests for overnight stays, friends, and couples to visit in the afternoons will be denied as the department will not be responsible for receiving authorization from a guardian that a student be sent home with their student.
9. Parents/guardians who have not been granted approval for a request for bus stop change may appeal the decision to the Superintendent. All school board employees are obliged to comply with statutes, regulations, and School Board Policy.
10. Requests for transportation accommodations that fall outside of the scope and authority of the School Board Policy will not be approved.

Reimbursement for Parent Transportation of Homeless Students and ESE

1. Occasionally, the Transportation Department receives a request to transport homeless children and or ESE students that are beyond the limits of feasibility. When transportation cannot be provided that avoids multiple hand-offs from bus to bus, late student arrival to school in the morning and home in the evening, and solitary students on board a bus, required equipment out of the scope of the department, the District may consider offering the parent the option of transportation reimbursement. Each request must include at a minimum:
 - a. The student has been verified in a homeless status by the District Homeless Liaison,
 - b. A detailed rationale for the request consistent with the parameters described above, and
 - c. Proof that the person providing transportation is authorized by the guardian and has current automobile insurance and a valid Florida driver's license. (For military personnel a valid driver's license from the state home of record will be accepted.)
2. All requests for reimbursement will flow through the Director of Finance and the Director of Special Programs.

Pre-School Year Route Preparation

1. Planning and preparation for the coming school year begins nearly as soon as the previous year begins with lessons learned, recorded, considered, and incorporated into SOP. The Department Secretary shall assign dates and issue "ticklers" leading to the accomplishment of required pre-school year events.
2. Preparation items for September before the coming school year include:
 - a. Discuss the current year's lessons learned regarding the events and evolutions leading up to the start of the school year.
 - b. Update SOPs to reflect anticipated changes for the coming year.
3. Preparation items for April before the coming school year include:
 - a. Check all drivers' physical expiration dates. Secure appointments for all drivers updated physical.
 - b. Check all drivers' dexterity test expiration date. Set up dates for examinations with drivers and trainers.
4. Preparation items for June before the coming school year include:
 - a. Publish Updates for the Transportation Policy & Procedures Handbook & Driver's Handbook.
 - b. Communicate with the District regarding upcoming required training and dates.
 - c. Set up Annual Inservice Training Dates and communicate with drivers and trainers.
 - d. Set up Fire Extinguisher inspections.
5. Preparation items for July before the coming school year include:
 - a. Plan routes for the upcoming year.

- b. Communicate with drivers as to what routes will be in place.
 - c. Send out a request with seniority of drivers in mind as to route preference for the upcoming year.
 - d. Begin creation of bus rosters.
 - e. Prepare for open house.
 - f. Send out a list of all upcoming extracurricular activities available to drivers for the months of August and September. (Calendar)
 - g. Get a list of drivers willing to drive extracurriculars for the upcoming year.
 - h. Prepare Bus line ups for drivers and teachers.
6. Preparation items for August before the coming school year include:
- a. Initial bus rosters/routes (one week prior to the start of the school year).
 - b. Last day for Focus updates to be reflected in Day 1 routes and rosters; all additions 5-7 days prior to the first day of school after that day a bus ticket will be required (Deadline 8:00 PM)
 - c. Final bus rosters/routes and master student transportation roster published via PDF/Excel Spreadsheet (one day prior to the start of the school year) shared with teacher of record.
 - d. Transportation In-Service Training (one week before the start of the school year).
 - e. Communicate campus drops and pick up time and locations with school administrators.
 - f. Send out reminders to all staff of the movement free zones and times for bus load and unload areas.
 - g. Ensure all drivers are familiar with and comfortable with assigned bus stop route and stop locations.
 - h. Friday after in-service training: very busy day with schools just coming out of open house days and drivers coming in to pick up their buses; minimum leave.
 - i. Two weeks after the start of school: As bus routing stabilizes, make any necessary route changes or bus shifts necessary. Send documentation to guardians of bus riders about any changes a week in advance. Share new bus changes with teacher of record.

Bus Capacity and Compounding

1. Routing of students: Elementary Bus Capacity 55-77, Middle and High School Bus Capacity 40-55.
2. Compound locations shall be at the Fuel Pumps in Apalachicola, District Office in Eastpoint, Main Campus in Eastpoint and the Bus Barn in Carrabelle. Bus compounds will be assigned in accordance of the route area assignment.

Creation/Addition of Bus Stops

1. For the safety of transported students and in consideration of highway users, school bus stops shall not be made at intervals closer than one-fourth (1/4) mile.
2. School bus stops shall be made at locations affording the greatest degree of safety for students waiting for a bus and protection of the bus and its passengers while loading or unloading students.
3. School bus stops shall not be made at hazardous locations.
4. Convenience stops are prohibited.
5. Due consideration should be taken for the following when establishing a bus stop:
 - a. Traffic volume.
 - b. Posted speed.
 - c. Traffic control devices including traffic calming devices, lights, signals, and all signs.
 - d. Proximity to business establishments.
 - e. Types of establishments within immediate vicinity.
 - f. Number of students served.
 - g. Staging location for students awaiting bus.
6. Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender database shall be queried to ensure compliance with SBR and Transportation SOP.

Sexual Offenders and Predators – Notification and Response

1. Definitions:
 - a. Supervised Sexual Offender (or Supervised Offender) – For the purposes of this SOP, a person who has been convicted of a crime against a victim under the age of 18 in violation of Florida Statutes (F.S.) Chapter 794, or Sections 800.04, 827.071, 847.0135(5), or 847.0145, and is subject to conditional release supervision.
 - i. Chapter 794 – Sexual battery
 - ii. §800.04 – Lewd/lascivious offenses committed upon or in the presence of persons less than 16 years of age
 - iii. §827.0135(5) – Computer pornography
 - iv. §847.0145 – Selling or buying of minors (for portrayal in a visual depiction engaging in sexually explicit conduct)
2. §947.1405(7)(a), F.S. prohibits persons defined in this SOP as supervised sexual offenders from relocating to a residence that is within 1,000 feet of a public school bus stop. Statutes require if any public school bus stop is located within 1,000 feet of the existing residence of a supervised offender violating the law as described above, the school district shall relocate the bus stop. Statutes also direct that the school district shall not establish a bus stop within 1,000 feet of a supervised offender as described above.

3. Department of Education policy prohibits establishing a bus stop within 1,000 feet of a supervised offender (outside of the “red halo”) described in §947.1405, F.S., upon notification of the existence of the offender by the State Correction Department. While not required in Statutes or SBP, whenever practical, when Transportation staff becomes aware of a supervised offender whose victim was more than 18 years of age residing within 1,000 feet of a bus stop, the bus stop shall be relocated, but only when the bus stop can be replaced with a stop that still exists within the SBR walking distance.
4. §794.065, F.S. prohibits any person who has been convicted of a violation of F.S. §794.011, §800.04, §827.071 (sexual performance by a child), §847.0135, or §847.0145 when the victim was less than 16 years of age to reside within 1,000 feet of any school, day care center, park, or playground. While not required in Statutes or SBR, when parents/guardians of students express concern about a bus stop located within 1,000 feet of a registered sexual offender whose victim was under the age of 16, the bus stop shall be relocated whenever practical, but only when the bus stop can be replaced with a stop that still exists within the SBR walking distance.
5. Transportation staff shall alert parents/guardians of any bus stop changes in reaction to a sexual offender’s location.
6. In instances where walking distances defined in SBR conflict with conflict with §947.1405, F.S., statutory mandates regarding the proximity of bus stops to §947, F.S. related offenders shall prevail.
7. Transportation staff shall place a link to the Florida sexual offender registry on the Transportation web site.
8. There are circumstances where the safety of a child or a group of children is better assured by establishing a bus stop inside of the red halo than outside of it as in the case of students who are disabled and situations where large groups of students living at one address would need to walk from their residence to a distant bus stop along busy roads. The only way a bus stop can be established inside the red halo is if the bus stop can be made safe; in other words, the bus stop must be made safe by eliminating the threat posed by the sexual offender. Thus, a couple of circumstances come to mind where an adequate margin of safety may be assured in these exceptional situations. All exceptions must be approved in collaboration with the Superintendent.
 - a. A safe location that does not require the students to walk in front of or adjacent to the offender’s location.
 - b. A bus stop at an apartment complex, trailer park, condominium, or motel where there are a number of students boarding may provide a sufficient margin of safety to permit a bus stop within the red halo.
 - c. Locating the stop at an apartment complex, trailer park, condominium or motel on the opposite side of the complex from the offender.

Compounding

1. With very few exceptions, all District school buses will be compounded. Exceptions will apply only in more rural areas and in cases where compounding is a less efficient solution.
2. Compound site assignments shall be reviewed and re-designated as necessary each year to ensure efficiency.
3. Buses shall not be stored at locations other than the designated storage site unless specifically authorized by the Transportation Manager.
4. If the manager determines that a bus stored away from District property poses a maintenance burden, security risk, or community concern, the bus driver may be directed to store the bus at the nearest available compound site.
5. A driver who faces a compelling hardship associated with compounding may seek temporary relief from compounding from his/her Transportation Manager and may be permitted to store his/her bus at a temporary storage site for a limited time.

Students Walking to the Bus Stop

1. The State of Florida considers walkways parallel to the road to be hazardous if there is not an area at least 4 feet wide adjacent to the road, having a surface upon which students may walk without being required to walk on the road surface. Whenever the road along which students must walk is uncurbed and has a posted speed limit of 55 miles per hour or more, the 4-foot walking surface shall be set off the road by no less than 3 feet from the edge of the road.
2. State law requires parents “to ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including each trip to and from home and the assigned bus stop when the school district provides bus transportation.”
3. Routing shall establish school bus stops in locations that are safe for students to congregate and for buses to pickup and drop-off students. Again, however, parents are responsible for the safety of their children at the bus stop.
4. Bus stops shall not be established closer than one-quarter mile apart on busy roads in any case where there is at least 4 feet of walkway adjacent to the road or, in the case of uncurbed roads with posted speed limits of 55 miles per hour or more, where the 4 foot walkway is set off the road by 3 feet.
5. The one-quarter mile separation between bus stops requirement is designed for the safety of students and other motorists and as a courtesy to motorists sharing the roadways with school buses. Bus stops that are not separated by at least one-quarter mile are more hazardous on busier roadways.
6. Routing shall balance concerns over route efficiency, motorist courtesy, and student service in making decisions to place bus stops closer than one-quarter mile apart in low traffic, low velocity neighborhoods, but decisions to abbreviate the one-quarter mile distance under those circumstances should be the exception.

FEFP Surveys – FTE

Reporting & Processing

1. FEFP Surveys are conducted four times during the school year based on the dates set by the Department of Education – usually February, October, June, and July of the school year.
2. Survey Reporting is conducted as follows:
3. When notification is received from DOE to the Transportation Manager will alert staff of the upcoming FTE dates.
4. The Transportation Manager will set the deadlines for the surveys to be returned. Communication is sent to school bus drivers through the group text thread as well as on paper.
5. Survey meetings shall be held with Transportation staff to ensure that any updates or changes to procedure are communicated and to resolve any rider ship category issues.
6. Transportation Staff will utilize weekly attendance sheets to ensure accuracy of student riders.
 - a. Transportation staff will compare route attendance sheets to the transportation tab in FOCUS to ensure that the students are assigned to the correct bus AM & PM.
 - b. Transportation Staff will collaborate to make sure all riders are appropriately coded both on the attendance form and in FOCUS.
 - c. Transportation staff shall maintain their student ridership throughout the school term, updating routes and rosters constantly and sending school bus drivers updated rosters and check-off sheets no less frequently than every other week during the school year. Bus Route Numbers shall be entered utilizing this convention: 4-digit code including the bus number with leading zeros (no spaces)_ Example – Bus 53 shall be 0053 – Vans shall be entered as the van correlating van number as shown – Example – Van 5 shall be 005V
 - i. School bus drivers shall check students on and off the bus daily.
 - ii. School bus driver shall hand in checkoffs to their manager bi-weekly.
 - iii. Transportation office staff shall make adjustments (adds/deletes) to routes based on the bi-weekly checkoffs and reissue school bus drivers with revised rosters and check-off sheets.
 - d. Transportation staff shall verify student survey categories and other eligibility criteria as routes and rosters are built and update them as appropriate.
 - e. Distance for the purposes of FTE reporting is measured from the student’s residence property line nearest to the school to the front door of the school via the most direct walking route.
 - f. In preparation for FTE survey:
 - i. Transportation office staff shall print the FTE Ridership Survey Papers for the school bus drivers one week prior to Survey.

