

TRANSPORTATION DEPARTMENT

EMPLOYEE HANDBOOK

2026-2027

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Policies outlined in this handbook are subject to change or adjustment on a case-by-case basis. WWS district policy supersedes the Employee Transportation Handbook.

Westfield Washington Transportation Department

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Westfield Washington Transportation Office Staff
2026-27

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GENERAL INFORMATION

Mission & Vision

The Transportation Department of Westfield Washington Schools employs professional, qualified transportation employees to provide safe, reliable, efficient, and timely transportation for students to and from school, and events.

Personal and Professional Responsibilities

1. Nurture and develop positive relationships with the administration, students, and peers.
2. Demonstrate respect for all district employees
3. Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.

Code of Conduct for Transportation Employees

The Westfield Washington Schools (WWS) Transportation Department Code of Conduct supplements all applicable federal, state, district policies and procedures. As a guide for maintaining a safe, professional, and respectful transportation environment.

In the event that any provision of this Code of Conduct conflicts with applicable federal and state laws, Board policies, or administrative procedures; those (applicable) laws, policies, and procedures shall take precedence.

Furthermore, this Code of Conduct is intended to complement, rather than limit or deny, any employee the full extent of their due process rights as provided by Westfield Washington Schools.

The Code of Conduct shall not restrict the School District's authority to conduct investigations and/or implement appropriate corrections and disciplinary actions when warranted.

NOTE: ALL ITEMS LISTED IN THE HANDBOOK PERTAIN TO ALL TRANSPORTATION STAFF. THERE ARE SPECIFIC ITEMS ONLY FOR EMPLOYEES WHO OPERATE VEHICLES IN OUR FLEET.

Point System

All transportation employees are expected to follow the Westfield Washington Schools Code of Conduct as described in this document. ***Failure to follow this code shall require disciplinary measures.*** The point system outlined has been developed to allow uniform application of such discipline. The following table refers to all current points from accidents/incidents, attendance, and/or category violations.

Effective beginning the 2026-2027 school year, points accrued will remain active for 12 (twelve) months from the date issued.

Please note that discipline points factor into eligibility for any and all extra work.

POINTS	DISCIPLINARY ACTION
6	- Meeting with the Director of Transportation or Designee - Verbal reprimand
8	- Meeting with Director of Transportation or Designee - Suspension from work duties w/o pay, suspension time determined by Director of Transportation - Letter of reprimand placed in personnel file, employee file and placed on probation
10	- Meeting with Director of Transportation or Designee - Letter of reprimand placed in personnel file
12	- Meeting with Director of Transportation or Designee 3-5 day suspension from work duties w/o pay, suspension time determined by Director of Transportation - Written warning of possible termination
14	Recommendation for termination by the Director of Transportation

POINTS	ATTENDANCE ACTION
6	- Meeting with the Director of Transportation or Designee - Verbal reprimand
8	- Meeting with Director of Transportation or Designee - Suspension from work duties w/o pay, suspension time determined by Director of Transportation - Letter of reprimand placed in personnel file, employee file and placed on probation
10	- Meeting with Director of Transportation or Designee - Letter of reprimand placed in personnel file
12	- Meeting with Director of Transportation or Designee - Three day suspension from work duties w/o pay, suspension time determined by Director of Transportation - Written warning of possible termination
14	Recommendation for termination by the Director of Transportation

Policy, Procedures, and Standards

Employee Discipline

Areas of potential failure to meet the various aspects of the Code of Conduct have been grouped into three categories - Minor, Mid-Level, and Major. In addition, severe offenses are divided into two major groups: Critical Offenses and Fatal Offenses. Standards for attendance and accidents are also outlined.

Examples are included, in some cases for clarity, but disciplinary actions are not limited to only these examples.

Code of Conduct Offenses

Category 1 - Minor Offense

Result = Two points will be assessed to the employee. Examples:

1. Failure to maintain professional appearance. Employees contribute to the feeling and reputation of Westfield Washington Schools in the way they present themselves. Appearance is essential to a favorable impression with the public. Good grooming, hygiene, and appropriate dress reflect employee pride and inspire the public's confidence.
2. Failure to submit reports on time, e.g., payroll, field trips, directions for routes, accident forms, ridership counts, seating charts, etc.
3. Improper parking of buses or personal vehicles, e.g., parking in front of fuel pumps, no parking zones, fire lanes, unauthorized location.
4. Two-way radio misuse as referenced in established guidelines/protocol.
5. Failure to be on the bus while loading and/or unloading students at the schools.
6. Failure to follow the idle procedure.
7. Improper use of warning lights when not loading or unloading, e.g., use of 8-light warning system to stop traffic while turning around.
8. Failure to maintain the cleanliness of Westfield Washington Schools DOT equipment, e.g., not sweeping the bus, not cleaning dirty car seats, dusting the dash (no dash trash), etc. This pertains to both a regularly assigned bus or one assigned for a field trip.
9. Tardiness.
10. Bringing an employee's pet on board a bus with/without students on board without the approval from the Director of Transportation.
11. Eating or drinking beverages while the bus is in motion.
12. Leave Without Pay without prior authorization. Two (2) points per day.

Note: If any of the above results in a serious accident (physical injury, fatality or significant property damage), the employee may be recommended for termination.

Category 2 - Mid-Level Offenses

Result = Four points will be assessed to the employee. Examples:

1. Failure to maintain proper bus fluid levels. A driver should never run out of fuel. The Tank should be at least half full at all times.
2. Failure to report route changes to router, e.g., students not attending 10 consecutive days, no students at stop 10 consecutive days, making unauthorized stops or deviating from the route path.

3. Sleeping on the bus while children are on board.
4. Failure to report inappropriate student conduct on the bus, e.g., not submitting disciplinary referrals for repeated misbehavior.
5. Failure to obey field trip regulations, e.g., giving a trip to a co-worker instead of returning it to the office.
6. Failure to attend mandatory meetings without authorization by the Director of Transportation, e.g., e-Learning days, professional development, Back-to-School orientation, and retraining sessions. During these mandatory meeting days, no children of staff members are allowed to be on the premises.
7. Failure to report mechanical problems and/or defects to the garage for repair, e.g., not reporting any defect that should be noticed on a proper pre-trip or post-trip inspection.
8. Refueling with students on board.
9. Failure to properly use the driver's seat belt and shoulder harness.
10. Inappropriate language directed at another person (student or adult).
11. Discourteous or inappropriate conduct unbecoming of an WWS employee, e.g., arguing with supervisor, transportation office staff, school staff, not following a directive, inappropriate treatment of students or families.
12. Failure to follow 'absence' or 'leave' guidelines and procedures, e.g., being on leave and not submitting a leave slip and/or a physician's form.
13. Failure to follow WWS tobacco free policy, e.g., tobacco/vape use on the bus or school property.
14. Parking a bus outside a business that is not deemed child friendly, e.g., liquor store, tobacco shop, adult entertainment locations, etc.
15. Unauthorized use of or unauthorized person on an WWS bus, e.g., taking bus to unauthorized location within or outside of WWS District, personal use of bus, bringing your own children and/or grandchildren on your route without supervisor's permission.
Note: If any of the above or below results in a serious accident (physical injury, fatality or significant property damage), the employee may be recommended for termination.
16. Failure to follow accident procedures.

Category 3 - Major Offense

Result = Six points will be assessed to the employee. Examples:

1. Operating with the front door open with or without passengers/students on board.
2. Missed shift without notification, i.e., no call/no show.
3. Failure to notify WWS of any health condition or driving condition, which may affect continued certification, e.g., not notifying supervisor and medical evaluator of points received on driving record, injected insulin usage, sleep apnea, heart condition).
4. Failure to appropriately address student conduct and safety issues on the bus, e.g., allowing a fight on the bus to continue without taking any action.
5. Unauthorized use of personal electronic equipment and earbuds/headphones should never be used while on the bus. **Phone usage will result in a 5 day suspension without pay for the first offense and recommendation for termination upon a second offense.**
6. Speeding, reckless, unsafe driving, or other traffic violations while driving the bus, e.g., speeding ticket, reckless driving observed by supervisor.
7. Failure to stop for the red warning lights of another bus.
8. Failure to perform a proper pre-trip inspection for a regular route and/or field trip. Failure to properly maintain a pre-trip report. (Log Book)
9. Failure to properly use warning lights when loading or unloading students, e.g., loading or

discharging students without using an 8-light warning system, except in school driveways or official safe loading zones.

10. Leaving the bus unattended when students are on board without the supervision of a school administrator or designee.
11. Failure to follow proper railroad crossing procedures, e.g., not stopping before crossing tracks.
12. Moving the bus when students are not seated.

Critical Offenses

1. Failure to immediately report an accident involving a school bus and/or other vehicle will result in disciplinary action up to and including termination.
2. Crossing a railroad track when gates are down or red lights are flashing unless directed by a law enforcement officer or the Director of Transportation or Designee.
3. Failure to discharge a kindergarten student to the care of an adult. (listed in Power School)
4. Failure to discharge a student to the care of an adult when required by an IEP. (listed in Power School).

Fatal Offense

The Director of Transportation will recommend termination to the Director of Human Resources for the following offenses:

1. A student is left unattended on the bus. Effective July 1, 2009, Senate Enrolled Act 228 requires the operator of a school bus or special purpose bus to visually inspect each seat within the bus at the end of each trip during which passengers are transported to determine that no passengers remain on the bus. It also requires the owner (WWS Director of Transportation or designee) to report each incident in which a passenger is left on the bus to the superintendent and requires the superintendent to report this information to IDOE. A violation of these provisions is a Class C infraction.
2. In the event that crossing railroad tracks results in, or contributes to an accident involving the bus, the employee shall be recommended for termination.
3. In the event an employee fails to discharge a kindergarten student to the care of an adult when required or when required by an IEP, resulting in or contributing to physical injury, death or abduction of said student, the employee shall be recommended for termination.
4. Transportation employees testing positive for drugs or alcohol on random tests, shall be permanently disqualified from driving a school bus for Westfield Washington Schools. Failure to report an accident involving a school bus and/or other vehicle will result in disciplinary action up to and including termination.
5. Tampering with any safety equipment.
6. Knowingly falsifying any official Department of Transportation document or providing false statements during an investigation.
7. Use of a cell phone while the bus is in motion, with or without students on board. The first offense will result in a 5 day suspension without pay. The second offense will result in a recommendation for termination.
8. Any action that gravely compromises the safety and security of the children of Westfield Washington Schools while on the bus in the care of the transportation employee.
9. Any DUI charges on your Motor Vehicle Record.

Other

Insubordination

As used in this handbook, "insubordination" means (a) Failing to comply with a lawful directive from a supervisor, director, or other person of authority; (b) disobedience of a lawful order; (c) violation of any rule set forth in this handbook, board policy, or administrative guideline; or (d) a generally disaffected attitude toward a supervisor or coworker. Insubordination can result in disciplinary measures up to and including termination from Westfield Washington Schools.

Employee Disclosure of Criminal Arrests and Charges

Bus Drivers and Bus Aides are required to report any criminal arrest or the filing of any criminal charge that is related to the following: drugs or alcohol, physical violence, sexual conduct, damage to property, theft, or other dishonest conduct. The employee's reporting obligation applies as long as the employee remains employed by the district and includes any criminal arrest or criminal charge that occurs during non-work times such as weekends, holidays, and spring and summer break.

For purposes of this policy, a criminal arrest shall include being issued a criminal citation or being taken into custody by a law enforcement officer for any of the above-described reasons.

The employee must report any criminal arrest or criminal charge to the Superintendent and Human Resources Department in writing within two business days of the date of the arrest or criminal charge filing.

The employee must include the alleged offense, the date of the arrest, criminal charge, and the presiding court or law enforcement agency. The employee should not include any factual details concerning the nature of the alleged offense.

Failure to comply with this policy may result in disciplinary action up to and including termination. This policy is in alignment with WWS policy for all district employees.

Motor Vehicle Driving Record

All CDL Drivers must disclose to the Director of Transportation any ticketable offenses within two business days of the offense.

1. You must notify the Director of Transportation or designee within 30 days of conviction for any traffic violations (except parking). This is true no matter what type of vehicle you were driving.
2. You must notify your motor vehicle licensing agency within 30 days if you are convicted in any other jurisdiction of any traffic violation (except parking). This is true no matter what type of vehicle you were driving.
3. You must notify the Director of Transportation or designee within two business days if your license is suspended, revoked, canceled, or if you are disqualified from driving.
4. All Drivers will have their driving records checked by WWS Transportation twice a year.

Driving Records

Any accidents/tickets you have while operating your personal vehicle directly affects your CDL. WWS Transportation Department will conduct a driving record check on all CDL drivers twice a year.

Certain violations, multiple violations, or accrued driving points on your driving record can affect your employment.

