Transportation Employee Handbook



2026-2027

EDUCATION BEGINS WITH SCHOOL BUS DRIVERS

It is the responsibility of the Andrews Independent School District Transportation Department to provide safe and dependable transportation for the students in our school district. The Transportation Employee Handbook has been designed with the purpose of providing useful and relevant information to all Transportation employees. Much of the information will be familiar; however, all transportation employees are required to read the Handbook and be familiar with existing policies and procedures. Its content is not intended to replace or supersede district policies, but to address specific situations concerning Transportation staff members.

The Transportation Employee Handbook will continue to evolve as information and situations change. Updates will be provided to each transportation employee. You will be notified of any revisions in rules or regulations that shall become effective during the school year.

As a school bus driver for Andrews ISD, your job is as critical as any job in the district. You are expected to develop your skills to the best of your ability, maintain a positive outlook and take pride in your performance.

This handbook is to be used as a guideline. It is not intended to be all-inclusive. Procedures included are subject to change. Andrews ISD Board Policy should be consulted as the official source of information.

In addition to the guidelines found in this handbook, all drivers are subject to the rules and regulations governing bus drivers, which are found in the Texas Commercial Motor Vehicle Driver's Handbook, the Texas School Bus Driver Training Course Handbook, the Andrews ISD Employee Handbook, and in our Andrews ISD Board Policy.

The issuance of this handbook shall not be interpreted as establishing an expectancy of continued employment.

Andrews ISD is an equal opportunity employer. The Board of Trustees and its agents, officers, and staff members shall not discriminate on the basis of race, age, disability, color, religion, sex, or national origin in making decisions regarding staff members or students.

MISSION STATEMENT

The transportation of students to and from school is a necessary and important part of a sound educational program. Uniformity in the operation of buses must be accomplished by competent and professional school bus drivers if a safe, efficient, and economical transportation program is to be achieved.

Every school bus driver is a very important person, with a responsible part to play in the Andrews Independent School District. In most cases, drivers are the first representative of our schools to greet the children in the morning and the last to see them at night. Each driver is in a position to have an enormous influence on a child's attitude toward school. Your responsibility is to transport our students in a safe and efficient manner to and from school, while maintaining control of any situations that might arise in the process. You have a very difficult job but we believe that you are the safest and most courteous people in the world. You are professional and caring, loyal and trustworthy, and we are proud of each one of you.

This handbook has been prepared with you, the school bus driver, in mind. Hopefully, it will help each driver develop a better understanding of his/her position. It does not answer all the questions that will arise, but it should assist you in the development of proper skills, attitudes, and knowledge concerning your important responsibilities. Throughout the school year, each of you should note any suggestions or ideas for improving and updating this handbook. Recommendations should be given to the transportation director at any time. Hopefully, by sharing ideas, future editions of this handbook will be of even greater value for all school bus drivers.

JOB TITLE: **Bus Driver** CLASSIFICATION:

DEPARTMENT: Transportation

ROLE
A bus driver is responsible for safely driving students to and from school on a schedule assigned by the director of transportation. A bus driver is responsible for being at work on time every day.

QUALIFICATIONS
Minimum 18 years of age
Clearance on criminal history check
Acceptable references
Commercial Driver License-Class A or B plus 2 years experience driving an automobile
Acceptable motor vehicle record
Must pass an annual physical examination by an appropriate health professional
Ability to pass alcohol and drug screen.
State Bus driver's certification course and successful completion of behind-the-wheel training course and discipline management procedures
Have an interest in children and young adults
Possess mental maturity and emotional stability to operate vehicle safely with distractions.
Must have 3 years driving experience. (Class C)

RESPONSIBILITIES
1. Drive students to and from school safely.
2. Abide by the time schedule of assigned route(s).
3. Obey all traffic laws.
4. Maintain student discipline on bus in a positive and caring manner. Work with campus administrators to resolve cases of misbehavior.
5. Perform emergency bus evacuation of students on bus. Walk to the rear of bus, exit the rear door, and/or lifting students in emergency situations.
6. Maintain current route maps and folders. It is the driver's responsibility to maintain current folder schedule time and have all changes approved by the supervisor.
7. Maintain seating charts for all elementary, middle and high school students.
8. Maintain clean bus interior.
9. Maintain appropriate level of fuel.
10. Administer basic first aid as trained when necessary.
11. Each driver is responsible for a pre-trip inspection each time *before you drive your bus*. And a post-trip inspection.
12. Perform other duties as assigned by supervisor.

SCHOOL BUS OPERATOR QUALIFICATION / CERTIFICATION

Step 1 Each person who is certified to drive a school bus shall annually undergo a physical examination by an appropriate health professional designated to provide evidence of his/her physical and mental capabilities to operate a school bus safely.

Step 2 Upon recommendation for employment, a drug test by urinalysis and/or blood test to detect the usage of controlled substances is required of each employee. These are paid for by the District as defined in the Texas Controlled Substance Act, Section 483.00 et seq. of the Texas health and safety code. These tests are required of each person who is required to have a Commercial Driver's License (CDL), a police officer, a school bus driver, or those who are responsible for the maintenance of buses.

Any person who is required to have a Commercial Driver's License (CDL) and who is certified to drive or maintain a bus or serve as a police officer may be required to undergo a drug and/or alcohol test by urinalysis, or alcohol screening device as designated and paid for by the District (1) at any time if the person's supervisor determines that reasonable suspicion exists to believe the person has used or been under the influence of a controlled substance, dangerous drug, alcohol, or other drug influencing the person's ability to perform his or her assignment; (2) post accident; (3) on a random basis; (4) return-to-duty; or (5) follow-up.

Persons testing positive for the use of a controlled substance, a dangerous drug, alcohol or other drugs will not be hired nor assigned to operate or maintain a school bus or serve as a police officer. Staff members who test positive shall be subject to disciplinary action up to and including termination. Staff members who refuse a drug test will also be terminated.

The confidentiality of all test results shall be strictly maintained with only those persons having a need-to-know being informed of the results.

Step 3 Persons hired to drive or maintain a school bus shall possess a valid Commercial Drivers License (CDL), Class A or Class B with the proper P and S endorsements, issued by the Texas Department of Public Safety, endorsed to legally operate a public school bus.

Step 4 Persons hired to drive or maintain a school bus shall have, under the guideline of the school bus driver's penalty point system, an acceptable motor vehicle record with the Texas Department of Public Safety or its counterparts in other states. This record must be checked annually. **After the initial check by this school district, drivers are responsible for notifying the Director of Transportation of any violation involvement that alters their motor vehicle record.** Additional driver's license checks may be performed at the discretion of the Director.

Step 5 Persons hired to drive or maintain a school bus must be enrolled in or have passed a state Approved Bus Driver Training Course.

Step 6 Persons hired to drive or maintain a school bus must pass the local School Bus Driver Training Course.

Step 7 Persons hired to drive or maintain a school bus must be at least twenty one years of age.

Step 8 Drivers are required to have in their possession, their CDL, physical card, and State Certification Card when reporting to work and while driving a school bus.

THERE ARE TWO TYPES OF CERTIFICATION

1. **Emergency Certification**
This permit is issued to new drivers and is good for six months. New drivers must complete the full certification course before they will be allowed to drive the next school year.

2. **Full Certification**
The full certification course is offered periodically by the school district. This course runs for twenty (20) hours. Certification cards are good for three (3) years after which time an eight (8) hour refresher course must be taken. Once the refresher course is completed, the driver's certification is extended for an additional three (3) years.



EMPLOYEE INFORMATION

1. Physicals - All school bus drivers must have an annual physical examination form on file at the office of the Assistant Superintendent of Operations before the opening day of school. Drug testing is part of the required physical.

2. Certification - All school bus drivers must have a valid Texas commercial driver's license and a Texas school bus driver's certificate in order to drive a school bus. Emergency certificates can be issued to new drivers until the 20 hour school bus driver's course can be completed. This is a one time certificate for new drivers only.

3. Job Application - All employees must have a completed job application on file before starting work. A criminal history check is part of the employment process.

4. W-2 Form - All employees must have a completed W-2 form on file before starting work.
5. In-service - We will periodically have required in-service training devoted to improving skills, attitude, and knowledge concerning pupil transportation.

6. Salary - Drivers are paid an hourly wage. The number of hours will be determined by the length of the routes, plus additional routes (kind, athletic, etc.).

7. Substitutes - Substitute drivers will be available to drive your route only when
   a. You are ill,
   b. There is a death in the family,
   c. There is a family emergency, or
   d. You have received permission for personal leave from the Transportation Director 48 hours or more notice that you will be absent.

8. Parking – Driver's parking spaces are located on the east side of the Transportation building.

9. Mailbox - A mailbox is provided for each driver. Please check your mailbox every time you report to work.

10. Insurance Information - In the event of an accident follow standard checklist. Contact Director of Transportation.

11. Student Activity Trips - Drivers are selected from the approved substitute driver list. These drivers are not regular route drivers and therefore will not be paid overtime rates. Overtime rates must be approved by the Transportation Director and the Assistant

Superintendent of Operations.

RESPONSIBILITIES OF THE SCHOOL BUS DRIVER

The following duties are expected of all drivers. Drivers will be expected to assume these responsibilities concerning their buses.

1. Each driver is responsible for a daily inspection report. This will necessitate arriving at the Transportation Center at least 15 minutes prior to departure time.

2. Keep the bus in a sanitary condition by sweeping and dusting at least once a day and by washing the bus inside and out when necessary.

3. Reports

   a) Pre-Trip Inspections. These are required by the school district and must be completed each time before you drive your bus. Any mechanical problems should be reported in writing on a trouble report and the trouble report given to the director. (Trouble report can be found in the drivers' room.)

   b) Headcounts. Taken as needed, forms provided in correspondence boxes.

   c) Bus Route Surveys. (By miles and by students) These are usually done once per year. Forms will be provided when required.

   d) Daily Log .Student behavior will be noted.

GENERAL OPERATING PROCEDURES

1. Recognize and respect the rights and property of students and co-workers and maintain confidentiality in all matters relating to students and co-workers.

2. Report to work in accordance with your assigned schedule.

3. Only authorized personnel; registered school-age students or identified sponsor/chaperones, may ride the school bus. Vehicles are not to be used for personal use.

4. Transportation employees are not allowed to leave their own children unattended at the

Transportation Center for any reason. Remember that this is a place of business.

5. Any employee may be reassigned if deemed in the best interest of Andrews ISD, regardless of position of seniority.

6. It is imperative to the Transportation Department that employees have excellent attendance and are punctual. Employees are expected to be at work every day and on time to fulfill their assigned duties to the best of their ability. Excessive absenteeism and/or tardiness will result in disciplinary action. Confidentiality will be respected and observed.

7. Drivers must supervise students as they load/unload or are on the bus. In the event of an emergency, the driver will not leave students unattended until an authorized employee is present to supervise students. At no time should students be onboard without a driver.

8. Use district time, funds, and property for authorized District business and activities only. Buses are not to be driven or parked on private property (businesses etc.) or used for personal business.

9. Re-assign seats as needed.

10. Be courteous at all times. Courtesy shall be practiced on streets with heavy traffic patterns as well as on campuses and in subdivisions.

11. Observe all speed limits.

12. **Never take chances. Think safety at all times.**

13. **No driver shall change his or her route without approval**. Notify the dispatcher in the event of any temporary emergency route change.

14. **No driver shall change a designated bus stop without the authorization of the Director of Transportation**. Make only the stops that are approved. Do not add or delete stops. You may bring suggestions to your Director.