- g. Transportation staff will run attendance queries during the survey week and spot check attendance on the bus attendance sheet and compare it to the attendance query from FOCUS. Discrepancies will be noted and forwarded to the bus driver.
- h. School bus drivers shall complete their own checkoffs on the FTE Survey Roster and provide their own signatures on the rosters. No other person is authorized to complete checkoffs on the FTE Survey Roster. They shall return the FTE Survey Rosters for periodic checks during the survey period.
- i. The Transportation Manager will stay in contact with the MIS for site set up to input survey results.
- j. The Transportation Manager will input all student ridership and make any necessary route or bus corrections in FOCUS as soon as the site is up.
- k. The Transportation Secretary will follow behind and be a second set of eyes for input and correction.
- l. The Transportation Manager will stay in communication with MIS regarding input and corrections and readiness for transmittal to the state.

School Bus Videos

Archiving & Security

1. School bus video is recorded to hard drives stored on board school buses. At the point that the drive is written to capacity, the drive is designed to be incrementally overwritten with new footage. There is no automatic archiving associated with the school bus video recording system.
2. The Transportation Department shall preserve all video pulled for serious events. The section needed will be downloaded in its entirety and cataloged by the transportation secretary/assistant or the manager.
3. When a video might be required as legal evidence, it shall be preserved in its entirety in its proprietary format in order to eliminate concerns about editing or alteration.

Viewing & Distribution

1. School bus cameras are witnesses to events and are useful when there are no other credible and objective witnesses available to relate the details of events and incidents. School bus drivers and monitors are like any other District official in that they are considered credible and objective witnesses, except in cases when they are unclear of the facts and circumstances or when they are the subject of the inquiry for which video evidence needs to be consulted. Review of school bus video shall not be required for the school to act on a student disciplinary complaint made by a school bus driver or monitor.

2. Pulling and reviewing school bus video is extremely time-consuming and labor intensive and shall thus be done only when necessary and when:
 - a. There are no credible and objective witnesses available to corroborate reports of offenses for which a student suspension will be the outcome;
 - b. requested by a law enforcement or child protective agency collecting evidence leading to formal charges under the law;
 - c. requested by the parent/guardian of a victim, or by the parent/guardian of a student involved in a disciplinary action;
 - d. subpoenaed as trial evidence;
 - e. required for investigation by the District's investigator or Human Resources Director; or
 - f. extraordinary circumstances as determined by the Transportation Manager or Superintendent.
3. In instances where the school bus driver or monitors account of events occurring on the school bus is brought into question either in terms of his or her objectivity or the accuracy of his or her account, the Transportation Manager or Secretary shall verify the account via video and advise the parties of his or her findings.
4. Video security is essential to preserving student privacy. Images or recordings will be shared via email to the principal, assistant principal, dean of discipline, the Superintendent and or the Director of Human Resources.
 - a. Parent/Guardian requests for viewing video footage approval will be made through the Superintendent.

Video Drive Security

1. School bus video drives and the boxes they are stored in are secured by keys that are relatively universal and freely distributed by vendors. Agencies with the same devices may well have keys that fit District drives and boxes. Likewise, many of our employees have a legitimate need for keys. The potential for abuse of access to video drives and boxes makes it necessary for the department to control access to keys to the greatest extent possible.
 - a. When new buses and/or video equipment arrive, keys to bus video drives and boxes shall be collected and inventoried, along with all other bus video drive and box keys.
 - b. Keys for bus video drives and boxes shall be to the Transportation Manager, Transportation Secretary and the Fleet Mechanic.
 - c. When an employee is no longer employed with the District or is suspended from work, he/she shall surrender his/her keys, and the keys shall be counted back into safekeeping.
 - d. Bus video drive and box keys not issued to authorized personnel shall be kept secured at the bus barn.
 - e. School bus drivers and monitors will not be assigned video access keys.

School Bus Driver Training & Qualification

School Bus Driver Prerequisites for Employment

Prerequisites for Employment:

1. hold a valid commercial driver license with a passenger endorsement and a school bus endorsement;
2. successfully complete forty (40) hours of pre-service training, which must include certified cardiopulmonary resuscitation (CPR) and first aid training, and must consist of at least twenty (20) hours of classroom instruction and eight (8) hours of behind-the-wheel training. The classroom instruction and behind-the-wheel training shall be based upon the Department's Basic School Bus Operator Curriculum, Revised 2006;
3. demonstrate the ability to prepare required written reports;
4. be physically capable of operating the vehicle as determined by physical examination, given by a physician designated by the Board, and as determined by a dexterity test administered by the District;
5. demonstrate physical and mental capabilities required to carry out all assigned responsibilities as a school bus operator; and
6. meets the qualifications described in 49 C.F.R. Part 391, relating to physical qualifications and examination, which includes the physical standards established by the Federal Motor Carrier Safety Administration pursuant to 49 C.F.R. Sections 391.41 and 391.43
7. Physical Examinations
 - a. As a condition of initial employment, pass a physical examination prior to beginning work as a bus driver. As a condition of continued employment, pass an annual physical examination. All physical examinations shall be reported on a form prescribed by the State Department of Education and shall be conducted by a physician designated by the Superintendent or his designee.
8. Additional Requirements:
 - a. While on duty: be clean and neat in appearance at all times; adhere to Dress Code; use no alcohol or tobacco while on buses; use no profane language; use no drug which might impair the normal functions of the driver; not be under the influence of alcohol or drugs; and adhere to all drug and alcohol testing procedures.
 - b. Attend and participate in training classes for school bus drivers and be prepared at any time to successfully pass a reasonable written examination concerning traffic laws, Federal, state and local transportation rules and regulations, and driving skills.

- c. Master the principles of first aid and CPR and be prepared to give emergency treatment to anyone injured in or because of a school bus accident.
- d. Adhere to proper radio usage procedures.

Trainee Records

1. Driver files for new applicants will be created during the week of the initial training class. All pertinent paperwork and forms will be inserted into each file upon completion during class week and documented on the file. This will be done by the trainers.
2. The files will be held in the transportation office during the length of training. The applicant will turn in all other paperwork and forms to the driver trainer as he/she progresses and progress will be documented on the file.
3. Upon completion of all CDL tests, trainers will turn in a copy of the applicant's CDL certificate to the transportation office. It will be kept in the driver file.
4. Once the file is complete, and the driver is ready to begin transporting, the transportation office will forward completion to the HR department for payroll processing.
5. It is the trainers' responsibility to maintain the class attendance record book of new applicants during the class week. The record book will be turned in to the transportation office on the last day of class.
6. The driver trainers may have a copy of the new applicant's permit to keep in a file in the office. However, the applicant must have the original permit and his/her driver license on them at the time of training and testing. There will continue to be a copy of the applicant's permit in the driver file.
7. Trainers will turn in all pertinent paperwork to the transportation office to be stored, this includes the applicants' test papers while their work is in progress. In this way, if one trainer tests the applicant on a pre-trip and the next day a different trainer tests the same applicant on skills or road that trainer will have easy access to it.

New Driver Training Progression

1. It is the responsibility of the trainers to ensure that the Classroom/Driver Training Form is issued to the new applicants during the week of class. The trainers will document the forms each time the applicant completes one part of the training. Once the form is complete, it must be turned into the Transportation Manager and placed in the applicant's file.
2. The dexterity (flex) test will be administered to each applicant during the week of class. Trainers will sign each applicant's Classroom/Driver Training Form indicating they have completed the dexterity test.
3. Each applicant must have a permit, physical and their fingerprints, drug screen and new hire paperwork in place before any training begins. Fingerprint, drug screen and new hire paperwork is processed with the HR department at the Franklin County School Board Office.

4. Trainers will demonstrate how to properly adjust mirrors to each applicant prior to skills training on the bus.
5. Trainers will demonstrate student stops and railroad crossing procedures to each applicant during skills training.

CDL Training Driver File Management

1. The files on the new applicants will be created during the week of the class. All pertinent paperwork and forms will be inserted into each file upon completion during class week and documented on the file. This will be done by the trainers.
2. The files will be turned in to the Transportation Manager on the last day of class. The applicant will turn in all other paperwork and forms to him/her as he/she progresses, and it will be documented on the file.
3. Trainers will turn in a copy of the applicant's CDL certificate upon completion of all CDL tests to the Transportation Manager. It will be kept in the driver file.
4. It is the trainers' responsibility to maintain the class attendance record book of new applicants during the class week. The record book will be turned in to the Transportation Manager on the last day of class.
5. The applicant must have the original permit and his/her driver license on them at the time of training and testing. There will continue to be a copy of the applicant's permit in the driver file.
6. Trainer records will be kept in the Transportation Office in a location known to all trainers. In this way, if one trainer tests the applicant on a pre-trip and the next day a different trainer tests the same applicant on skills or road that trainer will have easy access to it.

Bus Driver Medical Disclosure & Return-to-Work Requirements

1. In accordance with federal regulations (49 CFR 391.41 – Physical Qualification for Drivers), a District school bus Driver shall not operate a School bus unless he or she is medically certified as physically qualified to do so. Therefore, it is the duty of District school bus drivers to immediately disclose any diagnosis or treatment of any potentially disqualifying medical condition, as described in detail in 49 CFR 391.41, to an approved District-approved DOT medical examiner before returning to driving duties.
2. School bus Drivers shall submit to a DOT physical examination prior to operating a school bus any time the following occurs:
 - A person is physically qualified to drive a commercial motor vehicle if that person—
 - (1) Has no loss of a foot, a leg, a hand, or an arm, or has been granted a skill performance evaluation certificate pursuant to [§ 391.49](#);
 - (2) Has no impairment of:
 - (i) A hand or finger which interferes with prehension or power grasping; or

- (ii) An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or has been granted a skill performance evaluation certificate pursuant to [§ 391.49](#);
- (3) Has no established medical history or clinical diagnosis of diabetes mellitus currently treated with insulin for control, unless the person meets the requirements in [§ 391.46](#);
- (4) Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure;
- (5) Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his/her ability to control and drive a commercial motor vehicle safely;
- (6) Has no current clinical diagnosis of high blood pressure likely to interfere with his/her ability to operate a commercial motor vehicle safely;
- (7) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with his/her ability to control and operate a commercial motor vehicle safely;
- (8) Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a commercial motor vehicle;
- (9) Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his/her ability to drive a commercial motor vehicle safely;
- (10)
- (i) Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70° in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber; or
- (ii) Meets the requirements in [§ 391.44](#), if the person does not satisfy, with the worse eye, either the distant visual acuity standard with corrective lenses or the field of vision standard, or both, in [paragraph \(b\)\(10\)\(i\)](#) of this section;
- (11) First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5—1951;
- (12)
- (i) Does not use any drug or substance identified in [21 CFR 1308.11](#) Schedule I, an amphetamine, a narcotic, or other habit-forming drug; or
- (ii) Does not use any non-Schedule I drug or substance that is identified in the other Schedules in [21 CFR part 1308](#) except when the use is prescribed by a licensed medical practitioner, as defined in [§ 382.107 of this chapter](#), who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; and
- (13) Has no current clinical diagnosis of alcoholism.
- experienced, or been diagnosed or treated for any other condition that might bear on the bus Driver's ability to safely operate a school bus.