The Director or designee will evaluate each driving record twice yearly and use the following criteria and WWS Transportation point system (the point system is NOT the MVR Point system).

1. Felony involving use of a motor vehicle (Termination)
2. DUI (Termination)
3. Leaving the scene of a crash (Termination)
4. Reckless driving resulting in a crash (Termination)
5. Failure to notify your supervisor of any ticket or accident in your personal vehicle as outlined in the Indiana CDL Manual. (4 Points)
6. Driving with a suspended license (6 points)
7. At-fault crash (3 points)
8. Each speeding ticket of 15 mph or more (4 Points)
9. Driving too fast for conditions resulting in a wreck (4 points)
10. Failing to obey traffic control device (4 Points)
11. Following too closely (4 points)
12. Each speeding ticket less than 15 mph (2 points)
13. Driving too fast during inclement conditions (4 points)
14. Improper erratic lane change (4 points)
15. Failure to yield right of way (2 points)
16. Operating an unregistered vehicle (2 points)

Transportation action based on MRV point accumulation

2 points: No action by supervisor

4 points: Require supervisory review and driver counseling with defensive class requirement

6+ points: Require immediate supervisory action with possibility of removal of driving and recommendation of termination

The point system will be assessed over the last 3 years of the employee's driving record

Requirements to be a School Bus Driver

Federal

1. Successfully pass a pre-employment drug screen and pass subsequent drug and alcohol tests per the standards of the local governing body.
2. Pass the Department of Transportation (DOT) commercial driver's license physical.
3. Be cleared through the DOT FMCSA Clearinghouse.
4. Is of good moral character.
5. Does not use intoxicating liquor during school hours.
6. Does not use intoxicating liquor to excess at any time.
7. Is not addicted to any narcotic drug.
8. Is at least twenty-one (21) years of age.
9. Must hold a valid commercial driver's license with appropriate endorsements issued by the State of Indiana.
10. Possesses the following required physical characteristics:
 - Sufficient physical ability to be a school bus driver.
 - Possession of full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.

- Freedom from any communicable disease.
- Freedom from any mental, nervous, organic, or functional disease which might impair the person's ability to properly operate a school bus.
- Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150 degree minimum and with depth perception of at least 80%.
- Pass physical performance test every two years for drivers hired after January 1, 2002. (see next section for specifics).

Each person who operates a commercial motor vehicle, who has a CDL issued by a state or jurisdiction, and who is convicted of violating, in any type of motor vehicle, a state or local law relating to motor vehicle traffic control (other than a parking violation), shall notify his/her current employer of such conviction. The notification must be made within 30 days after the date that the person has been convicted. If the driver is not currently employed, he/she must notify the state or jurisdiction which issued the license according to state statute 383.31 (a).

Local

1. Pass application process:
 - a. Successful interview.
 - b. Successful verification of references.
 - c. Not listed on any state/federal sexual offenders list.
 - d. Successful review of motor vehicle driving record.
 - i. Immediate disqualifications include;
 - Any Driving record with a DUI.
 - Reckless Driving Charges less than 10 years.
 - 4 points or more on the driving record.
 - Multiple (3 or more) speeding offenses less than 10 years.
 - Multiple accidents in less than 10 years.
2. Successful completion of driver training:
 - a. 12 hours driving with a certified trainer.
 - b. 4 hours observation of appropriate route operation.
 - c. Pass state mandated skills test.
 - d. Pass Metropolitan School District of Washington Township driver check ride.
 - e. Complete a minimum of four hours of actual route driving under supervision of an experienced driver.
 - f. Complete initial 3-day state sponsored training program.
3. Pass all drug and alcohol testing as stated in district testing policy.
4. Complete yearly safety course. (online)
5. Sign-off on reading WWS Handbook (Vector)
6. Complete the safe schools video courses (Vector)
7. Complete and pass background check.
8. Attend meetings and training sessions as mandated or called to include periodic skills testing.

Once all requirements are met and a driver is offered employment. Pay and benefits are determined according to the district salary schedule for bus drivers.

Physical Performance Standards and Test

On January 1, 2002 rule 575 IAC 1-8 went into effect. This rule sets the final rule on school bus driver physical performance standards and measurements. All drivers that receive an initial Standard Certificate (also known as a yellow card) on or after January 1, 2002 are required to meet the standards for 575 IAC 1-8 as listed below.

General

1. Any driver (including those originally exempt) that allows their Standard Certificate to expire will be required to meet the standards of 575 IAC 1-8.
2. All measurements will be pass/fail with no time limitations except for reaction time between brake and accelerator. The Transportation Department may initiate time limits if desired.
3. All documentation for this testing will be kept by the Transportation Department.
4. The initial test of a prospective driver will take place prior to any training to become a school bus driver.
5. Testing for all other applicable drivers will take place every two years in conjunction with, but no later than, 30 days after the renewal of the driver's physical fitness certificate.
6. A driver will only be given one attempt to pass all phases of the test and all phases must be passed to receive a grade of "pass" for the entire test.
7. A prospective driver that cannot pass the test will not be allowed to train to be a school bus driver for Westfield Washington Schools..
8. Any current driver for Westfield Washington Schools that cannot pass this test will have their services as a school bus driver terminated.
9. A driver that has passed this test for any other entity will still be required to pass the test as administered by the Westfield Washington Schools Transportation Department.

Test Standards

1. Exiting the Bus. (A) Driver shall demonstrate the ability to exit the bus from a seat belted position in the driver's seat and exiting from the rearmost emergency door.
2. Quick reaction time between accelerator and service brake. (A) Driver shall demonstrate quick reaction time between accelerator and service brake. (8) In a seat belted position, driver shall with the right foot, alternately depress the accelerator and service brake ten (10) times in ten (10) seconds or less. Note - The driver shall depress each pedal individually ten (10) times.
3. Climbing and descending bus service door steps. (A) Driver shall demonstrate the ability to climb and descend the bus service door steps in a forward-facing position two (2) times without stopping.
4. Opening and closing bus service door(s). (A) Driver shall demonstrate the ability to open and close the bus service door two (2) times without stopping from a seat belted position. Note - This test will be conducted using an air or electric door or a manual door.
5. Operating hand controls or steering wheel. (A) Driver shall demonstrate the ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion. Note - If an appropriate hand control is not available on the right side then a second hand control on the left side will be substituted

Driver & Assistant Expectations

1. The driver/assistant will not use profanity, crudeness, or make any inappropriate comment while in the presence of students, parents, coworkers, teachers, or administrators.
2. The driver/Aide will not be under the influence of alcohol or drugs, nor possess or use a weapon while on duty.
3. Without permission from the Director of Transportation, drivers will transport no one except

students, pre-kindergarten or above, presently enrolled in the Westfield Washington Schools. Authorized passengers are staff members, chaperones, and authorized parents and any individual authorized by the Director of Transportation.

4. Drivers will pick-up and deliver students only at assigned stops, unless notified by the transportation department.
5. Each stop is to be made every day unless you have been notified in advance not to make the pick-up.
6. Footwear with an enclosed toe, heel, and hard or firm soles will be worn while driving the bus and while on the bus lot (athletic shoes are acceptable).
7. The AM/FM radio may be played through the speakers, but must be student appropriate.
8. Drivers' cell phones or electronic devices may not be used at any time when students are present. They may be used only when the bus is parked and there are no students onboard, unless there is an emergency or drivers are instructed to call by office staff. This also applies to all hands-free devices. Phone usage while driving is not permitted.
9. Indiana School Transportation statute prohibits transporting non-school age children. Children may not ride a WWS bus unless they are enrolled in a WWS school (except students registered in an early childhood program on a school bus), or approved by the Director of Transportation.
10. Bus Aides are not to get off the bus to knock on doors.
11. Honking of the horn to announce arrival for students is not allowed.
12. Drivers will not leave students stranded at the bus stops regardless if they are on the roster or not in the AM only. Any student you are unsure of, inform dispatch and hand the student off to an administrator upon arrival at a school.
13. Drivers will not send a student back home from the bus stop without authorization from Dispatch.

Driver's Dress Code

The bus driver and assistant shall be neat, clean, and present a professional image at all times.

The following clothing will not be permitted:

1. No pajamas, do-rags, hair bonnets, rollers, house shoes, etc...
2. Spaghetti-strap tops, low-cut tops, halter tops, or tank tops (only if straps are at least 3 fingers in width)
3. Inappropriate shorts, or skirts shorter than 2 inches above the knee. In no case should the midriff/stomach show.
4. Frayed clothing of any type.
5. Clothing with inappropriate messages or images.
6. Inappropriate jewelry or accessory items.
7. Sleeveless tops with frayed or excessively large arm holes.
8. Footwear without an enclosed heel (Hard or firm soles will be worn while driving the bus and while on the bus lot; athletic shoes are acceptable).
9. Hoodies cannot be worn over the head while driving the bus or on duty.

Cellular Phones

1. Personal cellular phones are not to be used by an employee while the bus is being driven

either with students or without students. Cell phone earpieces are prohibited. The anticipated need for a call should be directed to the office number. Contact by radio will be made if an emergency exists.

2. Verified use of a cell phone while driving will result in disciplinary action including recommendation for termination.

BUS PROCEDURES

Bus Key Retrieval Steps

1. All drivers will enter the building through the south entrance Door 2 and proceed to the window to retrieve the bus key from the reception desk.
2. Check your mailbox and go to the drivers lounge. Access the bus lot through the west entrance/exit Door 5.

Bus Key Return

1. After completion of your route, park the bus in your assigned bus slot and shut down all power.
2. Use your ID badge to enter through Door 5 and check your mailbox.
3. Return the key to the reception desk.

Bus Key Available Time Entry

1. Use your ID badge or Fob at all times to enter the transportation building.

2. Bus Key Drop Boxes - located by Door 2

1. **Field trip drivers** - If your trip ends after office hours, then you will need to park the bus in the appropriate spot, clean the bus, and drop your keys in the dropbox by Door 2. If you have a weekend trip, you will be able to access the key box on the inside of the transportation building near Door 2.
2. **Activity bus drivers** - When a staff, teacher, or coach uses our activity buses, they must pick up the key on the Friday during office hours before the weekend, if they have a weekend trip. On the day of the trip, park in the south parking lot, then use the key fob to enter the building through Door 2. The driver will enter the bus lot through Door 5. There is a sensor on the windshield to open the gate to leave/return. When returning, park the bus in the assigned spot, clean the bus, enter the building through Door 5 and drop the key in the dropbox near Door 2, and put the trip packet in the box.

Safe Driving

1. Follow all traffic laws. Drivers must fasten their seat belts before putting the bus in motion.
2. Headlights are to be used at all times, with or without passengers on board.
3. Never attempt to pass a vehicle on a curve, at an intersection, or approaching a bridge or crown of a hill.
4. Do not try to take the right-of-way if it means endangering passengers or equipment.
5. At all railroad crossings, come to a complete stop, use the 4-way amber emergency hazard lights, quiet all noise on the bus, open the passenger door and the driver's window, look and listen for approaching trains before proceeding. Do not use the red student warning lights. Indiana state law requires that all buses (including special purpose buses) stop at every railroad crossing, regardless of whether there are passengers present or not. When traveling multilane roads, the outside lane will be used when making stops at railroad crossings.
6. Always make a complete stop at intersections protected by "STOP" signs to include schools and bus lots. You must also come to a complete stop before turning right on a red light.
7. All buses will display the stop arm when loading/unloading students (See student loading and unloading section).
8. Never leave the bus when there are students on board (except in emergencies). Drivers are to be on their bus when students are boarding. When leaving the driver's seat with students on board, remove the ignition key. Whenever parking the bus at a school with students present, never leave the bus without first setting the brake, stopping the engine, and taking the key from the ignition.
9. Buses will not be refueled when there are passengers on board (aides are considered passengers). Buses will not be running when refueled. Do not leave fuel or DEF pumps unattended.
10. Make sure there is enough fuel before each trip. It is especially important during the winter months to maintain a fuel supply which will be adequate in case of an emergency (See bus maintenance section).
11. Strobe lights may be used when driving in areas of reduced visibility of $\frac{1}{2}$ mile or less. Restrictions to visibility may include precipitation, fog, blowing dirt, or a dangerous roadway when transiting during the hours of darkness. When in use, the strobe light will be turned off when parked on school lots or the garage area, or if it becomes distracting to the driver.
12. When following another vehicle, maintain a distance such that your bus can brake safely in the event the other vehicle stops suddenly. When following another bus, increase that following distance even more.

13. Buses are not allowed to control traffic by coming to a stop. If slowing to let another bus into the flow of traffic, use the 4-way flashers to signal the other driver.
14. When traveling on multilane roads, drivers should always travel in the RIGHT-HAND LANE. The innermost lane should only be used when passing slower traffic or in preparing to make a left turn.
15. Parents are not allowed to board a bus. If an unidentified person approaches the bus, speak to them only through the driver's side window.

