

**Romulus Central School Transportation Department
Chain Of Command Organizational Chart**

TRANSPORTATION SUPERVISOR

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Fleet Manager/Mechanic/Driver

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Transportation Dispatch/Secretary

:
:
:

Bus Drivers

Bus Attendants

Substitute Bus Drivers

Substitute Bus Attendants

In the absence of the Transportation Supervisor, the Fleet Manager and dispatcher/Secretary will work together to resolve issues.

NOTE: In the absence of the Supervisor, Fleet Manager and Secretary, the person in the most knowledgeable position should take charge, depending on the situation.

SCHOOL TRANSPORTATION PHILOSOPHY & POLICY

The primary responsibility of all personnel involved with transportation is the safety of the children. Consistent with the safety theme, efforts will be made to provide transportation in the most economical and practical way. To accomplish these goals, it is essential that bus drivers understand and adhere to the rules and regulations set up to govern the system.

BUS DRIVER GENERAL JOB DESCRIPTION

General Statement of Duties: Driver operates a school bus on an assigned route, and when necessary, performs maintenance tasks in connection with such operation; does related work as required.

Distinguishing Features of the Class: This is manual work of average difficulty, requiring skill in the operation of a large automotive vehicle. The operator is responsible for the safety and conduct of the children who are passengers. The work is performed under general supervision, the operator has considerable leeway in carrying out the details of the work.

Examples of Work: (Illustrative only) Operates a school bus on a regular schedule or on special occasions; Checks the operating condition of the bus before starting on a trip; maintains route descriptions and maps, as well as updates, and reports any changes as they occur. Report any mechanical defect to your immediate supervisor; instructs or informs children about safety practices when entering and leaving the bus; maintains orderly conduct of children on bus; may be required to operate a van or other similar vehicle; may be required to perform minor maintenance tasks on the vehicle.

Required Knowledge, Skills and Abilities: Good knowledge of driving safety practices, traffic laws, and regulations; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; good physical condition.

Acceptable Experience and Training: Eligibility for a CDL B Chauffeur's license with S-endorsement, issued by the New York State Department of Motor Vehicles at the time of application for appointment; meets all SED, DOT and DMV requirements; possession of the license at the time of permanent appointment.

Part I - Bus Driver's Daily Responsibilities - Procedures

Specific Duties: Daily complete and submit the D.O.T. defect/mileage sheets. Keep the bus clean - Sweep daily; keep windshield, rear window, and mirrors clean. Fuel your own bus - Never fuel bus with engine running; never fill tank with students on the bus; fill tank upon return to bus parking area.

Responsibility to the Board of Education & Superintendent: To understand and honor the conditions of your employment. To take maximum precautions for the safety of the pupils placed in your care. To take good care of the equipment entrusted to you. To understand and support school policy. To assist in the establishment of desirable attributes in pupils. To heed all regulations relating to routing, schedules, loading and unloading. To observe faithfully school requirements relating to transportation reports. To practice every practical economy so that maximum service may result. To maintain desirable personal habits and moral standards.

Interaction with Supervisor of Transportation: To comply with the requests of the Supervisor of Transportation. To recognize that all transportation employees are under the supervision of the Transportation Supervisor. To cooperate with the bus safety program. To report all matters of discipline and to cooperate in the correction of them. To observe all regulations relating to routing and schedules as conveyed by the Transportation Supervisor. To conduct themselves in a professional manner. To recognize the authority of the Fleet Manager as the driver's immediate supervisor in the absence of the Transportation Supervisor. To make all necessary reports

in accordance with the Supervisor's direction. To inform the Mechanic Fleet Manager of any mechanical defect on your bus. Use the Daily Bus Report sheet (D.O.T. defect sheet) to report this - *DO NOT RELY ON A VERBAL REPORT*.

Emergency Procedures: Each bus driver will maintain a daily seating chart for use in case of an emergency, a list of emergency phone numbers, and a route information sheet.