3. If required to submit to a DOT physical examination after having been diagnosed or treated for a potentially disqualifying medical condition, the employee shall furnish the DOT medical examiner at the time of the physical examination an original letter from the physician of record who treated the employee for the medical condition or who prescribed a Schedule I or non-Schedule I drug or substance identified in 21 CFR 1308 on official letterhead (not written on a note or prescription pad) with the original signature of the treating physician (not a stamp, or nurse or physician's assistant's signature):
 - a. affirming that the physician, having reviewed the DOT medical eligibility requirements contained in 49 CFR 391.41, is aware of the requirements of the job performed by the bus driver; and
 - b. noting that in consideration of federal CMV Driver requirements contained in those regulations, the bus driver is "cleared for work as a school bus Driver without restrictions" and has been counseled regarding the safe use of medications in conjunction with his or her driving duties.
4. Further, when a bus driver has been out of work on sick leave (paid or unpaid), FMLA, or medical leave of absence, for five (5) or more consecutive days, he or she shall either affirm to his or her manager that the medical condition that caused the absence is not a condition listed in paragraph 2 above, or submit to a DOT physical examination prior to operating a school bus. The manager/HR Director, at his or her discretion, may refer the bus driver for a DOT physical examination.
5. The manager shall see proof that a bus driver returning to driving duties under the parameters of this SOP has been provided with an approved medical examiner's certificate before returning the bus driver to driving duties.

Bus Employee Responsibilities

Bus Driver General Responsibilities

1. The Bus Driver is in full charge of the bus and is responsible for all passengers on the bus as well as during boarding and off-loading. School Bus Drivers shall instruct students in the correct procedure for loading and unloading and shall supervise the activities of students leaving the bus until the students have crossed the highway, or are otherwise not subject to hazards. The Bus Driver must be diligent in their responsibilities to ensure the highest level of safety during the transportation of passengers.
2. All Bus Drivers are expected to start their routes on time. This is imperative for scheduled student pick-up and drop-off times to be met.
3. The Bus Driver must follow the established route unless otherwise directed by the Manager. Scheduled or unscheduled road detours are an exception. Each route will have an assigned time of pick-up and drop-off for each student. The Bus Driver will not alter his/her established times without authorized approval. Schools or Bus Drivers cannot add stops without Transportation approval. Do not use your bus for personal errands. It is the Bus Drivers responsibility to keep the Manager apprised of any routing or stop issues.
4. While on the bus, Bus Drivers shall not at any time use cell phones, radios or audio players requiring earplugs behind the wheel of the bus. No hands free cell phones. Do not use any device requiring an ear plug. Hearing aids are the only devices allowed to be worn in the ears of a Bus Driver.
5. The Bus Driver shall assign seats for all passengers.
6. The Bus Driver may use his/her own discretion for any temporary route modification due to road construction, traffic, or student illness. The Bus Driver must radio this modification to the Transportation Office. Under no circumstances is this temporary modification to be permanent unless approved by the Transportation Manager.
7. The Bus Driver must radio the dispatcher as soon as possible if behind schedule (delayed) for more than ten minutes.
8. The Bus Driver must obey all applicable laws and regulations established by the Florida Department of Education and must comply with Franklin County School Board Policy.
9. The Bus Driver is not to proceed until all students are seated. Standing is not permitted while the school bus is in motion.
10. When stopped on the roadway, the Bus Driver must activate the warning lights when the wheelchair lift is in operation.
11. It is the Bus Drivers' responsibility to be aware if a parent or guardian is to be present when dropping off a student. In the event of a situation where a parent/guardian is not present and should be, notify the dispatcher, who will attempt to call the home. If there is no response, the Bus Driver will continue dropping off the remaining students and if possible return again to the address of the student in question. If there is still no parent available, the Bus Driver will contact dispatch and return the

student to his/her school. If no one is available at the school the Bus Driver will contact dispatch for further instructions.

12. The Bus Driver may not continue his/her route until the student has reached a place of safety.
13. The Bus Driver shall complete a report of any accident or unusual incident that occurs during the operation of a school bus. This report shall be completed as soon as possible after the incident occurs. Notify the dispatcher or your supervisor immediately if the incident is serious.
14. The Bus Driver will have a written emergency bus evacuation plan and conduct a minimum of two emergency exit drills per year for all students. Scheduling of these drills will be at the discretion of the transportation department and are held during the first six weeks of the semester.
15. The Bus Driver and Bus Monitor are responsible for anchoring wheelchairs securely to the interior of the bus and making certain that students are securely seat-belted into wheelchairs or passenger seats when required. There shall be no deviation from this procedure for any reason. Random inspections will be conducted to ensure compliance with all established procedures concerning the safe transportation of wheelchairs and their occupants.
16. It is the Bus Driver's responsibility to provide a current home address and phone number to their supervisor. If this information is to be kept confidential, a written request is required and the supervisor will only use such information in case of an emergency.
17. When loading or unloading is completed, clear the loading zone if there is a delay while waiting on additional students. Slowly back up if necessary. Ensure your school bus does not block the smooth flow of the other school buses.
18. It is the responsibility of the Bus Driver to keep all scheduled bus inspection dates. Failure to do this may result in disciplinary action. This responsibility includes bringing the cleaned bus to the garage, obtaining a spare bus if necessary, and checking with the garage, by phone, to see when the bus is ready for pick-up.
19. The Bus Driver will perform a pre-trip inspection of a spare bus before leaving the garage. If the spare bus is not fueled and/or cleaned or has any malfunctions, report it to the garage immediately. Make sure the bus is properly equipped for your route(s) (i.e., seatbelts, harnesses, car seats etc.). When a spare bus is returned, it is the Bus Driver's responsibility to fuel it and clean it before picking up their assigned bus.
20. Bus Drivers must adhere to posted speed limits and always obey all traffic laws when operating a school bus.
21. Bus Drivers must use (turn on) their headlights whenever the bus is in motion.
22. Bus Drivers are required to be on their buses or standing at the door of their school bus prior to the first student boarding.
23. Under no circumstances are students to be put off the bus for disciplinary reasons other than at their designated stop or at their school. Students will only be allowed to depart the bus at their designated bus stop unless Bus Driver receives a signed bus pass from the Transportation Manager or Secretary.

24. Bus Drivers are only permitted to drive students enrolled in Franklin County Schools, people employed by Franklin County Schools or people who are volunteers at Franklin County Schools unless directed by the Superintendent.
25. All Bus Drivers are required to attend meetings posted by the Transportation Manager or Secretary. The meetings provide you with in-service training, safety topics and updated departmental procedures as required by the State of Florida. All scheduled meetings must be attended. It is the Bus Driver's responsibility to schedule make-up times for missed meetings.
26. All Bus Drivers will have their work performance evaluated at least once a year. This evaluation will be conducted by the Transportation Manager. Driving performance may also be monitored by external observation. The general areas critiqued for a driving evaluation are as follows:
 - a. Pre-trip inspection of the bus.
 - b. Starting the bus.
 - c. General alertness of the Bus Driver.
 - d. Driving skills, directional signals, speed, lane usage, proper hand placement on the wheel, turning, backup, railroad crossing, following, and any other safety related driving requirements.
 - e. Bus stops.
 - f. Loading and unloading procedures.
 - g. Proper security of all passengers, including harnesses and wheelchairs.
 - h. Absenteeism, tardiness, route updates, etc.
 - i. Observance of all laws prescribed by the State of Florida and municipalities you drive in.
 - j. Observance of all policy and procedures set forth by the Franklin County School Board.
 - k. Completion of all reports, records and surveys in a timely manner.
27. The Bus Driver shall be fit to operate any school bus he/she is qualified to operate and to drive any route he/she is assigned.
28. Sub drivers are a Departmental resource and may be assigned to any area in the District where they are needed.
29. The Bus Driver must have all route information updated and completed for a substitute Bus Driver. This includes complete updated stop sheets, seating charts, passenger information forms directions. The information must be available for the substitute Bus Driver before the assigned Bus Driver is absent.
30. The Bus Driver will ensure that the bus is fueled and cleaned before use by a substitute Bus Driver.
31. The Substitute Bus Driver will ensure that the bus is cleaned before returning it to the assigned Bus Driver.
32. The majority of the Bus Driver responsibilities are listed above. Bus Driver must use common sense and good judgment in dealing with a situation not specifically addressed in the previous paragraphs. They shall consult with parents, and their manager, office staff and or school staff when confronted with issues and concerns that require assistance, collaboration, or advice.

Bus Monitor General Responsibilities

1. The Bus Driver and Bus Monitor must work together as a team to ensure the highest level of safety during the transportation of passengers.
2. Bus Drivers and Bus Monitors shall function as a crew. The ultimate responsibility for the safe operation of the bus rests with the Bus Driver. The relationship between Bus Driver and Bus Monitor shall be cooperative & efficient.
3. The Bus Monitor upon entering the school bus will check all wheelchair anchors, straps, seat belts, car seats and/or booster seats, to be sure they are in good working condition. The Bus Monitor shall assist in seating students during the load process, buckling in and reminding older students to buckle their seat belts.
4. The Bus Driver shall be responsible for the operation of the wheelchair lift during loading and unloading and will ensure each wheelchair student has their safety belt fastened prior to placing them on the lift. The Bus Monitor shall remain on the bus in position to observe the safety of the lift process.
5. The Bus Monitor shall not play radios or audio players requiring ear phones; read or sleep while transporting students to and from school.
6. The loading and unloading of wheelchair passengers will be accomplished as follows:
 - a. When the bus has come to a complete stop, exit the bus and open the lift door, fastening the door back against the side of the bus so the door will not interfere with the action of the lift.
 - b. Position the wheelchair on the lowered ramp.
 - c. Set the brakes, once the wheelchair is backed onto the ramp.
 - d. Ensure the student is belted into the wheelchair and that the lip on the wheelchair arm is up.
 - e. Station yourself next to the platform and stabilize the wheelchair with one hand as it ascends to the level of the bus floor.
 - f. Keep the student's and your own limbs clear of the lift mechanism.
 - g. Unlatch and close the lift door, after the wheelchair is inside the bus and the ramp has been stored.
 - h. Enter the bus and assist the Bus Driver in securely anchoring the wheelchair.
 - i. The bus may proceed when all is secured.
 - j. Unloading procedures are the same for loading except some steps are accomplished in reverse order.
7. The Bus monitor shall actively monitor all passengers during transportation to ensure their safety and well-being. The Bus monitor will also ensure student conduct remains appropriate and consistent with the rules. In the event a reportable incident arises, the Bus monitor and the Bus Driver shall report it immediately. If there is a doubt as to whether an incident is reportable, they shall report it to Transportation Manager immediately. The Bus monitor shall also ensure that seat belts, car seats, booster seats, and wheelchairs remain secure. The Bus monitor shall move among the students to check on their well-being. In selecting a seat to sit in, the Bus monitor shall position him/herself such

that he/she can see all of the seats the students are sitting in while they are seated if space allows. The Bus monitor should keep the Bus Driver informed as to his/her movements so they can be considered during bus maneuvering.

8. While the bus is in motion the Bus monitor shall closely monitor all students aboard and assist the students in communicating problems that may require urgent or emergency response.
9. Bus monitors shall monitor for and assist students with breathing difficulty, seizure, diabetic emergency, movement disorder, and other health conditions as directed and trained by the school/District medical staff.
10. Bus monitors shall be responsible for the administration of medical needs while the bus is en route. The Bus monitor shall notify the Bus Driver to pull over prior to rendering medical aid. Bus Drivers may assist in attending to medical needs while at stops, or schools or in the event of an emergency.
11. Bus monitors and Bus Drivers shall assist students with ambulation, as needed, including walkers, wheelchairs and other assistive equipment.
12. During the refueling process, the Bus monitor shall not be on the bus.
13. Bus monitors shall provide route information assistance to a substitute Bus Driver when necessary.
14. Bus monitors shall ensure no student's personal items are left on the school bus.
15. Bus monitors will report to the bus at least five minutes before the scheduled bus departure.
16. Bus monitors must have a general knowledge of how to operate the bus radio.
17. Bus monitors, following proper training, shall have knowledge of the usage of all bus emergency equipment.
18. The majority of the Bus monitor's responsibilities are listed above. Bus monitors must use common sense and good judgment in dealing with a situation not specifically addressed in the previous paragraphs. They shall consult with school staff, parents, and their Transportation Manager when confronted with issues and concerns that require assistance, collaboration, or advice.