Speed

1. Employees should, at all times, observe posted speed limits (including school zones) when children are present. Hazard lights are to be activated when driving in a school zone. Excessive speed is the most unnecessary and dangerous of driving practices for the employee of a school bus.
2. Employees who violate this rule should expect to have disciplinary action taken which could include recommendation for termination.
3. In the absence of posted speed limits, the employee should abide by the following State statute: *Maximum speed of buses - No school bus shall be operated at a speed greater than sixty (60) miles per hour on a federal or state highway or greater than forty (40) miles per hour on any county or township highway If the posted speed limit is lower than the absolute limits set in this section or if the absolute limits do not apply, the maximum lawful speed of a bus is the posted speed limit. IC 9-21-5-14*
4. *Parking lot speed is 10 mph.*

Assigned Seats & Seating Charts

1. All students will be assigned a seat on the bus. Assigned seats are especially important to maintain at the elementary, middle, and high school levels.
2. Siblings will be allowed to sit together. Older sibling sitting with the younger towards the front.
3. Seating Charts will be kept on the bus and a copy in the transportation office and the school.
4. Seating Charts will be updated on a monthly basis, due the first week of each month.

Loading/Unloading Procedures

Drivers will park their bus in the designated transportation slot after all runs.

Parking buses in the car lots or in front of the garage doors will not be allowed. Do not walk behind buses. Be sure to walk on the bus parking lot walk areas to get to your bus.

All rows on the bus lot are one-way. Drivers must follow arrows to enter and exit the bus parking lot.

1. Drivers should be in position for the student pick-up at all schools at least 5 minutes prior to dismissal, if possible.
2. Students will not be loaded or unloaded when an adjacent bus is entering its slot.
3. At elementary, middle and high schools, an adult must be present before

- entering your slot if students are present.
4. Drivers must be on their bus when students are loading or unloading at the school.
 5. Students will not be released from the bus at the school until asked to do so by school officials.
 6. If a driver must wait for a student or needs to speak to a student and the buses are released, pull to the curb so others can pass.

When students arrive at the bus stop, proper loading and unloading procedures must be followed. The area around the bus, when it is stopped, is the area where more student fatalities occur nationwide more than any other part of school transportation. This area around the bus is known as **"The Dead Zone"**.

Bus Stop Pick-Up

The Pick-Up and Drop-Off times and locations listed in VersaTrans must be adhered to. (Any change must be approved and adjusted in VersaTrans by a router)

1. Activate overhead warning lights early enough to give all motorists a clear indication of your intention to stop, and time for those vehicles to stop.
2. Stop as far right as is practical on the roadway. This includes acceleration and deceleration lanes.
3. Do not block any intersection.
4. All mirrors are to be checked before stopping the bus.
5. Stop arm will not be extended until the bus is completely stopped.
6. Once extended, the stop arm will remain extended until all students are safely seated.
7. Instruct all students that if they are crossing the street to board the bus, they are not to cross until the driver has checked that all traffic has completely stopped and has given the students the universal hand signal. The universal hand signal must be clear and easily understood by all students. All students will cross in front of the bus, single file and all together. Do not allow students to cross behind the bus.
8. The stop arm must be fully retracted and all mirrors and visible surrounding area must be completely checked and clear before moving the bus.
9. Remember to use the appropriate turn signal if the bus is returning to the main roadway.
10. All backpacks are to be fully worn or carried in front of the student. Rolling backpacks are to have handles collapsed and are to be carried upon entering the bus.
11. All buses will display the stop arm when loading/unloading students. (See student loading and unloading section.)
12. Students must secure umbrellas before approaching the bus door.

Bus Stop Drop-Off

1. Same procedures as above.
2. Ensure that all students crossing the street cross in front of the bus single file, and all together.
3. Ensure that no students are standing next to the bus as you prepare to leave the area.
4. Rolling backpacks will not have handles extended nor will they be rolled until they have exited the bus.

5. Pulling the parking brake at bus stops is an optional procedure.

Drop-Off at School

1. All buses will be shut off before students are dismissed from the bus.
2. All students will remain seated until released.
3. During school drop off, drivers will not depart their parking spots until the designated school administrator releases the buses.

Pick-Up at School

1. All buses will shut off upon arriving at the school for routes. There will be no buses running once students are dismissed from the building.
2. Students are to take their seats upon entering the bus.
 - a. In all cases, when buses are departing their parking slots at schools, the driver should turn the front wheels sharply to the left before moving forward.
 - b. Students are not allowed to place items in the undercarriage of a bus while on a regular route.
3. During school pick up, drivers will not depart their parking spots until the designated school administrator releases the buses.

Student Drop-Off without a Responsible Person Present

1. Depending on the age and circumstances of a child (e.g. special needs or kindergarten), it may not be appropriate to drop off a student at a bus stop without a responsible person present. An older sibling may be allowed to meet the student with written approval provided to the student's school administration. The school will be responsible for adding authorized adults to Power School. The following steps shall be taken to ensure proper supervision of the student.
 - a. Dispatch will be contacted by the driver if an authorized person is not at the designated bus stop to pick up a student or a student with special needs.
 - b. Dispatch will inform the school that the student will be returned to the school.
 - c. If the route has not been completed, the driver will keep the student on the bus, continue the route, and drop the student off at the school at the completion of the route.
2. Students are to be dropped off at their designated stop, unless we have written permission from the parent/guardian to do otherwise. Occasional variations may occur due to roadway irregularities such as construction, weather conditions, traffic, or other emergency situations. The driver will assess the situation to determine if a student can safely walk to their home from the bus location. If there is any doubt, the driver will return the student to the school, or have the parent called and alternate arrangements made.

TWO-WAY RADIOS

Two-Way Radio Operation

1. Two-way radios are for emergency and official business and are monitored at all times. Drivers should always maintain proper radio etiquette.
2. Drivers are prohibited from using the two-way radio for personal reasons. Messages should be school or bus related, brief, to the point, factual and without emotion. Drivers should also be aware that at any given time students, drivers and other school officials may overhear all radio traffic. When one radio is in use, others cannot transmit, so it is essential to keep radio transmission to an absolute minimum.
3. A genuine emergency message would be delayed if a non- business message were being broadcast. Official messages which can be transmitted after bus routes are best handled over the telephone.

When use of the radio is warranted, the driver should follow these guidelines:

1. Identify drivers by their regularly assigned bus number. Anyone driving a sub route or spare bus should answer to or announce with the assigned bus number.
2. Talk in a normal voice. Do not shout. Hold the microphone 1 to 2 inches from your mouth. Be businesslike and courteous. In emergencies, be calm and confident. Be sure to speak clearly and at a speed that will make your message clear. After your conversation, return the mic to its cradle.
3. Avoid unnecessary transmissions or long messages. Think before transmitting. Keep it brief.
4. Do not turn the radio down to such a point that it cannot be clearly heard at all times.
5. All units will "clear" the channel at the end of each contact.
6. If you do not get a response "try" until you do. If you are unable to reach the office by radio, safely pull over, secure your bus, and call the office by phone.

Example:

- Step 1: "Bus 140 to Base"
- Step 2: *Message you wish to transmit*
- Step 3: Dispatcher will acknowledge with "Bus 140 - 10-4"
- Step 4: "140 Clear."

Radio Call Names:

Radio Call Name	Staff Name	Title
Trans 1	Michael Reinhardt	Director of Transportation
Trans 2	Nathan Taylor	Assistant Director of Transportation

Trans 3	LaIndrid Stewart	Transportation Manager
Trans 4	Staci Morris	Router
Base	Silvia Kellogg	Dispatcher AM
Base	Joy Muse	Dispatcher PM
Base	Samantha Jarrell	Receptionist AM
Base	Amari Williams	Receptionist PM
Base	Sandra Perez	Fieldtrip/Account Coordinator
Base	EZ Pettijohn	Special Needs Specialist
G1	Bob Grubbs	Fleet Manager
G2	Jimmie Hart	Asst. Fleet Manager
G	Russell Bliss Joshua Jarrell Brian Phipps Tyler Mendenhall	Garage Mechanics

BUS MAINTENANCE AND OPERATION

State Police Inspection

The law requires school buses to be safety inspected annually by the State Police. The Indiana State Police are also authorized to conduct "spot checks" throughout the year to ensure that school buses are maintained in the necessary condition. The law also requires that buses 12 years of age or older must be inspected twice a year. Bus drivers must ensure that their commercial drivers' license, driver certification card and physical exam certificate are current. A copy of those documents will be made available to the inspecting officer for the annual inspection. The Indiana State Police indicate the items below are violations. Please remove these items from your buses.

1. Dash Trash
2. Carpet under employee's seat or in entrance
3. Brooms and mops across side windows
4. Trash behind heater and around the seats
5. Objects on or near fire extinguishers
6. Magnets, stickers and any pictures over mirrors, dash, overhead panel, inner body and emergency exit signs

Please note that issues discovered prior to or during inspection that were preventable or should have been reported by the driver may result in discipline and may affect future bidding.

Trip Inspection

Employees should arrive 15 minutes ahead of departure time at the bus lot. All transportation employees are required to inspect their bus each morning before beginning their routes, and each afternoon before beginning their routes. **Drivers must perform the pre-trip and record it in the Log Book.**

The check must include the following:

1. Check air brakes
2. Tires (including both rear duals)
3. Wheels (including loose or missing lug nuts)
4. Fluid leaks
5. Exhaust system
6. Warning system (including running lights, back up lights, turn signals, stop arm, brake lights and warning flashers)
7. Windows
8. Mirrors
9. Rear emergency door
10. Hood
11. Oil leaks
12. Emergency windows
13. Emergency triangle, fire extinguisher and first aid kit

NOTE: All emergency doors and windows are to be opened and inspected daily. All other inspection requirements are included on the electronic inspection

Post-Trip Inspection

Drivers are required to complete a 5 minute walk around utilizing your tablet after the completion of AM and PM routes.

It is much easier to note the deficiencies at the end of the trip than before the trip.

When you take the wheel, you are responsible. You are the driver and you are legally responsible for the safety of the passengers you transport. If your vehicle or safety equipment is not in safe condition, your decision must be to not drive that vehicle. All bus drivers are required to inspect their bus each day before beginning their route or trip. The inspection will follow the standards of the commercial drivers' license manual. If your bus is started by another driver, you are still required to accomplish a pre-trip inspection.

Aides are not to start buses. Do not use your cell phone while doing your pre-trip or post-trip inspection.

Child Monitor System and Procedures

1. Check for students remaining on the bus.
2. **You are required to walk through the bus at the conclusion of each segment of your route. For example you must check after your elementary route once you have dropped off at the school in the morning and again once after the elementary route has completed in the afternoon.**
3. Each bus has a Child Monitoring System. When parking the bus, you must walk to the back and push the button to deactivate the system at the end of each route. **Students are prohibited from ever doing this for the driver.** Remember to check each seat as you walk to the rear of the bus.

Student Left on Bus

Leaving a student unattended on the bus is deemed a Fatal Offense resulting in a recommendation for termination.

Effective July 1, 2009, Senate Enrolled Act 228 requires the operator of a school bus or special purpose bus to visually inspect each seat within the bus at the end of each trip during which passengers are transported to determine that no passengers remain on the bus. It also requires the owner (WWS Director of Transportation or designee) to report each incident in which a passenger is left on the bus to the superintendent and requires the superintendent to report this information to IDOE. A violation of these provisions is a Class C infraction.

Engine Lubrication

To assure proper engine lubrication, it is necessary to allow the engine time to get lubricated by allowing it to idle to build oil pressure to the correct range. **DO NOT** race or accelerate the engine until you have an indication of normal oil pressure.

The driver is responsible for making sure that engine oil levels are constantly maintained. Oil should be checked during pre-trip inspections prior to starting the bus. *(Remember to check oil when the engine is off.)* Oil does not need to be added until it is at the "add" line.

Fuel and DEF

Drivers should make every effort to keep the fuel tanks full to reduce the risk of moisture buildup. Keeping the tank filled will also eliminate the possibility of running out of fuel. At a minimum, the fuel tank level should not drop below ½ tank. Drivers are not to leave the pump unattended while refueling or parked at the fuel island.

In addition, the DEF level should not go below ½ tank (2 bars). It is the driver's responsibility to top off the DEF for their bus.

Bus Cleanliness and Care

It is also the driver's responsibility to maintain the school bus in a clean condition at all times. Perform these tasks daily:

1. Check the bus for items left on the bus after each run or field trip.
2. Check seat/backs for damage or markings after each run or trip.
3. Check all light lenses to ensure they are clean and visible.

4. Make sure all windows and roof hatches are closed prior to leaving for the day..
5. Keep the dash clear of clothing, papers, books, etc. Remember, no dash trash!