Breakdown Procedures: Call base on 2-way radio. If the 2-way radio is not working, stay on the bus and use your personal cell phone to call the Transportation office and let them know where you are and what is wrong. Never push the bus or allow students push the bus. Do not let anyone tow or push the bus without the Transportation Supervisor's permission.

Accident Procedures: Each year numerous accidents involving school buses occur in New York State. The driver should be aware of the responsibility and the exact procedure to be followed if they are involved in a traffic mishap. In this regard, there are certain basic rules, which should be followed by the driver who is involved in an accident. * Stop immediately. * Use 2-way radio, if operable. * Quickly survey passengers. * Protect the scene. * Use triangles as appropriate.

Render assistance to the injured. Send - do not go - for help. Each bus has a body fluid kit. The school safety officer does instruction on its' use in the "Right-to-Know" session at the August refresher each year. Fresh supplies and gloves are available in the Transportation Office. If you need help with supplies, please see any one in the Transportation Office or the Safety Officer.

- Do not move vehicle unless police tell you to.
- Get names and addresses of witnesses.
- Supply name and address, operator's license number and vehicle registration to proper authority.
- Get similar information from all the drivers involved. Also, get the name of their insurance carrier.
- Get names and addresses of occupants of other vehicles.
- Determine extent of injuries.
- Make notes of damages to vehicles or property.
- Refrain from trying to argue, place blame, and make settlements.
- Do not sign statements.
- Match your seating chart to all bus occupants.

Accident Reporting: The reporting of accidents or mishaps in writing cannot be emphasized too strongly. In any given case, it may be necessary to report to one or more of the following agencies:

- Local authorities and school administration.
- Commissioner of Motor Vehicles.
- Public Service Commission.
- State Education Department.

When the accident involves personal injury, the driver should fill out MV-104 forms, and or other approved district reporting forms, for an injury to any passenger, no matter how trivial you may feel it is (this could be such things as bumped knees, cut lips, or injury caused by falling on the stairwell of the bus). In any case, when the driver is unaware of such accidents but has them brought to his attention by the school administration or a parent, he should fill out the appropriate form, making a statement to the effect that he/she "was not aware of anything out of the ordinary happening" on the school bus that day. The driver has the obligation to tell the truth and not to report on what students think they saw. The driver should immediately report all personal injuries to the Transportation Supervisor. The Supervisor will make further necessary reports.

Any school bus accident involving personal injury or property damage of \$1000.00 or more must be reported to the Division of Educational Management Services of the State Education Department. The necessary form can be secured from the office. Drug and alcohol testing is required, per policy. Reasonable suspicion training has been provided and will be enforced, per policy.

CALLING IN SICK

Call the Fleet Manager or Dispatcher/Secretary on the number they provide the department personnel. If you do not have the appropriate numbers, ask for them.

SCHOOL CLOSING PROCEDURES

- A recorded Parent Square message will go out as soon as the Superintendent of Schools makes the determination to close. The Fleet Manager and Dispatcher/Secretary will also contact each Transportation staff member to ensure that all are aware.
- Be sure that we have your correct telephone number and a stand-by number where you can be reached on snowy days or in the possible event of an emergency closing.
- When school is closed, all activity runs are cancelled unless special arrangements are made.

SAFETY

Each school bus driver should be familiar with safe driving practices and the rules and regulations established to promote school bus safety.

Special Driving Rules:

- Drivers shall be familiar with the Vehicles and Traffic Law and the Regulations of the Commissioner of Education pertaining to pupil transportation.
- Drivers shall make a full stop at all railroad crossings and at state highways before crossing and comply with the SED requirement of opening the door.
- Drivers shall give warning before making a left-hand or right-hand turn.
- Drivers shall not leave the school bus when children are inside except in case of emergency, and in such case, before leaving the bus the driver shall stop the motor, remove the ignition key, set the auxiliary brake, and leave the transmission in gear.
- Driver shall not turn right on red.
- Driver shall not allow any unqualified person to sit in the driver's seat.
- The two-way radio should only be used when necessary and all transmissions should be relayed in a professional manner. There should be no personal comments.