Route Management and Execution

1. Bus Drivers and Bus monitors shall not eat, smoke or use their cell phones in front of students.
2. The Bus Driver shall be responsible for maintaining correct and updated onboard documentation (seating charts, behavior logs, route sheets, stop sheets, student information, etc.)
3. Bus Drivers and Assistants shall work together to ensure that student personal belongings and other important items being transported are given to the parent/guardian or school staff upon arrival.
4. Bus Drivers and Bus monitors shall report to their work sites on time prepared for work and shall execute the route according to the defined route sheet.
5. Bus Drivers and Bus monitors shall stay awake and alert aboard buses at all times.
6. Bus Drivers and Bus monitors shall never talk about students or their disabilities to anyone except authorized school personnel in the appropriate work setting.
7. Bus Drivers and Bus monitors shall never use any type of corporal punishment with students.

8. Bus Drivers and Bus monitors shall never use inappropriate or profane language with or in front of students.
9. Bus Drivers and Bus monitors shall never make derogatory comments about students or to students.
10. Bus Drivers and Bus monitors shall refrain from wearing strong or excessive colognes or aftershaves and other strong cosmetic items that may affect students with allergies.
11. Bus Drivers and Bus monitors shall be professional, courteous, positive, and supportive to school staff. Drivers should not engage in arguments with school staff. Refer disputes to Transportation administrative staff.
12. Bus monitors shall assist the Bus Driver in maneuvering the bus by providing on-board visibility assistance and if necessary, shall assist the Bus Driver by providing close quarter maneuvering clearance while off the bus when requested by the Bus Driver.
13. In the event of a substitute Bus Driver being assigned, the permanent Bus monitor(s) shall assist in providing directions to ensure proper execution of the route. In the event of a substitute Bus monitor, the permanent Bus Driver shall assist the substitute Bus monitor as much as practical.
14. Seat belts, harnesses, and wheelchair restraints should NEVER be unbuckled before arriving at destination and the bus coming to a complete stop.
15. Spills and fluids that occur while the bus is in motion shall be cleaned up by the Bus monitor if they pose a safety hazard (slip hazard, etc.). If possible and safety is not compromised, spills shall be cleaned up when the bus is not in motion.
16. Bus Drivers shall not transport students without Transportation Request Forms. The only exception is in the event a student reports to a bus for the first time at a stop in the morning, drivers shall transport the student to school and report the situation to the school administration.
17. Bus monitors shall not use cellular phones or read when students are aboard. While on any School District campus or facility, refrain from cellular phone usage when there are no students aboard except in emergencies.
18. Bus monitors shall assist the Bus Driver in monitoring traffic and shall warn Bus Drivers of potential traffic dangers when observed.

Abstract and Accident

1. A Bus Driver is required to report any moving violation that is received in a private vehicle. Written notification must be submitted to the Transportation Manager within 24 working hours of the citation.
2. All accidents in any Franklin County School vehicle must be reported immediately to the Transportation Manager, and a formal report must be filed within 12 hours. If an accident occurs after hours or on weekends, the Transportation Manager is to be notified by phone if there are injuries or if there is serious damage to the vehicle. If there is no injury and the damage is minimal, call the Transportation Manager as soon as possible.

3. All verbal and written warnings issued by police for moving violations while driving a Franklin County School Vehicle must be reported immediately to the Transportation Manager.
4. NOTIFY THE TRANSPORTATION DEPARTMENT IMMEDIATELY, IF YOUR LICENSE IS SUSPENDED, REVOKED, CANCELED OR IF YOU HAVE BEEN DISQUALIFIED FROM DRIVING A COMMERCIAL MOTOR VEHICLE.

Pick-up and Drop-off of Students

1. The Bus Driver should only wait if he/she has arrived at the bus stop before the scheduled time. The Bus Driver should not blow the horn to summon a student to the bus.
2. Bus Drivers may make temporary adjustments to the route to avoid unnecessary mileage and usage of fuel with Transportation Manager approval. For example, if a student is off the bus in the afternoon, and that is the only student on a given road, the Bus Driver shall not be required to travel the road unnecessarily. Also, if the Bus Driver receives a written note from a parent/guardian stating that a student will not be riding the bus for a length of time (illness, vacation, etc.), the Bus Driver should provide this information to the Transportation Manager.
3. Safety of the students is the most important item to be considered when establishing bus stops. Each stop should be established only after thorough investigation has revealed the location to be the most desirable one in the area. Bus Drivers are part of the Department's Safety Team; therefore, your input is important.
4. The following will help promote a safe loading and unloading situation at school bus stops:
 - a. Stops should be located 50 feet from a stop sign, 4-way stop; or at the corner before entering an intersection.
 - b. Students may have to have room to wait safely off the roadway or on the other side of the road.
 - c. Establish or change stops only with supervisor's permission.
 - d. Stops shall allow the school bus to be visible to other motorists for 400 feet of uninterrupted visibility in either direction.
 - e. Stops shall be located in the safest possible areas.
 - f. Stops shall not be near railroad tracks or crossings when possible.
 - g. If possible, stops shall not be placed at the intersection of heavily traveled roads, on steep grades, blind curves, near the crest of a hill, or near large signs or buildings that obstruct the view of a motorist. A motorist is not provided adequate stopping distance after seeing a stopped school bus.
 - h. Stops should be established assuring that a reasonable number of students board the bus at any one stop, thereby reducing traffic congestion and the potential for problems at the stop.
 - i. Stops should be established allowing the Bus Driver to activate the pupil warning lights properly.

- j. Stops should be established which permit students to walk at least ten feet in front of the bus before crossing a roadway.
- k. If a bus has to turn around at a bus stop area, students will be picked up before making the turn and unloaded after the turnaround is completed.
- l. Students crossing a road at the bus stops should cross only in front of the bus and only in full view of the Bus Driver. Students should not cross any roadway until directed to cross by the Bus Driver.
- m. Any time you unload students at any school site, the principal or his/her designee must receive the students before you leave.

District School Buses – Official Use Only

1. The Bus Driver is to use the school bus only to transport students to and from school or for other purposes authorized by the Transportation Manager. This includes activity trips and other school-related activities. Bus Drivers are not permitted to transport unauthorized passengers without permission from the Transportation Manager, Transportation Secretary or Superintendent.
2. Bus Drivers may make restroom, or convenience store stops before or after their regular daily runs. This is permissible when no additional mileage results from making the stop. The Bus Driver should always park their bus where it will be safe and not obstruct traffic. Stops should be no longer than five minutes in length.
3. The use of a school bus for reasons other than those mentioned above is strictly prohibited.
4. The Bus Driver may be given permission to park the bus at their residence or a site determined by the Transportation Manager.
5. School buses are not for personal usage. Personal usage of a Franklin County Vehicle may be cause for disciplinary action, including dismissal. If an emergency does arise and an emergency stop is required, radio dispatch with the time, location, and reason for stop.

Inspections and Bus Maintenance

1. Pre-trip inspections are required prior to operating the school bus before each morning and afternoon run. Post-trip inspections are required after the completion of each morning and afternoon run. A Pre-Trip/Post-Trip Inspection Checklist shall be completed or updated after every inspection and turned in weekly by the bus Driver. If a different bus other than the Bus Driver's assigned bus is used, a separate inspection checklist must be completed. Indicate any item that is defective and if the defect poses a safety concern, contact the transportation manager or the bus garage at once for further instructions.
2. Bus Drivers shall not leave the bus unattended with the engine running. Bus Drivers must be either in or around the bus at all times when the engine is running. If assistance is needed to help in checking

warning lights, brake lights, or reverse lights, Bus Drivers should ask another Bus Driver or Bus monitor to assist.

3. With the exception of a pre-trip inspection, a Bus Driver shall not leave the bus for any reason before turning off the engine, putting the bus in neutral, applying the emergency brake and removing the ignition key.
4. All Bus Drivers assigned a bus equipped with a lift must inspect and test the lift for its proper operating condition before beginning any route or trip, both A.M. and P.M.
5. Upon arrival at the place of storage, the Bus Driver will perform a post-trip inspection in accordance with the checklist. A pre-trip inspection is required before beginning subsequent runs.
6. SPECIAL CARE SHALL BE TAKEN TO ENSURE NO PASSENGERS OR PERSONAL ITEMS REMAIN BEHIND ON THE BUS BY PERFORMING A COMPREHENSIVE WALK-THROUGH INSPECTION FOLLOWING EACH RUN! Bus Drivers not parking in the city/town/area of assignment should perform the walk-through inspection before leaving the designated route area as well as the school campus.
7. For safety, the bus engine shall be turned off and ALL passengers OFF the bus while refueling.
8. Bus Drivers shall keep their buses clean. They shall also ensure buses assigned to them temporarily are also kept clean. Littering either on or around the bus is not permitted. Paper products and other debris shall be deposited into the proper receptacle. Debris shall not be swept out onto the parking area or road side.

Note: School bus keys shall not be left inside the bus each driver, manager, mechanic has a key if needed.

On-board Music

1. As a professional driver, you are expected to maintain order, discipline, and professional decorum while operating a school bus. If you choose to operate your radio while passengers are aboard, you are expected to be prudent in your selection of music.
2. It is not acceptable to play any selection of music that incorporates lyrics which include profanity, abusive, or offensive language. Be diligent in adhering to this policy.
3. Complaints originating from students or their parents/guardians will be treated as serious infractions of bus order and may result in disciplinary action.

Driver Cellular Phones and Personal Electronic Devices

1. Driver cellular phones are permitted onboard school buses for emergency use only and only when the bus is pulled off of the roadway, is out of gear, the brake is set, and the driver is out of the driver's seat. Thus, **the use of a cellular phone or other personal electronic device for any reason while operating a school bus is strictly prohibited**, even using so-called hands-free devices and when stopped at a stop light, stop sign, or bus stop. Operating a school bus while on the phone – or while

otherwise distracted – endangers you, your passengers, pedestrians, other motorists, and students in the process of boarding and departing the bus.

2. Employees should anticipate that unauthorized use of cellular phones while operating a school bus may result in the termination of employment on the first offense. Extenuating and mitigating factors – factors that justify or lessen the severity of the offense – will not be persuasive in light of the nature of the offense. Length of service with the district will not be considered in mitigation as we expect that length of service should inspire good conduct and professionalism, not excuse gross misconduct and unprofessionalism.
3. As compelling as the outlook for strong disciplinary action is, employees should be primarily inspired to comply with this policy because of the grave danger to students and other motorists that violations of the policy would present. Anyone not moved by the prospect of losing one's job for a violation should contemplate the lifetime of grief and misery one would endure if he or she was responsible for the death or injury to someone's child or grandchild because they didn't have the self-discipline to do the right thing. The district has a duty to be diligent in acting decisively on this issue. The Department hopes and expects that employees will take heed immediately and perform accordingly, so neither discipline nor tragedy will ever arise because of ignoring the warning. This SOP is the warning.

Note: On occasion, a dispatcher or a Transportation Manager might call a bus Driver while he or she is on the road; however, they will not intentionally call while the bus Driver is on the road. Bus Drivers shall not answer the phone unless the parameters described in paragraph 1 above are met, regardless of the source or reason for the call. If a dispatcher or Transportation Manager calls you and you are unable to answer because you are not pulled off of the roadway with your parking brake engaged and the bus out of gear, they will leave a message. Return the phone call only once you are safely able to do so. No exceptions.