Perform these tasks frequently

1. Sweep out the bus (daily or as needed). Please note this means sweep into a receptacle, not onto the ground. Remove any gum on the seats or floor. Bus cleaning can take place while staged at schools, in between tiers, at base, etc.
2. Wash the floor and steps.
3. The exterior of the bus will be washed by the wash crew
4. Dust the interior surfaces.

Cleaning Products

1. Only use cleaning products that have been approved and supplied by the Transportation Department.
2. Chemicals and supplies may be requested from the garage staff.
3. Please note that random inspections will be performed by a vehicle technician and/or training personnel.

Mechanical Malfunctions

If the employee encounters a mechanical malfunction and can continue to the garage, the driver must first receive approval from the garage and proceed on as directed. Employees are expected to report any minor repairs such as a light out, broken glass, defective switch, etc. Reporting should only be documented and not communicated verbally. All lighting issues should be fixed before the bus leaves the Transportation Center.

UNDER NO CIRCUMSTANCES SHOULD THE BUS BE TOWED OR PUSHED BY ANOTHER VEHICLE UNLESS IT IS DONE BY THE SCHOOL DISTRICT VEHICLE TECHNICIANS! EMPLOYEES SHALL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING RECOMMENDATION FOR TERMINATION FOR FAILURE TO REPORT A MECHANICAL MALFUNCTION.

Contact the garage on the radio only if there is a pressing mechanical issue.

If you have an out of service item, write up the issue and contact a vehicle technician. Out of Service items include the following:

1. Inoperative lights
2. Stop Arm
3. Overhead student warnings (amber or red)
4. More than one brake or tail light; Turn signal
5. Red stop engine
6. Stop arm not working
7. Emergency window buzzers not working;
8. Flat tire

If the RED STOP ENGINE light comes on, stop in a safe place, shut the engine off, and radio the garage. Do not move the bus or restart it without instructions from the garage!

For any non-urgent items, park the bus in your assigned slot, write up the issue and place it in the designated mailbox for garage repairs.

School Bus Idling Policy

1. At 32 degrees or above, buses will be allowed to for up to five (5) minutes.
2. From 20 degrees to 32 degrees buses will be allowed to idle for up to fifteen (15) minutes.
3. From 20 degrees and below, buses will be allowed to idle for up to thirty (30) minutes; or until front windows are defrosted and all safety equipment is operable.
4. Vehicle technicians will start buses at 20 degrees or below.
5. Idle time will be monitored by transportation office staff and garage personnel

HUMAN RESOURCES AND PAYROLL

Transportation Office

The administrative offices are to be used for the purpose of administering the transportation program. The atmosphere of a professional office cannot be accomplished successfully with individuals loitering in this area. An area to visit for the employees. However, please do not hesitate to enter the office area for business purposes or if a transportation problem exists. You must have a scheduled appointment and check in at the reception area. If approval is received from Transportation Leadership, visitors are permitted to proceed past the reception desk. Visitors must sign in and out of the office. Please be considerate of the administrative staff wanting to maintain a business-like atmosphere. Computer access is also available in the Transportation Center for employees. Non approved visitors are not to be in the transportation building or bus lot. If an employee allows an unapproved visitor into the building or onto the lot, they will be subject to disciplinary action.

Absence Reporting

Employees are to report their intention to miss work as soon as it becomes apparent that illness or the granted leave will not permit the employee to perform their assigned duty. This report is to be in the form of a phone call to the substitute report line. This is a line with a dedicated voicemail box for employees to use.

The employee requesting the absence shall call **(attendance Line) 317-867-8040** and leave the following information:

1. Date of absence
2. Routes to be run (include any late runs, middays, field trips, etc.)
3. Special route accommodations needed assistant, cam wrap, seat belt, etc.)
4. Reason for absence (illness, bereavement, etc.)
5. Anticipated date of return

All calls for a substitute must be made by **5:00 am** for morning routes and **11:00 am** for afternoon routes.

Any calls received after the time frame stated above may be considered a last minute call-off/no-call no-show and may result in disciplinary actions.

DO NOT CALL THE OFFICE OR LEAVE A MESSAGE ON THE OFFICE VOICEMAIL OR CALL AND OFFICE STAFF'S PERSONAL PHONE

Time Off Requests

Must be submitted 3 days (72 Hours) prior to the shift start time of the date requested. Any time after that may be considered a call-off. If you need any assistance you can reach out to any office staff.

Parents, students, and schools count on timely arrival and departure times. When transportation employees are frequently absent or late for work and substitute coverage must be arranged, service is compromised. While the Transportation Department respects the right of its employees to recover from illnesses, frequent absences for reasons other than true medical needs must be eliminated.

Disciplinary measures will be applied after an employee has used all their authorized leave and sick leave benefits, or when patterns of leave abuse become evident.

Documented absences for hospital stays, convalescence after hospital stay related illnesses/injuries, and continued medical treatments for such illnesses/injuries will not receive points. In addition, being sent home after reporting to work, because your supervisor believes you are too sick to drive, will not receive points for that day. Similarly, being unable to drive due to physical impairment (example, being in a cast) is out of the control of the transportation employee and will not receive points. **When an employee is out of leave days and the Director of Transportation or designee has granted no qualifying exception, subsequent absences will result in 2 (two) points per occurrence.**

Leave Without Pay (LWOP) days must be authorized prior to the days off.

- Employees are expected to have all absences covered by appropriate leave days
- The use of unpaid days are NOT permitted. Absences resulting in unpaid time may result in disciplinary action up to and including termination.

Please keep in mind that your attendance factors into eligibility for extra work. Chronic or patterns of absenteeism, even if scheduled, can be detrimental to staffing and productivity. Employees with chronic absenteeism or patterns of absenteeism are not considered to be meeting the commitments of the work schedule.

Drivers and assistants who are assigned middays, late run, field trips, etc., will be removed from those assignments upon their 6th (sixth) documented absence not related to FMLA, approved bereavement or unforeseen medical issues requiring a physician's note. Extra routes (middays, late runs, field trips) may be permanently reassigned based on the length of the driver/assistant leave and is at the discretion of the Director of Transportation or designee.

Attendance Standards

We highly encourage good attendance at all times but especially during the following days:

1. First 10 days of School
2. Friday before and the Tuesday after Labor Day
3. Friday before or the Monday after Fall Break
4. Friday before or the Monday after Thanksgiving
5. The last day before Winter Break and the day returning from winter break
6. Friday before and the Tuesday after MLK Day
7. Friday before and the Tuesday after Presidents Day

8. Friday before or the Monday after Spring Break
9. The last 20 days of school
10. E-Learning professional development days

Please avoid requests made during these high need times. Staff members who are absent from work on these high need days can create student delays. In the event of an unforeseen circumstance such as bereavement or major medical issue, appropriate signed documentation may be required.

Daily Schedule

Most drivers and assistants will adhere to the schedule below when clocking in and out each day. Supervisors will approve exceptions to the schedule below based on mid-day runs, late-runs, shuttles, distance, etc.

Punctuality

The nature of school bus transportation requires that buses be on a very regular time schedule. It is therefore necessary that all employees report to work on time each day. An employee should allow enough time before each work period to warm up the school bus, perform a pre-trip inspection and proceed to the first destination on time.

Pre & Post Trip Inspections

All drivers are required to complete a pre-trip inspection each morning before beginning their route and each afternoon before beginning their route. In order to complete the Pre-trip inspection, drivers are permitted to clock-in 15 minutes prior to their designated departure time. Post-trip inspections will need to be completed in 5 minutes after the last route of the day.

Employees should also allow time after each route to perform a post-trip inspection. Therefore, the following could create the possibility of disciplinary action:

1. Employee is tardy
2. Employee is absent from work without cause
3. Failure to report an absence or lateness as outlined above
4. Fueling during routes causing a delay – do not fuel during routes

Route/Assignment Determination

The School District shall provide administrative services for the student transportation department. These services shall cover routing and scheduling of buses, assignment of routes and buses, assignment of special trips and assistance on disciplinary problems. School bus routes are established each year with regard to projected enrollment and geographic location.

Often, it becomes necessary to adjust busloads shortly after the opening of school to balance student numbers. Bus routes may even be dissolved after the start of a school based on student need and resources available.

Individual schools must keep all student data up-to-date in Power School. Faulty data makes routing

inaccurate. Before school begins each year, routes are developed based on the upcoming school year student data, and are assigned to employees as equitably as possible. Although every effort is made to maintain similar time schedules, some employees will have longer routes than others. Open routes are bid once a year. If a reduction or change in circumstances causes a route to be eliminated, the affected employee will have the first option to select an open route before bidding. The Director of Transportation will make all decisions concerning the above.

It is the responsibility of the transportation routers to coordinate and establish bus stops along the route that are safe for students. Generally, stops remain the same over a number of years. When stops are adjusted they should be determined with regard to the safety of students and safest location for the bus. Students are expected to walk reasonable distances to bus stops when necessary. Elementary students may walk up to 3 blocks (0.3 miles) to their bus stops, middle school students may walk up to 4 blocks (0.4 miles), and high school students may walk up to 5 blocks (0.5 miles).

The employee shall pick up and drop-off students only at designated bus stops between home and school or school and home. Requests by individual students to get off the bus at unauthorized stops should be denied, unless the employee receives a note signed by the administrator, or Transportation Office personnel.

If you have **a suggestion or concern regarding safety at a bus stop or on a bus route**, please make an appointment to see the router.

Bidding

Route selection will be determined by seniority. There will be no adjustments made to the route packages based on driver preference. All primary elementary routes will also include a secondary route that the driver must become familiar with as they will be responsible for coverage in the event the primary driver is absent.

Drivers should take notice of all routes especially those that are deemed double routes, have service animals, etc.

Bus aides do not bid on AM and PM routes. Bus aides are assigned to routes based on student needs. Bus aides are assigned by seniority for middays.

Bidding Process

Bidding for all jobs, including extra work, will be based on years of service, attendance, discipline, driving safety and dependability.

Additionally, you must be present for the bidding process, unless you are eligible for and have a completed proxy bid form; eligibility events include medical procedures, jury duty and bereavement, and these situations must be approved by the Director and documentation must be presented.

Field Trips

For more information regarding field trips and driver expectations, please refer to the WWS Transportation Field Trip Driver Policies and Enforcements. If a driver cannot perform an assigned trip, it must be turned in to the office.

Driver Admission to Events

All groups are encouraged to provide the driver a ticket or pass to the event they are attending unless seating is limited or the cost is prohibitive. This courtesy is not required and is up to the sponsor/coach. Should this courtesy not be extended, the driver will assume responsibility for such cost should the driver choose to attend.

Arrival Time

It is the driver's responsibility to arrive at the appointed location for pick-up a minimum of ten (10) minutes before the scheduled starting time for the trip. Exception: when the driver has been assigned a trip based on an as-soon-as-possible basis.

Confirmation of Trips

All field trips will be assigned and the employee will be notified of the assignment in advance of the trip date. It is the driver's responsibility to pick up the trip sheet.

Cancellation of Trips

If the school or inclement weather cancels a field trip after arriving at the pick-up location, the employee will receive the minimum compensation (1 hour) expected on field trips.

Overnight or Long Trips

Employees may not exceed an eight (8) hour limit of driving time in any one day while on a field trip. In the case of overnight trips, the school sponsoring organization shall provide adequate overnight accommodations and meals for the employees at the school group's expense. The employee may be compensated for only 16 hours in one day while on extended trips.

Athletic Cleats

On all athletic field trips in which students wear cleats, the wearing of such cleats while on the school bus is prohibited.

Student Behavior/Cleanliness - Trips

Student behavior is the responsibility of the sponsor riding on the bus. If the behavior is out of control and detrimental to safe driving, the employee shall pull the bus over to a safe location, ask the sponsor to step off the bus (provided there is another adult on the bus to supervise) and explain the concern. The sponsor should handle it. If they do not, contact the Field Trip Coordinator or Designee. Cleanliness of the bus on field trips is also the sponsor and group's responsibility. If they fail to cooperate, notify the Field trip Coordinator or Designee.

Substitute Driving

After completing the employee training and upon receipt of verification, a certified employee is eligible to serve as a substitute employee.