15. Drivers are expected to keep the inside of their buses clean and swept daily. Spot inspections may be done. **Sweeping, cleaning, fueling buses and updating maps are included in your route time. Do not let fuel drop below ½ a tank.** It is your responsibility to fuel during your scheduled route time. Report any spills or problems with fuel pumps ASAP!

16. An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the Director of Transportation in writing within three (3) calendar days of the arrest. An employee who is convicted of or receives deferred adjudication, pleads nolo contendere or is granted deferred adjudication for such offense shall also report that event to the Director of Transportation in writing within three (3) calendar days of the event. Failure to provide such notification may result in termination of employment. Drivers must report all traffic tickets in writing within three calendar days of issuance.

17. Drivers who receive a ticket for running a red light in a school bus are subject to disciplinary action. The driver must pay the fine for each of these offenses.

18. Fixed asset items will stay where they are located. No one will move anything unless the Transportation Director has approved it.

19. Personal use of District property is prohibited. Questions are often asked regarding employee's personal use of District property and the disposal of outdated or unusable District property. Andrews ISD employees are not authorized to give away or discard obsolete equipment or materials. Such items must be either sold at auction or disposed of as approved in accordance with District policy.

20. Drivers shall park their personal vehicles in assigned parking areas. Drivers are not to park in spaces not designated for them.

21. Drivers are not permitted in the shop without authorization.

MECHANICAL BREAKDOWNS

- Turn on hazard lights (not loading lights).
- Move bus off roadway when possible.
- Notify transportation by radio.
- Set parking brake.
- Place in neutral.
- Turn off ignition switch.
- Turn off master switch.
- Use warning devices (reflectors, etc.)
- If you do not have a radio, request assistance from two different passing motorists to notify Transportation Dept.
    - Provide phone number.

  - Bus location.
  - Possible difficulty

- Keep students on the bus unless safety conditions warrant their removal.
- Wait for relief bus.
- Upon arrival, the relief bus should stop in line with bus, as close as possible, to the rear of the disabled bus.
- Drivers of both buses shall activate the alternating red loading lights prior to transferring students from one bus to another.
- The driver of the disabled bus shall open door, get out of the bus, and stand to the right of the disabled bus.
- The driver of the relief bus should open the door, get out of the bus, and stand to the right of the relief bus.
- The driver of the disabled bus shall instruct pupils to change buses in an orderly manner, staying in single file.
- The alternating red loading lights on each bus shall be deactivated as soon as all students are on the relief bus.
- After all pupils have been loaded on the relief bus, the regular driver should complete the route.
- The driver of the relief bus shall assist getting the loaded bus back on the roadway.
- The driver of the relief bus shall be responsible for the disabled bus.
- Students are not to be released from the bus during a breakdown.

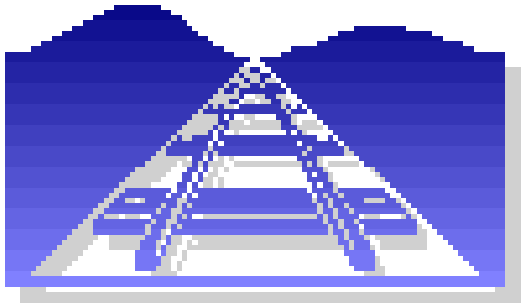


IN-TRANSIT PROCEDURES

RAILROAD CROSSING PROCEDURES

Bus drivers shall follow procedures in the Texas Commercial Motor Vehicle Driver's Handbook

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

Remember tha  out four feet on each side.

RADIO PROCEDURES

All Transportation personnel are directed to use proper etiquette. No personal conversations are to be held. Inappropriate language will not be tolerated. Unnecessary radio traffic will delay emergency calls to dispatch. All radio communications are for AISD purposes only, for the safety of students and employees. Radios are monitored by dispatch personnel and by our Andrews ISD Policeman.

Drivers are instructed to follow basic rules when using the radio:

1. Monitor the air before transmitting. Transmitting while someone else is transmitting will block his/her transmission, your transmission, or both.
2. Keep message brief. Plan what you are going to say.
3. Wait your time to talk. You can only talk when you press the microphone button down. You can listen only when the button is released. The other party must be finished before you can begin speaking. Honor dispatcher's request to "STAND BY."
4. Speak clearly and in a normal conversational voice. Speak into the face of the microphone. Shouting can reduce the clarity of the message.
5. Be familiar with procedures for emergency calls.
6. Refrain from unnecessary conversation with other drivers.
7. Do not use "CB" jargon.
8. Always identify yourself and bus number.
9. Always acknowledge that you understand information and/or complete your message by saying "CLEAR". Never assume that your message was heard and understood.
10. Always place your microphone in its mounting clip.
11. Problems or questions that can be addressed without the use of the radio should be handled upon arrival at the Transportation Center.
12. When reporting an accident, it is imperative that drivers immediately identify:
    a. Location
    b. Injuries
    c. Whether or not a school bus is involved.

13. Remember STUDENT CONFIDENITIALITY!
14. Intentionally or habitually ignoring the radio will result in disciplinary action.

PARKING LOT PROCEDURES

- Make sure your back-up beepers are working. If they are not, lightly blow your horn while you are backing.
- Make sure back-up lights are working. Check your back-up lights each time you leave the transportation center.
- Look through your bus windows for any approaching buses. If windows are fogged up along the side of the bus, turn 4-way hazards on while backing. Slide side window open so you can hear better.
- Check side and rearview mirrors for buses, or headlights if dark. Also, turn your head and look.
- Back very slowly!!
- **The speed limit is 10 miles per hour** in the parking lot.
- Always be aware of back-up lights and beepers. If you see a bus backing out, let it finish backing out. **Give the backing bus the right of way**. You can see it better than the other driver can see you. As you are leaving the Transportation Department, yield the right of way to the vehicle being backed out of the shop area.
- Leave the Transportation Department lot in single file.
- Follow the flow of traffic in the bus parking lot.
- **Do not idle your bus for more than fifteen minutes**, even in cold weather.
- Vehicles owned by the district or operated by administrative staff are the only vehicles allowed in bus parking area.

IN-TRANSIT OPERATION

1. All AISD bus drivers shall wear a seat belt while driving.
2. Drivers must be alert and careful at all times. They must know what is happening.
3. Maximum speed inside the bus yard and any school campus is 10 MPH.
4. Bus doors shall remain closed while in transit.
5. Use headlights while bus is in motion.

6. No student shall ride in front of the seat dividers at the front of the bus.

7. Students are not allowed to operate any mechanical device on the bus. There shall be no exceptions to this rule.

8. Students are not allowed to get off the bus except at their regular bus stop, unless that student has written permission from parent or Director of Transportation. Once students board the bus, they will not be allowed to get off for any reason until their destination has been reached, unless an emergency situation requires a bus evacuation.

9. Students are not allowed to ride any bus except the bus to which they have been assigned. Do not pick up unauthorized persons. Due to insurance coverage, only Andrews ISD students or staff members are authorized to ride Andrews ISD buses.

10. It is the driver's responsibility to transport students to and from school. Discipline problems are going to arise. Under no conditions is it permissible to remove a student from the bus for discipline reasons in the middle of a route. If a student becomes unruly, call "Base" for instructions and/or assistance.

11. Drivers will check the interior of the bus after each run and upon completion of any field trip for damage to seats, articles left on buses, and for students. In the a.m., they will check bus at each school, and in the p.m., they will check bus at the last stop of each run. **ANY DRIVER WHO DOES NOT CHECK HIS/HER'S BUS AT THEIR LAST CAMPUS OR AT THE END OF HIS/HER'S RUN, AND A STUDENT IS FOUND ON THE BUS AFTER DRIVER DEPARTS THAT CAMPUS, WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. ANY DRIVER WHO DOES NOT CHECK THE BUS AND A STUDENT IS FOUND ON THE BUS AFTER THE DRIVER DEPARTS THE BUS IS SUBJECT TO AUTOMATIC TERMINATION.**

12. **FOLLOWING DISTANCE**

- There must be a following distance of at least one full bus length (40 ft.) between buses. Maintain proper following distance for the speed traveled:
    - 10 mph 1 bus length
    - 20 mph 2 bus lengths
    - 30 mph 3 bus lengths
    - 40 mph 4 bus lengths
    - 50 mph 6 bus lengths
- Increase following distance in inclement weather conditions.
- When buses are stopped, a driver must be able to see the rear wheels of the bus on the ground in front of them. If the parking brake is set, it shall not be released until the driver can see the rear wheels of the bus on the ground in front of them.

13. When changing lanes or turning corners in your bus, move the turn signal lever to the point where resistance to movement is felt. Unless this is done, the rear signal lamps may not flash even though the dash indicator lamp is flashing.

14. The bus horn should not be used to tell students that the bus has arrived.

15. Keep a constant watch on all gauges. Report any problem indicated by a gauge.

16. Buses shall not be driven on private property (business, etc.) unless authorized by the Director of Transportation.

17. Buses shall not be unattended at a residence or business.

18. The driver is responsible for their bus from the time they leave transportation until they return.

19. If it is necessary to leave the bus at the school, these procedures will be followed:
    a. Apply parking brakes.
    b. Place gear lever in neutral.
    c. Turn off all lights and accessories.
    d. Shut off engine after proper cool down.
    e. Remove key from ignition.
    f. Close door securely. Lock doors if bus is equipped with locking mechanism.
    g. Make sure bus is in sight or ask another driver to watch your bus while it is unattended.

20. **Never back a bus unless it is <u>absolutely</u> necessary and then only by following these steps.**

    a. Get off bus if no students are onboard, or walk to rear of bus inside if loaded with students, and check area behind bus before backing.
    b. Utilize side and overhead mirrors to check bus position on road.
    c. Backing on school grounds is prohibited unless adult help is available.
    d. Look around blind spots created by side mirrors, honk your horn, and then precede backing with caution. If possible, have a reliable student watch for obstructions when backing.
    e. If necessary to back some distance, stop part way and check progress.
    f. If possible, have another adult stand in a safe place and guide the driver by signaling.
    g. The only exception to this policy will be on a route scheduled turn around and in the transportation parking lot. If your back-up beeper is properly functioning, you will not be required to get off the bus. However, it will be necessary to make a visual check prior to backing. If students are on the bus, have one of your more mature ones watch while you back up. If there are no students on the bus, walk to the rear of the bus, look for any problem objects, and then watch very carefully from your seat as you proceed to back up.

21. Vehicles from all directions meeting a bus with flashing red lights (loading or unloading) must come to a complete stop unless roadway is separated by a median. When bus and vehicle are separated by a median, it is not necessary for the vehicle to stop. If approaching the rear of a bus with flashing red light (loading or unloading students), stop approximately ½ bus length behind the bus, moving the bus as far to the right side of the roadway as possible.

22. **Loading and unloading students**
    a. Turn on amber loading lights 500 feet or ½ block from the stop.
    b. Stop at least TEN (10) feet from students.
    c. Apply parking brake.

d. Place gearshift lever in neutral/park position.
e. Open door.
f. Load or unload students.

Load: (If students are across roadway, check mirrors, then motion for students to cross. Make sure all students are on bus and seated before you close door.)
Unload: Have students walk to a distance where they can see driver, check mirrors, and then motion students across, leaving door open until students are completely across roadway.

g. Release brake.
h. Place in gear.
i. Close door.

23. It is not permissible to transport medication, animals, or glass containers on bus.

24. Students must be able to hold objects in their lap in order to transport on bus. i.e. instruments, class projects, etc.

INCLEMENT WEATHER

1. In the event of an emergency such as a tornado, thunderstorms, explosions, hazardous road conditions, etc., you will be instructed by base as to what procedure to follow. It is important to remain calm and cooperative in an emergency. On foggy and/or wet days, reduce speed accordingly.

   a. When driving through water, drive very slowly. After driving through high water check brakes. Press down on the brake and hold while accelerating slowly.
   b. During inclement weather, a decision to close school will not be made until after 5:00 a.m. School closing will be announced on radio and television.