Defensive Driving:

In addition to the Commissioner's regulations, there are certain defensive driving practices, which should be observed by all school bus drivers. These include the following:

- Safety is first; schedules are secondary. Safe driving takes precedence over all other considerations.
- Definition of a safe, defensive driver is one who is careful not to commit driving errors himself, who makes allowances for lack of skill or lack of proper attitudes on the part of other drivers, allows for weather and road conditions or the actions of pedestrians and other drivers to involve him in an accident. He keeps continually on the alert, recognizes any accident-producing situation far enough in advance to apply the necessary preventative action, and concedes the right-of-way when necessary to prevent an accident.
- Brakes must be tested before operating the school bus. Don't start on a trip if the condition of the brakes is questionable. The bus must be operated within its mechanical limitations. If the brakes are inadequate for safe operation, park the bus off the road if possible and immediately call the garage.
- Windshields and mirrors are to be kept clean for clear visibility. Paper towels or napkins should be in every bus. If necessary, open the side window for proper ventilation, and report any defective defroster. Mirrors are to be properly adjusted. Report for repair any cracked or defective mirror.
- Smooth starts and smooth stops will prevent personal injuries and preserve equipment. Reduce speed over rough roads. Gears are to be meshed without clashing. The bus is to be held by the brake on any grade and not by power.

- Avoiding collisions at intersections is the bus driver's responsibility. Approach at a prudent rate of speed, observe to right and left and have bus under control to stop if necessary. Use turn signals. Get into the proper lane for a turn. Before making a turn, make sure that no vehicle is approaching from the rear and that the turn can be made without interference with oncoming traffic or pedestrians.
- Passing - before attempting to pass, use mirrors to check traffic. Use turn signals when changing lanes. Sound horn if necessary. Do not pass on the right unless a passing lane is provided.
- When following traffic, maintain a safe braking distance between your bus and vehicle ahead for full assurance that you can stop, should the vehicle ahead make a sudden stop. **THERE IS NO EXCUSE FOR COLLIDING WITH THE VEHICLE AHEAD.**
- When approaching a designated stop, allow plenty of room for unexpected actions of the children. There will never be any excuse for running over a child whom others unexpectedly push in front of a school bus or who suddenly makes a move placing himself in such danger. Every student should be seated before starting. Students through 5th grade will need to use a seat belt when on a district bus or other vehicle.
- When stopping, observe oncoming traffic and check rear view mirrors. Make the stop in a manner so as not to endanger passengers or place the bus in danger of being struck. You should have the parking brake set and in neutral at every stop.
- All backing movements should be done with absolute safety. Be certain that the area behind the bus is clear. Get a guide whenever possible. Keep backing on the school grounds to a minimum.
- No bus shall be driven at a speed greater than is reasonable and prudent, having due regard for weather, traffic and road conditions.
- Whenever passengers must stand while the bus is in operation, make certain that they move to the middle and that no one is standing ahead of the white line.
- All lights on a school bus must be in operating condition. Burned out or defective lights must be repaired before operating the school bus under conditions where these lights must be in operation.
- No passenger is to be permitted to board while the bus is in motion.
- School bus operators should always give pedestrians the right-of-way.
- Make an effort to get a disabled bus out of the roadway and into a safe place where it is protected from further damage. It is recommended that emergency equipment, such as reflectors, be displayed.
- When you have knowledge of road hazards, make a report to your supervisor for investigation and correction.

ANIMALS ON SCHOOL BUSES:

Animals may be carried on school buses under the following conditions:

- With the pre-approval of Transportation Supervisor, under extenuating circumstances.
- If needed for a disability, (Seeing Eye dog, under IDEA laws).

Part II - School Bus Driver - Qualifications and Relationships.

All drivers must pass the required annual 19-A physical and comply with any follow up requests, as per Board of Education Policy.

A. Relationship to parents and the driving public

The school bus driver is, in a sense, an important public relations agent for the school. The driver's relationships with parents, pupils and the public can influence sentiment toward the school for good or for ill.