4. Bus Drivers and bus monitors are not permitted to utilize personal electronic devices during student loading and unloading evolutions.
5. The use of cellular telephones by CDL Drivers while operating a CMV is a violation of federal regulations and of Florida law.
6. United States Department of Transportation research has revealed that drivers are almost four (4) times more likely to be involved in a safety-critical event when their eyes are off the forward roadway for more than two (2) seconds and that drivers spend 77% of their time with their eyes off the forward roadway when they're texting. "Texting" is defined as actions involving multiple button pushes (or user inputs), whether a text message is involved or not. The research also indicates that texting drivers are 23.2 times more likely to be involved in a safety-critical event if they are texting and driving. School bus Drivers are not permitted to "text" unless the vehicle is safely pulled off of the roadway and is out of gear with the brake applied.

Smoking

Employees shall not use any tobacco products on school district campuses and/or in District vehicles.

Railroad Crossings; Special Situations

1. **The driver of a school bus should look and listen at every railroad track at which there are in-operation flashing red lights and/or bells and shall not proceed across such tracks unless directed by a law enforcement officer.**
2. **No driver shall drive his/her bus through, around, or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or being opened or closed.**
3. **No stop need be made at any crossing where a police officer directs traffic to proceed.**
4. If a bus is ever approaching a malfunctioning railroad crossing and there is a law enforcement officer directing the bus to proceed, **do not** make a railroad crossing stop. **Always** follow the directions of a law enforcement officer.
5. If a bus is making a railroad-crossing stop at a clear crossing, and as the bus begins to proceed across the tracks the lights and bells come on and/or the crossing arm begins to come down, **do not** hesitate or stop! Do not try to back up off the tracks. The bus has already entered the danger zone. **Continue across the tracks. If the bus stalls on the tracks, evacuate the bus and move all passengers away from the danger area.**

Idling Policy

Refer to Section 8000 Operations PO8600.04 and PO8400 School Board Policy for the District's policy on idling.

Fuel Conservation

1. Avoid sudden starts and stops.
2. Shut off engine while waiting or unloading on school grounds. Do not let the engine idle more than five minutes. The exception to this rule is when a lift bus is loading or unloading a student with a wheelchair. These buses should be located at the end of the line at the bus ramp. Or in extreme temperatures to cool the bus down, heat the bus up or defrost windshields.
3. After starting a cold engine, do not exceed idle RPM until all gauges read normal and the pressure is up (110 to 120 psi.)
4. School Bus Drivers will conform to all speed limits. In the absence of a speed limit sign in residential areas, drivers are not to exceed 25mph.
5. Continuously evaluate your routes and submit suggestions concerning efficiency of operation to your supervisor.
6. Buses will be assigned to designated parking areas closest to the assigned bus route.

7. Buses will fuel when less than $\frac{1}{2}$ tank. Buses will be fueled with DEF at repair/regular inspection intervals unless below $\frac{1}{2}$ tank.

Appropriate Care of School Buses

1. Enforce rules of no smoking, eating or drinking on the school bus. The exception for eating and drinking is for students that have medical needs or are on extended field/athletic trips where chaperones are available to monitor students.
2. Sweep buses after each morning and afternoon run and dispose of all trash properly. Do not sweep trash into parking lots or any other public area. Use containers that are provided for these purposes.
3. The interior of the bus is to be always kept clean. Interiors will be completely cleaned prior to turning in the bus for summer storage or when you are assigned a different bus.
4. When using a spare bus or any bus other than your regularly assigned bus, thoroughly sweep, empty the trash, close all windows and alert transportation staff of fuel levels before returning it.
5. Close all windows and doors between morning and afternoon routes and at night. During the summer it is advisable to leave the last two windows partially open to allow for ventilation.

Transportation of Pre-Kindergarten (Pre-K) Students

1. General

- a. Before transportation arrangements for Pre-K Students can be finalized, the parent/guardian must fill out the ridership request and adhere to guidelines outlined in the PreK section. Bus specific car seats must be available and installed on the bus prior to the student being allowed transport on the school bus.
- b. Children need to be at the bus stop five (5) minutes prior to the bus's scheduled arrival time. The bus will not wait for students. Students are not permitted to run after a bus that has already begun to drive away.
- c. Students must always be under the supervision of an adult (18 yo or older). PreK students will not be dropped off unless an adult listed on the transportation request is present or the guardian has called the transportation department to make other arrangements. Drivers may ask for picture identification to verify the validity of the person picking the student up.

2. Student Accountability

- a. Pre-K students will utilize the bus stop assigned to them by the Transportation Department. Parents/guardians desiring to use a different existing bus stop should complete a new ridership request form.

- b. Pre-K students shall sit in assigned seats at the front of the school bus in a car seat/harness. Most district buses are equipped with built in car seats for PreK aged students.
- c. Changes in the student's residence or contact information must be reported to the transportation office immediately to update bus ridership & stop records.

Transportation of Kindergarten thru 2nd Grade Students

1. General

- a. Transportation of Kindergarten and 1st Grade (K-1) students follows the same protocol as transportation for all other District students except as described in this SOP.
- b. K through 2 students will be monitored by an adult at the bus stop at all times. Students without an adult present will not be allowed to leave the bus. Exceptions: when a K-2 student has an older sibling or friend at the stop and the guardian sends in a written request allowing the specified student to walk them home.

Activity Trip – Leaving Activity Trip Location

- 1. If a driver must leave the activity trip site for any reason (including meals, etc.) the driver should check out with the chaperone in charge prior to leaving.
- 2. The driver is to provide a location where the bus is going and a recall number if available.
- 3. The driver is to provide an estimated return time.
- 4. Items of value shall not be left aboard any bus. Students should take all valuables with them, if a second bus is available with a driver on board items may be transferred to the second bus.
- 5. Driver is to report to the chaperone when he/she returns.

Safe Bus Operating Practices

- 1. The following are basic safety rules all Bus Drivers must comply with. Following safety rules and using good judgment can help prevent many serious accidents and injuries.
- 2. Standard School Bus Safety Rules:
 - a. Passengers are not allowed to sit or stand in the step well or at the emergency door when the bus is moving. All passengers must be seated when the bus is moving.
 - b. Bus Drivers are required by State law to properly wear a seat belt when the bus is in operation.
 - c. Bus Drivers must never leave any bus unattended with students on board, this includes the times when students are loading and unloading. The Bus Driver can either be in the seat or at the bus door.

- d. Never leave the key in the ignition of the bus when parked. **School bus keys shall not be left inside the bus at any time for any reason.**
3. Speed Limits: The school bus must be driven at or below the posted speed limit. In residential or business districts, a school bus should not exceed 30 miles per hour unless otherwise posted. The Bus Driver should always reduce speed when necessary, due to inclement road or weather conditions.
4. Bus Drivers **shall not** pass vehicles unless it is to:
 - A. To go around a stalled or broken-down vehicle or parked garbage truck or other parked service truck in the lane of traffic.
 - B. To pass an extremely slow-moving vehicle such as a tractor.
 - C. On a multilane road (interstate) when the vehicle ahead is driving well under the posted speed limit.
 - D. Drivers will only pass when safe to do so; there is no obstructed view, no oncoming traffic, and passing will not require the bus to go above the posted speed limit.
5. The speed limit is five miles per hour on all school grounds and garage compounds unless otherwise posted.
6. Flashing Bus Lights, Stop Sign and Strobe Light:
 - a. The amber lights shall be activated by the Bus Driver at a point approximately 200 feet from the student bus stop as a warning to traffic or at a greater distance if traffic speed or road conditions make it necessary. When the bus has stopped, and before the door is opened, the amber lights will be turned off and at the same time the red lights and stop signs will be activated.
 - b. The bus door will not be opened until the approaching traffic in the immediate vicinity of the bus has stopped. Bus Drivers shall watch the students leaving the bus until they have crossed the highway safely. Instruct all students to cross in front of the bus after you signal them to cross. Tell the students that they must look both ways for speeding cars as they reach the center of the road.
 - c. The strobe light will activate in conjunction with the marker lights, some have switches, and some are activated when the key is turned on. Use the strobe light only when necessary while driving your school bus unless it is activated when the key is turned on.
7. Railroad Crossing: Bus Drivers must stop at ALL railroad crossings whether or not there are passengers on board. Four-way flashers (hazards) are to be activated approximately 200 feet prior to railroad crossing. DO NOT USE STUDENT LIGHTS (REDS). The front of the bus should not stop any closer than 15 feet from the nearest rail nor any farther than 50 feet. Upon stopping, place the transmission in neutral, apply the parking brake, open the service door, and open the Bus Driver's side window. After checking for a train by looking left, right, and then left again, the Bus Driver shall place transmission in drive, release the parking brake and close the door. The Bus Driver should also take a last look up and down the tracks. As the rear wheels cross the tracks, the Bus Driver must turn off the four-way flashers.

8. **Right on Red:** It is recommended that Bus Drivers refrain from making right turns on red lights whether or not passengers are on board, because of the slow acceleration capability of the bus and the fact that more and more intersections are controlled by magnetic or weight activated tripping devices. Keep in mind that if the bus is involved in an accident while attempting to make a right turn on red, the investigating officer most likely will issue the Bus Driver with a traffic citation for failure to yield the right-of-way.
9. **Yield Sign:** The Bus Driver is not required to stop at every yield sign. However, you must approach all yield signs with caution and be prepared to stop if necessary. Be aware that involvement in an accident, after driving past a yield intersection, automatically means the Bus Driver is at fault for failure to yield the right-of-way.
10. **Red Light:** It is unsafe for vehicles to be in the intersection while the red-amber-green stop light is red in their direction of travel. Therefore, District school buses shall be operated in a manner that ensures they are **NOT IN** the intersection while the light in their direction of travel is red. In order to ensure the light does not turn red while the bus is in the intersection, school bus Drivers shall **NOT ENTER** the intersection once the light turns amber and they shall not wait to make a left turn while occupying the intersection. When making a left turn, bus Drivers shall wait at the stop light until traffic clears.
11. **Inclement Weather:**
 - a. Bus Drivers frequently encounter heavy fog and rain while transporting students to and from school and when transporting students on activity trips. When heavy fog or rain impairs visibility to the point where a Bus Driver cannot safely continue to drive, the Bus Driver must look for a safe place to park. Find a suitable place where the bus can pull completely off the main road or highway, stop the bus, leave the clearance lights on, and activate the hazard warning light and the strobe light.
 - b. Explain to the students the reasons for your action. Do not allow them to leave the bus. Notify the Transportation Department by radio that you are waiting out the storm. Do not leave the bus at any time unless an extreme emergency takes place.
 - c. The Bus Driver should proceed with the route as soon as weather conditions are safe. Also, ensure headlights and the strobe light are on during foggy and rainy conditions, and kept on at all times.
 - d. Safety always overrides all other aspects of student transportation. Late bus arrival times are acceptable when caused by inclement weather conditions. However, you must notify the transportation manager or office when running more than ten minutes late.
 - e. There are also times when roads are hazardous to bus travel. The Transportation Department will support a Bus Driver's decision not to go down a road if weather, fire, construction or other hazardous conditions prohibit safe travel. If a school Bus Driver determines a road to be unsafe to travel during inclement weather, the Bus Driver will not risk transporting on the road to protect the safety of the students. Notify department when this determination has been made.

Give the names of the students that will be affected by this decision so that parents/guardians may be contacted. Transportation in the morning will be provided from the nearest safe stop.