STUDENT MANAGEMENT PROCEDURES/ BUS RULES

As the bus driver, you are the key component in providing a successful bus ride for your students. The whole bus riding experience starts and ends with you. Your job plays a very important role in the daily education of each student.

1. **The first contact a student has with our District each day is the bus driver. Be positive and consistent as you deal with your students.**

2. You should be friendly and professional with your students; Show an interest in each of your students by learning their name and being concerned for them. Sometimes it helps to learn their interest.

3. Never discipline the entire group for the action of an individual student. If an individual student cannot be identified, it is better to wait and see if you can identify the individual student(s) after further investigation (i.e. view the tape, talk to the school, etc.) and then take action.

4. Become informed with the procedures and sequence of events used in disciplining students. This knowledge should decrease misunderstanding and help you change unacceptable behavior.

5. Never back students into a corner. If you do, they may act in an unpredictable manner or respond negatively. Treat your students with respect, and they will generally return it.

6. Screaming or yelling at students is not an effective method of dealing with them. Always be professional in correcting students. Avoid using a negative voice.

7. Be firm, fair, and consistent.

8. Maintain poise at all times. Do not lose your temper.

9. Look for good qualities in children; they all have some.

10. Do not use students as patrols or monitors on your bus.

11. Post rules that help prevent inappropriate behavior. Think ahead and consider all possible consequences. Look for possibilities that provide positive results. These are traits of good leadership.

12. Develop an assertive discipline plan with clear consequences and positive rewards.

    a. Communicate your plan clearly so students know what you expect.

    b. Communicate student's responsibilities to other passengers which will allow for a safe and pleasant trip for all.

13. Students Shall Not:

    a. Behave in a disruptive manner or make excessive noise.

    b. Put any part of their body outside a bus window.

    c. Throw objects out bus windows or on the floor.

    d. Touch the emergency doors or tamper with any part of the school bus.

    e. Use unsafe items such as school supplies on the bus (i.e. pencils, compasses, etc.).

    f. Eat or drink on the bus without prior permission from the Transportation Department.

    g. Use computers, video games, cell phones or CD players unless approved by the driver.

    h. Use or possess tobacco products, drugs, drug paraphernalia, or alcohol on a school bus.

14. **Be clear and up front about what is and is not acceptable on YOUR bus and why.**

    a. Establish your bus rules from day one and review periodically.

b. If you have too many rules students will not remember them.

c. The more you encourage and recognize appropriate behavior, the less often you will have to deal with inappropriate behavior.

d. Basic rules should focus on safety, respect, cleanliness, and courtesy towards others. Students must follow the Student Code of Conduct while on district transportation.

DRIVER-STUDENT RELATIONSHIP

The relationship between bus driver and student is a very important part of the total school experience. Each driver must constantly strive to achieve good student relations. The relationship between the bus driver and the student has a strong impact on maintaining proper discipline. Proper behavior is learned, not inherited.

SEATING CHARTS

a. **You shall establish a Bus Seating Chart for these basic reasons**:

- Safety
- Evidence of vandalism
- Accountability
- Discipline

b. The following guidelines should be considered when making seating assignments:

- **Students will be given assigned seats by the driver, no later than the fourth week of school.**
- **Driver will add name tags above the seats with the students name/grade.**
- If problems arise after students have chosen their seats, the driver should make changes as necessary.

Male and female students should only be segregated by seating assignments if the situation dictates.

- Pre-K students are generally placed up front near the driver.
- Completed copies of seating assignments should be kept with the emergency information on your bus.
- Seating charts must be updated if any changes are made.
- Drivers are to check the bus for vandalism after each run. Damage caused by inappropriate student behavior (i.e. cut or torn seats, broken windows, etc.) should be reported to the Transportation Director.

RULES FOR BUS STUDENTS

It is a PRIVILEGE to ride the school bus. Students who abide by the rules will be afforded dependable and safe transportation to and from school. Students who do not comply with the rules will lose their privilege to ride the bus.

The GOAL of the AISD transportation department is to safely transport students to and from school each day.

STUDENTS MUST FOLLOW THESE RULES

- The bus driver is in total charge of the students on their bus. Students must obey and cooperate fully with the driver. The driver has the authority to assign seats when necessary.
- Students are expected to be courteous to the driver and other students on the bus.
- The use of profane or degrading language as well as improper hand gestures will not be tolerated.
- There shall be *NO EATING or DRINKING* on the bus at any time.
- Local and state law prohibits the use of any kind of tobacco on school buses or school property.
- Students must remain in their seats and facing forward while the bus is in motion. Yelling or excessive loud talking is distracting to the driver and will not be allowed. Moving about while the bus is in motion is forbidden.
- Do not damage or destroy school or personal property. Students who willfully damage or destroy school property will be held accountable. Students are asked to help keep the bus clean.
- The aisle of the bus must be free of books, backpacks, feet or anything that could obstruct a passenger walking down the aisle.
- Pushing, tripping, wrestling, horseplay or slapping will not be tolerated on the bus or at the bus stop.
- It is illegal to throw anything from the window of a school bus. Throwing anything inside the bus will not be tolerated.
- Students must be at their designated bus stops when the bus arrives to pick them up. The bus can NOT wait or deviate from their regular schedules.
- Students who fail to follow the rules are subject to the bus discipline management plan.

DISCIPLINE PLAN FOR BUS STUDENTS

First Offense: A *verbal warning* will be made to students who violate bus rules. The driver will document such warnings in a journal. If warnings are not heeded the driver will file a written report describing the student's behavior.

First Report: *REPORT FILED* - The driver shall file a discipline report describing the improper behavior of the bus student. Reports are submitted to the director of transportation. A copy of the report will go to the campus administrator who deals with student discipline for immediate action.

The campus administrator shall conference the student about his/her reported misconduct.

Parents are to be contacted by the administrator who will inform them that their child will be removed from the bus for a period of not less than three-days (3) **if** they receive a second misconduct report.

ALL actions are to be fully documented.

Second Report: *Three-Day (3) Removal from the bus* - The driver shall follow the same procedure as before.

The campus administrator shall inform the student and the parents of the three-day (3) removal from the bus. Suspension from the bus will begin the following school day.

ALL actions are to be fully documented.

Third Report: *Ten-Day (10) Removal from the bus* -The driver shall follow the same procedure as before.

The campus administrator shall inform the student and the parents of the ten-day (10) removal from the bus. Suspension from the bus will begin the following day.

ALL actions are to be fully documented.

Fourth Report: *Twenty-Day (20) Removal from the bus*. The driver shall follow the same procedure as before.

The campus administrator shall inform the student and parents of the twenty-day (20) removal from the bus. The suspension from riding the bus will begin the following day.

ALL actions shall be fully documented.

Fifth Report: ***Long-Term Removal -*** If a student's inappropriate behavior persists he/she will be removed indefinitely from riding the bus. The action(s) of the student will be reviewed by the director of transportation, school administrator and the assistant superintendent of operations will determine the suspension time.

Parental grievances shall be made in the following order:

1. Director of Transportation
2. Assistant Superintendent of Operations

Severe Action: Immediate Removal from the bus.

When a student's behavior is severe he/she shall be removed from the bus immediately. The severity of the behavior will determine the removal time from the bus, which will be decided by the director of transportation and the assistant superintendent of operations.

The following behaviors are classified as severe:

1. Physical assault on the driver or another student.
2. Possession of an illegal weapon.
3. Verbal assault on driver or other students.
4. Terroristic threats toward students, driver, other parents or the school district.
5. Fighting is an automatic three-day (3) removal from the bus. The bus driver shall make the distinction between fighting and the assault of a

student by another. A second fight will automatically result in a long-term suspension.

GUIDELINES FOR MAINTAINING CONFIDENTIALITY OF STUDENT INFORMATION

Education records are defined in 34 CFR Part 99 of the Family Educational Rights and Privacy Act of 1974 (FERPA). These include records directly related to a student and cover any information that might reveal a student's identity. This includes the student's name, parent's name, student's address, student's disabilities and health condition. Disclosure of this information to school officials, including bus drivers and attendants, is made on a need-to-know basis. This Act covers both Special Education and Regular Education students.

All Transportation Department employees who have knowledge of confidential information related to a student **shall not** disclose the information to anyone not in a "need-to-know" position. Transportation administrative staff will make determinations of need-to-know status within the department.

Be aware that "informal" discussions about individual students with family, friends, neighbors, or other co-workers constitute a violation under FERPA.

At no time (except in the case of an emergency or "need-to-know") may a school official or transportation employee identify or provide information about a student to any individual other than the parent or legal guardian. Information may be released to appropriate persons without parental consent in an emergency. This may be done if the knowledge of such information is necessary to protect the health and safety of the student or other person.

VEHICLE OPERATIONS

School Districts across the nation place the name of their School District in big bold letters on the side of each school bus. Some citizens in our community have no other contact with our school district except with the school bus they see. This impression reflects the quality of our Transportation Department and our District as a whole. We are counting on you, as AISD professional Bus Operators, to make certain that the impression you give is always a favorable reflection on our department and our District.

1. All AISD bus drivers **MUST** properly wear their seat belt while driving.

2. Andrews Independent School District buses are to be operated only by authorized employees of the Transportation Department. The school bus driver is to be the only person operating bus equipment (i.e. students shall not be allowed to operate the door controls, etc.)

3. Pre-Trip Inspection: Prior to driving any bus, the operator is **required** to perform a thorough pre-trip check. (See Pre-Trip Inspection Procedures.) As the driver of the bus, YOU have the ultimate responsibility to ensure that you are operating a safe, mechanically defect-free vehicle. CDL School Bus Driver district policy, department policy, and federal regulations require you to perform a thorough pre-trip inspection ***each time*** before you drive your bus. This will necessitate arriving at the Transportation Center at least 15 minutes prior to departure time.



4. Pre-trip inspection forms and Drivers Trouble Reports will be used to document the pre-trip check and request any needed repairs. A bus operator is not, under any circumstances, to drive a bus that is not safe in every respect.

5. Post-Trip Inspection: Drivers shall check the inside of the bus at the conclusion of EVERY run. The purpose of this check is to discover the presence of sleeping children, seat damage, lost articles, etc.

Failure to check the vehicle as prescribed
will result in a recommendation for immediate termination.

6. **"Lights On For Safety,"** means that any time the bus engine is running, the clearance lights and headlights shall be on. Not only does this provide the obvious benefit of increased visibility when the vehicle is operating on the road, it is also a visible signal when buses are parked in close proximity that the engine in a particular unit is running. This helps protect our mechanics and other service personnel from accidental injury.

7. The bus shall not be used to transport any person other than students, teachers or staff of Andrews Independent School District without authorization from a Transportation Department Administrator. This means that spouses, non-AISD enrolled children or grandchildren, friends, unassigned students, or other drivers are not allowed to “ride along” on your bus. A student

with the designated permission from Director is allowed to ride the bus.

8. A school bus may not be driven on personal errands or home, unless approved by a transportation Director, as these vehicles are limited by law to serve school children and school employees on school business.

9. The bus driver shall not make unauthorized stops at stores, fast food restaurants, or other places of business. The only exception would be if a driver has radioed for permission to make an “Emergency Stop”. Emergency Stops are intended to be utilized when the operator has an emergency restroom need. It is expected that requests for Emergency Stops will not be a regular occurrence from any individual operator. Requests for Emergency Stops shall be avoided altogether while students are aboard which would leave students unattended. In every instance of an approved Emergency Stop, the bus shall be parked in a safe location and secured with the keys removed from the vehicle. Emergency Stops should be of minimal time duration.