1. Relationship to parents

Parent cooperation is necessary in maintaining acceptable standard of education and discipline in the schools. The school bus driver can favorably impress parents by:

- a) Adhering strictly to the time schedule.
- b) Observing strictly all traffic rules.
- c) Demonstrating a firm but friendly attitude toward pupil passengers.

2. Relationship to the driving public

The motoring public is influenced in its attitude toward the school by the actions of the school bus driver. In order that these drivers are favorably impressed, the school bus driver should observe the following rules:

1. Obey all traffic signs, rules and regulations.
2. Use flashing red signal lamps only when receiving or discharging passengers.
3. Be considerate.
4. Don't lose your temper.

B. Relationship To Pupils

The attitude of the driver should be consistent with the three F's (firm, friendly, and fair). A good school bus driver is able to control pupils without alienating them.

CHARACTERISTICS OF A WELL – DISCIPLINED BUS

1. The pupils practice a proper amount of self-restraint for their developmental stage.
2. The bus driver adheres strictly to the schedule.
3. The pupils themselves frown upon "horseplay."
4. The pupils enter and leave the bus in an orderly fashion.
5. The pupils remain seated after entering and before leaving the bus.
6. A friendly, but not intimate, feeling exists between the driver and the pupils, especially at the secondary level.
7. Pupils refrain from thrusting their arms out of windows and keep their legs out of the center aisle.
8. The pupils hold conversations in a normal tone of voice so that driver distraction is kept to a minimum.
9. The pupils accept the authority of the driver.
10. The rules of conduct are well established and there is a high degree of compliance on the part of the pupils.

ACCEPTABLE FORMS OF DISCIPLINARY ACTION

The authority of the bus driver is the same as that of a teacher in the classroom. Disciplining a student should be confined, as far as possible, to talking to the student. The more you can handle these problems yourself, the stronger your position will be. Refer hard-core problems to the building principal. See Board of Education Regulation 9005R.1

EMPLOYEE DISCIPLINARY PROCEDURES

Everyone in the transportation department is a professional and is expected to act that way at work and in the public. Employees are expected to treat each other as professionals. If there are any derogatory remarks made at work or in public about one another or the district, disciplinary procedures will be initiated.

Step 1 - Discussion of the Problem or Issue

- Describe concerns.
- Inform the employee that there will be a verbal warning next time.

Step 2 - Verbal Warning

- Discuss previous discussion.
- Inform the employee that the next step will be a written warning.

Step 3 - Written Warning

- Detail the next step.
- Representatives for employee and administration may be present.

Step 4 - Suspension without pay.

- Detail the next step.
- Representatives for employee and administration will be present.

Step 5 - Termination

TRANSPORTATION

ROUTING: Bus routes are laid out to accommodate the greatest number of pupils as safely and economically as possible. Factors involved are time, walking distances to pickup points, road conditions, bus turnarounds and the age of children. Routing problems should be discussed with the Fleet Manager.

REQUEST FOR BUS STOP CHANGE: A bus driver will not establish a new bus stop without first obtaining clearance from the Fleet Manager. Students will be transported as indicated on their bus notifications. Any deviation requires notification to the parent or guardian.

REQUEST FOR ROUTE CHANGE: Routes are revised and approved annually at the start of the school year. Changes are to be authorized by the Transportation Supervisor and Fleet Manager. Any major change should be authorized by the Board of Education.

POSITION OF THE BUS DRIVER: The bus driver has tremendous responsibility. Upon them rests the safety of the children and the efficiency of the transportation system. In addition to operating the bus safely, the driver is responsible for the reasonable behavior of the children in transit. If children cause a disturbance, they may distract a driver at just the wrong moment and cause an accident. Section 163 of the Regulations of the Commissioner of Education states that the driver has the same authority over the children on the bus as does a parent.

BUS SAFETY DRILLS

It is required by law that we have 3 bus safety drills per year: 1st - during the first week of school; 2nd - before January 1; and 3rd - prior to May 1. All bus drivers will comply with this directive.