Evacuation Drills

1. There is an ongoing need to instruct pupils in how to evacuate a school bus in the event of an emergency. Safety takes precedence over speed in these exercises. The Transportation department shall conduct a minimum of two (2) emergency evacuation drills, each year, for all students riding school buses.
2. The Bus Driver must evacuate the bus when:
 - a. The final stopping point is in the path of a train or adjacent to railroad tracks.
 - b. The stopped position of the bus may change and increase danger (e.g. a bus comes to rest near a body of water or a significant drop where it could still move and go into the water) The Bus Driver should be certain that the evacuation is carried out in a manner which affords maximum safety for the students.
 - c. The stopped position of the bus is such that there is danger of collision.
 - d. A hazardous materials spill has occurred. There is a need to quickly evacuate to an area upwind at least 300 feet from the incident.
 - e. Safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if doing so does not expose them to unnecessary risk or injury. A decision to evacuate should include consideration of these following conditions:
 - i. Is there a fire involved?
 - ii. Is there a smell of raw or leaking fuel?
 - iii. Does the possibility exist that the bus will rock/tip causing further threat to safety?
 - iv. Is the bus likely to be hit by other vehicles?
 - v. Is the bus in the direct path of a sighted tornado?
 - vi. Would evacuating students expose them to speeding traffic, severe weather, or a dangerous environment?
 - vii. Considering the medical, physical, and emotional condition of the students, does staying on or evacuating the bus pose the greatest danger to the students' safety?
3. School Bus Drivers and students should not exit the bus if the bus is involved in an accident with downed power lines. Students and Bus Drivers are safe in the bus and may be electrocuted if they tried to exit the vehicle.

Student Management & Leadership

Strategies for Student Management & Leadership

It is essential that bus Drivers and monitors maintain their credibility as viable and effective adult leaders on and off the bus. Each leader has his or her specific techniques within the framework of District and Department policy and code of ethics, but certain guidelines are fairly universal:

1. Know your students' names, address them by name, place them in assigned seating, and make them accountable from Day One. You can loosen up a bit once you establish control and students sense your confidence in the setting.
2. Students should know that you care for them, but that you must maintain a safe and orderly school bus. Deal with each student independently. Not all students or their issues are created equally.
3. Utilize a system of incentives and disincentives and positive language your students will respond to. Compare notes with other bus Drivers and monitors to see what works for them.
4. All discipline must be fair, proportionate, and progressive. Have the disciplinary protocol in mind before you proceed. Take care not to discipline in anger. Schools have the statutory obligation to administer school bus discipline. The school has an obligation to support your supervisory efforts. Make it easy for them to do that. Write referrals reluctantly. A referral is a formal action with real consequences, and you should use the referral process as a last resort.
5. Your disciplinary efforts will often lead to some sort of encounter with either the student, the parent, or both. NEVER discuss these matters with an angry student or parent. Refer them to the Transportation Manager. Stay above the fray and do not lower yourself to the language, tone, or volume of the person you're dealing with.
6. Be known as a problem-solver.
7. The only people who really understand your work are those who have done it. Your job is tough, don't take it personal when someone doesn't understand.
8. Do not exchange sarcastic jabs with students.
9. Smile when your students get on the bus and smile when they get off the bus, address them with a polite good morning or good afternoon. They may have had a rough start or end and you could make a difference.
10. Establish the rules right away.
 - a. Beginning on the first day, let your students know what the rules are.
 - b. Be determined to be firm, fair, and consistent in everything you do on the bus. Present the rules firmly, ensure the rules are fair and are enforced the same for everyone, and be consistent.
 - c. Be brief and to the point.
 - d. Explain why the rules exist and why they are important.

- e. Be clear about consequences for not obeying the rules.
 - f. Be reasonable. Ensure your rules are good policy and not merely pet peeves. Keep your students in their seats with their backs to the seat backs. Keep their feet, legs, and belongings out of the aisles. Ensure they are safe when getting on and off the bus and do not allow students to cross the street without receiving your signal first. Keep the noise level down from the first day.
11. Correcting student behavior. When you do have to discipline a student, it's not personal, do not let your feelings get in the way. Do not hold the conversation through the rearview mirror, especially while driving.
- a. Spotlight Technique.
 - i. Use the student's name to put the spotlight on them.
 - ii. Ask them politely and directly to obey the rule they have broken.
 - iii. If that doesn't work, reassert the expectation.
 - iv. Then, tell them if they don't do what they were just instructed to do, they will have to come up front (or whatever is appropriate).
 - v. Again, keep yourself out of it. The spotlight is on the student; keep it on the student not on you.
 - b. The Choice and Consequence Technique.
 - i. Tell the student he has a decision to make. Give them clear choices.
 - ii. Then, break off communication.
 - iii. Give the student a chance to comply.
 - c. The Persistent Question Method.
 - i. Step One – Bring attention to the behavior by asking a direct question: "Mark, is that how we're supposed to behave on the bus?"
 - ii. Step Two – Present values. Make the student make a judgment about their behavior.
 - iii. Step Three – Bring up the consequences.
 - iv. Step Four – Stop asking questions and introduce the choice.
 - v. If all else fails, break off communication and enforce the consequences.
 - d. When you enforce the rules, what you say the next time the student gets back on the bus is important. Ask them how they're doing. They might not answer you, but that's not the point. Remember to use positive language with your students.
12. Writing Incident Reports. Reports facilitate clear communication between you, the school, the parents, and the student. Your discipline should be progressive, fair, for just cause, and consistent. If it is not, it will not be just. Remember, the purpose of discipline is to correct behavior. Absolutely DO NOT ever threaten a student. If you threaten a student and for whatever reason you're unable to follow through on the threat, you will lose credibility, possibly for good.

Our language, tone, volume, and manner should always be positive and even-tempered. We cannot ever allow our emotions and reactions to be controlled by the student. Let them know you really don't want them to get into trouble, so you would like to have their cooperation. Take the same approach with parents and guardians. Ask them for help in correcting a situation before it gets out of hand. Some will work with you and some will not, but we don't want to pass up on opportunities to make allies in difficult situations.

- a. 1st Level Response - The bus Driver or monitor should have a one-on-one conversation with clear expectations. Minor infractions, you may have to do this more than once.
- b. 2nd Level Response – If repeated behaviors occur, reach out to the parent or guardian for assistance. Make seat changes if necessary.
- c. 3rd Level Response – If the same behavior continues and you see no improvements, let the student know that the next step will be a referral. Communicate the issue with the Transportation Manager or Secretary.
- d. 4th Level Response – When all steps have failed, write a referral documenting the behavior issues, along with the previous dates and steps taken to correct the behavior.

Passenger Cell Phones

House Bill 1105, which passed the 2025 Florida Legislature, prohibits elementary and middle school students from using wireless communications devices during the entire school day, not just during instructional time as previously required.

Bus Policy will closely mimic the Student Code of Conduct for cell phone usage while on the school bus, which is an extension of the school campus.

Students in grades Pre-k through 12 are encouraged to leave their “Wireless Communication Devices” (WCD) at home. Furthermore, the use of cell phones is prohibited by students Pre-K through 12th grade while on campus. Cell phone use on the bus will be limited to the student only. Volume will be off, it must not be audible. Any disruptive, harassing or other inappropriate use of a cell phone or wireless communications device in violation of this policy or school rules, shall be cause for disciplinary action, including confiscation of the device as contraband and, in the event of repeated or serious misuse, loss of the privilege to possess such a device on the school bus or while attending a school function. Inappropriate use includes, but is not limited to (1) taping conversations, music or other audio at any time; (2) photography or videography of any kind at any time; (3) sexting; and (4) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, bus drivers or bus monitors.

Communication

Radio Procedures

1. School buses are equipped with radios for safety. Radios must be used for official Transportation Department business only and radio transmissions must be held to a minimum.
2. Use the following procedures to maintain a functional communication system:
 - a. Check your radio each day before your morning and afternoon runs to make sure that it is turned on and the volume adjusted appropriately. If need be, call the dispatcher for a time or radio check.
 - b. The microphone needs to be placed firmly in its holding clip; an improperly placed microphone could disrupt communications for the entire Transportation system.
 - c. Report all radio malfunctions to the bus garage immediately.
 - d. When transmitting a message, the Bus Driver must wait until the channel is clear.
 - e. Hold the microphone at least 6 to 8 inches from your mouth, depress the key and wait at least two (2) seconds before speaking. Speak in a normal tone of voice. Identify who is speaking with your school bus number. State the concern and/or problem. The dispatcher will respond. Keep messages brief and to-the-point. The dispatcher will request any required additional information.
 - f. When base is calling your vehicle number, respond in the manner listed above, identify yourself with your vehicle number and wait for the transmission.

Bus Reports

1. There are several reports that the Bus Driver must be able to complete. These include pre-trip & post trip inspection forms, school bus incident forms, seating charts, attendance sheets, monitor forms, FTE forms, mileage forms and extra-curricular activity forms. The transportation office has forms available.
2. Pre-trip: State Board of Education Rules require Bus Drivers to make daily pre-trip inspections of the bus and report any defect affecting safety or economy of operation immediately to the garage. Pre-Trip & Post Trips Inspection Forms must be turned in weekly for regular routing & with activity/athletics or field trip packets/forms.
3. Maintenance Form and Mechanical Repair Form: This form must be completed and turned in to the Transportation office or garage for any defect affecting safety or economy of operation prior to transporting students.
4. School Bus Incident Forms: Use this form to report any unusual incident not consistent with routine operations and procedures. Forms are to be completed as soon as possible and turned in at the transportation office.

5. Seating Charts: Update and keep seating charts on the bus at all times. These are important for several reasons. They are a legal document and can be used in a court of law. In case of an accident, student identification can be made. Seating charts help curb seat damage--tell the student this is their seat and if something happens to it you will know who is responsible. Seating Charts help a substitute Bus Driver know the names of problem students.
6. Route Sheets: Record of the route the bus travels daily.
7. Extra Time Reporting and Monitor Time Sheets:
 - a. Substitute Drivers, Extended Route Drivers and Bus monitors Only
 - b. Ensure the time sheet reflects the following information: Name, start and stop dates, , times you begin and end, and explanations of extra work outside of regular work time.
 - c. The only time that should be recorded in Skyward is your actual driving time.
8. Activity/Field/Athletic trip: Evacuation & Trip Ticket Forms must be signed by both the Bus Driver and the sponsor. The start time of the trip will be reflective of the actual start time, for morning field trips if you have not left your bus for an extended amount of time or changed buses, your morning inspection will cover the field trip pre-inspection. However, you are required to do an abbreviated inspection. Trip time will be adjusted to reflect your route end time. Example your assigned route begins at 6:30, your route end time would be 8:30 thus the trip paid start time will be begin at 8:30. If a trip runs into the start time of the afternoon load, your trip time on the packet will be adjusted to reflect a begin time for your afternoon contracted route. Afternoon route start times are dependent on the school dismissal times. Trip packets must be turned into transportation the next working day.
9. Sick Leave and Annual Leave: The Sick Leave Forms are to be COMPLETED and turned in by the next day, upon returning to work. As requests for annual leave shall be approved in advance by the appropriate supervisor, leave requests must be submitted using the appropriate form in sufficient time for the supervisor to deliberate and act upon them. Extended Leave Forms should be submitted at least two weeks in advance of leave request for consideration. Note you must have actually accrued leave to cover extended leave.
10. Once a year, at the beginning of the school year, you need to update the transportation office of any phone number or address changes.
11. Evacuation Forms: Evacuation Forms are filled out twice a year. They must be signed by the Bus Driver and the transportation manager. The form will be maintained by the transportation manager.
12. Name Change: If your name changes it is very important to go to Transportation and the School District Human Resource Office and officially change your name. DO NOT USE NEW NAME ON ANY FORMS UNTIL YOU HAVE OFFICIALLY MADE THIS CHANGE (this also needs to be done at the DMV.) Transportation will need a new copy of your Driver License.
13. Behavior Improvement Form and Notice of Discipline: Informal student discipline forms designed to resolve student issues before they become matters for formal consideration.