10. Bus stops and routes are determined by the Director of Transportation. Do not make any changes in bus stop locations or order of pickup/delivery unless approved by your Transportation Director. Every effort is made to establish school bus stops in the safest available location. If the operator feels that there is a safety problem at any stop, the Director should be notified immediately so that corrective action can be taken.

11. Drivers must abide by the route time schedule. ***Do not vary more than 5 minutes*** from the established schedule under normal circumstances. If you anticipate arriving at a stop more than 5 minutes before your scheduled arrival time, find a safe place to pull over and wait to proceed until you are within the acceptable arrival time. If your entire route is running late, you only need to make an initial notification to dispatch. You must stop at each designated stop whether you see students waiting or not.

12. Complying with departure times on route sheets, both initially from the transportation center and subsequently from campuses, is critical to our ability to provide quality and timely service. It is the driver’s responsibility to communicate with the Director if corrections need to be made.

13. Drivers must maintain an accurate and up to date a.m., midday, and p.m. map. If your route sheet is not accurate, notify your Director immediately and provide your recommendations in writing.

14. Students will be loaded and unloaded only at their designated stops. Any student who disembarks at an unauthorized location should be written up.

15. In the interest of optimum safety for students, it is the driver’s responsibility to be extremely observant of the surroundings, especially at drop off times. If something appears “out of the ordinary” or gives you concern for the well being of students, radio your transportation center for assistance.

16. **Drivers will assign seats on all bus runs**. At higher-grade levels, it might be preferable initially to allow students to choose their seats. Drivers shall ensure that students sit in their assigned seats.

17. Drivers will not allow students to stand while the bus is in motion. All students shall be

properly seated. Sitting on the floor or in the step well is not permitted.

18. Railroad Crossings: All AISD Bus Operators must follow state law, which requires every school bus to STOP (whether transporting students or not) before crossing a train track.



19. **Cell Phones:** Use of cellular phones, w oth devices are prohibited while the bus or school vehicle is in mot esent. You may use a cell phone during a lay over if you park you bus or school vehicle in a safe place. No texting or checking emails while bus or school vehicle is transporting students.

20. Bus Radio: Playing music on radios at excessive volumes is not permitted. Drivers should be able to hear emergency sirens, whistles, bells and dispatch communication at all times.

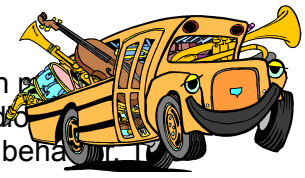
21. The interior or exterior of any AISD bus shall not be altered in any way by installing or affixing personal property of the driver.

22. The windows, windshield, or mirrors shall never be covered by anything. Windows must be kept clean and obstruction free. No articles are to be placed on the dash or by the side sliding window.

23. Students are not permitted to eat or drink on regularly scheduled routes. The only exception is drinking water in plastic containers during extremely hot weather. Drivers should not eat or drink or have food or drink visible when students are onboard.

24. Drivers must have all windows up, hatches closed and doors closed at the conclusion of the p.m. run. If the weather indicates rain, all windows, hatches, and doors should also be closed after the a.m. and midday runs.

25. Distribution of unauthorized materials to students is prohibited.



26. Video/Audio monitoring devices may be used to assist the department in p behavior and driver performance. Drivers are cautioned that a video/audio does not lessen your responsibility in monitoring and managing student beha capability provides a tool to assist you in this responsibility.

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PRETRIP VEHICLE INSPECTION PROCEDURES

Prior to driving any bus, the operator is **required** to perform a thorough pre-trip check. As the person in charge, YOU, the bus driver have the ultimate responsibility to ensure that you are operating a safe, mechanically defect-free vehicle. As a CDL School Bus Driver you are required by District and department policy, *as well as federal regulation* to perform a thorough pre-trip inspection each time *before you drive your bus*. This will necessitate arriving at the Transportation Center at least 15 minutes prior to departure time.

Pre-Trip Inspection:

As you approach the vehicle, take a good overall look at the bus. Check for oil, fuel, water/antifreeze or transmission fluid leaks.

I. First Inside Bus Check

A. Check Emergency Equipment (any loose equipment should be secured)
1. Reflectors (3)
2. Fire Extinguisher (charged, secure; inspection tag current)
3. Body Spills Cleanup Kit
4. First Aid Kit (check contents at least weekly)

B. Adjust Driver's Seat
The driver must sit comfortably in his/her seat without shifting position to see out of the mirrors. The vehicle seat should permit the driver to sit erect with the mid-back supported and the line of vision well above the steering wheel.

C. Make certain brake is set and bus is in neutral or park

D. Start Engine
1. Look and listen for trouble signs and warning lights
2. Turn on headlights (Lights on For Safety!!), clearance lights and two way communication radio
3. Check gauges
   a) Oil pressure – Diesel bus 20 – 60 idling and on road
   b) Air pressure – 90-120
   c) Temperature – Normal range; 170 – 210 after warm-up
   d) Voltage – green or normal range
   e) Amps – on "0" or "+" side
   f) Fuel – Never less than ¼ tank

E. Check Windshield Area
1. No damage – no obstructions – clean.
2. Inspection sticker current
3. Mirrors – all mirrors clean and adjusted
   a) Overhead
   b) Left windshield
   c) Left fender
   d) Cross over
   e) Fish eye
   f) Right windshield



F. Control Panel Switches (as they appear; could vary with bus model)
1. All heaters (Hi/Lo) Valve for heat
2. All defrosters (Hi/Lo)
3. Master switch/Manual (amber/red loading lights)

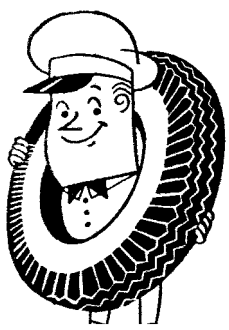
4. Dome lights
5. Clearance lights (may be attached to headlights)
6. Windshield wipers/washers (Hi/Lo)
7. Control panel/dash Lights

G. Steering Wheel Area
1. Head lights (Hi beam/Lo beam; also dash indicators)
2. Turn signals (inside and out; also dash indicators)
3. Hazard lights (also dash indicators)
4. Horn
5. Steering play – 2 inches or about 10 degrees maximum before wheels move

II. Outside Bus Check

A. Before going outside the bus:
1. Make sure engine is running, parking brake set.
2. Make sure headlights and clearance lights are on. Confirm proper operation at all locations as you complete the outside bus check.
3. Turn on right turn signal and loading lights. Confirm proper operation as you complete the outside bus check.

B. Front of Bus (Top to Bottom)
1. Antenna
2. Clearance lights, loading lights (Proper color lens cover for position, proper operation)
3. School bus lettering (all letters present and clearly visible)
4. Windshield (any damage, inspection sticker, gasket)
5. Hood area
6. Head lights, hazard/turn signal lights
7. Grill (no obstructions)
8. Bumper, license plate, bus number
9. Tires – inflation, proper tread (4/32-inch minimum), any objects in the tire?
10. Axle seals – not leaking; proper fluid level
11. Leakage under bus
    a) Amber/clear - power steering
    b) Red - transmission
    c) Green – radiator
    d) Brown – oil
    e) Clear – gas, diesel or water



C. Right Side of Bus (look down and then walk along side)
1. Mirror bracket
2. Side marker light
3. Tires – right front
    a) Tread depth 4/32 inches minimum; even wear; no damage to tread or sidewall
    b) Proper inflation – no bulging
    c) Side walls – no bulges/cuts
    d) Rims – not bent; no welds
    e) Lug nuts – no rust, corrosion
    f) Valve stems and caps – present and not damaged
    g) Hub oil seal – not leaking. If sight glass equipped, proper fluid level
4. Frame (not bent or cracked)

5. Spring mounts (bolted to frame)
6. Leaf springs (not broken or missing)
7. Hoses (properly secured; not touching tires or hanging down)
8. Drain fluid from air brakes.
9. Windshield step up secured ; Hood latches secured
10. Door – no damage (including glass); opens and closes properly
    a) Entry steps– not loose or broken. Tread on steps not excessively worn.
    b) Handrail secure
    c) Stairwell light working
10. Clearance lights and reflectors – present, proper color for position and working
11. Passenger windows – no breaks / cracks; frames secure
12. Fuel cap – secure; no leakage
13. Under bus
    a) Exhaust pipe and brackets
    b) Check inside of tires front and back
    c) Check fuel tank and bracket
    d) Check frame – not bent or cracked.
14. Spring mounts (bolted to frame)
15. Leaf springs (not broken or missing)
16. Hub odometer (mileage reading)



FIG. 12

D. Rear (Top to Bottom)
1. Lights and Markings
    a) Clearance
    b) Loading lights and lenses
    c) School bus lettering
    d) Windows (no breaks, cracks. Gaskets secure. Clean for visibility)
    e) Hazard, turn signals brake lights and back up lights (Get assistance to check brake lights and backup lights. If no assistance is available, check operation by reflection)
    f) Tail lights
    g) License plate and light
2. Tailpipe secure and extends to or slightly past rear bumper
3. Check bumper for damage/secure
4. Open and close rear emergency door. Make sure buzzer is working.
5. Check dual tires (inflation, free of damage, nothing wedged between tires)
6. Check differential – no leaks

E. Left Side of Bus (look down and then walk along side)
1. Clearance lights and reflectors – present, proper color for position and working
2. Tires – left rear
    a) Tread depth 2/32 inches minimum; even wear; no damage to tread or sidewall
    b) Proper inflation – no bulging
    c) Side walls – no bulges/cuts
    d) Rims – not bent; no welds
    e) Lug nuts – no rust, corrosion
    f) Valve stems and caps – present and not damaged
3. Frame (not bent or cracked)
4. Spring mounts (bolted to frame)
5. Leaf springs (not broken or missing)
6. Under the bus:

a) Drive shaft – looks O.K.; not resting on bracket.
b) Fluid pans – no leakage
c) Check muffler and tailpipe – secure; no rusted through spots.
d) Frame – not cracked or bent

7. Battery box – make sure the door is closed securely
8. Passenger windows – no breaks/cracks; frames secure
9. Stop arm – mounted securely, lights working, no damage
10. Driver's side windshield mirror brackets secure and not damaged
11. Windshield step up secured; hood latches secured
12. Tires – left front
    a) Tread depth 4/32 inches minimum; even wear; no damage to tread or sidewall
    b) Proper inflation – no bulging
    c) Side walls – no bulges/cuts
    d) Rims – not bent; no welds
    e) Lug nuts – no rust, corrosion
    f) Valve stems and caps – present and not damaged
    g) Hub oil seal – not leaking. If sight glass equipped, proper fluid level
13. Check frame – not bent or cracked.
14. Spring mounts (bolted to frame)
15. Leaf springs (not broken or missing)
16. Driver's side crossover mirror brackets secure and not damaged

III. Second Inside Bus Check



A. Close door – cancel hazard lights

B. Before walking down aisle turn on:
   1. Amber loading lights
   2. Left turn signal

C. Walk the aisle – shake the seats to ensure they are secured to the floor and frames are not broken. Open back emergency door – door must open from the inside and warning device must work. Check amber loading light and left turn signal. On the way back, check to make sure that <u>each seat bottom is secured to the frame.</u>

D. Check all other emergency exits and warning devices (windows, roof hatches, side doors, etc.) All must open and warning devices must work.

E. Return to driver seat. Check Brake lights, back up lights by reflection, or get another driver to help. Check backup beeper.