SUGGESTED PROCEDURES TO FOLLOW WHEN CONDUCTING A BUS SAFETY DRILL:

The dispatcher/Secretary will notify all drivers when a safety drill is scheduled and due. When arriving at the designated area, park the bus and shut off the engine. Tell your students that a safety drill is being conducted and that they are to remain seated. The driver proceeds as follows:

- Explain that despite all precautions, accidents do happen and that the students should know how to meet the emergency.
- If an accident does happen, DO NOT PANIC - stay calm.
- If the driver is injured, the students should know:
 - Where and how to shut off the engine and how to set the parking brake.
 - The location of the fire extinguisher and how to remove it from the bracket.
 - The location and use of reflectors/triangles.
 - The location and contents of the first aid kit.
 - The location and use of emergency doors, windows, and hatches as a means of escape.
 - The location and use of the 2-way radio.
- The driver, in the event of an accident, will make the pupils as safe and comfortable as possible, moving them to a safe location if necessary. If there is no danger of fire or if the bus is not subject to greater damage to the students, keep them on the bus. Should the driver be injured and unable to take control of the situation, and then a responsible student will have to assume control until help arrives.

- Remain in the bus unless there is danger of fire or if there is the possibility of further danger or injury due to the position of the bus.
- Send a responsible person for help, if necessary. If still functioning, use the 2-way radio as a means of getting assistance.

In accidents involving injury, tell students that the following procedures should be observed:

- DO NOT move the injured unless necessary and then ONLY when the extent of the injury has been determined and such movement is deemed safe.
- Keep other students and onlookers away from the injured.
- Keep the injured quiet and lying down.
- Give first attention to those who appear to have stopped breathing or who are bleeding excessively.
- Keep the injured warm, make them comfortable, and try to keep them as calm as possible.
- If the 2-way radio doesn't work, use a cell phone to call for help.
- Prevent the injured from seeing their injuries.
- Have two responsible students move to the emergency door at the rear of the bus. Again, explain the use and operation of the emergency door. At this point the observer should leave the bus by the front door and position himself at the rear emergency door.
- Have one of the above students open the door to its widest point. These two students should leave the bus. Again, explain the use and operation of the emergency door.
- Starting with the first two seats in the front have the students stand and then proceed slowly and quietly to the rear of the bus and out the emergency door.
- Students should NOT jump; they should sit and scoot.
- Caution all students to be careful disembarking. The door is high and if caution is not exercised, they could injure themselves. Let the two students stationed at rear exit help them off the bus.
- Caution students to be extra careful to prevent ankle injuries, if they happen to be wearing shoes that could be considered unsafe.
- It may be necessary for observer to help smaller students disembark.

Finally, it is very important that the bus driver impress on the students that this is a very important exercise. We all hope that an emergency such as this never occurs, but if it should, these drills will be invaluable in their ability to cope with the situation. It is also important that strict discipline be maintained during the entire drill. Misconduct reports shall be filed on any student who does not comply or cooperate with the bus driver during this emergency drill.

SCHOOL DISTRICT TRANSPORTATION - DIRECTIVES AND PROCEDURES

- No parking in front of the school. All school vehicles should only park in designated parking spots.
- Drivers should only pick up those students assigned to their own route. If a driver arrives at a stop and another student is present, allow them to ride, but notify dispatch. In an emergency or breakdown, call base for permission to pick up someone else's students. Call the regular driver when appropriate.
- Buses should not be idling or warming for longer than 5 minutes (NYCRR 217). Idling of buses in bus loops or parking area is not permitted. This item will need to be scrutinized and reviewed per issue involved. (Some bus radios won't work if the bus is off). Turn bus key to accessory.
- All buses should use their red warning lights when loading or unloading students at all buildings.
- Speed limit at all bus loops is 5 m.p.h.
- Drive with headlights on.
- No pressure cans on buses.
- No beverage of any kind is to be consumed on the bus while driving. It is acceptable to bring a closed drink with you if you are going on a field trip, but it needs to be kept in a safe storage area while you drive.