Communication with School Staff and Parents/Guardians

1. Bus Drivers/Monitors are expected to communicate with school staff regarding onboard activities. Either the Bus Driver or Bus monitor may communicate issues to school staff while boarding on campus.
2. Bus Drivers/Monitors are encouraged to communicate with parents/guardians about onboard issues. The Driver/Monitor should inform the Transportation Office that they will be contacting a parent/guardian via telephone.
3. Bus Drivers/Monitors are to avoid prolonged discussions with parents/guardians while at a stop. If an issue cannot be resolved quickly, the Bus Driver should obtain a phone number for the parent/guardian and contact that person after the completion of the route.
4. If a parent/guardian wishes to talk with the Bus Driver while at a stop and time permits, the parent/guardian should be directed to the Bus Driver's window. Under no circumstances shall any individual other than an authorized school district employee, law enforcement officer, or medical first responder be allowed aboard the bus.
5. Bus Drivers and Bus monitors shall be professional, courteous, positive, and supportive to parents. Bus Drivers/Monitors shall not engage in prolonged discussions with parents or guardians while at bus stops. Disputes shall be referred to the Transportation Department Manager.

Spare Bus Procedures

1. Drivers must notify the transportation department when use of a spare bus is needed. Notification should be via phone before your run. If the SBO (School Bus Driver) is running late leaving the assigned parking location, or if a spare bus is delivered to the SBO on a road call, the transportation department will alert school administration and lunchroom administration.
2. Good communication with schools will ensure a smooth dismissal.
3. If an SBO is using a spare bus for the afternoon run, the SBO will stand outside the bus while loading students and/or make sure the appropriate route emblem is displayed. This will greatly assist the students in finding the correct substitute bus.
4. The transportation office will communicate changes with the school.

Public Relations/Parental Contact/Personal Conduct

1. Transportation employees must exercise good public relations at all times. Difficulties and/or problems with a student, parent or guardian, or staff member should be handled in a courteous manner. Unresolved matters should be directed to your supervisor. Discretion, good judgment and patience are true signs of professionalism. Remember, you are a representative of the Franklin County School District. You are the only contact some people have with the school district.

2. Each employee is to maintain a business-like attitude with other employees and the public. The Franklin County School Board will not tolerate ethnic slurs, profane language, horseplay, or any act of sexual harassment whether verbal, non-verbal, or physical on school property or in the course of discharging school business.
3. All employees are expected to dress presentably during working hours and to be polite and courteous in the performance of their duties. Clothes or footwear that could pose a work hazard may not be worn. High-heeled shoes, clogs, footies, exercise sandals, thongs, or any footwear that is not firmly attached to the feet are prohibited. Bus Drivers and Bus monitors should wear shoes that provide good traction. Short-shorts, halters, tank tops, bodysuits, tube tops, midriff blouses, and spandex attire are not acceptable as work clothing.
4. On holiday or festive occasions, such as Halloween, Christmas, or Easter, or on other special occasions, employees are permitted to wear a costume during working hours as long as the costume does not interfere with the safe performance of their duties.
5. The decoration of buses is allowed as long as they do not obstruct the vision of the Bus Driver (not in the door, windshield or windows) or prevent the Bus Driver and/or Bus monitor from the safe performance of their duties.

Accident/Incident Reporting

1. The purpose of accident/incident reporting is to ensure the appropriate authorities are notified and updated as necessary.
2. Accidents/incidents :
 - a. Accidents/incidents that are serious. All accident/incidents are to be reported to the Transportation Manager immediately. These would include but are not limited to instances where injuries are involved with EMS response required, weapons incidents and allegations, fire, lost child (more than 15 minutes), and other accidents/incidents of comparable severity. Drivers will alert the Transportation Manager, the Manager will alert others as listed under Bus Accidents in previous statements.
 - b. Accidents/Incidents of a less serious nature shall be reported to the manager when is it safe to do so.
3. The following general procedures also apply to the Transportation Secretary as dispatch or the Transportation Manager:
 - a. Clear the radio of unnecessary radio traffic. Announce that dispatch is working an accident or incident and to keep the radio clear except in case of emergency.
 - b. Communicate with the driver and confirm that the driver is alright.
 - c. Ask the driver if there are any injuries. If so, telephone EMS and law enforcement. If not, telephone law enforcement if appropriate for the situation. As a rule, with incidents involving unruly students, law enforcement should be notified only if someone needs to be arrested.

- d. It is vital that information be communicated in the most accurate, complete, and timely manner possible.
- e. Instruct the driver to gather student information on passengers, and to keep them calm. Instruct the driver to continue to observe students for signs of injury or distress.
- f. Instruct the driver to update Dispatch with any information updates. Remain in contact with the driver and/ in order to obtain a complete picture of the accident as soon as possible.
- g. Prepare a roster of students along with all contact information needed for law enforcement, parent contact, and school administration.

Unusual Occurrences on the Bus

Emergencies, Incidents, and Situations

1. Emergencies are scenarios that require the assistance of emergency responders (e.g., fire department, EMS, law enforcement). Call in to dispatch/transportation manager for assistance.
 - a. EXAMPLES: *Fire on the bus, fight on the bus that requires EMS or law enforcement, injury on the bus that requires EMS, witnessed an event that requires fire department, EMS, or law enforcement.*
2. Incidents are noteworthy scenarios that involve people and/or property that do not require the assistance of emergency responders. Call in to dispatch/transportation manager for assistance.
 - a. EXAMPLES: *Student suffered minor injury that does not require EMS, fight that has ended and law enforcement is not required, damage to property caused by bus, potential insurance liability involving the bus or students (not involving a school bus accident), student on the bus is ill and requires school/parent attention.*
3. Situations are scenarios that delay the timing and/or routing of the bus by more than ten (10) minutes beyond the planned time or after the normal load or off-load time. "Situations" do not normally involve other people or property and they don't rise to the level of an "incident." Alert dispatch Or the transportation manager.
 - a. EXAMPLES: *Road obstruction that delays traffic, bus will arrive at school after the normal load or off-load time, bus will arrive at bus stops more than ten (10) minutes beyond the planned arrival time.*

School Bus Driving Emergencies

These procedures apply to the following driving emergencies. Where an overriding safety concern is involved, safety should prevail:

1. BRAKE FAILURE
 - a. Take your foot off the accelerator pedal.

- b. Shift to lower gear.
 - c. Turn off the ignition.
 - d. Engage parking brakes.
2. RUNNING OFF PAVEMENT
- a. Take your foot off the accelerator pedal.
 - b. Grip steering wheel with both hands.
 - c. Resist the urge to return to the road immediately.
 - d. Straddle the pavement edge until the vehicle is moving slowly.
 - e. Turn sharply back onto pavement where pavement is nearly level with the shoulder or continue slowing until stopped.
3. TIRE BLOW OUT
- a. Keep a firm grip on the steering wheel.
 - b. Keep wheels as straight as possible.
 - c. Gradually release the accelerator pedal.
 - d. Pump brakes lightly.
 - e. Reduce speed to 15 MPH or less before pulling off onto the shoulder.
 - f. Drive the vehicle completely off the road.
4. FUEL PEDAL STICKS
- a. Shift to neutral.
 - b. Pump accelerator pedal with several sharp jabs to release.
 - c. Pull off the highway.
 - d. Turn off engine, call dispatch.
5. RECOVERING FROM A SKID
- a. Avoid braking unless absolutely necessary.
 - b. Steer in the direction in which the rear-end of the vehicle is skidding.
6. BLINDING LIGHTS
- a. Dim lights even if the other driver does not dim headlights.
 - b. Look at the right edge of the road.
 - c. Slow down.
 - d. Pull to the right in order to give the other driver room.
7. LIGHTS FAIL
- a. Slow down.
 - b. Try other lights, high or low beam, turn signals, parking lights, fog lights and brake lights.
 - c. Quickly engage the dimmer switch a number of times.
 - d. Look for something to get your bearings.
 - e. Pull off the road and stop.
8. STALLING ON RAILROAD TRACKS - UNABLE TO IMMEDIATELY RESTART
- a. Direct students to evacuate the vehicle immediately.

- b. Walk away from the bus at a 90 degree angle to the track and in the direction of the train if one is approaching.
- c. Place transmission in neutral and attempt to have the bus roll off tracks, if time permits.

9. ANIMAL ON THE ROAD

- a. Avoid hitting an animal if you can safely do so by braking and steering, but do not swerve so drastically as to lose control.

10. SUBMERGED VEHICLE

- a. Escape through an open window, door or roof hatch
- b. If the vehicle sinks rapidly, move to the rear of the passenger compartment to breathe trapped air.
- c. Open a side window.
- d. Open the door when water pressure is equalized.

11. DEEP RUTS AND/OR HOLES IN ROAD

- a. Reduce speed and try to avoid them.
- b. Maintain firm grip on the steering wheel.
- c. Before the wheel drops in the rut or hole, release the brakes so the wheels will turn.

12. ROADWAY COVERED BY WATER

- a. Do not cross through water on the roadway if you do not know the depth of the water. Crossing through deep water could cause severe engine damage.

13. STEERING FAILURE

- a. Complete steering failure; apply brakes moderately to prevent skidding.
- b. Completely pull off road if possible, call dispatch.
- c. Steering wheel hard to turn, pull off road and check for flat or low tire or broken lines, or broken steering belt.

14. SCHOOL BUS FIRE

- a. Stop the bus and evacuate students.
- b. Utilize a fire extinguisher. Aim extinguisher spray at the base of fire.

15. BEE OR WASP IN VEHICLE

- a. Momentarily ignore it while driving.
- b. Stop on the shoulder when safe to do so and remove the insect.

16. WHEN AN ACCIDENT IS IMMINENT

- a. Steer until the accident is unavoidable, defensive driving.
- b. Cross arms over face and press head and arms against steering wheel.
- c. Passengers cross arms over face and press head and arms forward against seat back or barrier.

17. PHYSICAL EMERGENCIES AFFECTING THE SCHOOL BUS DRIVER

- a. Foreign object in the eye, violent coughing or sneezing attack--signal, slow down and stop until condition is corrected.

- b. Dropped articles - do not try to retrieve anything from the floor of the bus while moving. Stop the school bus, then pick up and dispose of dropped items.
- c. When the bus is in operation both hands should be on the wheel as much as possible. Beverages should be consumed only while the bus is stopped and the parking brake set.

Significant Student Behavior Problems

1. In the event that a student's behavior presents a significant interference in the safe operation of the bus, the Bus Driver is required to:
 - a. Stop the vehicle at the nearest and safest location.
 - b. Notify transportation that there is a problem. Include bus number, location and a brief description of the problem. Indicate if assistance is needed (supervisor, police, etc.).
 - c. Keep calm; clear the area around the student. Do not approach the student unless there is immediate danger to another student on the bus.
 - d. Allow a few minutes for the misbehaving student to calm down, do not attempt to approach the student or threaten the student. Usually if you remain calm it will have the same effect on the student. Notify transportation supervision once you regain student control.
 - e. You may be required to complete an incident report.
 - f. Never attempt to disarm or take a weapon from a student. Notify transportation dispatch. Try to remain as calm as possible and take action to protect other students.
 - g. Allow other students to evacuate the bus if time allows, instructing a responsible student to direct the additional students to a safe area and to keep them together.
 - h. Remain on the bus until all students have evacuated. Leave the school bus only if it is a life-threatening condition.
 - i. Keep in contact with transportation dispatch as long as possible.
 - j. Be sure to log all behavior incidences.
2. Bus Drivers have the responsibility to ensure the safety and welfare of each student on the school bus. In an emergency you have priority for use of the radio. The use of the word "Emergency" indicates the highest level of urgency. Use the word "Situation," when the incident warrants a lesser level of response. A "Situation," does not have priority for use of the radio.

Bus Returning to School Due to On-board Disruption

1. Two factors must be considered before authorizing a bus to return to a school in the afternoon because of an onboard disruption:
 - a. The severity of the situation. The bus Driver should request a return to school ONLY if the situation makes the unsafe delivery of students to their homes unlikely. Otherwise, the bus Driver should take note of the details and those involved and report the incident to the transportation department the following morning.