F. Double-check for proper air pressure (90 – 120 lbs.) before releasing parking brake.

G. Double check seat for proper adjustment. Fasten seat belt and adjust for proper fit.

H. Check brake **lights** as you exit Transportation.

Correct: The shoulder belt should cross the chest and collarbone and be snug. The belt should never cross the front of the face **OR** be placed behind your back.



Incorrect: The shoulder belt should never be placed behind your back or under your arm.





Repair and Maintenance

- The District has a system to assure that the defects and deficiencies of school transportation vehicles are reported. All repairs and regular maintenance shall be documented utilizing the District-designed system.

- Be sure the work order is complete and explains the problem adequately when you turn it in. Follow instructions on the work order.

- Do not drive a bus if you suspect a mechanical problem that you think may be a safety problem or may damage a bus. If you are on your route and you encounter a mechanical problem, radio dispatch, be as specific as possible, and wait for instructions as to whether to continue or not. Use your senses (smell, touch, and sight), experience, and education to determine if you are having trouble. Do not drive an unsafe bus.

- When your bus is disabled, remain with it. Make contact with dispatch and wait for assistance.

Towing

The shop staff will make the decision if the disabled bus needs to be towed.

Spare Buses Assignment

Only the Director or Mechanic has the authority to assign standby drivers or buses for Routes and Extracurricular Trips.

It is the responsibility of any driver who drives a spare bus to leave the bus ready for the next driver. The need to use a spare bus while your regular bus is under repairs will usually be brief. For this reason, each driver needs to do the following after using a spare bus:

- Fuel bus
- Park bus in designated area and set brake
- Turn off the radio and all other equipment
- Close all windows
- Sweep and clean
- Check for items or students/passengers left behind
- Empty trash



Parking

Vehicles owned by the district or operated by administrative staff are the only vehicles allowed in bus parking area. All personal vehicles will be parked in the designated area only.

Fueling Buses

Under no circumstances is a bus or other district vehicle to be left unattended at the Fuel Island. Buses need to be lined up single file to enter the fuel bay. Above all, everyone needs to use common courtesy.

1. School buses shall not be fueled while passengers are on board.
2. Fuel is for District use only. District fuel may not be used for personal vehicles.
3. All electrical items must be turned off while fueling the bus.
4. Buses may not be swept at the pumps.
5. Cellular phones may not be used while fueling.
6. Pre-trip inspections will not be conducted while fueling.



TROUBLE REPORTS

It is extremely important that each driver pay very close attention to the condition of his/her bus. When a problem occurs with his/her bus, it is imperative that a Driver's Trouble Report be completed. Please explain the problem as accurately as possible.

1. When a problem occurs, fill out the trouble report immediately. Please include your bus number, date, and the time the report was completed.

2. Trouble reports will be picked up frequently throughout the day.

3. Please write up a trouble report, even if you have discussed the problem with a mechanic.

4. Drivers are not allowed in the shop area unless authorized
If a repair is not done properly, write it up again. If it becomes necessary to write it up a third time, take the write-up to your Supervisor in person.

POST OPERATION

The procedures outlined below must be completed at the end of each driver's run daily. There will be no exceptions.

1. Park bus in assigned space.

2. To park the bus, set parking brakes, put transmission in neutral, and turn all instrument switches and radio off.

3. Look for sleeping students, lost articles, and damage to seats or the interior of the bus. Close all windows (after P.M. routes).

4. Maintain a clean bus at all times.

5. Drivers who use a sub bus on a given day should leave the bus clean and fueled.

6. Leave buses with at least 1/2 tank of fuel.

7. Any defects, malfunctions, or deficiency noted on any bus should be written up on a trouble report.

GENERAL PERSONNEL PROCEDURES

ASSIGNMENT OF PERSONNEL

The Director of Transportation has the authority to reassign a driver or any other staff member if deemed in the best interest of Andrews ISD.

DUTY TO DRIVE

- It is required that drivers drive anywhere they are asked to drive while on the clock.

- Staff members are not permitted to ride any route or go on a field trip with another driver without the prior approval of the transportation director.

EMPLOYEE CONDUCT

- No employee shall possess, use, or be under the influence of alcohol or drugs while on school property, while working or while attending any district sponsored activity.

- **Employees shall demonstrate a cheerful attitude and cooperative working relationship while on duty. We are a team!**



- Gossiping, using vulgar language, profanity, and rumor mongering are prohibited.

- All employees shall control their temper and display self-discipline while on duty.

- Employees shall follow a directive or assignment from an administrator.

- The employee break room will be kept clean at all times.

TICKET POLICY

1. It is the driver's responsibility to immediately report to the Transportation Director any traffic ticket issued to them.

2. Transportation staff members must notify the Transportation Director or a Supervisor immediately upon suspension or revocation of their driver's license.

TELECOMMUNICATION POLICY

The use of electronic communication devices, including Bluetooth ear pieces and Nextel PTT radios and/or cellular phones is prohibited while the bus is in motion. Cell phones may only be used when there are no students on board and the bus is parked. Special Needs cell phone use will be evaluated on an individual basis. **THIS IS A STATE LAW.**

SMOKING POLICY

Andrews ISD is a tobacco free work place. Smoking or other use of tobacco is not permitted on any Andrews ISD property.

DRIVING REGULATIONS

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

1. Texas School Bus Driver Training Course Handbook
2. Texas Driver's Handbook
3. Texas Commercial Motor Vehicle Driver's Handbook
4. All Andrews Independent School District Policies, Procedures and Guidelines.

DRESS CODE AND PERSONAL HYGIENE

1. District staff members are expected to exhibit neat, clean, well-groomed, professional appearances.

2. Transportation staff members will wear clean; neat clothing that will reflect an image of personal and professional pride. Transportation staff members shall refrain from wearing extreme garments that are unsafe or disruptive to the work environment. Staff members shall not wear very fitted, very loose, revealing or suggestive garments. Very short dresses, skirts or shorts are not acceptable. Unacceptable clothing includes, but is not limited to, halter tops, tube tops, tank tops, crop tops, see-through blouses, and mini-skirts.

3. Jewelry or accessories that could become a safety hazard or that could be disruptive to the instructional or work environment should be avoided. Male staff members may not wear earrings. Tongue studs and eyebrow piercing jewelry are not to be worn at work.

4. Appropriate underclothing must be worn but not seen at all times.

5. Shoes must be worn at all times. For safety reasons, footwear must be enclosed at the heel; heels over 2 inches are unacceptable. Shower thongs or house slippers are unacceptable.

6. Clothing which advertises alcoholic beverages or drugs is unacceptable. Obscene patches on clothing are not permitted.

7. Violation of the dress code will be subject to disciplinary action:

PERSONAL HYGIENE

All staff members are required to follow the rules of good grooming and personal hygiene. Cleanliness and personal neatness are expected at all times. Care shall be taken to prevent reporting to work with offensive body odor.

ABSENCES

Absenteeism is defined as not reporting to work as scheduled. If you are absent on a Monday, Friday or day before or after a holiday, you are required to produce a note from the doctor or approval by the Director. Unexcused absences are not acceptable and may be grounds for termination.

Five consecutive days of absence will require a doctor's note to return to work. If a staff member is ill and cannot report to work, he/she shall notify and speak personally to Director between 5:30 a.m. and 6:30 a.m. for morning runs and by 12:00 noon for afternoon runs. You must call in both a.m. and p.m. Upon returning to work, staff member is responsible for filling out the proper paperwork. Not filling out the proper paperwork could result in non-payment for your absences. For further instructions, please see the transportation Director. A completed form must be given to the Director.

Absenteeism will be considered excused if taken for:

- Personal and immediate family illness (including spouse, parent, and child)
- Bereavement (up to 5 days-immediate family/spouse's immediate family)
- Parent bonding (see District Policy)
- Personal business (see District Policy)
- Vacation (scheduled with supervisor)
- Jury duty or subpoena (must have both the mailed initial request from the court and the signed attendance form from court clerk) before payment will be given.
- The above will be excused **ONLY** if the staff member has earned the days taken.

FAILURE TO REPORT ABSENCE

Calling in to report absence is the responsibility of the staff member. The staff member must call. No other person may call for them unless documentation is provided. Any no call/no show requires a conference with the director before the staff member is allowed to return to duty. Three (3) days of no call/no show, not necessarily in succession, is automatic recommendation for termination.

MID-DAY ABSENCES

If you are unable to do your mid-day run, you need to take off the AM or PM run, it will be docked as a personal day. Unless otherwise approved by the Director.

EXCESSIVE ABSENCE

If a classified staff member is absent without pay for five (5) days, not necessarily in succession, even if he/she has notified the supervisor, the staff member shall submit verification of illness which kept him/her from reporting for duty. In this case, the staff member must submit a letter from a doctor stating that the staff member has been examined by a doctor and is under a doctor's care. The letter must state the specific nature of the condition and the expected day of full recovery. It is expected that each staff member will make every effort to come to work each and every day. Needless absences place undue hardships on those staff members who do report to work every day.

Staff members with excessive absences are subject to disciplinary action up to and including recommendation for termination.
Any long term illness and/or major surgery will be reviewed on an individual basis. Leave policy of Andrews ISD will be adhered to in such situations.

TIME OFF

When there is a holiday approaching, no personal days will be granted the day before or the day after. There will be no personal days granted the last week of school. If you take a personal day on these days, they will be at no pay. See Andrew ISD board policy regarding absences.

To request time off, please fill in the appropriate form and adhere to the stated policy. Forms may be obtained from the Transportation Director. It is the employee's responsibility to check the pending approval of their request. You may do this at any time. Please do not assume your request was granted.

EVALUATIONS

- Evaluations will be conducted yearly by the Director of Transportation. The purpose of the yearly evaluation is to promote improved performance of employees.
- All drivers are subject to the annual evaluation.

Absenteeism plays an important role in your evaluation

GUIDELINES FOR RETURNING AUXILARY PERSONNEL

1. Any returning auxiliary employee who has terminated his/her position with Andrews Independent School District will lose their earned vacation time and sick leave.

2. A returning employee will return at the salary that auxiliary employees would earn after 90 days of employment (Step I on the salary schedule).

3. A returning employee, after six months of full employment, would be eligible for consideration to be placed in the pay step that they previously earned prior to terminating their employment with the school district.

4. A returning employee would serve the 90-day probationary period that all auxiliary personnel serve.

5. Any returning bus driver will return as a substitute and work her/his way back through the routes.

ACCIDENT PROCEDURES AND PREVENTABILITY

ACCIDENTS

Transportation staff members should always strive to complete each and every day without an accident. Principles of defensive driving should always be foremost in the minds of the drivers as they transport students to and from school or on an extra-curricular trip. It is **NOT ACCEPTABLE** to leave an accident scene.

All accidents must be reported immediately by radio to the Transportation Director. An accident report must be filled out upon return to the transportation center. Failure to report an accident could result in termination. It is the responsibility of the driver to report an accident of any kind. If another driver is assigned as a rider, it is also his/her responsibility to report any accident.

ACCIDENT RESPONSIBILITIES

In Andrews ISD:

- Assist the Director of Transportation or any official when they arrive at the scene.
- File the required reports with the Director of Transportation.

Away from Andrews ISD:

- Secure the vehicle and turn on flashers.
- Survey all individuals involved in the accident for injuries. If bus is evacuated, account for all students.
- Call 911 if EMS, Fire or Police are needed.

Radio the Andrews ISD Director with the following information:

1. Report location of accident
2. Report school which students attend
3. Report program students were attending
4. Report whether another bus is needed to transport students back to Andrews ISD

Keep students on the bus, unless safety requires evacuation. If bus is evacuated, move students away from traffic hazards and the bus if there is a fire.