- Nothing is to be placed in the driver's compartment that will cause a distraction or impair vision. This includes coffee cups, objects on the mirrors, side and front windows, defrosters, etc.
- It is New York State law that cellular phones are not to be used while driving. They should be turned off and kept in a closed compartment. I cannot be kept visible to the driver.
- It is the driver's responsibility to keep an up-to-date bus route description. Give updates to the Dispatch/Secretary as they occur.
- If a parent or student asks to make any changes, or tries to send a message with the driver, direct them to call the school. Do not take a message or make a change.
- Attendance is required for safety meetings.
- Run your route the same every day so there will be little or no variation in your time schedule. Unless there is some strong reason, students that are picked up last should be dropped off first to equalize riding time. See the Transportation Supervisor for any variation.
- Dress code: No open toed or strapless shoes. Shirts should be long or short sleeves. Shorts can be worn but should be at least mid-thigh length.
- "Warrior" wear is no longer allowed at school or school sponsored events. Clothing with the school logo should contain the Royals or Romulus logo only.

DIRECTIVES AND PROCEDURES CONCERNING STUDENTS:

- Students are to ride their regularly scheduled bus run or be on the late bus list. Drivers should not keep students on the bus outside of their scheduled time.
- Drivers do not have the right to refuse a student's transportation to or from school. Only the building principal and the Superintendent have that authority.
- No sales of any kind are allowed on the bus by students or drivers.
- Students are not to change seats while the bus is in motion.
- Containers that cannot be safely held on a student's lap are not allowed on the bus.
- Keep students on the bus. Do not allow them off at buildings to get a drink of water, etc.
- Do not move the bus until everyone is seated.
- Tell students that must cross in front of the bus to wait for your signal when it's safe to cross. You **MUST** tell them every day.
- All students through 5th grade are required to wear a seat belt.
- Students are not allowed to sit in the stairwell.

Office of the Superintendent Romulus Central School Administrator's Regulations Conduct on School Vehicles

Consistent with the requirements of the Board of Education's Policy on Conduct on School Vehicles, the Superintendent issues the following Administrative Regulations concerning student conduct. School Vehicles shall include all vehicles owned, operated, leased or contracted by the District for regular bus route runs, activity runs, athletic trips, field trips, or any other trips approved by the District. *No employee shall use their personal vehicle at any time for the transportation of students.*

Standards of Behavior

- Students are expected to practice the same kind of conduct expected in the classroom.
- Students are expected to be courteous to one another and to the driver. Profane language or obscenity is not allowed.
- Drinking and eating on school buses is not allowed except with the permission of the bus driver and/or a teacher supervisor. If food is permitted on the bus, students are responsible to leave the bus clean.

- Do not litter the bus; help keep it clean.
- Cooperate with your driver. You are expected always to follow any reasonable request made by a driver or their adult supervisor on the bus.

Bus Conduct and Discipline (Reg. 7340R.3)

- Smoking is not permitted on the bus. Alcoholic beverages are not allowed on the bus. Coffee, soda, snacks, etc. should be kept in proper storage and are not to be assessable while driving.
- Do not damage the bus or equipment on the bus. Students and their parents are responsible for any damage.
- Stay in your seat on the bus. The driver cannot give full attention to driving when people move around.
- For your safety, keep your head, hands and feet inside the bus.
- Pushing, shoving, fighting is forbidden. Intimidation, verbal or physical will not be tolerated.
- Do not tamper with emergency doors, windows, or any other equipment on the bus.
- Do not bring pets on the bus unless you have first received permission from the Transportation Supervisor and the bus driver.
- Do not bring flammable materials on the bus.
- Do not throw any objects on or from the bus. Keep books, musical instruments and other articles secure so they do not injure other students or distract the driver.
- Any act that endangers, impairs, or impedes the health, safety, or welfare of others on the bus will not be tolerated.