- b. The distance or time from the school/progress along the route. There is little or no benefit in covering more ground and/or time in returning to school or by-passing student bus stops in order to return students to school.
2. Bus Drivers shall report their assessment of these two factors to dispatch when requesting to return to the school.
3. If the incident is serious enough to warrant the arrest of a student(s), the department shall dispatch law enforcement to the location of the bus disturbance.
4. The Transportation Manager will make the final determination regarding action to be taken.
5. If it is determined that the bus should return to the school, the department will notify the school prior to the bus arrival with an estimated time of arrival and a detailed account of the nature of the disturbance.

Requesting Dean/School Administration to Meet Bus

1. Requesting school staff to meet a bus at the bus ramp is permissible and expected if an onboard situation warrants such action. Examples of situations warranting ramp meeting are, uncontrollable fights within close proximity to the school, students in need of medical attention, unauthorized items brought aboard the bus, etc. The School Bus Driver is expected to use good judgment before making a request to have school staff meet the bus at the ramp.
2. When making a request via Dispatch, SBD should be prepared to give the dispatcher a brief description detailing why the bus requires someone to meet it and the estimated time of arrival at the bus ramp.
3. After the SBD provides the details of the situation, Dispatchers will email or telephone the communication to the school regarding the severity, nature, and urgency of the request.

Students on the Wrong Bus

The following procedures will be used if a student has inadvertently boarded a bus and the Bus Driver is unaware of this action until after departing the school.

1. Radio dispatch, give the student's name and ask dispatch for the student's address.
2. DO NOT allow the student to leave your bus at an unauthorized stop until you receive approval from the supervisor on duty. Dispatch will attempt to have the student moved to the correct bus.
3. Communicate to dispatch, if it is not possible to take the student home or meet another bus.
4. If the student cannot be taken home or met by another bus, the student will stay with the driver until the student can be returned to the school or a parent can be met.
5. If a student needs to be returned to the school, make sure a school staff member receives the student or take the student to the school office. Under no circumstances do you drop a student off at the school and leave without notifying school authorities.
6. This problem is easily avoided by ensuring each passenger is known to the bus Driver and that they have the appropriate approval in the form of a bus pass or are listed on the school bus roster.

No Parent/Guardian to Receive Student

If a bus arrives at the stop (home) and no one is home:

1. Call dispatch with your bus #, child's name, and grade.
2. Dispatch will tell the alert the driver to return back to the child's home one more time after completion of the regular run for that school. Dispatch will call the school to let them know there was no student hand-off in case the need arises to return the student to the school.
3. If no one is home the second time, dispatch will call the school to let them know you are returning the child to the school.

911 Calls

1. Bus Drivers shall exercise great prudence in making requests that a 911 call be made. In instances where the decision whether to call or not call 911 is "too close to call," dispatchers shall err on the side of safety and make the call.
2. Bus Driver requests that a 911 call be made shall be directed through dispatch.
3. The dispatcher will verify with the bus Driver that the call is necessary or that another course of action is more appropriate through an exchange of information that validates the call.
4. If the request for a 911 call originates from a bus Driver on campus, the dispatcher will confirm with the bus Driver whether school administration is aware of the impending call to 911.
5. If school administration is not aware of the impending call but the dispatcher believes the call is necessary, the dispatcher shall make the call to 911 and follow it immediately with a call to school administration.
6. In the event a decision has been made not to make the 911 call, the dispatcher shall notify the bus Driver.

Incident on Bus (Student Fight, Visitor on Bus)

When SBDs call Dispatch (Transportation office – manager or secretary act as dispatch) requesting assistance with an incident on the bus, Dispatchers will determine if law enforcement needs to be called.

Note: These procedures also apply to fights and other incidents occurring at or near school bus stops that might pertain or affect student safety and well-being.

1. SBD should attempt to assess the situation prior to contacting Dispatch and be prepared to provide the following information:
 - a. Bus location
 - b. Bus number and SBD name
 - c. Number of students involved
 - d. Names of students if requested

- e. Any weapons involved (and type of weapon)
 - f. Any details that may describe the situation
 - g. If visitors (parents) are involved
2. Maintain communication with Dispatch.
3. Pull off the road and wait for Dispatchers' instructions. Dispatchers will provide as much support and assistance to SBD and do the following:
 - a. Clear radio of all traffic depending on the severity of the situation.
 - b. Contact the appropriate law enforcement officer (city or County).
 - c. Maintain communication with Driver.
 - d. Inform SBD to pull off the road and wait for law enforcement.
 - e. Contact School involved and report names of students involved.
 - f. Contact Superintendent and Principal of School.
 - g. Continue to provide as much support as necessary for SBD.
 - h. Open communication to other drivers when the situation is cleared.

Note: If the driver manages to control the situation and believes it is no longer necessary to dispatch law enforcement, SBD should contact Dispatch immediately.

Note: Transportation personnel (Transportation Manager) may be dispatched to the location depending on the severity of the incident. TM may be required to follow up with school personnel after the incident and should be prepared to provide any necessary details about the incident.

Lost or Misplaced Child

When schools or parents call Dispatch reporting that a child is "lost or misplaced," Dispatchers should attempt to assess the situation prior to contacting law enforcement and be prepared to provide the following information:

1. Clear Radio of all traffic – declare an emergency situation.
2. Demonstrate professionalism with frantic parents/schools and ensure Dispatch will consider the situation a priority.
3. Place a call to the appropriate bus driver to determine if the child is still on the bus (asleep).
4. If the driver responds that the child has already been dropped, write down the bus stop and time the child was dropped.
5. If the driver reports the child did not ride the bus, place an "all call" to all drivers to locate the child.
6. If the child did not board the buses, alert the school so that the teacher of record can be contacted. Make sure the student was not checked out in the FOCUS system or by contacting the front desk.
7. When the child is located, report back to school or parent details to include: bus number and driver name; when child will be returned to school or home bus stop; and any other important details (reason child misplaced).
8. Open communication to other drivers when the situation is cleared.

Law Enforcement Aboard

1. When a law enforcement officer arrives on scene, inform Dispatch. Once on scene, normally, the officer will not ask the bus driver/monitor to leave. The bus driver/monitor is an adult witness to the incident, and students aboard are always the primary responsibility of the bus driver/monitor.
2. If the officer feels like it is hindering the investigation, he or she may ask them to step outside. This is acceptable.
3. Notify dispatch prior to exiting the bus so that they will know that the Driver will no longer be able to communicate via radio. The bus Driver should simply state to Dispatch that the officer is onboard with the students and radio contact will be broken for a brief period.
4. The School Bus Driver must advise dispatch as soon as he/she is back aboard the bus.

Suspected Drugs Aboard

If you find illicit drugs or paraphernalia aboard your bus:

1. Upon discovery, alert dispatch.
2. Do not disturb the finding. It is evidence and tampering with it may impede our ability to take legal actions.
3. The Transportation office will alert the SRO or Security Manager of the findings, they will be dispatched to the bus.

Bomb Threat Aboard Bus(es)

1. Dispatch – Have all affected buses pull over as soon as safe and practical.
2. Dispatch – Instruct all bus crews to evacuate students and Transportation staff.
3. Dispatch – Have the driver conduct thorough pre-trip inspection (interior and exterior) and radio Dispatch of any suspicious items.
4. Dispatch law enforcement personnel to the bus location as practical.
5. If students are onboard, dispatch additional buses to transport students away from the scene (home or school).
6. Provide periodic situation reports to District administration via the Transportation Manager.

Severe Weather

1. Bus Drivers will normally be notified by radio.
2. Use caution at all times to complete your bus run as intended.
3. If you cannot deliver your students to the intended destination, go to the nearest safe area and call dispatch. Under no circumstances should you return the students to their home unless so directed by an appropriate person from the Transportation Office. In addition, if you arrive at a school with

students aboard, and discover that school has been canceled for that day, do not return students home. Contact dispatch for instructions.

4. Never drive into a known or suspected danger area. If you cannot reach the destination by skirting the area, call dispatch for instructions.
5. The following are safety procedures to be utilized if you have students on your school bus during extreme weather conditions, such as severe wind, flying debris, falling trees, hail, etc.
 - a. If a funnel cloud is sighted and time allows, drive at a right angle (90 degrees) to the cloud to avoid it.
 - b. Students should be instructed to slightly open bus windows on the side of the bus away from the direction of the wind and rain.
 - c. Bus Drivers should instruct students to assume the “duck and cover” position as close to the floor as possible to avoid flying debris or broken glass.
 - d. Avoid stopping in a location where trees or utility poles might fall on the bus.
 - e. After severe weather or a tornado, great danger exists from fallen power lines and power lines in water. Students and Bus Drivers should take great care to avoid these circumstances.

Student Fights – Bus Driver/Assistant Responsibilities

Incidents escalating into fights sometimes occur on the school bus. It is important to the safety and welfare of students involved, bystanders, and staff that decisive, appropriate action is taken immediately in the event of this kind of incident. Whatever the circumstances, it is not and will never be permissible for school bus staff to ignore acts of aggression, non-violent or otherwise. These can quickly erupt beyond staff’s ability to control them if not addressed early and decisively. If a fight does erupt:

1. Quickly assess the situation and contact Dispatch with the following information:
 - a. Bus location
 - b. Bus number and SBD name
 - c. Number of students involved
 - d. Names of students if requested
 - e. Any weapons involved (and type of weapon)
 - f. Any details that may describe the situation
 - g. Any other information that can shed light on the nature and extent of the incident
 - h. Whether emergency services are required

Note: There are sometimes other participants not physically involved in the incident at its outset, or they may be involved from a distance. Be wary of other factors and actors that might be instigating the incident or that might fuel a worsening of the incident.

2. Maintain communication with Dispatch to the greatest extent possible in order to provide amplifying information regarding location, emergency services required, and any other information necessary for others to assist you.
3. Maneuver the bus to a safe location and park it. Turn off the ignition and set the parking brake.
4. Attempt to gain control of the situation:
 - a. In a strong voice, tell students that they must stop doing what they're doing. Sometimes, students only need a reason to stop, and hearing your stern, loud, emphatic voice might be enough reason for them to do so. Be persistent and forceful. This is not a time for indecision. Your commitment to ending the fracas must be much more dynamic and decisive than the students' interest in being involved in it.
 - b. Separate other students from the immediate area of the fight to protect them and to help ensure none of them exacerbate the situation. Be as determined and commanding in ordering them back as you are in ordering the students to stop fighting. Warn them not to encourage the incident participants to continue. Do not hesitate to remind them of the consequences of their failure to comply. Note the names of any students who don't comply fully and immediately.
 - c. DO NOT GET BETWEEN STUDENTS who are fully involved in a fight. You will likely get injured if you do. Get involved physically only when you are confident that doing so will end the incident successfully, considering your own judgment regarding the potential for injury to yourself or others.

Note: If you become incapacitated while breaking up a fight, you will not be able to keep the incident from spilling over and making victims of other students, nor will you be able to provide additional necessary information to Dispatch regarding location and emergency services.

Note: If you get involved physically in the incident, USE ONLY THE MINIMUM FORCE necessary to break up the fight.

Note: Report ALL fights that occur on the school bus to your Transportation Manager in writing at the first opportunity once the incident is concluded.

Walkers and Mobility Devices on Wheelchair Lifts

It is sometimes requested that students with mobility problems who are not using wheelchairs board the Lift-Bus. **According to the Florida Department of Education, only students using wheelchairs can ride on the lift.**

1. No student using a walker or other mobility device (other than a wheelchair) can use the lift.
2. Students who do not use a wheelchair must either board using the steps or use a wheelchair just to get on and off using the lift.

Transporting Students in Wheelchairs

The Americans with Disabilities Act (ADA) requires that all wheelchair riders must face forward in the vehicle. The Act also requires that the riders be secured in seven places.

1. Position Wheelchair in tracks.
2. Apply four tie-downs on the wheelchair. Do not tie-down wheels. Tie-downs should be attached to the frame of the wheelchair.
3. The remaining tie-downs are on the lap belt and one tie-down on the shoulder strap. Any student being transported without all of these is in violation of Federal Law.