1. Provide first aid.
2. Request help to flag approaching vehicles.
3. Place reflective triangles to warn of hazard.
4. Prepare a seating chart.

5. Give name, address, driver's license number, insurance, and vehicle information to other

drivers involved in accident. Obtain the same information from them.
6. Get names and phone numbers of witnesses.
7. Give no statement to persons other than investigating officers and involved drivers.
8. Upon return to Andrews you must file a report with the director of transportation.

PREVENTABLE ACCIDENTS

ACCIDENT PREVENTABILITY GUIDE

It is impossible to describe in detail the many ways a driver might prevent an accident. The paragraphs of this guide merely emphasize the most frequent occurrences based on National Safety Council guidelines.

1. PREVENTABLE ACCIDENT

A preventable accident is any occurrence involving a district-owned or operated vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to do everything he reasonably could have done to prevent the occurrence. A defensive driver is one who commits no driving errors himself and makes allowances for the lack of skill or improper driving practices of the other motorists.

A defensive driver adjusts his/her own driving to compensate for unusual weather, road or traffic conditions, and is not tricked into an accident by the unsafe actions or pedestrians and other drivers. By being alert to accident-inducing situations, he/she recognizes the need for preventable action in advance and takes the necessary precautions to prevent the accident. As a defensive driver, he/she knows when it is necessary to slow down, stop, or yield the right-of-way to avoid involvement.

2. STANDARD OF PERFORMANCE

Accidents involve so many different factors that it is impossible to set hard and fast rules to classify them preventable or non-preventable. AISD has established safety criteria for "preventable" and "non-preventable" accidents. The District cannot condone a mediocre standard of safe driving performance. The district takes the time and effort, to investigate carefully all details of an accident to ensure that decisions are made consistently and impartially. The following paragraphs are offered as guidelines in determining the preventability of accidents.

3. WITNESS STATEMENTS

Each driver involved in an accident usually contributes to it in some degree. If the other driver admits he was at fault, it usually only means that he sees how he contributed to the situation. Admission of being at fault by the other driver, a record of the other driver being cited for a traffic violation, and witness or police statements of exoneration for the district driver are not, in themselves, conclusive evidence to judge an accident "non-preventable".

Statements of exoneration are generally based on legal responsibility without respect to the definition of preventability. Consequently, a careful study must be made of all conditions to determine how the employee in question contributed to the situation by acts of omission or commission.

Unless thorough investigation indicates that the employee in question could not have avoided involvement, by reasonable defensive driving practice, the following types of accidents will be regarded as PREVENTABLE.

4. INTERSECTIONS

It is the responsibility of professional drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections, or failure of the other driver to conform to law or traffic control devices will not automatically discharge an accident as non-preventable. Intersection accidents are PREVENTABLE even though the professional driver has not violated traffic regulations. Failure to take precautionary measures prior to entering the intersection are factors to be studied in making a decision.

5. BACKING

Practically all-backing accidents are PREVENTABLE. A driver is not relieved of his/her responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances for themselves.

6. FRONT-END COLLISIONS

Regardless of the abrupt unexpected stop of the vehicle ahead, the driver can prevent front-end collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Night speed should not be greater than that which will permit the vehicle to stop within the forward distance illuminated by the vehicle's headlights.

7. REAR-END COLLISIONS

Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in his own following distance.

8. PASSING

Failure to pass safely indicates fault judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the driver's responsibility.

9. BEING PASSED

Sideswipes and cut-offs involving a professional driver while he is being passed are PREVENTABLE when he fails to yield to the passing vehicle by slowing down or moving to the right where possible.

10. LANE ENCROACHMENT

A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in merging traffic is an indication of unwillingness to yield to other vehicles or to wait for a break in traffic.

BLIND SPOTS are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances.

Squeeze plays causing involvement with parked cars, pillars, and other road structures can be PREVENTED by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.

11. OPPOSING VEHICLES

It is extremely important to check the action of the district driver when involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles, prior to and at the point of impact, must be carefully verified. Even though an opposing vehicle was in a passing maneuver and the driver failed to slow down, stop, or move to the right to allow the vehicle to re-enter his own lane, he has failed to take action to prevent the occurrence. Failure to signal the opposing driver by flicking the headlights or sound the horn should also be taken into account.

12. TURNING

Turning movements, like passing maneuvers, require the most exacting care by a professional driver. “Squeeze plays” at the left or right turns involving other vehicles, scooters, bicycles, or pedestrians are the responsibility of the driver making the turn. Failure to signal, to check pedestrian lanes, or to take any other defensive action should be considered. Sudden turns by other drivers should be carefully examined. You may find that the driver failed to take precautionary action from tip-offs from the other vehicle immediately preceding the accident. U-turns by the driver that result in a collision are PREVENTABLE.

13. PEDESTRIANS

Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. An unusual walk path of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accidents.

14. WEATHER

Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, snow, fog, sleet, or icy payments have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions can be cause for deciding an accident PREVENTABLE.

19. ALLEYS, DRIVEWAYS AND PLANT ENTRANCES

Accidents involving traffic originating from alleys, driveways, plant entrances and other special intersection locations should be carefully analyzed to determine what measures the professional driver might have taken to avoid the occurrences. Failure to slow down, sound a warning or to yield to the other driver can be considered cause to judge such an accident PREVENTABLE.

20. **FIXED OBJECTS**

Collisions with fixed objects are PREVENTABLE. They usually involve failure to check or properly judge clearances. Professional drivers must be constantly on the lookout for adverse conditions and make the necessary allowances.

19898240. **PARKING**

Unconventional parking locations, including double parking, failure to put out warning devices, etc., generally constitutes evidence for judging an accident PREVENTABLE.

22. **ROLLAWAY** accidents from a parked position normally should be classified PREVENTABLE.

*VIDEO SURVEILLANCE SYSTEMS

The Transportation Department of the Andrews Independent School District first installed video surveillance units in route buses in January, 1993. The purpose of the system is to discourage inappropriate behavior by students who are transported on the district's buses.

The surveillance system will be used as official documentation in administering disciplinary actions. Only authorized school personnel (director of transportation, campus principal, assistant principal, and assistant superintendent of operations) will initially first view the video tapes of students violating stated rules. After it has been determined that a student did indeed violate stated rules, regular disciplinary action, as stated in the Student Code of Conduct, will be enforced.

Video tapes of rule violations will be maintained by the director of transportation and remain on file for the remainder of the school year.

VIDEO SYSTEMS USAGE IN ACTIVITY BUSES

The transportation department has recently installed video projection systems in all of the Motor Coaches for students and sponsors to enjoy. The school district has a policy approving the viewing of **G or PG rated videos ONLY** in the classroom. The videos viewed on activity buses must *meet the same standard*. There will be **NO music videos** played on the bus system. To use this system effectively the sponsors should plan well in advance as to what will be viewed by students and sponsors on trips. **Never** show a video to students without viewing it first. Carelessness in supervising the use of this system can cause unnecessary criticism of the school district. Sponsors must assume proper responsibility in the use of the video system. With some initiative and creativity on the part of sponsors, a long boring trip can suddenly seem shorter and more enjoyable. Sponsors and coaches might do well to take advantage of the time for reviewing material for contests, training, scouting reports, information on places to be visited, etc.

The sponsor will be responsible for installing and playing videos. The **bus driver** will make the determination as to how loud the speaker system can be turned up. *This system must **never** interfere with the driver's concentration or his/her ability to drive safely.*

RECORD EVALUATION AND ASSESSMENT

The provisions of Vernon's Civil Statues, Article 6687b, Section 5(a), recodified as the Texas Transportation Code Annotated § 521.022 (Vernon's 1996) and the Texas Education code Annotated § 34.007 (Vernon's 1996) require that a driver record check be made with the Texas Department of Public Safety (DPS) on all school bus drivers prior to employment. Their driving records must be acceptable according to standards developed by the DPS. In accordance with this statutory responsibility, the following standards have been established by the Texas Department of Public Safety rule (Title 37, Texas Administrative Code, § 14.14) as *minimum* requirements to be met by each person seeking to be employed or to remain employed as a school bus driver to drive any motor vehicle while in use as a school bus for the transportation of pupils:

1. The driver's license record of each school bus driver shall be evaluated *at least annually*, with penalty points assessed for those entries which appear in the accompanying tables traffic law violations and accident involvements. Any person who has accumulated ten (10) or more penalty points shall be considered ineligible to transport pupils until such time as he/she may become qualified.

2. An applicant for employment as a commercial motor vehicle driver must disclose to the employer any violations or motor vehicle laws or ordinances (other than violations involving only parking) of which the applicant was convicted or forfeited bond or collateral during the three (3) years preceding the date the application is submitted and any serious traffic violations of which the applicant was convicted during the ten (10) years preceding the date the application is submitted, as well as any suspension, revocation, or cancellation of any driving privilege that resulted from the conviction. For verification purposes, it is strongly recommended that driving records be secured for *all new* applicants that have held an out-of-state drivers license within the past seven (7) years. These records should include all convictions which would result in mandatory suspension of a driver's license in Texas (see Table IV and V for a complete listing of entries).

In determining a person's eligibility to drive a school bus, the following standards shall apply in assessing penalty points for convictions of traffic law violations and accident involvements appearing on his/her current driving record:

1. Convictions for violations included in Table I shall be assessed one (1) penalty point for each occurrence if the date of the violation is within three (3) years of the date of the driving record evaluation.

2. Accident involvement included in Table II shall be assessed two (2) penalty points if the date of occurrence is within three (3) years of the date of the driving date evaluation. Persons disqualified because of penalty points assessed for accident involvement shall be notified of their rights to a review (see Table II for the review procedures).

3. Convictions for violations included in Table III shall be assessed three (3) penalty points for each occurrence if the date of the violation is within three (3) years of the date of the driving record evaluation.

4. Convictions for violations included in Table IV shall be assessed ten (10) penalty points for each occurrence if the date of the violation is within seven (7) years of the date of the driving record evaluation.

5. Convictions for violations included in Table V shall be assessed ten (10) penalty points for each occurrence if the date of the violation is within five (5) years of the date of the driving record evaluation.

The assessment of penalty points is not required for any entry, which does not appear in the alphabetized table listing. However, any entry which is deemed comparable to one appearing in these tables should be assessed an equivalent number of penalty points.

For assistance in determining driver eligibility, please contact the Texas Department of Public Safety School Transportation Unit at (512) 424-5732.