While substitute driving, the employee is evaluated on the following:

1. Punctuality
2. Ability to follow rules and regulations
3. Care of equipment
4. Willingness to serve

5. Cooperation with the transportation leadership and school administrators
6. Personal appearance and conduct
7. Driving habits
8. Ability to maintain discipline
9. Rating factors in evaluation
10. Must provide a work schedule
11. Must attend mandatory E-Learning professional development day

Factors Affecting Extra Work Assignments

(Midday, Shuttles, Late Runs, Garage Help and Field Trips)

The following factors will be considered when awarding extra work:

1. If the employee does not work the regular routes on the day of the extra work, that person shall not do the work. If the employee does not work due to a documented (note from a doctor) illness on a day prior to a non-school day field trip, the employee shall run the trip, but the proper documentation must be submitted no later than noon on the day prior to the trip for consideration. Without a doctor's note the employee will not run the trip on the non-school day. For example if you do not run your morning route, you don't run your midday, if you don't run your pm route you don't run your later run. If you are present in the am you may run your midday even if you are absent in the pm. If you miss your am, but are present in the pm you may still run your late run.
2. If the employee is off, the employee will contact the Field Trip Coordinator or designee so that reassignment of the trip can be made.
3. On a field trip, after delivery of students to the site of an extracurricular trip, the employee is not to leave the site. If parking the bus is not possible at the site, the employee has the responsibility of informing the sponsor as to where the employee will be parked and how the employee may be reached.
4. Employees who cannot do a trip must return the trip to the Field Trip Coordinator or designee for reassignment. It cannot be passed along to another employee.
5. **If the employee misses five (5) days of an extra assignment, the employee will be replaced upon the six (6) missed extra assignment. The exception would be approved bereavement, FMLA, or a documented medical excuse with the Director's approval.**
6. If you are out on bereavement on a Friday and have a field trip that evening or weekend, you will not be able to complete the trip but it will not count against you as an occurrence.

Route Maps

Route maps and driver instructions must be kept current and stored within the binder located in the driver storage pouch (typically behind the driver's seat). In addition, print the route start time on the map, and number the stops. Without explicit instructions, substitute drivers can easily miss a stop or student. When that happens, the entire department looks unprofessional.

School Closings/Delays

One of the most difficult decisions to be made involving the transportation system is that of closing school due to inclement weather. In any such decision, safety must always be of prime consideration. On those days in which such a decision is in question, the Director of Transportation

and the Superintendent of Schools will evaluate the road conditions. They will also consult with the weather bureau, officials from other school districts and others to determine the appropriateness of closing or delaying the opening of school. Should such decisions be made in the morning, it will be reported to radio and television stations. Employees will be notified through Messenger. Likewise, should conditions warrant the closing of school on the evening before the next school day, the information will be shared via Messenger.

E-Learning Days

The guideline for utilizing unplanned elearning days is a maximum of three consecutive days, not to exceed all e-learning days for the school year. In the event that an unplanned school cancellation day exceeds the guideline, the Superintendent may choose to make up the instructional day(s) at the end of the school year in accordance with the board approved calendar. This guideline can be modified at any time by the superintendent or school board.

Work Schedule for Classified Personnel When School is Closed due to Inclement Weather (2026-2027)

- Bus Drivers - regular and permanent substitutes (178 days) Do not Report
- Bus Drivers (Occasional Subs.) Do not report
- Bus Drivers/Warehouse Delivery (178 Days) Do not Report
- Office Staff Do not Report
- Bus Garage Vehicle Technicians (260 Days) Report to work unless otherwise directed

Emergency Closings and Delays

If it is necessary to close or delay the start of Westfield Washington Schools due to inclement weather, power failure, or any other emergency, the Superintendent will notify the media of the closing or delay. Employees are to listen to local radio and television stations for information. In addition, employees may be notified of school delays and closings via the automated calling system.

Two (2) hour delays pertain to students, bus drivers, and bus assistants only. Certified and Classified staff are to report to work as close to their normal arrival time as safely as possible, exercising proper care and caution in doing so. If an employee is late to work due to conditions, but reports within a reasonable time frame, the building administration will determine whether the employee is to be paid for the time not actually worked by the employee.

FRINGE BENEFITS AND PAYROLL SERVICES

Leave (Paid Time Off) Policy for Classified Employees

Paid time off and fringe benefits are covered in the Classified employee handbook.

Jury Duty

Employees called for jury duty or to give testimony before a court (except testimony for an alleged personal violation of the law or as a party to a lawsuit neither of which is related to their professional responsibilities) will receive full compensation for such leave less the per diem amount received from the court of agency, exclusive of mileage and/or meal reimbursement. The employee shall submit the court verification of attendance with his/her payroll sheet for the pertinent pay period, via the payroll process, in order for the per diem amounts to be deducted from the employees' pay

STUDENT CONDUCT & DISCIPLINE

Basic Rules of Conduct

While it is our firm belief that School Bus Transportation is the SAFEST way for a student to be transported to/from school, our Bus Safety Rules MUST be adhered to.

Even seemingly mild behavior can cause a distraction to a bus driver, and DISTRACTIONS are DANGEROUS!

Failure to adhere to the Bus Safety Rules could lead to suspension from the school bus or, if behavior is repeated or severe, could lead to the permanent loss of bus privileges.

Bus Safety Rules:

1. Riding the school bus is a privilege and is a part of the school day. Accordingly, students should adhere to all rules and procedures outlined in the district code of conduct while being transported to and from school. Classroom conduct is expected.
2. The driver is in charge at all times while on the bus. All driver directives should be followed promptly.,
3. Be at your bus stop ten minutes prior to the scheduled pickup time.
4. Go to your assigned seat quickly. Stay seated at all times until it is your time to get off the bus and the bus has come to a complete stop. Being seated means facing forward with your feet on the floor. Students will be completely out of the aisle if two or fewer students are in the seat.
5. Keep arms, legs, and objects to yourself and inside the bus.
6. Talk quietly with no inappropriate language or gestures. Quietly means at a level where the driver cannot clearly hear the conversation and the students you are trying to talk to are no more than two seats away.
7. Students are not to bring toys, collectible cards, laser pointers, balloons, or other distracting items to school or onto the bus.
8. Students will not possess the following forbidden items while on the bus: weapons, tobacco, drugs, alcohol, aerosols, sprays, pumps, perfume, combustibles or other contraband.
9. Food, gum, suckers, lozenges and drinks are to be kept in the student's backpack while on the bus unless permission is granted from the Director of Transportation or designee.
10. Once a student has boarded their bus at the school, they will not be allowed to exit the bus

without authorization from school personnel.

11. The use of any type of camera, including cell phones, is prohibited on the bus. This includes regular routes and extracurricular trips. Any camera device used on the bus will be confiscated and disciplinary consequences will follow.
12. Skateboards and rollerblades are not permitted on school buses or any other school property. Small and medium musical instruments will be kept in the seat with the student. They must fit under the seat, be held on the student's lap or be held between the student's legs. This will ensure the instrument is secure.
13. Golf clubs, oversized equipment and large musical instruments are not to be transported on regular route buses because they cannot be properly secured.
14. No items will be stored in the back window.
15. The use of electronic devices, including but not limited to cell phones, iPads, Media Devices, and Electronic Books, are allowed on all other buses, but WWS is not responsible for loss, damage, or theft of any of these devices. All audible devices must be used with earbuds and headphones. For the safety of all students, electronic devices are not to be used when entering or exiting the buses. If students are violating these rules, the driver has the right to restrict the usage of any electronic device on the bus.

The corrective response assigned will be based on the district Code of Conduct in regard to progressive discipline. Severe offenses may include suspension or removal from the bus.

Progressive Discipline & Responses for Bus Infractions

Disciplinary Action Steps Offenses

1. Verbal Warning
2. Verbal Warning & Parent Contact
3. Referral to School Administrator
4. Referral and Contact with School Administration

Consequences for Violations of School Bus Basic Rules of Conduct

Students are expected to behave appropriately while traveling to or from school or a school activity. Time spent onboard the bus is considered an extension of the classroom. In general, WWS Transportation Services will utilize progressive discipline. The bus driver, Transportation Directors and/or school administrators can use any form of reasonable discipline. The unique circumstances of each individual's case will be considered before a decision regarding appropriate consequences is made. Every disciplinary consequence will involve a personal contact to the parent or guardian from the student's bus driver.

The nature of the student behavior will determine the consequence for the infraction. Possible consequences include but are not limited to the following:
Verbal Warning, Written Warning, Suspension.

Bullying

Bullying by one student against another student is prohibited and is a violation of school discipline rules. "Bullying" is defined as overt, repeated acts or gestures, including verbal or written

communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. Bullying is prohibited when a student is on school grounds immediately before or during school hours; immediately after school hours or at any other time when the school is being used by a school group; off grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using school property or equipment provided by the school.

Assigned Seats

1. All drivers are required to assign seats to all students on all elementary, middle school and high school routes.
2. Failure to sit in an assigned seat will be considered an infraction of the rules and a discipline form will be completed by the driver.
3. **All kindergarten students will be seated in the front section of the bus for safety reasons.**
4. If requested by a parent or a guardian, siblings may sit together. Drivers will review safety rules with all students at the beginning of each year and with any new student throughout the year.

Gifts, Rewards, Sales

Drivers should refrain from giving gifts to students at Winter Break, end of school year, or other times unless such gifts are of nominal monetary value. The sale of candy or other items by the driver to students on the bus is prohibited. Drivers and assistants may give the students non-carbonated drinks as they depart the bus, but students are not to be given food items. Prior to giving students anything, drivers should confirm with school administrators to deem the item appropriate.

EMERGENCY PROCEDURES

Mechanical Failure (Breakdown)

Should a bus become disabled during a regular route, radio contact should be made with the Transportation Office immediately. If radio contact is possible and a cell phone is available, contact the Transportation office. If radio contact is impossible, and there is no cell phone available, ask a responsible adult, if available, to make the phone report. The person reporting the breakdown should indicate the mechanical problem and the location of the bus. Should a breakdown occur during a field trip, attempt to park the bus in a safe location and have the trip chaperone or sponsor assume responsibility for the students. The driver should call via cell phone or proceed to the nearest phone. Report the problem and location of the bus and make every effort to notify the school or parents of the delay.

Accidents (10-50)

Should an accident occur, it is the bus driver's responsibility to control the situation by remaining calm. Panic or emotional responses will only make matters worse. The following steps should be used in the event of an accident:

1. Stop the bus, turn off the engine, and turn the key to accessory.
2. Immediately notify base. When a driver reports a 10-50, dispatch will call a signal 100 to clear the radio.
3. Tell them the location of the accident and if emergency medical help is needed. Law enforcement will be notified by the WWS Transportation Office. The Director of Transportation or Administration Representatives will go to the accident site.
4. If the accident occurs during non-office hours, the driver must notify the WWS police by 317-804-3200 non-emergency or by calling 317-773-1300. If there is no answer after two attempts, call 911.
5. Determine if any passengers are injured. Take care of the injured first.
6. If there are any passengers on board, use your roster of ridership and record where they were seated.
7. Keep calm. Do not argue or place blame or assume fault.
8. Do not allow students to leave the bus unless safety dictates otherwise.
9. Under no condition shall students be allowed to wander around or walk to school or home. The students may be transferred to another bus. Before proceeding on from the accident site, the students must be released by law enforcement or other designated representatives.
10. The Director of Transportation or designee will notify the building principal served by the bus.
11. The Director of Transportation or designee and the building principal or other administrator will attempt to contact the parents of the students with possible injuries.
12. The driver will complete, within one business day, all accident report forms required by WWS, law enforcement officials, and insurance companies. Reports are required of all accidents involving personal injury or property damage.
13. Keep in mind that preventable accidents factor into extra work eligibility.
14. Due to any accidents, you must complete the appropriate retraining with the Lead Trainer.
15. Any accident may result in the driver submitting to a drug test.

Three (3) preventable accidents within a twelve (12) month period may result in a recommendation for termination. Three preventable accidents within a thirty-six (36) month period may result in a suspension from driving. The duration of the suspension is at the discretion of the Director or

Designee. The severity of any accident/damages may result in a recommendation for termination.

Preventable Accidents	Preventable Damages	Cost	Points
Ex. car scratch	Ex. mailbox	Less than \$1000	2
		\$1001 - \$2000	4
		\$2001 - Up	6

Weather Emergencies and School Transportation

At times, certain weather conditions may occur which will necessitate the cancellation or delay of school bus routes, school athletic events, extracurricular activities, or field trips. Examples of severe weather conditions: Tornado, Flash Flood, Lightning, and Winter Storms/Blizzards.

Procedures Prior To Any Emergency

Prior to being involved in any emergency situation, whether it is a crash, first aid, or weather related, it is important that basic procedures are in place and practiced.

Each school bus carries an up-to-date roster of passengers whether the function is a daily route or activity trip.

1. Each school bus carries an up-to-date contact list of school officials and emergency responders that includes landline and mobile telephone numbers.
2. Students, including those that would only ride a school bus for activity trips, participate in school bus evacuation drills at least twice each school year.
3. On activity trips or field trips, all passengers (students, adults, teachers, coaches, chaperones, etc.) are advised of:
 - a. The school bus emergency exit locations and their operation. (e.g., service door, push-out windows, side and rear emergency doors, and roof hatches) The school bus driver should demonstrate the operation of each type of exit.
 - b. The location and operation of the bus two-way radio or other communication equipment, if so equipped.