Bus transportation is regarded as an extension of the regular school day. Strict observance of certain rules is necessary to ensure the safety of those who ride the bus. Standards of behavior and respect for others are always expected on all buses.

Bus drivers will make every effort to see that children behave on the bus. When a behavioral incident arises on the bus, the driver will attempt to handle the problem with the student. This could be as simple as speaking to the student or assigning a different seat. Should these options fail, in the interest of the safety of other students on the bus, it may become necessary to suspend the privilege of bus transportation for the offending students.

TRIP POLICIES

Outside Trips will be posted well in advance when possible. The trip sign-up sheet is available for the drivers to accept or decline on a weekly basis. Drivers need to give the office 24 hours notice prior to canceling their obligation to an extra duty trip. It is the driver's responsibility to find coverage if a trip you sign up for interferes with one you are already doing.

When there is little or no notice given for short trips, the list will be followed until a driver is found. Those who could not take the trip because of short notice will not be penalized.

Trips will not be split, unless the bus or driver is needed for another run. If the trip is between 9 and 10 hours long, the driver must take the time between the ninth and tenth hour as an unpaid meal break. If the trip is between 10 and 14 hours long, the driver must take one full hour of unpaid break. If the trip is between 14 and 15 hours long, the driver must take the time between the fourteenth and fifteenth hour as an additional unpaid break.

Regular contract drivers may not be allowed to take extracurricular trips which would overlap into their regularly schedule runs, with the exception of 8-hour trips, unless coverage is prearranged.

PRE-CHECKS – POST CHECKS

+(D.O.T. 721.21b) "The operator of more than one bus shall require each driver to complete and file at the completion of his day's work or tour of duty a report showing the bus number, road failures and any defects noted. If no defects are evident, the report shall indicate this fact. Such reports shall be carefully examined; all the defects noted therein shall be corrected before the bus is returned to service".

+(Fed. D.O.T. 392.7-8) "Equipment, inspection and use." No motor vehicle (used in the transportation of passengers) shall be driven unless the driver thereof shall have satisfied himself that the following parts and accessories are in good working order, nor shall any driver fail to use or make use of such parts and accessories when and as needed:

Service brakes, including trailer brake connections.
Steering mechanism.
Tires.
Windshield wiper or wipers.
Coupling devices.

Parking (hand) brake.
Lighting devices and reflectors.
Horn.
Rear-vision mirror or mirrors.

Emergency equipment, inspection, and use: No motor vehicle (used in the transportation of passengers) shall be driven unless the driver thereof is satisfied that the emergency equipment required is in place and ready for use; nor shall any driver fail to use or make use of such equipment when and as needed."

STARTING/SHUTDOWN DIESEL BUSES

Follow the Drivers Daily report.

PRIOR TO STARTING: Check oil and coolant levels with a cold motor. It is best to check this before leaving on your afternoon route.

- Engage starter to start engine.
- IMPORTANT: DO NOT increase engine speed until oil pressure gauge indicates NORMAL. Shut engine down if oil pressure does not register on gauge within 20 seconds.
- Warm up engine for 3 to 5 minutes. Check all gauges during warm-up period.
- Low idle speed for 9.0-liter engine is 500-750 RPM when cold. If engine operation includes extended periods of idling, but not over 5 minutes, low idle speed should be temporarily increased by adjusting the throttle cable to 1200 RPM during these periods.
- Return engine to specified low idle speed before normal operation is resumed.
- To receive satisfactory engine performance with maximum fuel economy and service life, the following general engine guidelines should be followed:
 - Start vehicle in motion by utilizing the 2nd gear in the transmission (unless driving with automatic transmission) that will enable the engine to easily start the load without slipping the clutch. Accelerate smoothly and evenly to engine rated speed.
 - Rapid acceleration will result in high fuel consumption with no increase in performance. Engine speed should not be permitted to drop below 1500 RPM to avoid lugging conditions.
 - When approaching a hill with standard transmission, accelerate smoothly to start the upgrade at full power, then shift down as needed to maintain correct vehicle RPM's.
 - The tachometer indicates engine RPM. The engine can be operated between 1500-3000 RPM without damage, but should not be allowed to over speed in a low gear (such as going down hill). Automatic transmissions may up shift going down a steep hill. This is normal.
 - BEFORE SHUTTING DOWN ENGINE, operate at low idle for 3 to 5 minutes to allow the turbo charger to cool.