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TABLE I
SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION
One (1) Point Assessments

BRAKES NOT ON ALL WHEELS WHEN REQUIRED
CARRY PASSENGER WITHOUT HELMET
CLEARANCE LAMPS IMPROPERLY MOUNTED
CLEARNCE LIGHTS NOT VISIBLE SUFF DIST
DEFECTIVE BRAKES
*DEFECTIVE EQUIP/INABILITY TO CTRL VEH
*DEFECTIVE EQUIPMENT CONDITION
DEFECTIVE HEAD LAMPS
DEFECTIVE PARKING LAMPS
DEFECTIVE SAFETY GLAZING MATERIAL
DEFECTIVE STOP LAMPS
DEFECTIVE TAIL LAMPS
DEFECTIVE TURN SIGNAL LAMPS
DEFECTIVE WINDSHIELD WIPER
DRIVING SAFETY COURSE SEC 143 (A) (1)
DRIVING SAFETY COURSE SEC 143 (A) (2)
HAZARD MATERIAL PLACARD VIOLATION
HEAD LAMPS GLARING, NOT ADJUSTED
ID LAMPS NOT VISIBLE SUFF DIST
IMPROPER FLASHING LIGHTS
IMPROPER USE OF BACKUP LAMP
IMPROPERLY DIRECTED LAMPS
MIRROR VIOLATION
MORE THAN 4 DRIVING LAMPS LIGHTED
MUFFLER VIOLATION
MVI INSPECTION VIOLATION
NO AUTO BRAKE APPL OR BREAKAWAY TRAILERS
NO BEAM INDICATOR
NO CLEARANCE LAMPS
NO FIRE EXTINGUISHER
NO FRONT SEAT BELTS WHEN REQUIRED
NO HEAD LAMPS-WHEN NOT EQUIPPED
NO LICENSE PLATE LIGHT
NO MOTORCYCLE ENDORSEMENT
NO MUDFLAPS OR IMPROPER MUDFLAPS
NO MULTIPLE-BEAM ROADLIGHTING EQUIPMENT
NO PARKING LAMPS
NO REFLECTORS WHEN REQUIRED
NO STOP LAMPS
NO TAIL LAMPS
NO TURN SIGNAL LAMPS WHEN REQUIRED
NO WHITE FLAG ON TOW CHAIN
NO WINDSHIELD WIPE OR CABLE
NONE OR DEFECTIVE PARKING BRAKES
*OPERATING WITH DEFECTIVE BRAKES
*OPERATING WITH DEFECTIVE EXHAUST SYSTEM
*OPERATING WITH DEFECTIVE HEADLIGHTS
*OPERATING WITH DEFECTIVE TIRES
PULL MORE THAN ONE TRAILER OR VEHICLE
RED LIGHT ON FRONT
REFLECTORS IMPROPERLY MOUNTED
REFLECTORS NOT VISIBLE SUFF DISTANCE
SIDE MARKER LAMPS NOT VISIBLE SUF DIST
SLOW MOVING VEHICLE EMBLEM VIOLATION
TAIL LAMP IMPROPERLY LOCATED
TELEVISION IMPROPER LOCATED IN VEHICLE
TOO MANY AUXILIARY DRIVING LAMPS
TOO MANY AUXILIARY PASSING LAMPS
TOO MANY FOG LAMPS
TOO MANY SPOT LAMPS
UNAUTHORIZED GLASS COATING MATERIAL
UNAUTHORIZED USE OF SIREN, BELL, WHISTLE
WARNING DEVICES NOT INSTALLED OR DEFECT
WRONG COLOR BACKUP LIGHT
WRONG COLOR CLEARANCE LIGHT
WRONG COLOR ID LAMP
WRONG COLOR LICENSE PLATE LIGHT
WRONG COLOR REFLECTORS
WRONG COLOR SIDE MARKERS
WRONG COLOR SIGNAL DEVICE
WRONG COLOR STOPLIGHT

*ANSI out of state violations

TABLE II
SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION
Two (2) Point Assessments

* ACC-CONDITION
* ACC-NO INDICATION OF FAULT
*ACC-VIOL MV LAW NO DAMAGE PERSON/PROP
*ACC-VIOL MV LAW RESULT IN BODILY INJURY
*ACC-VIOL MV LAW RESULT IN PROP DAMAGE
ACCIDENT

ACCIDENT FATAL
ACCIDENT INCAPACITATING INJURY
ACCIDENT NON-INCAPACITATING INJURY
ACCIDENT NON-INJURY
ACCIDENT POSSIBLE INJURY
*FATALITY CONDITION
*VIOL MV LAW RESULT IN DEATH OF ANOTHER

*ANSI out of state violations

REVIEW PROCEDURES FOR DISQUALIFICATION APPEAL

Two (2) points should automatically be assessed for an accident involvement occurring within three (3) years of the date of the driver record evaluation which appears on the driver history record. Applicants disqualified on the basis of penalty points assessed for accident involvements appearing on their driving record may request a review by the person(s) designated by the employer to determine if they were a cause of the accident(s). The applicant must identify the specific accident involvement(s) to be reviewed. Request a copy of the accident report(s) on the approved form, **'Request for Copy of Peace Officer's Accident Report' (ST-90)**. Mail the form to the Accident Records Division, Texas Department of Public Safety at the address listed on the form. The requested reports will be provided on a priority basis without charge.

The designated person(s) shall review information pertinent to the accident(s), which should include the **'Texas Peace Officer's Accident Report' (ST-3)**. In examining this report, consideration of such items as Charges Filed, Investigator's Narrative of What Happened, Diagram, and Factors/Conditions Contributing to the Accident should assist in making a determination as to whether or not the assessment of penalty points is appropriate.

If the designated person(s) reviews the accident report and any other pertinent information and determines that the applicant was not a cause of the accident(s), no penalty points should be assessed. If the designated person(s) determines that the applicant was a cause of the accident(s), two (2) penalty points shall be assessed for each accident.

TABLE III
SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION
Three (3) Point Assessments

BUS FAILED TO STOP AT RR CROSSING
BUS SHIFTING GEARS WHILE CROSS RR TRACKS
CARELESS DRIVING
CHANGED LANE WHEN UNSAFE
CHILD (4-14) NOT SECURED BY SEAT BELT
*COAST/OPERATE WITH GEARS DISENGAGED
COASTING
CONSUME ALCOHOL WHILE DRIVING
*CONTEST RACING ON PUBLIC TRAFFICWAY
CROSS RR WITH HEAVY EQUIP WITHOUT NOTICE
CROSS RR WITH HEAVY EQUIP W/O STOP/SAFETY
CROSSING PHYSICAL BARRIER
CUT ACROSS DRIVEWAY TO MAKE TURN
CUT CORNER LEFT TURN
CUT IN AFTER PASSING
DEPTSUSP B/BTR
DEPT SUSP-B/BTR-UNDER 21
DID NOT USE DESIGNATED LANE OR DIRECTION
DISREGARD POLICE OFFICER
DISREGARDED FLASHING RED SIGNAL
DISREGARDED FLASHING YELLOW SIGNAL
DISREGARDED LANE CONTROL SIGNAL
DISREGARDED NO LANE CHANGE SIGN
DISREGARDED NO PASSING ZONE
DISREGARDED RR CROSSING GATE OR FLAGMAN
DISREGARDED SIGNAL AT RR CROSSING
DISREGARDED TRAFFIC CONTROL DEVICE
DISREGARDED TURN MARKS AT INTERSECTION
DISREGARDED WARNING SIGN AT CONSTRUCTION
DRAWBAR OVER 15 FEET
*DRIVE WRONG DIRECTION/ROTARY INTERSECTION
DRIVER OPENED DOOR IN MOVING TRAFFIC
*DRIVING ON SHOULDER/DITCH/SIDEWALK
*DRIVING ON WRONG SIDE OF ROAD
*DRIVING TOO FAST FOR CONDITIONS
*DRIVING WRONG WAY OF ONE-WAY STREET
DROVE CENTER LANE-NOT PASS OR LEFT TURN
DROVE ON SIDEWALK
DROVE ON STREETCAR TRACKS WHERE PROHIB
DROVE ONTO CONTROLLED ACCESS HWY WHERE PROHIB
DROVE THROUGH SAFETY ZONE
DROVE TO LEFT OR ROTARY TRAFFIC ISLAND
DROVE WITHOUT LIGHTS WHEN REQUIRED
DROVE WRONG WAY ON DESIGNATED LANE
DROVE WRONG WAY ON ONE-WAY ROADWAY DWLS/SR
*ENDANGER PERSONS/PROP WHILE OPERATE MV
ENDOURSEMENT VIOLATION-CMV
*EQUIPMENT MISUSE CONDITION
*EVADE ARREST BY EXTINGUISHING LIGHTS
*EVADE ARREST BY FLEEING THE SCENE
EXCESSIVE ACCELERATION
*EXCESSIVE SPEEDING-15MPH OR OVER-CMV
FAILED COMP.Y REQ STRIKING UNATTENDED VEH
FAIL COMPLY STRIKING FIXTURES ON HIGHWAY
FAIL STOP PROPER PLACE-FLASH RED SIGNAL
*FAIL TO CANCEL SIGNAL AFTER MANEUVER MADE
FAIL TO CONTROL SPEED
*FAIL TO FOLLOW INSTRUCTION OF POLICE
*FAIL TO OBEYTRAFFICE SIGN/CNTRL DEIVCE
*FAIL TO OBSERVE SAFETY ZONE
*FAIL TO OBSERVE WARNINGS ON VEHICLE
*FAIL TO SIGNAL DIRECTION/REDUCE SPEED
FAIL TO STOP FROM ALLEY, DRIVEWAY OR BLDG.
FAIL TO STOP PROPER PLACE-NOT INTERSECT

FAIL TO STO P PROPER PLACE-TRAFFICE LIGHT
FAIL TO STOP-DESIGNATED POINT-YIELD SIGN
*FAIL TO USE CARE/CAUTION OPERATING A MV
FAILED TO DIM HEADLIGHTS-FOLLOWING
FAILED TO DIM HEADLIGHTS-MEETING
FAILED TO DRIVE IN SIGNLE LANE
FAILED TO GIVE ONE-HALF OF ROADWAY
FAILED TO GIVE WAY WHEN OVERTAKEN
FAILED TO KEEP TO RIGHT OF MOUNTAIN ROAD
FAILED TO PASS MET VEHICLE TO RIGHT
FAILED TO SIGNAL DISTANCE BEFORE TURN
FAILED TO SIGNAL TURN
FAILED TO SIGNAL-FOR STOP
FAILED TO SOUND HORN-MOUNTAIN ROAD
FAILED TO STOP AT MARKED RR CROSSING
FAILED TO STOP FOR APPROACHING TRAIN
FAILED TO STOP FOR SCHOOL BUS
FAILED TO STOP FOR STREETCAR
FAILED TO USE DUE CARE FOR PEDESTRIANS
FAILED TO USE PROPER HEADLIGHT BEAM
FAILED TO YIELD AT STOP INTERSECTION
FAILED TO YIELD AT YIELD INTERSECTION
FAILED TO YIELD RIGHT OF WAY
FAILED TO YIELD ROW AT OPEN INTERSECTION
FAILED TO YIELD TURN RIGHT ON RED SIGNAL
FAILED TO YIELD WHEN CHANGING LANES
*FAILURE TO DIM LIGHTS AS REQUIRED
*FAILURE TO KEEP IN PROPER LANE
*FAILURE TO SIGNAL INTENTION TO PASS
*FAILURE TO YIELD TO OVERTAKING VEHICLE
FELONY CONDITION
FLEEING FROM POLICE OFFICER
*FOLLOWING EMERGENCY VEHICLE UNLAWFULLY
*FOLLOWING TOO CLOSELY
*FOLLOWING TOO CLOSELY-CMV
*FSRA/ACCIDENT RESULT PROPERTY DAMAGE ONLY
*FTY TO SCHOOL BUS
*FTYROW EMERGENCY/OTHER AUTHORIZED VEHICLE
*FTYROW PED/ANIMAL RIDER/ANIMAL DRAWN VEH
*FTYROW REQUIRED AT UNSIGNED INTERSECTION
*FYROW YIELD/STOP/ENTER FROM PVT DRIVE
FYROW FOR BLIND OR INCAPACITATED PERSON
FYROW LEAVING PRIVATE DRIVE, ALLEY, ETC.
FYROW-ONGREEN SIGNAL
FYROW ON LEFT AT OBSTRUCTION
FYROW TO EMERGENCY VEHICLE
FYROW TO PED IN CROSSWALK-SIGNALS
FYROW TO PED ON SIDEWALK
FYROW TO PEDSTRIAN AT SIGNAL INTERSECT
FYROW-TURN LEFT
*GIVE WRONG SIGNAL
HEAVY EQUIP DISREGARDED SIGNAL OF TRAIN
*HIT AND RUN CONDITION
ILLEGAL BACKING
ILLEGAL LOAD EXTENSION
ILLEGAL PASS ON RIGHT
ILLEGALLY PASSED STREETCAR
IMPEDING TRAFFIC
*IMPROPER BACKING
*IMPROPER ENTRANCE TO/EXIT FROM TRAFFICWAY
*IMPROPER FOLLOW CONDITION
*IMPROPER LANE CHANGES-CMV
*IMPROPER LANE CHANGING
*IMPROPER LANE CONDITION
IMPROPER LOOKOUT
IMPROPER PASSING
IMPROPER TURNOR STOP SIGNAL
IMPROPER USE OF AUXILIARY DRIVING LAMPS
IMPROPER USE OF FOG LAMPS
IMPROPER USE OF SPOT LAMPS
INCREASED SPEED WHILE BEING OVERTAKEN
INTERFERE WITH FUNERAL PROCESSION
INTERFERE WITH STREETCAR
LACK OF CAUTION ON GREEN ARROW SIGNAL
*LEAVING SCENE BEFORE POLICE ARRIVE
LEAVING SCENE OF ACCIDENT
MADE U-TURN ON CURVE OR HILL
*MAKE IMPROPER TURN