Procedures for School Closings

1. One of the most difficult transportation decisions to make is that of closing school due to weather conditions. In any such decision, safety must be of prime consideration. When such a decision is in question, the Superintendent of Schools and the Director of Transportation will evaluate the road conditions and consult the weather bureau and the officials from neighboring school districts before determining the appropriateness of closing or delaying the opening of school.
2. If the decision to close or delay is made in the morning, it will be reported to radio and TV stations (normally this will be prior to 6:00 AM). In addition, the drivers, assistants, and staff will be notified by the two-way radio or through a telephone/email communication system. If the decision to close or delay is made in the evening before the next school day, the information will be shared via Messenger.
3. Whatever the decision, drivers should not take undue risks in marginal weather conditions. Driver judgment should be used when assessing fog, high water, and slick road conditions. Do not exceed your capabilities. If, in the opinion of the driver, road or weather conditions warrant a detour or elimination of part of the route, notify transportation and the school of the decision. It is the driver's responsibility to ensure that each family is aware of any changes in the transportation of their children. The school and transportation office will assist in notifying each family.

EMERGENCY EVACUATIONS

Emergency evacuation drills will be conducted twice each school year within the first forty-five (45) days of each semester. At the elementary schools, these drills should take place in conjunction with any school bus safety programs. All drills will be coordinated with the respective school principals and the Transportation Director. If the drill is going to be conducted at a location other than a school, the area must be safe, free of traffic, and not on any roadway. Special needs drivers and assistants should conduct emergency evacuation drills, but must take extra care due to some of the medical problems of their students.

Each regular route driver should, if possible, designate four to five responsible older students as emergency helpers. These students should assist the driver or take the driver's place during emergencies when the bus should be evacuated. These helpers should understand how to operate the two-way radio, stop the bus, set the air brake, operate the hazard lights and put the bus in neutral, if possible (In the case of special needs buses, the assistant should be trained on these items). For emergency evacuation drills, the evacuation should be done through emergency exit doors (not windows or front entrance doors). In the case of a true emergency, evacuation can be accomplished through the front door, rear door, emergency side door, emergency windows or a combination of exits. All students should be shown how to operate emergency doors and windows.

Emergency Evacuation Procedure with Driver in Place

Before each drill, the driver should review the procedures involved in the evacuation with emphasis on staying calm and quiet so that the instructions are clearly understood. The following are detailed procedures for an actual emergency evacuation.

The student helpers should be familiar with these procedures:

1. Both doors accessible

- a. Students should be instructed to leave all their belongings on the bus.
- b. Upon the driver's command, one rear safety helper should open the rear emergency door, and all three remaining helpers disembark. The two front safety helpers should exit the front door.
- c. Upon driver's command, students in the rear of the bus should exit through the rear emergency door, while alternating one row at a time. Students in the front of the bus should exit through the front door, while alternating one row at a time.
- d. One front helper should assist the students out of the bus. The other front helper should lead those students away from the bus, at least 100 feet off the roadway.
- e. Two rear safety helpers should position themselves on each side of the emergency door and hand- assist students to the ground. Helpers should not try to hold, lift, or carry the other students, offer only support. The other rear helper should lead those students away from the bus, at least 100 feet off the roadway.
- f. The driver should supervise the evacuation and ensure all students are out of the bus before exiting the bus themselves.
- g. The driver should designate two helpers to go for assistance, if necessary.

2. Front door only

- a. Upon driver's command, the two front safety helpers should exit through the front door.
- b. Upon driver's command, students will exit, alternating one row at a time, through the front door.

- c. Front door helpers should assist the driver in supervising orderly student evacuation.
 - d. Driver should supervise the evacuation and ensure all students are out of the bus before exiting the bus themselves.
 - e. Driver should designate two helpers to go for assistance, if necessary.
- 3. Rear emergency door only**
- a. Upon driver's command, one rear safety helper should open the rear door and all three-rear door safety helpers should exit the bus.
 - b. Upon driver's command, students should exit the bus, alternating one row at a time, through the rear door.
 - c. The other helper should lead the students away from the bus, at least 100 feet away from the roadway.
 - d. Two front helpers should assist the driver in supervising the evacuation.
 - e. Driver should ensure that all students are out of the bus before exiting themselves.
 - f. Driver should designate two helpers to go for assistance, if necessary.
- 4. Window or Windshield Evacuation** (will be done only in an actual emergency, but should be explained to the students)
- a. Driver should open or knock out the necessary window/windshield and remove all glass slivers.
 - b. Driver should designate three helpers (more if necessary) to evacuate through a window/ windshield opening to assist the students to the ground. One helper should lead the students away from the bus, at least 100 feet off the roadway.
 - c. Remaining helpers inside the bus should assist the driver in the orderly evacuation of the students.
 - d. Driver should ensure that all students are off the bus, before exiting themselves.
 - e. Driver should designate two helpers to go for assistance, if necessary.
- 5. In the case of special needs, the driver and assistant should determine an appropriate evacuation plan for the students they transport.**

Emergency Evacuation Procedures without Driver Assistance

If a driver becomes ill or unconscious while the bus is in motion, the nearest safety helpers should push the driver from the driver's seat, steer the bus to a stop, apply the emergency brake, turn off the ignition switch, and activate the red student warning lights and the stop arm. The other helpers should assist as necessary and calmly reassure the other students. One helper should use the two-way radio to report the location and problem.

1. Both Exits Accessible

Same procedures as emergency evacuation with driver supervision except:

- a. One rear helper should remain inside the bus to supervise student evacuation and ensure that all students are out of the bus, before exiting themselves.
- b. One front helper should lead students from both exits, away from the bus, at least 100 feet off the roadway.
- c. Two helpers should go for assistance, if necessary.
- d. Helpers should remove the driver from the bus if the hazard justifies such action.

2. Front Door Only

Same procedures as emergency evacuation with driver supervision except:

- a. One rear safety helper should exit with the front helpers and lead the students away from the bus, at least 100 feet off the roadway.
- b. Remaining rear helpers should supervise student evacuation and ensure that all students are out of the bus, before exiting themselves.
- c. Two helpers should go for assistance, if necessary.
- d. Helpers should remove the driver if the hazard justifies such action.

3. Rear Door Only

- a. Two front safety helpers should supervise student evacuation and ensure that all students are out of the bus before exiting themselves. Students should be led 100 feet away from the bus.
- b. Two helpers should go for assistance, if necessary.
- c. Helpers should remove the driver from the bus if the hazard justifies such action.

4. Window/Windshield Evacuation

- a. Two helpers should remain inside the bus to supervise student evacuation and ensure that all students are out of the bus before exiting themselves. Students should be led 100 feet away from the bus.
- b. Two helpers should go for assistance, if necessary.
- c. Helpers should remove the driver from the bus if hazard justifies such action.

Emergency Procedure Briefing for Field Trips

In order to ensure the safety of school bus passengers in an actual emergency, every school bus driver assigned to transport students on activity trips or field trips may assign an evacuation team prior to each trip. The team may consist of teachers, coaches, students, or any other passenger. A roster should be provided to the driver, accounting for all passengers. Passengers assigned to evacuation teams must be seated where they can effectively carry out their responsibilities in an emergency.

Each evacuation team will consist of at least the following:

1. A passenger is assigned to set the parking brake, turn off the engine, turn on warning flashers and to call on the radio or other means and report the incident to the Transportation Department, in case the driver is unable to do so.
2. A passenger assigned to lead passengers to a safe location at least 100 feet from the bus and to take the first aid kit off the bus.
3. Two passengers are assigned to stand outside the bus, next to the entrance door, to help students exit the bus and to take the fire extinguisher.
4. Two passengers are assigned to stand outside the bus, next to the emergency exit door, to help students exit the bus.

In addition to assigning an evacuation team, the following information shall be discussed and/or demonstrated prior to each activity trip or field trip

1. Location and use of the fire extinguisher
2. Location of the first aid kit
3. Location of the warning reflectors
4. Location and use of all emergency exits
5. How to shut off the engine and set the parking brake
6. How to open the entrance door, to include the safety release on air doors
7. Importance of passengers keeping aisles clear at all times and not blocking emergency

exits, to include the back window on transit buses

School Bus Security Awareness

When there is a potentially dangerous bus stop location, the Transportation Department will relocate the bus stop if possible. In order to relocate a bus stop the Transportation will evaluate the distance from the home to the bus stop, the side of the street the students load the bus, busy roads, and the number of students at each stop. Bus stops that are located inside large apartment complexes are often located in areas that have cars parked on both sides of the road, as well as apartment homes on both sides of the road, which requires students to cross in front of the bus in some circumstances.

Five Basic Security Management Steps

1. Keep calm and assess the situation
2. Contact Transportation, if possible
3. If required - evacuate, relocate or find shelter nearby
4. Protect yourself and protect and assist the students
5. Identify yourself to and cooperate with first responders if the situation dictates

Being the Eyes, Ears and Protector of the Community

1. Be aware of suspicious activity or behavior by others in proximity to school buses, school bus facilities or schools
2. Notice unusual conditions of vehicles parked on school grounds or entering/exiting a school property
3. Be vigilant with respect to strange packages, items or substances which are brought on to school buses
4. Know who your supervisory contacts are and have their cell phone numbers immediately accessible (Transportation - 317-867-8040, Nathan Taylor, 317-619-2918 or LaIngrid Stewart 813-538-9786, Michael Reinhardt 317-515-8373)
5. Help control access to vehicles and facilities
6. Help students deal with the confusing aftermath of emergency events
7. Know how to relate to students in a crisis
8. Understand their roles in an emergency
9. Recognize threats and properly handle them
10. Stay familiar with the operation of emergency equipment
11. Lead in a crisis
12. Follow standard emergency operating plans and procedures
13. Be responsive to the needs of emergency responders

Recommended Security Procedures for School Bus Drivers

1. Be familiar with state and school district security guidelines
2. Remove keys from ignition when vehicle is unattended
3. Conduct pre-trip and post-trip vehicle inspections
4. Maintain an uncluttered bus
5. Maintain constant awareness of people and activities
6. Trust your personal gut reaction
7. Immediately report any operational security weaknesses

Bus Safety and Security Checklist

Bus Equipment	What to Look For
Seats	Lumps/bulges/damaged upholstery/suspicious package on seat
Floor surface	Modifications to material/unusual thickness
Roof liner	Rips/bulges
Doors/hood/trunk lid	Heavy to open or close/rusting seams/holes
Cargo compartment	Strange odor/raised floor/unusual welds/unusual items/excess weight
Exterior surface	Missing screws/unusual scratches/welds/signs of tampering/recently painted
Undercarriage	Items taped or attached to frame/ fresh undercoating
Engine compartment	Odd wires or liquids/unusual welds/ new tape
Tires	Unusual odor from air valve
Fenders	Unusual thickness

Identifying and Reporting Unusual Behavior

JDLR (Just Doesn't Look Right)

- Appearing extremely interested in school facilities, school buses or surroundings
- Being repeatedly sighted within the school or school bus environment
- Having the appearance of rehearsing
- Soliciting information on school facilities, buses or schedules
- Taking photographs or video of staging areas
- Looking lost or wandering around at school bus stops or on school grounds
- Exhibiting disruptive or potentially distracting behavior
- Showing an unusual interest in employees or students
- Abandoning an item and leaving the area quickly
- Wearing a uniform and appearing to not be involved in any appropriate activity

- Openly possessing a weapon or dangerous item

Suspicious People

Characteristics To Be Noted When Reporting Suspicious People

- | | | |
|--------------------|----------------------|----------------------|
| • Eyes | • Neck | • Coat/Jacket |
| • Ears | • Complexion | • Pants/Skirt |
| • Mouth/Nose | • Body Shape/Size | • Shoes/Socks |
| • Hair/Facial Hair | • Hat | • Oddities/Tattoos |
| • Forehead | • Jewelry | • General Appearance |
| • Cheeks/Chin | • Shirt/Blouse/Dress | • Accessories |

Suspicious Vehicle

Information to Note When Reporting a Suspicious Vehicle

- Location (if parked)
- Direction (if moving)
- Color
- Year
- Make
- Model
- License Plate Number & State
- Description of Occupants
- Identifying Features - e.g., convertible, damage, excessive rust, etc.