- After the 3-5 minute cool down, engine shutdown can be completed by FIRST - turning off the key; then pull - ENGINE STOP CONTROL.

Emergency Response

- Follow the procedures listed in the Building Emergency Response Plan Summary that is updated and disbursed to all RCS employees yearly.
- A booklet should be kept in every district vehicle.

FORMS

The following is a description of various forms that are required, with an explanation of their use and who to turn them in to. All forms can be found in the Transportation Office. If you don't find the form you are looking for, ask for them.

Bus Driver Vehicle Inspection Report: (Daily Report)

Fill in the bus number, your name, and the date. When you fuel your bus, record the gallons on the line provided.

Keep mileage for regular routes (student miles) separate from extra curricular miles (field trips, mail runs, sports trips, etc.) Mileage for down time should not be included. Example: If a BOCES driver leaves for breakfast after dropping students, deduct the travel mileage to and from the restaurant.

Check off the pre-trip and post-trip section for defects. Also check for sleeping children. There are serious ramifications when a child is left alone on the bus.

There is no need to start a new sheet for a different driver using the same bus on the same day. There are enough spaces provided to sign the completion for two drivers. The sheet should be signed using your legal name - just as it is written on your driver's license.

You should give a brief description when listing mechanical problems. Problems should always be in writing. Never just tell the mechanic. If you are not sure what to write down, ask; but even if you spoke to the Fleet Manager, write it down. This will give us a written record of all problems occurring with the bus for the Fleet Manager's future reference.

Time Off Request:

This form is to be filled out to request time off for sick, family sick, personal, without pay, etc.

Claim (Invoice) Form:

This form is used to submit receipts for license fee re-imbursements or other miscellaneous items. We use the E-Z pass for the thruway, but on occasion we need to pay out of pocket. You will be refunded the money upon submittal of a signed receipt and claim form. Sign the receipt and attach it to the form. Complete the form, sign it, date it and turn it in to the transportation office to be processed for re-imbursement. Re-imbursements are paid once a month.

Extra Duty Sheet:

Requests for Transportation are completed prior to all extra trips. Once a driver is assigned to a trip, outside of their daily runs, it will be placed in the driver's mailbox. Upon completion of the trip, the form goes into the designated place in the Transportation Office.

Trip Sheet:

- The top section of this form shows the date of the trip, your destination, the group you will be transporting, the trip location, and the departure time.
- The bottom of the form is to be completed by the driver. Arrive 15 minutes before the departure time listed in order to complete your pre-trip. Starting and ending time needs to be recorded.
- Record your mileage.

Incident Report for Student Behavior:

Please fill these out accurately and completely. Write exactly what was said or done. Complete the report immediately upon returning to the garage while the incident is still fresh in your mind and submit it to the transportation office. Prompt action on written referrals will ensure that the student is disciplined while the incident is still fresh in the student's mind. It's hard to discipline a student when they don't remember because the driver has waited too long to submit the report. You get better results from administrators when reports are timely and accurate. Reports are reviewed by the transportation office. The report is then submitted to the Transportation Supervisor for review and discipline. A copy of the report is kept on file in this office.

Random inspection on fleet:

This form will be used when a bus is randomly inspected for cleanliness and general maintenance.

Pre-DOT inspection sheet:

Buses that are due for DOT inspection will be pre-inspected a week before the date of inspection.

Employee Safety Infraction Notice:

This form is to document violations of bus policy/procedure, violation of safety rules/procedures and damage to district equipment. The form will be reviewed by the safety committee at the end of the school year to determine the award or loss of the bus driver safety award (This pertains to regular drivers only. Subs don't get safety awards).