*MAKE LEFT TURN FROM RIGHT TURN LANE
*MAKE RIGHT TURN FROM LEFT TURN LANE
*MISCELLANEOUS CONDITION
NEGLIGENT COLLISION
NO DRIVER'S LICENSE
NO FLAGS ON PROJECTING LOAD DAYTIME
NO LAMPS OR REFLECTORS ON LOAD AT NIGHT
NO SEAT BELT-DRIVER
NO SEAT BELT-PASSENGER
OBSTRUCTED VIEW THROUGH WINDSHIELD
OBSTRUCTING TRAFFIC
*OPEN DOOR WHILE VEHICLE IS IN MOTION
OPERATE AT ERRATIC CHANGING SPEEDS
*OPERATE CONTRARY TO COND SPECIFIED ON DL
OPERATE MOTORCYCLE W/O APPROVED HEADGEAR
*OPERATE MV WITHOUT APPROPRIATE DL
OPERATE VEHICLE WITH CHILD IN OPEN BED
*OPERATE/USE VEH WITHOUT CONSENT OFOWN
OPERATING VEHICLE WHERE PROHIBITED
*OPERATING WITHOUT EQUIP REQUIRED BY LAW
*OVERLOAD VEH W/PASSENGERS OR CARGO
PARKED DOUBLE
PARKED FAILED TO STOP ENGINE
PARKED ON CROSSWALK
PARKED ON GRADE-FAILED TO TURN WHEELS
PARKEDUPON A BRIDGE OR IN TUNNEL
PARKED WITH HEAD LAMPS NOT DIMMED
PARKED WITHIN AN INTERSECTION
PARKED WITHOUT LIGHTS
PARKING ON ROADWAY
PASSED VEHICLE STOPPED FOR PEDESTRAIN
PASSED-INSUFFICIENT CLEARANCE
PASSENGER/LOAD OBSTRUCT VIEW OF DRIVER
*PASSING-INSUFFICIENT DISTANCE/VISION
*PASSING BARRIER PROHIBITING TRAFFIC
PASSING CONDITION
*PASSING ON THE WRONG SIDE
*PASSING SCHOOL BUS UNLAWFULLY
*PASSING WHERE PROHIBITED
PROBATION BBTR
PROHIBITED MTR VEH ON CONTROL ACCESS HWY
RACING
*RAN OFF ROAD
RAN RED LIGHT
RAN STOP SIGN
*RECKLESS-CARELESS-NEGLIGENT CONDITION
RECKLESS DRIVING
*RECKLESS DRIVING-CMV
RESTRUCTION VIOLATION-CMV
*RIGHT OF WAY CONDITION
*SEX OFFENSE IN A MOTOR VEHICLE
*SIGNAL INTENT CONDITION
*SIGNS/CONTROL DEVICE CONDITION
SLOWER VEHICLE FAILED TO KEEP TO RIGHT
*SPEED LESS THAN POSTED MINIMUM
SPEED-15 MPH OR MORE OVER POSTED LIMIT
SPEED UNDER MINIMUM
SPEEDING
*SPEEDING CONDITION
*SPEED IN EXCESS OF POSTED MAXIMUM
*TAMPER/ILLEGAL DISPLAY TRAF CNTRL DEVICE
TOO MANY RIDERS ON MOTORCYCLE
*TOWING OR PUSHING VEHICLE IMPROPERLY
*TRANSPORT HAZMAT WITHOUT PRECAUTIONS
*TRUCK FAIL TO LEAVE SUFFICIENT DISTANCE
*TURN CONDITION
TURNED LEFT FROM WRONG LANE
TURNED RIGHT FROM WRONG LANE
TURNED RIGHT TOO WIDE
TURNED WHEN UNSAFE
TURNED ACROSS DIVIDING SECTION
UNRESTRAINED CHILD UNDER FOUR
UNRESTRAINED CHILD UNDER TWO
*UNSAFE OPERATION OF VEHICLE
UNSAFE SPPED
UNSAFE START
*USE MV AS DEVICE TO COMMIT A FELONY
*USE MV FOR ILLEGAL ACTIVITY/NO FELONY
*USE MV IN CONNECTION WITH A FELONY

*USE MV TO AID AND ABET A FELON
*USE OF EQUIPMENT PROHIBITED BY LAW
VEH HAUL EXPL FAIL REDUCE SPEED AT RR CROSSING
VEH HAUL EXPL FAIL REDUCE SPEED AT RR CROSSING
VEHL HAUL EXPL FAIL STOP AT RR CROSSING
*VIOL IN CONNECTION W/FATAL ACCIDENT-CMV
VIOLATE DL RESTRICTION
VIOLATE DL RESTRICTION ON OCC LICENSE
VIOLATION OF RESTRICTION CONDITION
WARNING DEVICES NOT DISPLAYED
*WILLFUL/WANTON DISREGARD-CMV
WRONG SIDE OF ROAD
WRONG SIDE ROAD-PASSING ZONE
*WRONG WAY/SIDE/DIRECTION CONDITION

TABLE IV
SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION
Ten (10) Point Assessments

AGGRAVATED ASSAULT WITH MOTOR VEHICLE
ALCOHOL BEVERAGE CODE OFFENSE
CONTROLLED SUBSTANCE ACT OFFENSE
CRIMINAL NEGLIGENT HOMICIDE
DANGEROUS DRUG ACT OFFENSE
DISQ-BBUTR-CMV
DIS-BBUTR-CMV-HAZT
DRIVE WHILE LICENSE SUSPENDED
*DRIVER UNDER INFLUENCE-ALCOHOL-CMV
*DRIVING AFTER LICENSE DENIED
DRIVING UNDER INFLUENCE
*DRIVING UNDER INFLUENCE-DRUGS-CMV
DRIVING UNDER INFLUENCE OF DRUGS
*DRIVING WHILE IMPAIRED
DRIVING WHILE INTOXICATED
DRIVING WHILE INTOXICATED-PROBATED
DRIVING WHILE INTPOXICATED-SEC 24 (A-1) (1)
DRIVING WHILE LICENSE DISQUALIFIED-CMV
*DRIVING WHILE REVOKED
*DRIVING WHILE SUSPENDED
DRUG OFFENSE SEC 24B
*DUI-MEDICATION-CONTROLLED SUBSTANCE
*DWI CONDITION
DWI-BOND FORFEITURE
*DWI/ALCOHOL NARC OR PATHOGENIC DRUGS
DWLS-BOND FORFEITURE
FAILURE TO STOP AND RENDER AID
*FELONY-USE OF CMV
*FELONY-USE OF CMV-CONTROLLED SUBSTANCE
*FELONY-USE OF CMV
*FELONY USE OF CMV-CONTROLLED SUBSTANCE
FELONY-USE OF CMV
FELONY-USE OF CMV-CONTROLLED SUBSTANCE
*FSRA/ACCIDENT RESULT IN BODILY INJURY
*ILLEGAL POSSESSION ALCOHOL/DRUGS IN MV
INVOLUNTARY MANSLAUGHTER
*LEAVING THE SCENE-CMV
MURDER WITH MOTOR VEHICLE
PROB.04 OR MORE-CMV
PROB.04 OR MORE CMV-HAZT
PROB--BBUTR-CMV
PROB-BBUTR-CMV HAZT
*REFUSE TEST FOR ALCOHOL-DWI
VOLATILE CHEMICAL ACT OFFENSE

*ANSI out of state violations

TABLE V
SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION
Ten (10) Point Assessments

*ADMINISTRATIVE PER SE
ALR CMV DISQUALIFICATION-.04 OR MORE
ALR CMV DISQUALIFICATION-.04 OR MORE – HAZMAT
ALR CMV DISQUALIFICATION-REFUSAL
ALR CMV DISQUALIFICATION-REFUSAL-HAZMAT
ALR SUSPENSION-FAILURE
ALR SUSPENSION-REFUSAL
*DISQUALIFIED – ALCOHOL .04/MORE-CMV
*DISQUALIFIED-ALCOHOL .04/MORE-CMV-HAZMAT
*DISQUALIFIED-REFUSE ALCOHOL TEST-CMV-HZM
*DISQUALIFIED-REFUSED ALCOHOL TEST-CMV
*ANSI out of state violations

REVIEW PROCEDURES FOR DISQUALIFICATION APPEAL

Ten (10) penalty points should automatically be assessed for any of the code entries listed above that appear on the driver's license record of school bus driver. Any persons disqualified from driving a school bus on the basis of penalty points assessed from an Administrative License Revocation (ALR) suspension or disqualification appearing on their driver's license record and who has properly filed an appeal, may request the points be withdrawn pending appeal of the ALR judge's decision.

The school bus driver must provide to the designated person(s) a file-stamped copy of the appeal filed with the State Office of Administrative Hearings and Texas Department of Public Safety. Once the designated person(s) has confirmed that an appeal has been properly filed, the penalty points assessed for an ALR suspension or disqualification shall be removed from the applicant's driving record *pending* the final decision of the appeal if:

(1) the applicant's driver's license has not been suspended as a result of any alcohol-related or drug-related enforcement contact (as defined in the Texas Transportation Code Annotated § 524.001) during the five (5) years preceding the date of the person's arrest; and
(2) the person has not been convicted during the ten (1) years preceding the date of the person's arrest of an offense under:
   (A) Article 67011-1, Revised statutes, as that law existed before September 1, 1994;
   (B) Section 19.05 (a)(2), Penal code, as that law existed before September 1, 1994;
   (C) Section 49.04, Penal Code; or
   (D) Section 49.07 or 49.08, Penal Code, if the offense involved the operation of a motor vehicle.

A withdrawal of the penalty points under this table is effective for not more than ninety (90) days after the date the appeal petition is filed. On the expiration of the ninetieth day, the person(s) designated by the employer shall assess ten (10) penalty points. An extension of the ninety day period or additional time shall not be allowed.

If, in the final decision of the court, the driver's license is not suspended / disqualified, no penalty points shall be assessed. If, in the final decision of the court, the driver's license is suspended or disqualified, ten (10) penalty points shall be assessed for each suspension or disqualification arising from a separate arrest.

Credit for concurrent suspension arising from same alcohol-related accident

If a criminal conviction occurs that arises out of the same arrest as the ALR suspensions/disqualification, the penalty points shall be assessed for the Table IV criminal conviction only. Only disqualification time already served under the Table V disqualification will be credited to the Table IV disqualification time period. The total disqualification period arising out of the same arrest shall not be longer than seven (7) years.