Suspicious Items

Suspicious Objects or Packages

- Are placed in out-of-the way locations where they are not easily seen
- Are accompanied by threatening message
- Have tanks, bottles or bags visible
- Are accompanied by a suspicious cloud, mist, gas or vapor

- Appear that they could have the potential to be a bomb of some type
- Have visible wires, batteries or timers attached
- Are abandoned by someone who quickly leaves the scene
- Are common objects in abnormal locations, such as baby strollers or backpacks
- Are uncommon objects in common locations, such as gas cylinders

General Rules to Avoid Injury from a Dangerous Object

1. NEVER touch, move or cover the suspicious object or device.
2. But if the item is touched, keep hands away from mouth, nose and eyes. Wash hands well with soap and water as soon as possible. Report to authorities what has been done.
3. Move as far from a suspicious object as possible without being in further danger from other hazards such as traffic or secondary sources of explosion.
4. Do not use a radio or cell phone within 300 feet of the object/device.
5. Stay out of the object's line-of-sight, thereby reducing the hazard of injury because of direct fragmentation.
6. Keep away from glass windows or other materials that could become flying debris.
7. Remain alert for additional or secondary explosive devices in the immediate area.

Handling Conflict on the Bus

When Dealing With Threats Of Violence, School Bus Drivers Should:

1. Stay calm and maintain control; do not overreact to the situation.
2. Look for ways to diffuse the situation.
3. Look for ways to alert emergency response.
4. If possible, park the school bus in a public place and do not operate it.
5. Open bus doors.
6. If there are no students on board, look for a way to escape the vehicle.
7. If a weapon is involved, do not attempt to grab it or make sudden movements.
8. Make every effort to make the assailant feel that you are cooperating.
9. If violence is directed toward a student passenger, immediately contact the emergency response and intervene only if it is safe to do so.
10. Provide information to emergency response on school bus location and on the nature of the incident including descriptions of assailant(s) and any weapons involved.
11. Complete required forms and documentation.

DRUG/ALCOHOL

Use of Tobacco

1. For purposes of this policy, "tobacco" shall mean all tobacco products including cigars, cigarettes, pipes, snuff, chewing tobacco, vapes, or any product made from tobacco whether for smoking, chewing or both, or any other matter or substance that contains tobacco.
2. The Board of Education recognized that the use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.
3. To protect students, faculty, staff, patrons, visitors, and others who choose not to use tobacco from an environment offensive or hazardous to them, and because the Board cannot condone the use of tobacco, the Board prohibits the use of tobacco by all persons in and on all property owned and/or leased by the District at all times. This prohibition includes all District buildings, grounds and vehicles and personally owned and leased vehicles and business vehicles while on District property.

Statement of Purpose and Policy

1. Employees are an extremely valuable resource for Westfield Washington School's business. Their health and safety is a serious concern of Westfield Washington Schools. Drug or alcohol use may pose a serious threat to employee health and safety. It is therefore the policy of Westfield Washington Schools (hereafter referred to as School) to protect Westfield Washington Schools' assets.
2. Prevent substance use or abuse from having an adverse effect on our employees.
3. The School maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on School property. Furthermore, employees have a right to work in an alcohol and drug-free environment and to work with employees free from the effects of alcohol and drugs. Employees who abuse alcohol or use drugs are a danger to themselves, their coworkers and the School. The adverse impact of substance abuse by employees has been recognized by the federal government. The Federal Motor Carrier Safety Administration ("FMCSA") has issued regulations which require the School to implement a controlled substance testing program. The School will comply and require that an employee submit to alcohol and controlled substance tests administered in accordance with these regulations and is committed to maintaining a drug-free workplace. All employees are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the School.
4. Specifically, it is the policy of the School that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on school premises, engaged in School business, while operating School equipment, or while under the authority of the School is strictly prohibited. FMCSA states that mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement.
5. The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalysis), conduct breath testing, and or search all employee applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a U.S. Department of Transportation ("DOT") reportable accident or who are periodically or randomly selected pursuant to these procedures. These procedures are designed not only to

detect violations of this policy, but to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees or applicants involved. Disciplinary action will, however, be taken as necessary.

6. Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. The School retains the sole right to change, amend or modify any term or provision of this policy without notice. This policy is effective August 2008, and will supersede all prior policies and statements relating to alcohol or drugs.

Alcohol and Drug Testing Procedures

Purpose

The purpose of this administrative guide is to set forth the procedures for the implementation of controlled substance and alcohol use and testing of employee applicants, current employees and employees pursuant to Westfield Washington School's Alcohol and Drug Abuse Policy. These procedures are intended as a guide only, and are in no way intended to alter any existing relationship between Westfield Washington Schools and any employee.

Westfield Washington School's alcohol and drug program administrator designated to monitor, facilitate, and answer questions pertaining to these procedures is the Director of Transportation or designee who may also serve as the DER.

Provisions

A. Applicability

This policy applies to all Westfield Washington Schools employees that utilize a Commercial Employees License (CDL) in the course of their employment. A valid CDL is required to operate the type of equipment listed below:

1. A vehicle having a Gross Vehicle Weight Rating (GVWR) as assigned by the manufacturer of 26,001 pounds or more; or
2. A combination vehicle having a Gross Combination Weight Rating of 26,001 pounds or more.
3. A vehicle that is designed to transport 16 or more passengers, including the employee; or
4. A vehicle requiring a placard to transport hazardous materials.

B. Prohibited Conduct

The following shall be considered "prohibited conduct" for purposes of this policy.

1. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcoholic concentration of .04 or greater. An employee is considered to be performing a safety-sensitive function if he/she is actually performing, ready to perform, or immediately available to perform any of the following on-duty functions:
 - a. All time spent at a facility waiting to be dispatched;
 - b. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
 - c. All driving time or time spent at the driving controls of a commercial vehicle in operation;
 - d. All time spent loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded,

- including completion of any related paperwork; and remaining in readiness to operate the vehicle;
 - e. All time performing those duties required of an employee involved in a vehicle accident; or
 - f. All time spent repairing, assisting, or attending to a disabled motor vehicle;
2. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.
 3. No employee shall use alcohol while performing safety-sensitive functions.
 4. No employee shall perform safety-sensitive functions within four (4) hours after using alcohol.
 5. No employee required to take a post-accident test shall use alcohol for eight(8) hours following the accident or until he or she undergoes a post-accident test, whichever occurs first.
 6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.

Prescription Medication and/or Other Medication Use

1. An employee is prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, except when the use is pursuant to the written instruction of a physician who has advised the employee that the substance will not adversely affect their ability to safely perform their duties. The employee must provide the School with proof of such medical advice. The School can decide if the employee can remain at work or on the School premises and what work restrictions, if any, are deemed necessary.
2. Any employee who is using a prescribed drug or other medication, which is known or advertised as possibly affecting or impairing judgment, coordination or other senses, (including dizziness or drowsiness), or which may adversely affect the employee's ability to perform work in a safe and productive manner, must notify the School prior to starting work or entering any School premises. The School will decide if the employee can remain at work or on the School Premises and what work restrictions, if any, are deemed necessary.
3. Ingestion or use of products that contain HEMP or CBD will not be an acceptable explanation for testing positive for marijuana

Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by the School will be grounds for refusal to hire employee/applicant(s) and to discipline existing CDL employee(s). A refusal to test would include any of the following situations:

1. Failing to appear for any test within a reasonable time after being directed to do so.
2. Failing to remain at the testing site until the testing process is completed.
3. Failure to provide a breath sample, saliva sample or urine sample as directed.
4. Failure to permit, if the situation requires, the observation or monitoring of providing a urine specimen.
5. Failure to provide a urine, breath or saliva specimen within required time frames may be considered a refusal. If an employee cannot provide a sufficient quantity of urine or breath, he/she will be directed to be evaluated by a physician of Westfield Washington School's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either breath or urine), it will be considered a refusal to test. In that

circumstance the employee has violated one of the prohibitions of the regulations.

6. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of a "shy bladder" or "insufficient breath" situation.
7. Failing or declining to take a second test as required by DOT regulations.
8. Failure to cooperate with any part of the testing process and/or conduct that would obstruct the proper administration of a test. (e.g., refusing to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
9. Refusing to sign step two (2) of the alcohol testing form.
10. A report from the MRO that you have a verified adulterated or substituted test result.

Types of Tests

Pursuant to regulations promulgated by the Department of Transportation (DOT), the School has implemented six circumstances for drug and alcohol testing: pre-employment (drug testing only), post- accident, random, reasonable suspicion, return-to-duty, and follow-up testing.

1. Pre-employment Testing

As a condition of employment, the employee applicant shall provide the School with a written authorization for all previous employers within the past three (3) years to release drug and alcohol testing records as the DOT and FMCSA regulations require. Within thirty (30) days of performing a safety- sensitive function, DOT regulations require that the School obtain, to the extent available, certain drug and alcohol testing records from the employee's previous employers for the previous three (3) years. All applicants who are required to have or obtain a CDL must submit to a urine drug test unless a qualifying pre-employment exemption can be documented.

2. Random Testing

The School conducts random drug and alcohol testing. The School will submit all employees' names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The School will drug test, at a minimum, fifty (50) percent of the average number of employee positions in each calendar year or at a rate established by the DOT for the given year. The School will select, at a minimum, ten (10) percent of the average number of employee positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection by its very nature, may result in employees being selected in successive selections more than once a calendar year.

If an employee is selected at random, for either drug or alcohol testing, a School official will notify the employee. Once notified, the employee must proceed to the designated collection site immediately. If the employee does not go to the collection site as soon as possible after notification, such conduct may be considered a refusal to test

3. Post-Accident Testing

Following any accident, the employee must contact WWS Schools as soon as possible. The employee must submit to a Federal DOT drug and alcohol test any time he or she is involved in an accident where 1) a fatality is involved; or 2) the employee receives a citation for a moving violation arising from the accident that involved:

- a. Injury requiring medical treatment away from the scene, or
- b. One or more vehicles having to be towed from the scene.

The employee shall follow the instructions from the School or its representative to

complete required testing.

- a. For other accidents not covered by the DOT definition above, the School may require a non-regulated drug and alcohol test when:
- b. The employee's actions may have contributed or cannot be completely discounted as a contributing factor to an accident. (In this case, an accident shall mean an incident which results in damage over \$1000.00 or personal injury)
- c. An incident results in a lost time injury.

Any time a post-accident drug or alcohol test is required, it must be performed as soon as practical. If no alcohol test can be made within eight (8) hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for the purpose of post-accident drug testing within thirty-two hours, attempts to make such collection shall cease. An employee is prohibited from consuming alcohol between the time of the accident and the test.

In the event that federal, state, or local officials conduct breath or blood test for the use of alcohol and/or urine tests for the use of controlled substances following an accident, employees must comply with law enforcement personnel requests. The School may request testing documentation from such agencies, and may ask the employee to sign a release allowing the School to obtain such test results.

In the event an employee is so seriously injured that the employee cannot provide a sample of urine, breath or saliva at the time of the accident, the employee must provide necessary authorization for the School to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the employee's system at the time of the accident.

Reasonable Suspicion Testing

Reasonable suspicion for requiring an employee to submit to drug and/or alcohol testing shall be deemed to exist when an employee manifests physical, behavioral, speech or performance symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such employee conduct must be witnessed by a supervisor who is trained in compliance with Part 382.603 of the Federal Motor Carrier R Safety Regulations.

A supervisor observing such conditions will take the following actions immediately:

1. Confront the employee involved, and keep under direct observation until the situation is resolved.
2. Secure the DER's concurrence to observations. After discussing the circumstances with the DER, arrangements will be made to observe or talk with the employee. If they believe, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any reason, the employee will be informed that continued refusal would result in disqualification from performing any safety-sensitive function.
3. Employees will be asked to release any evidence relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline or suspension from driving duties. All confiscated evidence will be receipted for with signatures of both the receiving supervisor, as well as the provider.
4. The DER shall, within 24 hours or before the results of the controlled substance test are released, document in writing the particular facts related to the behavior or performance problems that led to the reasonable suspicion test and maintain this documentation in

appropriate DOT files.

5. The DER shall remove or cause the removal of the employee from the School-owned vehicle and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence or, where appropriate, to a place of lodging. Under no circumstances will that employee be allowed to continue to drive a School vehicle or his/her own vehicle until a confirmed negative test result is received.

Return to Duty Testing

A return to duty test will be required for all employees who have violated this policy (test positive, have an adulterated or substituted specimen or refuse to test). The employee may not return to duty until he or she passes (tests negative) a drug test and/or tests below a .02 for breath alcohol and the MRO or SAP and the School have determined that the employee may return to duty.

Follow-up Testing

Any employee who has returned to work following a violation of this drug and alcohol policy will be subject to follow-up testing. At a minimum six follow-up tests will be required within the first twelve months following an employee's return to work, and less frequently during the next 4 years.

Employees covered by a DOT agency will be tested in accordance with DOT regulations and the recommendations of the substance abuse professional.

Controlled Substance Testing Protocol

Urine Collection Procedures:

1. The testing procedure starts with the collection of a urine specimen.
2. Collection procedures will follow the specific guidelines set forth by the U.S. Department of Transportation as outlined in the published collection procedures guidelines.
3. Employees will be directed to empty their pockets and display the contents to the collector.
4. Employees will be allowed privacy during the collection process except as noted in number 5 below.
5. Observed collections are required by DOT if:
 - a. The specimen is determined invalid and there is no medical explanation.
 - b. The collector observes evidence of an employee's attempt to tamper with the specimen.
 - c. The temperature of the specimen is out of range.
 - d. The specimen appears to have been tampered with.
6. Observed collections may be required on return-to-duty and follow-up tests.
7. As part of the collection process, the specimen provided will be split into two portions; a primary specimen and a secondary (split) specimen.
8. If the employee is unable to provide 45 ml of urine, the DOT "shy bladder" rule will apply. The employee will have up to 3 hours to provide the required 45 ml, and may consume up to 40 ounces of fluids during this time period. The employee will be required to be monitored during the waiting period.
9. After collection, the specimen will be submitted to a SAMHSA certified laboratory for testing.

Laboratory Procedures

1. Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).
2. The SAMHSA certified laboratory will perform initial screenings on all primary specimens. In the event that the primary specimen tests positive, a confirmation test of that specimen will automatically be performed. If the confirmatory test is positive it will be reported to the Medical Review Officer (MRO) as a positive.

Validity Testing

The laboratory must also perform validity testing on each specimen received. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. The following will be measured: creatinine level, specific gravity, and pH. In addition, all specimens will be tested for known adulterants. An initial validity test is performed first, followed by a confirmation test if required. All laboratory results will be reported by the laboratory to a MRO designated by the School or its agents.

MRO Procedures

1. All test results will undergo a review process by the MRO.
2. Negative test results will be reported directly to the School by the MRO.
3. Positive, adulterated or substituted results will be handled in the following manner by the MRO:
 - a. Before reporting a positive, adulterated or substituted test result to the School, the MRO will attempt to contact the employee to discuss the test result.
 - b. The employee is required to discuss the result with the MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug.
 - c. For adulterated or substituted results, the employee must demonstrate that he or she did produce or could have produced urine, through physiological means, a specimen meeting the creatinine and specific gravity criteria of a substituted or adulterated specimen.
 - d. If the MRO is unable to contact the employee directly, the MRO will contact the DER designated in advance by the School, who shall, in turn, contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if the MRO is unavailable, at the start of the MRO's next business day.
 - e. If, after failing to contact the MRO within 72 hours after being instructed to do so by the DER, or if the employee cannot be contacted at all within ten (10) days, or the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive or a refusal.
 - f. In the MRO's sole discretion, a determination will be made as to whether a result is verified as positive, negative or considered a refusal.
 - g. After any verified positive or refusal to test determination, the employee may petition the MRO to reopen the case for reconsideration.

Diluted Specimens

Policy to retest individuals who have a diluted test:

1. If a test is reported as negative and diluted, it will be the policy of the Westfield Washington Schools to require an immediate recollection for another test.
2. The employee will be given the minimum possible advance notice to report for another test. The result of this second test will become the test of record. If the second test is also negative and diluted the test will be accepted as a valid test and no additional testing will be required. If the employee is directed to take another test and declines to do so, this will be considered a refusal to test and have the consequences of a refusal to test.

Medical Information Disclosure

Pursuant to DOT regulations, if, in the MRO's opinion, any information provided may mean a medical disqualification or represent a safety hazard, such as the use of certain prescription drugs, the MRO must disclose this to the employer. Individual test results for employee applicants and employees will be released to the School and will be kept strictly confidential unless consent for the release of the test result has been obtained. Any individual who has submitted to drug testing in compliance with this procedure is entitled to receive the results of such testing upon written request.

Drug Testing Requirements

1. The collector must obtain photo identification from the donor or identification by supervisor prior to administering the test.
2. The employee will be asked to wash their hands.
3. The donor signs the chain of custody form signifying the correctness of data for test reporting.
4. Electronic communication of test results from the laboratory into the MRO reporting system with no external human intervention.
5. The specimen container and specimen bottles are individually wrapped and unwrapped in the donor's presence.
6. After the specimen is provided in a reasonable time, the collector inspects it for sufficient volume, temperature and signs of tampering. If a specimen is not provided, the employee will be referred to a MRO to determine whether there is a valid medical reason. If there is, the employee must still attempt to provide a specimen each time their name is drawn.
7. After the specimen is given to the collector, the remaining collection procedures are conducted in the donor's view.
8. The specimen bottles and shipping container are sealed with tamper evident seals.
9. The donor will be asked to sign the seals covering the specimen bottles identifying they were sealed in their presence.
10. The specimen bottle seals match the identifying seals on the chain of custody form.
11. The laboratory will check the specimen bottles upon receipt to ensure the seal has not been broken. If the seal has been broken the laboratory will report the test as "canceled".
12. Blind sample submission through the laboratory for quality control.
13. A collector who has completed the qualification training as mandated in CFR Part 40 as amended will perform the collection.

Split Specimen Testing Protocol

1. An employee may request that the "split" portion of his/her specimen be tested at a different SAMHSA laboratory if he/she was notified by the MRO that his/her test result was positive, adulterated or substituted. The request must be made to the MRO within 72 hours of being notified of a verified positive, adulterated or substituted result. The MRO will arrange for all procedures to be done in accordance with split specimen testing procedures.
2. The cost of a split specimen test will be the responsibility of the employee. The School will withhold the amount of the cost of testing the split from the employee's pay unless other arrangements are acceptable to both the employee and the School. If the employee makes a timely request (within 72 hours) to the MRO for the split portion to be tested, the MRO shall immediately make arrangements with the laboratory to initiate the process.

Alcohol Testing Protocol

1. Alcohol tests will be conducted by a trained Breath Alcohol Technician (BAT) or Screening Test Technician (STT). Screening tests may be done using an evidential breath testing device (**EBT**) or non- evidential screening device approved by the National Highway Traffic Safety Administration.
2. Confirmatory tests will be done by a trained BAT using an evidential breath testing device. The employee shall report to the alcohol testing site as notified by the School. The employee shall follow all instructions given by the alcohol technician.
3. If the result of a screening test is a breath alcohol concentration (BAC) of less than 0.02, no further testing is authorized. Any initial test indicating a BAC of .02 or greater will be confirmed on an **EBT** operated by a BAT. The confirmation test will be performed no sooner than fifteen (15) minutes and no later than thirty (30) minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of .020 to .039, the employee shall be removed from duty for twenty-four (24) hours or until his/her next scheduled on-duty time, whichever is longer. Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after performing a safety sensitive function.

Alcohol Testing Safeguards

1. The BAT must obtain a donor's photo identification prior to administering the test.
2. An individually wrapped mouthpiece will be opened and inserted into the EBT for the donor's test.
3. The National Highway Traffic Safety Administration approves the EBT that is used.
4. Calibration checks are frequently performed to insure the EBT is working efficiently.
5. If the screening test indicates a 0.02 or greater, a confirmation test will be administered.
6. An air blank will be administered prior to the confirmation test with a 0.000 reading.
7. An individually wrapped mouthpiece will be inserted for the confirmation test.
8. The BAT has completed the required training course in the correct operation of the EBT.

Educational Materials

1. The School shall provide educational materials that explain the requirements of Part 382.601 of the Federal Motor Carrier Safety Regulations, consequences of violating the regulations, and Westfield Washington School's policies and procedures with respect to meeting these

requirements. The materials supplied to the employees may include information on additional School policies with respect to the use or possession of alcohol or controlled substances, for example, the consequences for an employee found to have specified alcohol or controlled substances level based on Westfield Washington School's authority independent of Part 382.601 of the Federal Motor Carrier Regulations. Materials will also be provided concerning the effects of alcohol and controlled substances use on an individual's health, work and personal life.

2. Employees are required to attend an educational meeting(s) to discuss Westfield Washington School's policies and procedures and to review all materials covered by this procedure. Each employee is required to sign a statement (certificate of receipt) certifying that he or she has received a copy of these materials described in Part 382.601 of the Federal Motor Carrier Regulations. The School shall provide these materials to each employee prior to the start of alcohol and controlled substance testing and to each employee subsequently hired or transferred into a position requiring driving a commercial vehicle.

Disciplinary Procedures

Any employee who has a positive test for alcohol (.04 BAC or greater) or controlled substances or has refused to test is considered in violation of this policy. This employee is not qualified to drive a commercial motor vehicle and will be immediately removed from safety-sensitive duty. The consequences of testing positive or refusing to test are immediate termination.

Confidentiality and Release of Information

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee.

The School may release information as follows.

1. Copies of the results of alcohol or drug testing to an identified person provided the employee has provided written consent.
2. Copies of information requested by the Secretary of Transportation, any DOT agency, or any State or local official with regulatory control over the School or any of its employees.
3. The results of post-accident testing when requested by the National Transportation Safety Board as part of an accident investigation.
4. Legal proceedings to include:
 - a. Lawsuits (e.g., wrongful discharge action).
 - b. Grievances (e.g., an arbitration concerning disciplinary action taken by the employer).
 - c. Administrative proceedings (e.g., an unemployment compensation hearing) brought on by, or on behalf of, an employee and resulting from a positive DOT drug test or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results).
 - d. Criminal or civil actions - to the decision maker in the proceeding (e.g., the court in the lawsuit)
 - e. Employees are entitled, upon written request, to obtain copies of any records pertaining to their use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

Responsibility

1. Employee
 - a. All School employees that hold a valid CDL are responsible for abiding by this procedure as a condition of their employment.
2. Management Officials and Supervisors
 - a. All supervisors and School officials are responsible for being alert to employee conduct that raises a reasonable suspicion that an employee is using or is under the influence of alcohol or controlled substances while on duty or otherwise performing School business.
3. This policy is not intended nor should it be construed as a contract between the School and the employee. This policy may change at any time at the sole discretion of the School and/or to comply with changes in Federal DOT regulations.

MEDICAL TERMS AND DEFINITIONS

Abbreviations and Terms

1. BAT: Breath Alcohol Technician
2. CDL: Commercial Employees' License
3. CMV: Commercial Motor Vehicle
4. DER: Designated Employer Rep
5. DHHS: Dept. of Health and Human Services
6. DOT: Department of Transportation
7. EAP: Employee Assistance Program
8. EBT: Evidential Breath Testing Device
9. MRO: Medical Review Officer
10. STT: Screening Test Technician
11. SAMHSA: Substance Abuse and Mental Health Services Administration

Definitions

1. **Adulterated Specimen** - A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
2. **Alcohol** - Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.
3. **Alcohol Concentration (or content)** - Alcohol in a volume of breath (shown as grams of alcohol/210 liters of breath) as indicated by an evidential breath test.
4. **Alcohol Use** - Consumption of any beverage, mixture, or preparation, including medications, containing alcohol.
5. **Breath-Alcohol Technician (BAT)** - An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath measurement (EBT) device.
6. **Confirmation Test** - In alcohol testing: a second test, following a screening test with a result of 0.02 or greater, that provides a quantitative date of alcohol concentration. In controlled substances testing: a second test to identify the presence of a specific drug or metabolite. In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.

7. **Confirmation Validity Test** - A second test performed on a urine specimen to further support a validity test result.
8. **Controlled Substances** - In this regulation, the term 'drugs' and 'controlled substances' are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to: *marijuana, *cocaine, *opiates, *phencyclidine (PCP), *amphetamines, including methamphetamines.
9. **Designated Employer Representative (DER)** - An employee authorized by the employer to take immediate action(s) to remove employees from safety- sensitive duties and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.
10. **Diluted Specimen** - A specimen with creatinine and specific gravity values that are lower than expected for human urine.
11. **EBT (or evidential breath testing device)** - An EBT approved by the National Highway Traffic Safety Association (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).
12. **Employee** - Any person who operates a commercial vehicle (CMV), including: *full time, regularly employed employees, *casual, intermittent or occasional employees, *leased employees,*independent, owner-operated contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer
13. **Evidential Breath Testing (EBT) Device** - A device used for alcohol breath testing that has been approved by the National Highway Traffic Safety Administration.
14. **Initial Validity Test** - The first test used to determine if a specimen is adulterated, diluted, or substituted.
15. **Initial Drug Test** - The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.
16. **Medical Review Officer (MRO)** - A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's confirmed positive test, medical history and other relevant biomedical information.
17. **Performing (a safety sensitive function)** - An employee is considered to be performing a safety-sensitive function when he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function
18. **Primary Specimen** - The urine specimen bottle that is opened and tested first by the laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.
19. **Screening Test (initial test)** - In alcohol testing: a procedure to determine if an employee has a prohibited concentration of alcohol in his or her system. In controlled substance testing: a screen to eliminate 'negative' urine specimens from further consideration. Split Specimen means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
20. **Substituted Specimen** - A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
21. **Substance Abuse Professional (SAP)** - A licensed physician (medical doctor or doctor of

osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional or certified addiction counselor with knowledge of any clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders

