



**2018-19**

**ANTHONY INDEPENDENT  
SCHOOL DISTRICT**

**TRANSPORTATION DEPARTMENT  
Bus Driver handbook**

Rev 5/24/2018

**ACKNOWLEDGEMENT OF HANDBOOK  
2017-2018**

The purpose for the Employee Handbook is to inform all Transportation Employees of current Transportation Department policies and procedures. This "Acknowledgement of Handbook" form is to ensure that each employee is aware and knowledgeable of all policies and procedures of the department.

I accept and understand the Anthony Independent School District Transportation Department Handbook and have read the contents prior to my start date. I fully understand these policies and procedures and understand that failure to follow these policies and procedures will be reflected in the evaluation of my job performance and could result in disciplinary action or termination of my employment with Anthony Independent School District.

I also accept that route assignments are subject to change when determined to be in the best interest of the District.

I also understand that if I hold the position of a bus driver, a condition of my employment is that I must maintain and possess at all times a valid Texas "CDL" license (with P and S endorsement) as a driver for the Anthony Independent School District, along with a DOT medical card and a Texas School Bus Driver Safety Training Certificate. I am aware that if for any reason my license is suspended, revoked or reclassified, I cannot drive for the Anthony Independent School District (not having or non-renewal of liability insurance may result in your license being suspended in the State of Texas). I am also aware that I must report driver's license suspension, revoked license, reclassification, arrests, or any kind of traffic citation (private and/or district vehicle) to the management of the Transportation Department within three days. Failure to comply with this directive may result with my termination as an employee of the Anthony Independent School District. (DBA Legal)

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**Print Employee Name**

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**Employee Signature**

**Date**

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**Administrator Signature**

**Date**

**ALL TRANSPORTATION EMPLOYEES MUST SIGN THIS STATEMENT.**

**Dear Transportation Employee,**

Welcome to the Anthony Independent School District! I am pleased that you are a part of this department. As a vital member of our staff, we hope you enjoy your position as a Transportation Department employee. The Transportation Department is demanding at times but is also very rewarding. Your mental alertness and professionalism will be tested on numerous occasions; and hopefully, with the proper training, you will be ready to face the challenges.

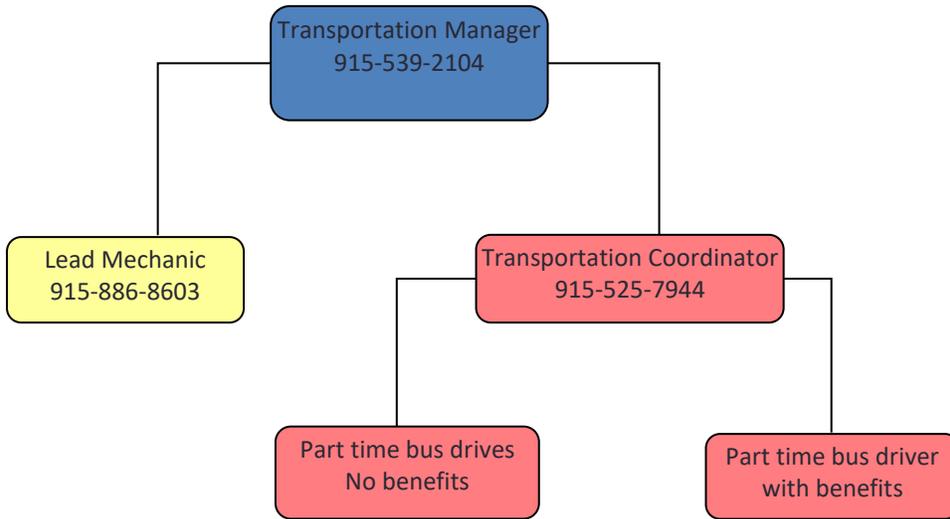
This handbook has been developed to provide you with guidelines necessary to perform your job responsibilities. It is based on state and federal regulations, AISD School Board policies, and Transportation Department rules and procedures.

Your contributions to the students and community are appreciated and vital to the success of the transportation mission. I am confident that you will perform your duties and responsibilities to the best of your ability and with the highest degree of professionalism. As a reminder, the policies and procedures in this handbook are subject to change at any time. Thank you for your dedication and commitment as you undertake this important assignment in the Anthony I.S.D. Transportation Department.

Sincerely,

Erica S. Torres  
Maint. & Trans. Manager

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# Employee Information

## **BUS DRIVER RESPONSIBILITY**

It is the sole responsibility of the driver to maintain a current DOT physical, valid Texas CDL with P and S endorsement and an up-to-date state certification. All bus drivers are held responsible for the operation of their assigned bus in a safe and proper manner as required by Federal, state and local laws. It is also the responsibility of the driver/attendant to adhere to all policies of the Anthony Independent School District and directives of the Transportation Department. Any unsafe operation of your bus or failure to follow District or Department of Transportation procedures resulting in a citation, a student left unsupervised for any length of time, or an at fault accident resulting in an injury will be grounds for termination of employment.

## **Bus Driver Qualifications**

1. Bus drivers must have a valid Texas CDL license, either Class A or B (with P and S endorsements.)
2. Bus drivers must be at least 21 years of age.
3. Bus drivers must have a safe driving record in accordance with state law and district requirements.
4. All drivers must pass a physical examination by a DOT-certified physician each year. The day the physical is taken invalidates the previous physical. If failed, the driver must notify Transportation management immediately. Under DOT regulations, a driver cannot drive with a failed physical.
5. TX DPS requires that all Texas CDL holders must provide a Self-Certification Affidavit (CDL-7) at the time of license renewal and/or changes required by DOT.
6. Bus drivers with a class A or B State CDL license must complete the approved "state certification". (Refresher course every 3 years)

## **State Certification/Recertification**

1. To obtain full initial driver certification, a person must complete a twenty-hour basic training course. The training agency shall issue a "Texas School Bus Driver Safety Training Certificate" in a timely manner, and submit the necessary verification information to the Texas Education Agency.
2. Driver state certification will remain valid for a period of three (3) calendar years as indicated by the expiration date on the certificate. Certification may be revoked or suspended for the conviction of certain criminal offenses as provided by state law.
3. State law requires that every driver transporting students in a school bus MUST have in their possession a valid state certificate stating that they have completed, or are enrolled in, an approved school bus driver training course, as well as, a current DOT physical and valid Texas CDL. Anyone whose certification has expired CANNOT legally operate a school bus for the transportation of students until such time as they become re-certified or obtain a re-enrollment certificate. The following rules shall apply to certification renewals:
  - a) To avoid a lapse in certification, an eight-hour refresher course must be completed prior to the expiration date, and should be completed during the six-month (180-day) period immediately preceding the date of expiration. If the required training is completed within this time, state certification will then be renewed for a period of three calendar years from the upcoming expiration date.

- b) During the twelve-month interval immediately following certification expiration, an eight- hour refresher course may be completed for certification renewal. Failure to satisfactorily complete the refresher course or the requested issuance of an enrollment certificate during this dormant time interval will require the completion of a twenty-hour basic training course in order to reinstate full certification status.
  - c) If the eight-hour refresher course is completed more than 180 days prior to the certification expiration or during the twelve-month interval following expiration, certification will then be renewed for a period of three calendar years from the actual date of the completion of the course.
4. Regardless of the reason, any missed instruction must be completed by arrangement with the Transportation Department and is the financial responsibility of the driver. Except as approved by the training agency, all course requirements for certification MUST be completed within the 180- day period immediately following the start of instruction. Otherwise, no credit will be given for the class sessions previously attended, and the entire course MUST be completed prior to awarding certification.
5. A TEA agent may grant a qualified applicant temporary and provisional certification status in the form of an "Enrollment Certificate" upon receipt of a completed application from the requesting employer stating that this person has fulfilled ALL of the following eligibility requirements:
- a) At least 21 years of age.
  - b) Valid Texas Commercial Driver License with Passenger Endorsement. An acceptable driving record (secured from the Texas Department of Public Safety) determined in accordance with the current School Bus Driver's Driving Record Evaluation.
  - c) An acceptable criminal history record (secured from any law enforcement agency) reviewed in accordance with the provisions of current state statute (see Texas Education Code, Section 21.917).
  - d) An acceptable physical examination (conducted by a licensed physician) evaluated in accordance with all qualifications and standards specified on the current form entitled "Medical Examination Report for School Bus Drivers." The day a physical is taken invalidates previous physicals. If failed, the driver must notify transportation management immediately. Under DOT regulation, a driver cannot drive with a failed physical.
  - e) An acceptable level of knowledge and skill regarding the safe operation of school buses as defined by the "Course Guide for School Bus Driver Training in Texas" and AISD transportation handbook and board policy.
6. In addition to the above prerequisites, the following rules shall apply to the issuance of all enrollment certificates:
- a) Recipients must successfully complete a 20-hour basic certification course when scheduled by AISD transportation. Failure to satisfactorily complete the course as scheduled shall result in revocation of the certificate, and it CANNOT be reissued.
  - b) All enrollment certificates shall be dated to expire NO later than the end of the school year for which they are issued. It is highly recommended that they be dated to expire within a reasonable period of time following the completion of the scheduled certification course (except as approved by the training agency). A minimum of five years must elapse between the issuance of consecutive enrollment certificates.

## **DISTRICT ALCOHOL AND DRUG POLICY**

EMPLOYEE STANDARDS OF CONDUCT DHE SEARCHES AND ALCOHOL/DRUG TESTING (LEGAL) DATE ISSUED: 4/23/2015 1 of 4 UPDATE 102 DHE(LEGAL)-

**SEARCHES GENERAL RULE** - Citizens, including district employees, have a right to be free from unreasonable searches and seizures. U.S. Const. Amendment IV; Tex. Const. Art. I, Sec. 9

A district may search an employee or an employee's property if:

1. There are reasonable grounds to believe that the search will turn up evidence that the employee is guilty of work-related misconduct; and
2. The search is reasonably related in scope to the circumstances that justified the interference in the first place. *O'Connor v. Ortega*, 480 U.S. 709 (1987); *New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

In addition, a district may search an employee's workplace for non-investigatory, work-related purposes, if there are reasonable grounds to believe that the search will turn up evidence that the employee is guilty of work-related misconduct. *O'Connor v. Ortega*, 480 U.S. 709 (1987)

### **DRUG/ALCOHOL TESTING**

Blood, urine, and breath tests of public employees to determine drug use are searches under the Fourth Amendment of the U.S. Constitution. *Skinner v. Railway Labor Executives Association*, 489 U.S. 602 (1989)

### **RANDOM DRUG TESTING**

A district may conduct drug tests, without a warrant and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's privacy expectation. *Skinner v. Railway Labor Executives Association*, 489 U.S. 602 (1989); *Nat'l Treasury Employees Union v. Von Raab*, 489 U.S. 656 (1989)

### **SAFETY-SENSITIVE POSITIONS**

Random alcohol and drug testing of employees in "safety sensitive" positions may be permissible when the intrusiveness of the search is minimal and a board is able to demonstrate that the drug-testing program furthers its interest in ensuring the physical safety of students. "Safety-sensitive" positions include those that involve the handling of potentially dangerous equipment or hazardous substances in an environment including a large number of children. *Aubrey v. Sch. Bd. of LaFayette Parish*, 148 F.3d 559 (5th Cir. 1998)

**Note:** The following testing requirements apply to employees who operate commercial motor vehicles and are subject to commercial driver's license requirements in accordance with federal regulations.

### **TESTING FOR DRIVERS**

A district shall conduct testing, in accordance with federal regulations, of commercial motor vehicle operators for use of alcohol or a controlled substance that violates law or federal regulation. 49 U.S.C. 31.306; 49 C.F.R. Part 382 A commercial motor vehicle is defined as a motor vehicle used to transport passengers or property that:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the driver. 49 C.F.R. 382.107

## **TESTING PROCEDURE**

A district shall ensure that all alcohol or controlled substances testing conducted under 49 C.F.R. Part 382 complies with the procedures set forth in 49 C.F.R. Part 40. 49 C.F.R. 382.105

## **TEST REQUIRED**

Required testing includes pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing. No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a return-to-duty or follow-up alcohol or controlled substances test. A district shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions. 49 C.F.R. 382.211, .309

## **EDUCATION AND TREATMENT**

A district is not required to provide an evaluation by a substance abuse professional or any subsequent recommended education or treatment for an employee who has violated a drug and alcohol regulation of the U.S. Department of Transportation (DOT).

However, if a district offers an employee an opportunity to return to a safety-sensitive duty following a violation, the district must, before the employee again performs that duty, ensure that the employee receives an evaluation by a substance abuse professional and that the employee successfully complies with the professional's evaluation recommendations. 49 C.F.R. 40.289

## **RETURN-TO-DUTY**

If a district permits an employee who has violated a DOT drug and alcohol regulation to return to safety-sensitive functions, the district must ensure that the employee takes a return-to-duty test. This test cannot occur until after the substance abuse professional has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties.

A district is not required to return an employee to safety-sensitive duties because the employee has met the conditions described in the preceding paragraph. Return-to-duty is a personnel decision that the district has the discretion to make subject to legal requirements. 49 C.F.R. 40.305(a)–(b)

## **EDUCATIONAL MATERIALS**

A district shall provide educational materials that explain the federal requirements and the district's policies and procedures with respect to meeting these requirements. The district shall ensure that a copy of these materials is distributed to each driver before the start of alcohol and controlled substances testing under this policy and to each driver subsequently hired or transferred into a position that requires driving a commercial motor vehicle. Written notice to representatives of employee organizations of the availability of this information shall also be provided. The materials shall include detailed discussion of at least the items listed at 49 C.F.R. 382.601. 49 C.F.R. 382.601

## **REPORTS**

A district required by federal safety regulations to conduct alcohol and drug testing of an employee who holds a commercial driver's license shall report the following information to the Department of Public Safety:

1. A valid positive result on an alcohol or drug test and whether the specimen producing the result was a dilute specimen. "Valid positive result" means an alcohol concentration of 0.04 or greater on an alcohol confirmation test, or a result at or above the cutoff concentration levels listed in 49 C.F.R. 40.87 on a

confirmation drug test. "Dilute specimen" means a specimen with creatinine and specific gravity values that are lower than expected for human urine.

2. A refusal to provide a specimen for an alcohol or drug test.
3. An adulterated specimen or substituted specimen, as defined at 49 C.F.R. 40.3, on an alcohol or drug test

For purposes of this requirement, the term "employee" includes applicants for employment subject to pre-employment testing. Trans. Code 644.251–.252; 49 C.F.R. 40.3

## POSTACCIDENT TESTING

This table depicts the circumstances under which an employer is required to perform a post-accident alcohol or controlled substances test, in accordance with 49 CFR 382.303(a).

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

## **ABSENTEEISM AND TARDINESS**

It shall be each employee's responsibility to notify the Transportation Coordinator or Manager when they are going to be either tardy or absent. It shall be each employee's responsibility to submit their absence request through AESOPonline.com. Requests should be submitted 5 working days prior absence. Employees should strive to give the Transportation Coordinator and Transportation Manager as much advance notice as possible. Documentation may be requested for any absence.

### **Absenteeism**

An employee who is not present at his or her work assignment 50% or more of any scheduled work period will be considered absent for that period. Absenteeism will be considered excessive when any three (3) or more undocumented separate occurrences of absence within a twenty (20) day period (Dr. Note, hospital stay, etc.).

### **Tardiness**

Tardiness will be considered when employees clock in 10 minutes after their scheduled time. Tardiness will be considered excessive when employee has three (3) occurrences of tardiness with in a twenty (20) work day period.

Any combination of four (4) undocumented absences/tardiness within a twenty (20) work day period will be considered excessive and employee will be subject for corrective discipline.

## **Dress and Groom Standards Code**

Dress and Groom Standards Dress, grooming and personal appearance is an important aspect of a professional image. Each should reflect the professional position of the employee. Employees shall act as role models by exemplifying the highest standard of professional appearance for the education purposes of teaching community values and proper grooming and hygiene. At a minimum, we will strive for congruency with what we expect from our students. Employees who present before the Board of Trustees, employee groups, or the general public should be dressed professionally as a representative of the District.

### **The following shall apply:**

1. Clothing should be in good repair.
2. Cleanliness and neatness are expected of all staff at all times.
3. Shorts/skirts in business suitable fabrics (length cannot be more than three inches above the knee).
4. Name badges are required for all employees and must be worn and plainly visible at all times.
5. Employees who are required to wear uniforms during the regular work day will be exempt from the dress code provisions outlined while wearing their approved uniforms.
6. Exceptions to these guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate needs.

### **Inappropriate Clothing The following clothing may not be worn:**

1. Halter tops, tank tops, see through garments, or clothing with revealing/provocative necklines, bare backs, bare midriff tops, and strapless or spaghetti straps shall not be permitted. In addition, clothing with profanity or sexually suggestive slogans or pictures are not allowed; Clothing with symbols, phrases or slogan advertising tobacco, alcohol products or any controlled substances are unacceptable;
2. Leggings, spandex, exercise clothing, scrubs, or warm-ups; Pants, shorts, or skirts worn below the waistline exposing midriff or lower back area; Slippers or flip-flops;
3. No hats, caps or other head coverings shall be worn inside the building except as required by specific assignments, such as, protective clothing or hard hats, or by a health code, such as, head covering for employees working in kitchens.

**Inappropriate Items Additional inappropriate items include:**

1. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
2. Any other items that may be disruptive to the educational process, e.g. earlobe expansions, etc.
3. Any visible tattoos must be covered.

**Cell Phones/Texting**

Drivers are strictly prohibited from using cell phones while operating a school bus or a passenger vehicle. This includes talking, texting, checking messages, listening to music, or any use of a cell phone or similar type of communication device while operating the vehicle. The driver's total focus should be on safely loading and unloading the bus. If there is an emergency or other situation where you must use your cell phone, you should find a place to safely pull off the road and park before using your phones.

Drivers confirmed to be using a cell phone while operating a school bus or van shall be suspended for three days without pay of the first occurrence. A second violation shall result in the recommendation of the driver's termination of employment.

**\*\*NO BLUETOOTHS PERMITTED**

**RADIO/SOUND SYSTEM**

Any unauthorized sound system will warrant a written reprimand for the driver responsible and termination of that driver's privilege to use a radio/sound system on his/her bus for the remainder of the school year. Radio and speakers cannot interfere with operation of the bus. The radio must not be so loud that it interferes with operation of the bus. The radio must not be so loud that it interferes with the two-way radio communication between the driver and the dispatcher. The driver should never allow any radio station to be played that contains inappropriate words or music that might be considered inappropriate for the age of students on the bus. When in doubt, change stations or turn it off.

**SOLICITATION AND COLLECTION**

The solicitation and/or collection of money or property from students is strictly prohibited.

**LAW ENFORCEMENT AND OTHER SUPPORT GROUPS REQUESTS**

Request for assistance from any law enforcement agency or other support agency must be made through the Transportation Coordinator or Manager.

**IMMEDIATE NOTIFICATION: STUDENT DISCIPLINE, INJURIES, AND ACCIDENTS**

Drivers are required to notify the Transportation Coordinator and Manager if:

1. Student discipline problems requiring police action
2. Student injuries of any type.
3. Accidents of any type involving your bus.

Failure to report accidents, injuries or serious discipline problems may result in disciplinary action or termination.

**NO IDLE POLICY**

Anthony ISD had adopted a "no idle" policy for the school bus fleet. "No idle" is defined as no more than 5 minutes idling at any time. This means that everyone should shut down every bus during waiting periods at campuses and events. Buses should not be idled in the facility parking lots more than the 5 minute limit unless temperatures are below 20 degrees Fahrenheit. When below 20 degrees Fahrenheit; the maximum idle time will be 10 minutes or until the bus reaches normal operating temperature, whichever comes first. The policy is not in force while waiting in traffic or at railroad crossings.

Exceptions to this policy will only be granted by the Transportation Coordinator or Manager in unusual circumstances due to temperature requirements for specific special education students.

### **SHOP-AUTHORIZED PERSONNEL ONLY**

The shop area is a restricted workplace for mechanics and mechanic's helpers. When you enter an area with heavy equipment and place where often oil spills, you are putting yourself at risk of being injured. Do not use it as a short cut to gain access to other areas of the building. If your bus has mechanical problems that need attention, submit a repair request or call the coordinator/manager.

### **REQUIRED REPORTS**

Drivers will be responsible for completing all required reports accurately and on time. These include (but are not limited to) the following: Eligible rider list (don't forget signatures), Pre/post trip inspection reports, Student conduct reports, missed punch forms, accident reports. These reports are often mandatory for the purpose of state funding.

### **EMPLOYEE RULES OF CONDUCT**

The orderly and efficient operation of the A.I.S.D. requires that employees maintain discipline and proper personal conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted services to students, and to protect all public school district, student and employee property. The district believes that the great majority of its employees will abide by these rules of conduct and all other proper standards of conduct.

Offenses have been segregated into three (3) classes, according to potential disciplinary action and will become a part of the employee's personal record. In addition, consequences for violation of district policy and procedure for drug and alcohol testing are incorporated and attached to these standards of conduct.

Since not all infractions and variations of conduct rule offenses can be listed, the district reserves the right to categorize such variations and unlisted infraction, according to the severity, into the existing classes of Offenses of Conduct Rules, as deemed appropriate.

### **Rules of Conduct Violations**

The range of discipline for Class I Offenses or combination of these offenses can vary from an **oral written warning, written reprimand, suspension, or discharge** dependent upon individual circumstances. The range of discipline for Class II Offenses or combinations of these offenses can vary from written reprimand, suspension, or discharge dependent upon individual circumstances. A Class III Offense will result in discharge

### **Class I Offenses**

1. Leaving the job early, except in cases of personal injury, and/or when approval has been obtained from the supervisor or designee.
2. Irregular work attendance including reporting late to work and absence from work without approval.
3. Unsatisfactory work performance.
4. Failure to call in and report absences to the Transportation Office 2 hours before your scheduled route unless the driver has previously informed the office of the absence.
5. Taking an unauthorized work break while on assignment/route duty.
6. Reporting for work not properly dressed and having a clean, neat appearance.

## **Class II Offenses**

1. Insubordination, which shall include but be not limited to refusal or failure to accept and perform job assignments, as directed by the immediate supervisor or building administrator. EXCEPTION: If the possibility of injury could result in carrying out such assignment, employee must seek direction from the Transportation Supervisor or their designee.
2. Careless violation of District, State, and Federal safety procedures or practices, and/or engaging in any conduct which tends to create a safety hazard which endangers self and/or others.
3. Failure to immediately report any accident or injury to their supervisor.
4. Disregard for Transportation Department Policies.
5. Carelessly damaging, destroying, losing, misusing school equipment or property including being found at fault in a chargeable accident involving school district vehicles.
6. Oral or written altercations with any employees or persons on school property or while on duty including use of abusive language, threats, intimidation, or coercion.
7. Using tools, equipment, or materials at any time for personal needs without the permission of the supervisor or their designee.

## **Class III Offenses**

1. Any intention misrepresentations in an employee's application for employment or falsification of a short or long-term leave of absence request.
2. Any intentional misrepresentation in an employee's record of work performance or falsification of payroll documents or records pertaining to work performed.
3. Unlawful, immoral, or indecent conduct according to criminal statutes or at variance with concepts that are generally accepted and approved in the community.
4. Deliberate violation of District Transportation, State or federal safety procedures or practices; for example removal or disabling an installed safety device or crossing a railroad crossing while lights are activated and a train is approaching.
5. Deliberate damage or destruction of school equipment and/or property or the property of others.
6. Theft or misappropriation of school property or property belonging to others. Misuse or removal of district records from school premises without proper authorization from Department Supervisor.
7. Physical violence committed upon another person on school property.
8. Possession of alcoholic beverages, drugs, weapons, or controlled substances concealed or otherwise on school property.
9. Reporting to work or driving under the influence of Alcohol, drugs, or any controlled substance.
10. Soliciting, dispensing, and/or selling of any kind of drugs alcohol, tobacco, or any controlled substance on school property or while on duty.
11. Driving while on a suspended or invalid driver's license or exceeding seven points on an individual driving record.
12. When in the determination of management, it is found to be unreasonable to have left a student[s] unattended on the bus. For example, it exposed the student[s] to physical harm.

## **TRANSPORTATION EMPLOYEE STANDARD OF CONDUCT**

In compliance with Policy DH (See Appendix). Employee Standards of Conduct, Transportation employees shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents and members of the community. In conscientiously conducting his or her affairs, the employee shall exemplify the highest standards of professional commitment.

No drinking or possession of alcoholic beverages shall be allowed on District property or District-owned vehicles at any time.

- No possession, transfer, sale, distribution or use of illegal drugs controlled substances shall be allowed, regardless of location, at any time.
- No employee shall perform his/her duties while under the influence of alcohol, illegal drugs, or controlled substances.
- Abuse or neglect of a child, as defined by the Texas Family Code, is forbidden.
- Employees shall be courteous to one another and to the public, always working together in a cooperative spirit to serve the best interests of the District.
- All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the transportation supervisor.
- Employees shall not engage in gossip or rumors.
- All employees after clocking in will report immediately to their bus and upon completion of their assignment must leave the premises; employees are not allowed to remain on the premises when not on duty.
- Abusing time and recording unauthorized time on time sheets is not permitted, such action will be subject to disciplinary measures.
- Always be professional and on best behavior when using the employee lounge, at a school, or any other district.
- The use of sexual connotations, profanity, dirty jokes, and horse playing are prohibited at all times while on duty; no exceptions.
- Employees will never place a student in a situation that may endanger or risk the student's safety in any way shape or form.

## II. STUDENT MANAGEMENT AND DISCIPLINE

### ASSIGNED SEATS

All regular drivers and special needs drivers are required to assign seats and/or positions by the second week of school. All subsequent new students must ride in an assigned seat. An up to date chart of seat assignments must be maintained on the bus and a copy should be given to the Dispatcher.

These basic rules for student conduct should be posted in all buses:

- Follow directions
- No profanity or inappropriate language
- Stay in seat, face forward; don't stand when bus is moving
- Keep low noise level so you won't distract driver; don't yell
- Do not throw anything on the bus or out the window
- Keep hands and feet to yourself; don't push, hit, or kick
- Keep hands, head, and other items inside bus windows
- No food or drinks are allowed on bus

### GUIDELINESS FOR STUDENT BEHAVIOR

Listed below are some general guides for encouraging correct student behavior:

1. Maintain a clear set of rules and enforce them consistently.
2. Only issue an order you can enforce or intend to enforce.
3. Let children know the reason for the rules.
4. Stop undesirable behavior as soon as you spot it. Address it as it occurs.
5. When correcting children, be brief and clear. State the reason for the correction. Praise them later if they have maintained good behavior.
6. Give the student time to respond after disciplinary directives are given.
7. Do not use physical force when dealing with a child. However, it may be necessary to intervene if another child is at risk of serious injury.
8. Avoid power struggles.
9. Set a good example yourself.
10. Be friendly and show interest in each student. Greet them with a smile.
11. Don't belittle or ridicule children.
12. Treat children as individuals. Learn their name. Be friendly. Compliment them when they do well.

### SAFETY RULES

Drivers are responsible for instructing the students about safety rules such as:

1. Loading and unloading procedures.
2. Emergency evacuation procedures.
3. Any other rules that will help drivers to provide safe and efficient pupil transportation

In explaining to students the reason for both posted and non-posted rules, it is important for drivers to emphasize concern for safety, which is the overriding factor in all case. Students deserve to know that bus behavior rules are developed in order to ensure a safe and comfortable trip for everyone on board.

### BULLYING

Bullying will not be tolerated in Anthony ISD buses or any Anthony ISD facility. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

When bullying occurs, the driver should address the matter immediately and report the specific incident to the campus principal. However, the driver should not use the word 'bullying' when completing the bus conduct report but should rather list the specific misconduct. Examples are listed below:

**Inappropriate:** *"Johnny was bullying another student"*

**Appropriate:** *"Johnny hit another student in the head with his backpack"*

### **BREAKING UP A FIGHT**

1. Speak in a clear, strong voice but do not yell. Give specific commands, calm but yet stern.
2. Evaluate the situation; how many students are involved? Is there anyone around who can assist you? Are weapons present?
3. Identify yourself; call students by name.
4. Stay within your capabilities to protect. Do not become another victim.
5. Avoid physical contact if at all possible, especially "grabbing."
6. Send another student for help (if you are on campus).
7. Separate the aggressor and the victim.
8. Remove participants to neutral location and dismiss the audience.
9. Submit disciplinary referral to campus principal.

### **BUS CONDUCT REPORT**

When completing a Bus Conduct Report you should be specific about what the student has done but keep it short and to the point. Don't write a long narrative. Remember that parents read the reports and comments. Use a separate form for each student being careful not to identify any student other than the one for which you are writing the referral. We should never comment on the student's character. Examples are listed below:

**Inappropriate:** *"Mary is such a bad kid. She never listens, and she wouldn't sit in her seat."*

**Appropriate:** *"Mary would not sit in her seat."*

### **CORRECTIVE ACTION BY DRIVER**

Drivers may require students to sit in assigned seats in order to help control behavior problems. Drivers may not require any student to leave the bus before the student has reached his or her destination. However, when conditions on the bus become extremely difficult, it may be necessary for the driver to stop the bus and counsel the student until the situation is safe enough to permit finishing the route. This type of situation should be reported to Transportation Manager and Coordinator. The driver should also notify the Transportation Manager/Coordinator if any student attempts to carry a weapon on board a school bus. Under no circumstances should any student be discharged from a bus except at their assigned campus (to a school official) or at an authorized designated school bus stop.

### **RETURNING STUDENTS TO CAMPUS**

Drivers may under certain guidelines return to school on afternoon runs to get assistance from school personnel. The Driver may return if:

1. The student or students in question present a danger to themselves or others.
2. The student's behavior creates a situation impeding the driver's ability to safely operate the bus.

3. The driver is in fear for his/her own personal safety.
4. A student becomes severely ill.

Note: The distance from school as compared to distance to the drop off area should be considered in making the decision of whether or not to return the student to school.

Anytime it becomes necessary to return to campus the driver must notify the Transportation Manager/Coordinator.

### **THE DRIVER AND THE PARENTS**

Share information with the parents about how their children are doing on the bus. Meet as many parents as possible and establish a good relationship with them. Avoid the following pitfalls when dealing with parents:

1. Never argue with parents.
2. Never lose your temper when discussing matters with parents.
3. Never attempt to discuss or handle discipline problems with a parent through the open door or a bus. Listen as much as you can, explain that you must meet your schedule, and invite them to call your supervisor. Later, if necessary, a meeting can be arranged with you, the parent, your supervisor, the child, a teacher and/or principal.

### **III. SAFETY AND STUDENT WELFARE**

#### **STUDENT WELFARE: CHILD ABUSE & NEGLECT**

A person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law. Family code 261.101(a).

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from any civil or criminal liability that might otherwise be incurred or imposed. Family Code 261.106.

A district may not suspend or terminate the employment of, or otherwise discriminate against, a professional who makes a good faith report of abuse or neglect. Family Code 261.110 [See DG].

These reports shall be directed to: Any local or state law enforcement agency and The Child Protective Services Division of Texas Department of Family and Protective Services 1-800-252-5400.

#### **POSSIBLE CHILD MOLESTER AT BUS STOPS**

If you see or hear of activity by a possible child molester at a bus stop, please contact the Transportation Manager/Coordinator and the local police department.

#### **SLEEPING STUDENTS ON THE BUS**

It is imperative that we check our buses during the Post Trip Inspection for sleeping students. A student left sleeping on a bus due to a driver's failure to perform the Post Trip Inspection is a terms for termination. A Yellow "EMPTY" sign attached to the rear window of the bus is displayed when the bus has completed the route to prevent accidentally leaving a student on the bus. Most of our buses will have a "No Child Left behind" alarm. All drivers will be required to use the yellow "EMPTY" sign.

#### **GIVING FOOD TO STUDENTS**

Drivers should not give food of any type to students without prior approval from both the campus principal and the Maintenance Manager. We must follow U.S Department of Agriculture policies when dispensing food of any type to students, especially food that is determined to be a of minimal nutritional value such as candy, ice cream, soft drinks, etc. Always keep in mind that students might be allergic to certain types of food.

## **IV. MAINTENANCE & INSPECTION RESPONSIBILITIES**

As a driver, you are required to make a standard inspection of your bus before starting and after completing any trip. The standard inspection procedures are listed below. If you discover, in the course of the inspection, that your bus is unsafe to drive, you must have it repaired. You are neither required nor permitted to drive an unsafe bus. Each inspection form has a place to document defects for repair. If the bus cannot be made road-safe before your route begins, you should ask to be assigned another bus while yours is in the shop. Final determination of bus safety is the responsibility of shop personnel. You are required to drive your bus if the shop determines the bus is safe to operate. If you refuse to drive the bus after the shop personnel determines your bus is safe, your supervisor will take appropriate disciplinary action.

### **PRE-TRIP AND POST-TRIP INSPECTION**

The school bus driver is expected to make a safety inspection of their vehicle before receiving any passengers. (L) (Sec. 683, Act 300. P.A. 1949 as amended). NOTE: Drivers shall have the knowledge to perform the requirements. **Pre-trip Inspection** – A pre-trip inspection shall be done in accordance with the printed pre-trip inspection on the pre-trip and mileage form. Drivers **shall not**, unless authorized, start another driver's vehicle or perform the pre-trip inspection for another driver. When warming up the bus, turn High Idle Switch so that the motor idles just enough to keep the batteries and air tanks from discharging and oil circulating in the engine. Return the switch to its normal position before driving if applicable. Review idle time guidelines and auxiliary heater instructions posted in each bus. Allotted time for Pre-Post trip inspections is 15 minutes.

### **EMERGENCY EQUIPMENT**

Equipment for use during a breakdown or at an accident scene Driver checks for spare electrical fuses, three red reflective triangles and their proper container rated and secured fire extinguisher. The bus may have a circuit breaker rather than fuses – be sure to check. As well as the first aid kit.

### **PRE-TRIP AND POST-TRIP MILEAGE**

A pre-trip and post-trip form shall be signed after the completion of the pre-trip is performed. Mileage shall be recorded at the start of the trip and completed at the end each route or trip.

### **FUELING**

Drivers are responsible for ensuring their assigned vehicle has no less than one-half tank of fuel at any time. Drivers enter this to their log. Drivers must use their assigned district credit card to pay for the fueling. Copies of receipts must be submitted to the transportation office.

### **IN BETWEEN TRIP INSPECTIONS**

The bus is to be checked after dropping students and before picking up students for items left behind and vandalism. When on extra trips be sure to secure the bus and check under the bus for leaks and the tires prior to leaving the bus. When returning the bus to take the students back to school, do a complete pre-trip inspection prior to moving the bus.

### **INSPECTION OF INTERIOR**

Drivers are to inspect the inside of their vehicles for vandalism, lost articles, remaining students, etc., at the end of each school run. Lost articles such as clothing, books, etc., may be kept on the bus for the students to claim the next day. Band instruments, money, purses, wallets, etc., shall be turned into the transportation office after the completion of their assignment for the day. The transportation supervisor will contact the schools about items.

### **POST-TRIP INSPECTION**

All buses must idle down 3-5 minutes before shutting off. Bus shall be in neutral or park with parking brake applied. Drivers are to close all windows and doors at the completion of their assignment for the day. Drivers are to review the

message board and individual mail boxes for messages and updated information prior to A.M. runs, mid-day runs, and P.M. runs. Whenever departing the vehicle, inspect the interior of the bus, and place the "Empty" sign in the rear window. Close all windows and doors, exit the bus and walk around the bus, inspecting exterior for anything that does not look normal. Place any repair item found during this inspection on a work repair form. The "Empty" sign is to be affixed to the back of the bus indicating this procedure has been completed and that there are no students left on board.

Note: Failure to conduct the pre-trip and post-trip inspections and completion of the daily reports will warrant written reprimands.

#### **CLEANLINESS OF VEHICLE**

Drivers shall clean, sweep and mop the inside of their assigned vehicle as required by the transportation department. Drivers must maintain a clear and unobstructed path to emergency equipment and exits from the vehicle. No books, band instruments, sports equipment, etc., shall be transported in the driver's compartment or placed in the aisles or in front of any emergency exit. Drivers are responsible for assuring that all windows have a clear vision path prior to departure. Drivers must disinfect all seats, rail handle and top racks before the morning and afternoon route.

## **VI. LOADING AND UNLOADING STUDENTS/DAILY OPERATIONS**

### **ROUTING AND BUS STOPS**

All drivers and monitors should be on their respective buses when students are loading and unloading. **UNAUTHORIZED STOPS** If it becomes necessary for a driver to make a stop outside of their regular bus route the driver is required to notify the Transportation Coordinator/Manager, giving the exact location of the stop. These stops shall be allowed:

1. When no students are on board.
2. When the bus can be parked legally and safely on a public parking area sufficiently large to allow the bus to be parked without obstructing other vehicles for the duration of the wait.

It is not permissible to make unauthorized stops on any route or field trip to take care of personal business. After completion of all assigned trips, drivers and monitors must proceed directly to their facility unless they are performing other transportation duties.

Driver is to follow the bus route from bus barn to sites and back without deviating from route to make other stops. No changes shall be made on bus routes unless authorized by the Transportation Manager/Coordinator except for emergencies. Drivers should submit in writing any suggestions for changes to Transportation Manager/Coordinator. No students are allowed to ride a school bus other than those on the route form, unless authorized with a pass from the TRANSPORTATION OFFICE ONLY. Do not stop to pick up or discharge students at other than their assigned bus stop unless authorized by the Transportation Office **in writing**. Drivers are to use school vehicles for school business only, unless authorized by the supervisor. Speed limit is not to exceed 15 MPH on school property. Driver shall report immediately any bus stops they feel that are unsafe in writing to the supervisor before making an unscheduled stop. Driver shall use the two-way radio to communicate with the Transportation Department at all times. In case of an emergency, the driver **MUST** find a safe spot to pull over and use their cell phone. **USE OF CELL PHONES ARE PROHIBITED WHILE DRIVING YOU MUST PULL OVER AND GET OFF THE DRIVER'S SEAT!**

### **SAFE STOPS**

Refer to the Texas School Bus Driver Certification Course guide and the Commercial Motor Vehicle Handbook TX DPS publications for comprehensive state guidelines for loading and unloading students. Anthony ISD in addition to observing these state regulated guidelines has adopted the following rules to enhance student loading safety as follows:

1. No AISD student may cross any divided roadway.
2. No AISD student may be allowed to cross any roadway with a speed limit of over 35 mph.
3. No AISD student may be allowed to cross more than one lane of traffic.
4. Special needs students shall be picked up and dropped off on the right side of the road so they will not have to cross over in front of the bus.

### **USE OF FLASHERS WHILE LOADING OR UNLOADING**

All buses must use red loading flashers (alternately flashing lights) when loading or unloading students on city, county or state streets, roads or highways. Red loading flashers do not have to be used when loading or unloading on a school or private driveway or parking lot. School Bus drivers failing to follow State Law are subject to traffic citations and suspensions of their CDL licenses. Drivers should make every effort to minimize traffic congestion by operating alternating red flasher lights while being sensitive to surrounding traffic.

### **OFFICIAL TIMES/WATCHES**

Drivers are required to have in their possession a watch and/or clock while performing their driving duties.

### **OVERLOADS**

Should an overload occur on your bus, notify Transportation Manager/Coordinator of the situation immediately. No one may stand or sit in the floor while the bus is in motion.

## **BAND INSTRUMENTS AND EQUIPMENT**

The transportation of students' equipment (class projects, books, band instruments, etc.) is provided on a space-available basis after all students have been seated. Such equipment may be transported when it is securely held by the student for the entire duration of the trip. Items too large to be held by the student may be transported if the item does not obstruct the aisle or entrance or interfere with the driver.

## **LOADING/UNLOADING AT A SCHOOL CAMPUS**

### **Unloading**

- Students should remain seated until the bus comes to a stop.
- Position yourself to supervise student unloading, making sure all students move promptly away from the unloading area.
- After all pupils have moved at least 15 feet from the unloading area, check the area around the bus to see if it is clear.
- Board the bus, fasten seat belt, start engine, and perform the 5-point mirror check.
- When it is safe, slowly pull away from the unloading area and leave the campus.

### **Loading**

- As you approach the campus pull forward to the designated loading area and set your parking brake.
- Never back into a "saved" parking spot. Backing the bus should be avoided whenever possible.
- Students should wait in a designated location, facing the bus as it approaches.
- Position yourself to supervise student loading.
- Students should enter in single file and sit in their assigned seat.
- Wait until the principal or designee releases the bus. This will eliminate the need of having to return the bus to the campus when students are left. Perform the 5-point mirror check. Make sure no one is running to catch the bus.
- When safe, slowly move away from the curb and begin the route.

## **STOPPING BEHIND OTHER LOADING/UNLOADING BUSES**

When stopping behind other loading/unloading buses use the four-way emergency flashers and not the loading flashers on your bus. The loading flashers should be used only for your bus's loading/unloading of students. You should stay far enough behind the bus that is loading/unloading so that others can see the other buses loading lights. When stopped behind another bus that is loading or unloading, be patient and wait for the bus to load or unload. Do not pass the bus.

## **ROUTE TIME SCHEDULES**

Drivers should not vary more than five minutes from the route time schedule under normal conditions. Any change in the route time schedule must be approved by the Transportation Manager/Coordinator. Drivers should wait a maximum of seven minutes after bell time at all schools before leaving in the P.M., unless otherwise instructed.

## **ROUTE CHANGES AND DELETIONS**

Drivers are expected to drive their routes exactly as they are written on their route sheets. Two legal problems arise when this is not done. First, if a bus is involved in an accident while "off-route", legal actions could be brought against the driver by other parties involved. Secondly, the District is partially reimbursed by the State of Texas for the route service we provide, and this reimbursement is based upon routes that we attest to as being driven as written. (To do otherwise is a violation of State Law).

Drivers should submit in writing any suggestions for changes to the Route Coordinator. Drivers making unauthorized route changes except under adverse conditions (extremely hazardous crossing) or extenuating circumstances (detours

for accidents/construction) will be subject to disciplinary action up to and including suspension without pay and/or termination of employment.

#### **DESIGNATED BUS STOPS**

Except under emergency conditions, drivers should pick up and deliver students only at stops in their designated stop area. Elementary students' pick-up and drop-off locations shall be at their place of residence. Middle school and high school pick-up and drop-off locations shall be corner stops. Special needs buses for all grades shall pick up and drop off at the student's place of residence. Parents may designate an approved child-care facility or the residence of a grandparent of the child instead of the child's residence as the regular location for obtaining transportation if the location is an approved stop on an approved route (Education Code 34.007). It is not permissible to drop students off at a place of business. Generally, students should be let off only at their regular stops. However, if you have a note from the parent, approved by the principal, you may let off a regular rider at any approved designated stop.

#### **PARENT NOT AT HOME**

In an effort to ensure the safety of our elementary students at Anthony ISD, students in grades PK through 3<sup>rd</sup> grade will not be dropped off at a residence unless the parent, responsible adult or sibling over the age of 18 is there to meet them. If no parent, responsible adult or older sibling is present, the student should be returned back to the school where the parent/guardian will be notified.

## **V. Other Driving Regulations and Procedures**

### **TRAFFIC VIOLATIONS**

All drivers shall report all traffic violations to management in writing. This includes personal or school – owned vehicles. This shall be done the next business day. Failure to do so will constitute a written warning.

### **SPEED LIMITS AND TRAFFIC LAWS**

Drivers must operate the buses within the legal speed limits with the maximum speed limit for school buses. The District will not pay fines for drivers who violate traffic laws while operating a school vehicle. Drivers who receive any type of traffic citation while operating a district vehicle will be held financially responsible and directed to pay. Bus speed on all buses is checked periodically. Drivers who are confirmed to be speeding will be subject to disciplinary action up to and including suspension without pay and/or termination of employment.

### **BUS DOORS**

Bus doors must be closed while the bus is in motion and are to be operated only by the driver. Students are not allowed to enter or leave through an emergency door except during an emergency or when loading or unloading large equipment (band, athletic, etc.).

### **FOLLOW DISTANCE**

Drivers shall follow the procedures to maintain an adequate separation between their assigned bus and the vehicle behind.

1. Signal intended maneuvers.
2. Check mirrors frequently.
3. Watch for indications that following vehicles intend to pass.
4. Observe roadway ahead to anticipate the need to stop.
5. Use the 4-second following distance method. "1001, 1002, 1003, 1004"

### **DRIVER LEAVING THE BUS**

If a driver must leave the bus due to an emergency or to check the exterior when students are inside, the bus parking brake shall set, the ignition key shall be removed and secured by the driver. Also, the appropriate emergency equipment shall also be used and discipline and proper behavior will be maintained. Drivers will not leave the immediate vicinity of a bus if there are pupils aboard. Drivers of special needs students are permitted to go outside the bus with the engine running when loading/unloading non-ambulatory students provided a monitor remains on the bus to supervise the students and keep them from entering the driver compartment.

### **LAWS AND POLICIES**

All employees shall be responsible and knowledgeable of State laws, Federal laws, and local policies governing their license, certifications and pupil transportation.

### **FIRE EXTINGUISHER**

Drivers shall follow the procedures for operating a fire extinguisher.

1. During any fire, time is of the essence. There is no time to be fumbling around trying to find the fire extinguisher or figuring out how to operate it. It is important that drivers know the location of the fire extinguisher, how it operates, and how to fight the fire. This response must be automatic.
2. Operating a fire extinguisher:
  - Pull pin with a twisting motion because there is a small wire or plastic tie, which must be broken. The wire will break easier if it is twisted.

- The fire extinguisher shall be held upright position. There is a tendency to hold it sideways. Make sure it is held straight up.
- Squeeze the trigger lever in short bursts.
- Direct the chemical at the base of the fire.
- Use a gradual side-to-side motion to cover the entire burning area.

### **RAILROAD CROSSINGS**

Hazard lights (not red or amber loading flashers) should be used when stopping at railroad crossings. Hazard lights should be switched on at least 200 feet before tracks and should be left on until the bus clears the tracks. Drivers must stop the bus within fifty feet but not less than fifteen feet from the nearest rail of any railroad track before crossing. After stopping, the driver shall obey every signal which indicates the approach of a train and shall not cross the tracks when a train is approaching within a distance of 1,500 feet or less and such train, by reason of its speed or nearness to the crossing, is an immediate hazard. Drivers who fail to come to a complete stop before crossing a railroad track will be subject to automatic termination.

### **BACKING THE BUS**

Back your bus only when you have no other safe way to move the vehicle. Backing is dangerous and increases your risk of a collision. If you have no choice and must back your bus, follow these procedures:

1. Post a lookout USE MONITOR. The purpose of the lookout is to warn you about obstacles, approaching persons, and other vehicles. The lookout should not give directions on how to back the bus. That responsibility is the drivers alone.
2. Choose the lookout carefully. You want a mature and reliable person who can be heard clearly.
3. Signal for quiet on the bus so you can hear the lookout.
4. As you back, constantly check all mirrors and rear windows.
5. Back slowly and smoothly.
6. If no lookout is available:
  - a. Set the parking brake.
  - b. Turn off the motor and take the keys with you.
  - c. Walk to the rear of the bus to determine whether the way is clear.

### **BACKING AT A STUDENT PICK-UP POINT:**

- Pick up students BEFORE backing
- Watch for latecomers at all times

### **BACKING AT A STUDENT DROP-OFF POINT:**

- Unload students AFTER backing

### **SMOKING/TOBACCO USE**

It is the policy of the Anthony Independent School District to maintain a healthy environment for students and staff. In keeping with the concept, the use of all tobacco products shall be prohibited in all AISD facilities and vehicles owned by or under the control of and used by AISD. Bus drivers may not smoke or use tobacco at any time while in a transportation department vehicle (violation of State Law). Smoking within line of sight of campus personnel and/or students is prohibited.

### **EATING/DRINKING**

Eating or drinking by any employee is not allowed while the Transportation Department vehicle is in motion. The driver should keep both hands on the steering wheel. Do not try to drive and eat/drink at the same time.

## **TRANSPORTING ANIMALS**

Drivers should not allow any mammal, fish, reptile, bird, etc. to be on the school bus at any time without permission from the school Principal or designee. Exception will be made for animals that assist special needs students.

## **USE OF SCHOOL VEHICLES**

School vehicles are to be operated only by licensed employees of AISD or by prospective employees who are using a school bus for their driving test under the direction and supervision of AISD trainer. Employees shall not use school vehicles except as directed and approved by the transportation office staff. Employees are to use only the vehicle assigned by staff.

## **LOW WATER CROSSINGS**

Use extreme caution at all low water crossings. Do not pass barriers or travel through water of unknown depth or water that is flowing swiftly. Do not pass barriers even if the water has receded. Street and bridge crews may have determined that the bridge or road is unsafe to use. Above all, use good judgment and common sense when dealing with low water crossings.

## **DRIVERS' MAILBOXES**

Drivers are required to check their mailboxes at each clock-in time. Instructions from staff, special information about routes, new route sheets, etc., often are placed in mailboxes.

## **CARE OF ELECTRICAL SYSTEM**

At idle, alternators only put out enough amperage to charge the battery. Therefore, do not start and leave your bus idling with all the lights and heaters on except to make your daily walk-around inspections. Stop engine only after turning off all electrical switches (except emergency flashers during accidents and breakdowns.)

## **INCLEMENT WEATHER – SHOP STAFF EARLY START**

When inclement weather requires early start of the buses, the shop staff will come in earlier than normal. The severity of the weather will dictate what time early starting procedures will be instituted and what personnel will be involved. The Director will contact the shop staff as early as possible (usually the day before) for "early start".

## **SCHOOL CLOSING/DELAYS**

If it becomes necessary to open late, release students early, or cancel school, the Superintendent will make the official decision and staff will be notified through the district's phone notification system.

## **USE OF TWO –WAY RADIOS**

Adjust volume on radio before you leave the terminal. Volume affects only your reception. It does not change the signal you transmit. When placing a call, pick up the microphone and press the microphone button. Wait one second before speaking. This turns on your transmitter and cuts off your receiver. You must release the button before you can receive. Just remember: PRESS TO TALK, LET UP TO LISTEN. Speak clearly and use a normal tone of voice. Messages should be transmitted in as few words as possible. Identify yourself, "This is Bus Number \_\_\_\_". Remember: Only one person can transmit at a time. Wait until all transmissions are cleared before replying or calling. The word "clear" indicates the end of a transmission.

- The primary purpose of radios is for communication between the dispatch and drivers. Bus-to-bus conversations should be held to a minimum and should occur only when absolutely necessary.
- Do not use the radio to discuss scheduling problems that should be handled when you return to the facility.
- Do not use the radio to document times at stops or "no riders" unless a staff member has specifically asked for this communication. **All drivers should wear a watch to avoid calling in to check on the time.**

- Do not ask the staff to call the school to check on a student being at the school. You should ask before you leave the base if there is a question about a student.
- Do not use profane or abusive language.
- Do not use radio for personal messages.
- Always keep your radio on when away from the terminal.
- Communicate with your dispatcher only, unless special circumstances make that impossible: Can't "get through," after hours, etc.
- Always hang the radio microphone on the microphone hook. Do not hang the microphone from the mirror, sun visor, etc. Remember, the radio is for communication that must be handled immediately (accidents, breakdowns, etc.), not for routine communications.

NOTE: It is unacceptable to transmit other than "transportation business" on the radio. It is extremely disruptive to the other users to do otherwise. Any employee, whose unacceptable radio "performance" is documented, will be subject to disciplinary action up to and including suspension without pay and/or termination. Occasionally we hear several buses call in the same accident or breakdown on another bus or private vehicle. Drivers should continually listen to the radio. By doing so they will avoid unnecessary, redundant radio calls. Always listen for your bus number. Occasionally, staff, a shop truck, or dispatcher may need to contact you by radio. You may be asked about a lost child, traffic condition, etc. Before transmitting, make sure that the previous users have completed their transmission. This avoids the unnecessary "walking on" of another's transmission.

## **VI. EMERGENCY PROCEDURES**

### **MECHANICAL BREAKDOWNS**

If possible, move bus off roadway to prevent additional accident. Turn off ignition switch and remove key. Set parking/emergency brake. Activate emergency hazard flashers (not loading lights) and place reflectors in recommended positions if conditions warrant. Use radio if operational (note: key must be turned on or switched to “accessory”). If radio is not operational, use a cell phone if available or request assistance from a passing motorist to notify your Dispatcher. Give the bus location, suspected mechanical failure, number of children on the bus, number of children left to pick up or deliver, and schools served. The driver should remain with the bus until help arrives. Keep pupils on the bus in most cases. Pupil safety is the highest priority. Safety conditions may warrant evacuation of bus. If students are evacuated, the driver should give precise instructions as to where students should relocate and what they should do. Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus. Drivers of both buses will activate the alternating red flasher lights prior to transferring students from one bus to the other. The driver of the disabled bus will open the door, get out of the bus and stand to the left of the door. The driver of the relief bus will open the door, get out of the bus and stand to the right of the door of the relief bus. The driver of the disabled bus will instruct pupils to change buses in an orderly manner staying in single file. The alternating red flasher lights on each bus should 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 finish the route. The relief bus driver will assist in getting the disabled bus back on the bus yard.

### **VEHICLE COLLISION / ACCIDENT PROCEDURES**

- Set parking brake.
- Radio dispatcher, give details and exact location.
- Remain calm and reassure students.
- If unable to contact dispatch, call for emergency help if needed (911).
- If a threat exists to the safety of children, follow the bus evacuation plan and move the students to a safe location.
- Account for all students.
- Render first aid if needed. Do not issue a statement to the press or say anything to anyone except AISD personnel, emergency workers, police, etc. Refer all questions to the AISD Maintenance/Transportation Manager.

### **WRITTEN REPORT**

In addition to the immediate verbal report given to the Dispatcher, drivers must submit to the Director within 24 hours of the accident a written report discussing the details of the accident.

### **POST ACCIDENT DRUG TEST**

Bus drivers are required to undergo a post-accident drug/alcohol test if they are involved in a collision with another vehicle and there is:

- an injury or fatality
- one or more vehicles are disabled and require towing
- the bus driver receives a citation

### **EMERGENCY PROCEDURES AND EQUIPMENT**

Know your evacuation plans. If you are a substitute on a different bus know where all the emergency equipment is located, including:

- Seatbelt cutter
- First Aid Kit

- Fire Extinguisher
- Emergency Triangles
- Rubber Gloves
- Body Fluid Kit
- Location and operation of the engine kill switch, emergency/parking brake and radio.

**PREVENTABLE ACCIDENT/MOVING VEHICLE CITATION**

A driver receiving a preventability rating on an accident causing injury(ies) and/or large monetary damages (minimum total damage of approximately \$2,500) will be assessed a minimum of a written reprimand and two-day suspension **without pay** which may include additional days pending results of accident investigation. The driver will also undergo mandatory retraining as soon as possible (i.e., State Certification, Empty Bus Training, etc.). A driver receiving a moving citation in a school bus will undergo the same above suspension without pay, and mandatory retraining procedure. Federal Law requires all drivers to immediately report to their respective Supervisor all citations received while driving a school bus or their private car. Written reprimands will be removed from in an appeal to the Manager determines a preventable accident to be a non-preventable accident. All accidents should be reported on accident report forms. These forms promote consistency in this process. Drivers must complete a mandatory drug/alcohol screen immediately following any accident.

**CLASSES OF PREVENTABLE ACCIDENTS**

Calling an accident 'preventable' is based on whether or not the accident could have been prevented or avoided by the driver in question, not who was primarily responsible or at fault.

Expert drivers have listed certain classes of accidents as being preventable by defensive driving unless thorough investigation shows unusual circumstances quite beyond the driver's control. Preventable accidents include but are not limited to the following:

• **BACKING ACCIDENTS**

Responsibility for backing safely is entirely the driver's. The driver is responsible for making sure the way is clear when backing by using rear-view mirrors, looking back, getting out to look, or having someone direct them. However, a guide does not have control of the vehicle so a wise driver doesn't risk their record by using an unreliable guide. A defensive driver backs **slowly** and **cautiously** from the time they put their vehicle into motion until they stop. **It is the driver's responsibility to watch for and be prepared for any change in condition during the movement.** Backing should always be avoided if possible.

• **INTERSECTIONS ACCIDENTS**

Intersections are dangerous locations because a lot of complex traffic movement is crowded into a small area. Safe passage requires exceptional driving caution. Right-of-way -- even when reinforced by stop signs or signals -- does not protect you from violators, funeral processions, fire, police and other emergency vehicles.

The defensive driver avoids intersection accidents by observing all regulations and by approaching, entering and crossing intersections slowly and cautiously with their foot covering the brake. In this manner, they are able to keep their vehicle under control, foresee accident-producing situations and avoid violators. They come to a full stop gradually at stop signs and traffic signals by slowing down -- coming to a stop when necessary -- and not proceeding until they are sure they can do so safely. They respect the right-of-way of the other drivers and yield their own right-of-way when it will prevent an accident. They do not depend solely on lights, signals or other regulations to protect them at an intersection-- but protect themselves by being prepared to avoid violators. Drivers anxious to avoid accidents do not take chances by going through an intersection on changing lights.

- **PEDESTRIAN ACCIDENTS**

Preventing pedestrian accidents at intersections requires the courtesy of allowing them to complete the crossing when the light changes, restraining from starting and confusing them with loud horn blasts, and respecting their right-of-way when you are making right or left turns. Preventing pedestrian accidents requires alert watchfulness to avoid "jaywalkers" everywhere -- including persons stepping out from between parked cars and children darting from curbs in residential areas. Because of the serious nature of pedestrian accidents, they are to be reviewed carefully and are not to be (decided) declared unavoidable unless searching investigation fails to uncover anything that the driver could have done to prevent the accident. In all cases, pedestrians always have the right of way.

- **REAR-END COLLISION**

Accidents in which your vehicle collides with the rear of the vehicle ahead are seldom excusable. A sudden stop by a vehicle ahead is a common occurrence. Every driver should be prepared for it. It is a driver's duty to follow at a safe distance and have their vehicle under control. Then, if the vehicle ahead makes an emergency stop, they neither hit it nor do they have to stop so suddenly that they become a target for the vehicle behind them. Rear-end collisions in which the vehicle to the rear strikes your vehicle are certainly preventable when they are caused by sudden stops at intersections, railroad crossings, passenger stops and when preparing to turn or park. Rear-end collisions which occur when your vehicle is improperly parked or allowed to roll back before starting up shall also be considered preventable. Most rear-end collisions can be avoided by foresight in controlling speed and allowing sufficient following distance. Watch the traffic situation ahead of the vehicle ahead of you so you can anticipate the need to stop. Stop gradually, not suddenly.

- **TRAFFIC LANE ENCROACHMENT ACCIDENTS**

Accidents resulting from unnecessary passing, weaving in and out of lanes, or entering a line of moving traffic have no place in the record of a professional driver. Such accidents are preventable.

The first requirement for passing is to wait for safe clearance, which is regulated by the traffic line ahead, oncoming traffic and following traffic. The defensive driver signals their intention before passing and waits until the driver ahead is aware of their intention. They make sure no driver to the rear is about to pass them. They then pass to the left (except where special regulations direct otherwise) and do not cut back to the right until they are sure of their clearance. They watch for others to pass them, stay to the right and are ready to drop back if the other vehicles cut in too soon.

Weaving, either from lane to lane, or within one lane, is discourteous and can be disastrous! There is no excuse for it. The expert driver drives in a straight line and stays to the right except when passing. In heavy traffic, constant changing of lanes seldom gains time and often causes accidents. The safe driver is careful in changing lanes and in pulling around such temporary blocks in their lane as stalled or parked cars, street repairs or halted buses.

When entering traffic from the curb or a parking space, the driver should look before starting to move from the curb, signaling their intention, and then waiting until traffic is clear enough to pull out safely. They should never attempt to bulldoze their way into traffic nor should they use their loading lights to enter traffic. The driver should also be prepared to avoid amateur drivers who might pull out suddenly when they are passing parked vehicles. Such signs as drivers sitting behind the steering wheel, front wheels turned out and exhaust coming from the rear of the vehicle tips them off that the parked driver may pull out. When entering traffic from an alley, driveway, side street, etc., the expert driver comes to a full stop back of the sidewalk and then proceeds with the same caution as when pulling into traffic from a parking space.

## **ACCIDENTS RESULTING FROM MECHANICAL CONDITION**

It is the driver's responsibility to operate within the limits of the vehicles mechanical condition. It is their job to know the condition of their vehicle and report any faulty mechanical condition for repair. Conservation and care in the use of the vehicle are also part of the driver's job. Any accident blamed on mechanical failure that reasonable and prudent attention could have foreseen -- but was not reported for repair -- shall be considered preventable. An accident blamed on mechanical failure that resulted from a driver's rough or abusive handling shall be considered preventable. A driver can prevent accidents resulting from mechanical failure by inspecting their vehicle regularly and carefully, reporting faulty conditions for repair, driving within the mechanical limits of their vehicles and refraining from driving in a manner that will abuse the vehicle.

- **ACCIDENTS WITH FIXED RAIL VEHICLES**

Drivers always lose a good deal more than their safe driving record when they gamble with a train...and lose! If you can't afford to lose -- don't gamble. Trains always have the right-of-way. If a driver is involved in an accident with a train, the accident is considered preventable. Expert drivers depend on their eyes and ears -- not on gates, automatic signaling devices, or watchmen at grade crossing. They keep to the right and do not shift gears while crossing. They do not rush past the tail of a passing train until they are sure there is not another train coming on another track.

- **COLLISIONS WITH STATIONARY OBJECTS, NON-COLLISION ACCIDENTS, UNATTENDED VEHICLE ACCIDENTS AND MISCELLANEOUS ACCIDENTS**

Often of minor severity, but serious because of high frequency, are such "collisions with stationary object" accidents as scraping or striking curbs, buildings, signs, trees, posts, bridges, parked vehicles and various overhead obstructions. Such accidents indicate sloppy driving. There is no room for them in the record of an expert driver. They must be considered preventable. "Stationary Objects" don't run into vehicles.

- **ACCIDENTS BLAMED ON ADVERSE WEATHER CONDITIONS**

Rain, snow, fog, sleet or icy pavement has never caused an accident. These conditions merely add more hazards to driving and make the normal hazards worse. Accidents are caused by drivers who do not adjust their driving to meet these conditions. Accidents blamed on skidding or bad weather conditions are classed as preventable. Expert drivers can drive safely on extremely slippery road surfaces by reducing speed.

- **USE OF SEAT BELTS**

School bus drivers shall always wear a seat belt properly according to the manufacturer's instructions. Statistics have shown that most serious accidents occur within 25 miles from their destination. Law enforcement officials will administer citations for NO SEAT BELT-DRIVER which is graded as three points on the MVR.

## VII. BUS EVACUATION PROCEDURES

The intent of this procedure is to provide guidelines for evacuating a bus only when absolutely necessary for the safety of students and staff in an emergency situation. A school bus may be involved in different types of emergency situations where evacuation of the entire pupil load is necessary. Due to the increased number of pupils being transported in present day traffic with a potential increase in accidents and hazards, there is a need to instruct pupils to vacate a school bus in case of an emergency. Since the bus driver is responsible for the pupils, the driver shall direct the emergency drills. **Safety of the children shall be considered first.**

### **Assessing the Need to Evacuate:**

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

- A. Is there a fire involved?
- B. Is there a smell of raw or leaking fuel?
- C. Does the possibility exist that the bus will roll/tip causing further threat to safety?
- D. Is the bus likely to be hit by other vehicles?
- E. Is the bus in the direct path of a sighted tornado or other natural disasters such as rising water?
- F. Would evacuating students expose them to speeding traffic, severe weather or a dangerous environment?

Note: It is recommended that the area be evacuated and therefore buses will need to be dispatched to the appropriate site.

### **Evacuation Procedures**

#### **Procedures – Students**

- Do not permit students to take belongings, books, lunch boxes, etc., when they exit the bus.
- Direct students that during evacuations whether practice drills or actual evacuations, they are to:
  - Remain as silent as possible.
  - Listen for driver's instructions.
  - Do not push or shove.
  - Exit carefully.
  - Help each other.
  - Walk to a safe waiting area that the driver designates.
  - Remain in a group.
  - Wait for further instructions.

#### **DRIVER FRONT DOOR EVACUATION DRILL**

- Secure school bus by setting the brake, turning off the engine and removing the key.
- Stand facing the students and get their attention.
- Give clear and concise instructions.
- Open front door.
- Instruct previously assigned student helpers to take their position on each side of door to assist students.
- Instruct students to exit through front door, stay in line and move to the location that the driver selected, which is at least 100 feet (40 giant steps) from the bus and off the road.
- Stress order and quickness, no shoving or shouting.
- Position self in aisle between first rows of seats facing front of the bus.
- Students in first seat on door-side exit first
- Followed by first seat behind the driver's seat

- Alternating seats follow.
- Driver backs down the aisle making sure each seat unloads in turn and then move from rear to front of bus checking each seat for students.
- During actual emergency, the driver will pick up first aid kit and safety equipment, exit through front door, and join the students.

#### **DRIVER REAR DOOR EVACUATION DRILL**

- Secure school bus by setting brake, turning off engine and removing key.
- Stand facing the students and get their attention.
- Give clear and concise instructions.
- Instruct student helpers to open emergency door, exit and take position on each side of the door to assist students.
- Direct students that when they exit the bus to remain in line and move to the selected location, which is at least 100 feet (40 giant steps) from the bus and off the road.
- Instruct students in the rear-most seats to exit quickly through emergency door, followed by the next, rear-most seat. Helpers should follow the last student out the exit by the waiting area.
- Students shall be instructed prior and during the evacuation by the helper and/or self to:
  - Duck head.
  - Assume a semi-squat position.
  - Reach out and place hands on helper's shoulders or hands.
  - Exit from bus. If the student is afraid to jump, have student sit down and
  - scoot out the door.
  - Land with knees bent.
- During actual emergency, driver will pick up first aid kit and safety equipment, check for students while moving toward rear emergency door, then exit through emergency door and join students.

#### **COMBINATION FRONT & REAR DOOR EVACUATION DRILL**

- Secure school bus by setting brake, turning off engine and removing key.
- Stand facing students and get their attention.
- Give clear and concise instructions.
- Driver opens front door.
- Driver moves to mid-point of bus, assign student helpers to the front and rear exit doors, and continue to monitor both exits. These students must be assigned this role prior to the evacuation drills.
- Instruct student helpers to open emergency exit and take position on each side of the door to assist students during evacuation.
- Instruct students in rear-most seat to exit quickly through the emergency door, followed by the next, rear-most seat. Helpers should follow last student out exit to waiting area that the driver selects, which is at least 100 feet (40 giant steps) from the bus and off the roadway.
- Instruct students to exit through front door, stay in line and move to the selected location at least 100 feet (40 giant steps) from the bus and off the roadway. If possible, have both locations for students the same. The procedures of how students are to exit the bus are explained in the front and rear door drill.
- After students have evacuated through both exits, driver goes to rear exit and checks all seats for students while moving toward the front exit.
- During actual emergency, driver will pick up first aid kit and safety equipment, then exit through front door and join students.

## **VIII. PREVENTION OF INFECTIOUS DISEASES**

### **UNIVERSAL PRECAUTIONS**

Under the following recommendations, blood and other body fluids containing visible blood of all persons should be considered potentially infectious for the human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens. Scientific studies indicate the risk of transmission of HIV and HBV from feces, nasal secretions, sputum, saliva, sweat, tears, urine and vomit is extremely low or nonexistent unless they contain visible blood. Because blood is the single most important source for such pathogens in the occupational setting, infection control efforts must focus on preventing exposures to blood. Although unbroken skin provides a good barrier to prevent HIV and HBV from entering the body, whenever possible, use some sort of protective barrier to avoid direct contact with blood. If you have cuts, sores, abrasions or eczema, it is best to avoid direct contact with blood or open wounds. People who are bleeding can often stop the bleeding themselves. The first responder should show the person how to apply pressure to the wound using a clean cloth. However, bleeding children or people who are confused or unconscious may not be able to help themselves. In such cases, the first responder should use a thick cloth, several dressings, a piece of plastic wrap, or other protective barrier whenever possible to avoid coming in direct contact with blood.

### **GUIDELINES FOR CLEANING UP BODY FLUIDS (Bio-Hazard Spills)**

#### **Using the Kit**

- ✓ Put on gloves
- ✓ Use paper towels to clean up student. Send student to restroom to wash with soap and water.
- ✓ Put used paper towels into garbage bag.
- ✓ Pour cat litter over spill and wait a few minutes to allow the spill to be absorbed.
- ✓ Use cardboard/transparency to scoop cat litter into the garbage bag.
- ✓ Use plastic jug to dilute the disinfectant with water if necessary.
- ✓ Saturate paper towels with disinfectant and scrub surface where spill occurred.
- ✓ Dry the surface with additional paper towels.
- ✓ Place all used paper towels into garbage bag.
- ✓ Remove disposable gloves by turning them inside out by pulling the cuff over the fingertips. Discard into garbage bag.
- ✓ Wash your hands thoroughly with soap and water, scrubbing at least 20 seconds with soap before rinsing.
- ✓ Replace the disposable items in your kit as soon as possible so that you will have a complete kit ready for the next use.

## **XI. TRANSPORTING SPECIAL NEEDS STUDENTS**

This section contains policies and procedures that are specific for drivers and monitors of special needs students.

- **SPECIAL NEEDS BUS MONITORS**

Each special needs route will have a bus monitor. Monitor duties shall include assisting the students with loading and unloading. Special needs driver/monitor teams will attend team training once each semester. Monitors and drivers are required to complete wheelchair securement training annually. Do not allow anyone other than transportation personnel to operate the lift or ramp on wheelchair buses or to carry other students on or off the bus. When lifting, bend your knees and lift with your legs, not with your back. Seek assistance rather than risk injury to yourself or the child.

- **WAITING TIME FOR SPECIAL NEEDS STUDENTS**

If the student is not waiting when the bus arrives, come to a complete stop at the designated stop location. If someone appears and asks you to "wait a minute," use your own judgment as to how long you can wait without inconveniencing the other students on your route by running late. As a general rule, do not wait more than one minute. If no one appears, document the time at the stop and proceed with the route. Do not radio the Dispatcher of "no call-no show" students unless you are specifically asked to do so.

- **PARENT NOT AT HOME FOR SPECIAL NEEDS STUDENTS**

Someone must be at home to receive any child who is unable to care for him or herself. Never leave children in front of their homes or at the school if there is any question of their ability to safely enter the building by themselves. If no parent or other responsible adult is at the special needs child's home or usual drop-off location, keep the child on board and call Transportation Coordinator/Manager for instructions. Transportation Coordinator/Manager will usually have you bring the student back to the school. The driver and monitor should stay with the student and make the student as comfortable as possible.

- **STUDENT MANAGEMENT**

Monitors should position themselves on the bus in a manner that maximizes efficiency as it relates to student control and conduct. Sit with the student that needs attention. Give verbal instructions to correct behavior. Be aware that students may be taking prescribed medications that affect his/her behavior. Let the Transportation Coordinator/Manager know of any behavior changes immediately. Make sure every student has an individualized student management program, designated by the school so that monitors will be prepared to control any behavior problems. Be fair, firm and consistent. Drivers should inform their supervisor when it comes to their attention that a student will be missing for several days. Students who do not ride for five consecutive days should be reported so that staff can check for long- or short-term address change, long-term illness or other conditions that a substitute driver might need to know. Inform Transportation Coordinator/Manager immediately of any students who no longer ride your bus.

## **XII. FIELD TRIPS**

All bus drivers are required to take all field trips (in town and out of town) assigned to them. Planning the route destination to and from the school and field trip site is the driver's responsibility. The most efficient route (time and distance) should be used. Assistance may be obtained from the Transportation Coordinator/Manager or other staff member. If you must be absent on assigned field trip, you must find a replacement driver.

### **NO SHOW/NO CALL**

Drivers who do not report for the field trip they requested (No Show or No Call) will be removed from the trip list for 60 working days on the first occurrence. The second occurrence will result in suspension from the trip list for one calendar year and or up to and including termination of employment.

### **PROPER EQUIPMENT**

The driver is responsible for arriving with the proper bus and equipment that was requested for the trip. Failure to do so will result in a written warning.

### **FIELD TRIP DRIVER RESPONSIBILITIES**

- **Arrival at the Pick-up Location**  
Drivers are required to be at the pick-up location 15 minutes prior to departure time. If you are going to be late to the pick-up location for a field trip due to unexpected delays, such as an accident or other unforeseen incidents, radio/call the Transportation Coordinator/Manager so that they can call the campus.
  
- **Standards of Student Behavior**  
Drivers should expect the same basic standard of student behavior for trips as on routes. Exceptions may include permission for restroom breaks or stopping for food and/or drinks, based on sponsor requests. Drivers are expected to exhibit good judgment and be courteous while following department and district policies and procedures. Driving safely and getting cooperation from passengers concerning appropriate bus behavior are the two (2) primary responsibilities of drivers on trips.
  
- **Leaving Field Trip Site**  
Drivers are expected to remain at the trip sites. However, with the sponsor's knowledge and approval, the driver and bus may leave briefly (no longer than one hour) at appropriate times for a meal. The driver must leave information (phone #, bus #, name, where you are going, how long you will be gone, etc.) and be available to be contacted should the group's return transportation needs change.
  
- **Completing Trip Tickets**
  1. Drivers must turn in their completed Trip Tickets upon completion of their assigned field trip to the assigned mail box.
  2. In the event that you arrive for a trip that cancels, make certain that the sponsor signs the ticket and turn in the Trip Ticket to appropriate personnel.

### **XIII. EMERGENCY SITUATIONS**

#### **Transportation Department Emergency Procedures**

The following procedures have been developed to assist us in handling emergency situations in a calm and consistent manner. These procedures are written in an “if this happens – Do this” format.

An effective emergency preparedness program demands a full awareness of individual responsibilities, realization of the seriousness of the problem, and an adequate plan.

#### **CONTINUITY OF ADMINISTRATION**

During any type of emergency situations, a continuity of administration (chain of command) procedure needs to be followed.

District Wide Emergency Situation

The Superintendent of schools will make decisions.

Office (915) 886-6501

In the absence of the Superintendent, the following administrators (in sequence)

Assistant Superintendent

Office (915) 886-6551.

Transportation Department

(915) 525-7944 or 915-539-2104.

## **Tornados**

A tornado watch is a forecast of the possibility of one or more tornados in a large area. Continue normal activities and watch for tornadoes. Monitor the A.M. radio weather station. If warning continues at dismissal time, check with Central Administration if weather is threatening but no official warning has been received.

A tornado warning means that a tornado has been detected and may be approaching. If this occurs while students are still in school the principals will take charge of the situation. Transportation staff is to take shelter in a safe area not in buses, the Transportation barn, or under trees. Staff may report to any of our school buildings until all clear directives are given.

If tornado is sighted while students while students are being transported via buses, you will follow the following procedure:

1. Via cell phone communication and / or radio contact the transportation office and inform the Transportation Coordinator/Manager of the sighting. Do not try to “out run” a tornado – they usually move from the southwest to the north east.
2. Pull the bus over to a safe place and de-board the students into a depressed area, ditch, or ravine and have them lie flat on their stomachs on the ground. Under no circumstances should a bus driver try to keep the students on the bus, if in the path of a tornado.
3. If no depression is available, have the students lie down on the ground towards a tornado, but away from the bus.
4. Instruct the students to leave the bus as quickly as possible by the service door and the emergency door. Have them leave all equipment on the bus.
5. When you feel it is safe to return to the bus – do so and call the base to inform them.
6. Transportation Coordinator/Manager will relocate via telephone.
7. The driver will notify Transportation Coordinator/Manager and the schools during the tornado and when it is clear again.
8. All transportation department staff will remain available until the all clear directive has been given. These people will be positioned at the transportation facility area or any other campus.

## **Severe Thunderstorms**

Public warnings are announced via radio emergency broad cast system and local television stations. If caught driving in a downpour try to avoid flooded roadways. If it is raining so hard that the windshield wipers do not keep the windshield clear, pull over into a safe area and wait for the rain to let up. Never drive under or over any down wires.

## **Blizzards**

If a blizzard occurs outside of school hours the conditions will be monitored by the Superintendent, Transportation Coordinator/Manager in order to give adequate notification of school cancellation. This generally should occur not later than 6:00 A.M. If blizzard conditions occur while buses are on the road, buses will need to slow down and continue with caution. Time schedules are not a priority. Normal routes should be taken if possible. If roads are not passable advise Transportation Coordinator/Manager.

When it is determined that non-paved roads will not be traveled, please remind Transportation Coordinator/Manager as to where you will pick up the students from the area not to be traveled. Alternate stop notices will be given to affected students by when it occurs. If bus stalls, stay in bus, make sure the lights are on (headlights, hazard lights, strobe light), and open a couple of window downwind to allow for ventilation. Do not panic and try to keep the students calm. The base will be covered until all buses are parked in the compound.

### **Bomb Threats**

If possible, get the following information:

1. Exact location (what bus)
2. Time set for detonation
3. What it looks like
4. What explosive was used
5. Why was it placed

### **Weapons on Buses**

1. It is against the law for students to bring weapons on school buses.
2. Bus drivers must report a student with a weapon.
3. When reporting a student with a weapon, the driver must strictly follow the following procedure:
  - a. Use emergency code "10-10" (Bus # \_\_\_\_\_10-103 when contacting the Transportation Supervisor.
  - b. The Transportation Supervisor will respond by asking for information regarding the emergency and your location.
  - c. Driver will only respond "10 -33" and indicate the mile marker number.
  - d. DO NOT give specifics about the weapon
  - e. The supervisor or transportation administrator will contact the police department at # 886-3838.
  - f. The rest of the fleet will continue to carry out responsibilities.
  - g. After the incident is resolved all involved parties will meet with the district crisis team.

### **Bus Jacking**

Contact the Transportation Coordinator/Manager if you have a chance – To report unauthorized passenger. If Transportation Coordinator/Manager receives calls from parents because bus is running late and bus does not answer – the Transportation Coordinator/Manager will contact central office; Superintendent. The police department will be contacted to see if they can locate the bus. Assistant Superintendent and central office personnel will also be contacted. When bus is located, a determination will be made. If it appears that there has been a Bus-Jacking the Police will call in whatever tactical support they need. Bus driver and dispatch will take direction from the police. When situation is resolved all parties involved will meet with the district leadership team or with the assigned crisis team.

### **Fire**

In the event a fire is detected in or on the bus, proceed according to the following plan:

1. Pull the bus off the roadway.
2. Contact the Transportation Coordinator/Manager as you are pulling off the roadway, that you suspected fire, and give location – Bus # \_\_\_\_\_ 101 EMERGENCY.
3. Secure the bus
4. Evacuate the students as quickly as possible using either the front door if the fire is in the rear of the bus, the back door if the fire is in the front of the bus or split if the fire appears to be in the middle. Keep the students as far away from the bus as possible until another bus is dispatched to transport them.

Most fires are too extensive to use our fire extinguisher on – don't put yourself in jeopardy – insurance will cover the bus.

## **XIV. GUIDELINES FOR EN ROUTE EMERGENCY**

### **Preparing an Emergency Evacuation Plan:**

Bus staff should have an emergency evacuation plan in the bus which considers the individual capabilities and needs of each student, the type of behavior which might be exhibited during an emergency evacuation, and the type of wheelchair or support equipment being used for students. A floor plan with pupil location and special needs should be on the bus. Some issues to consider in establishing an evacuation plan are listed:

- Which students could help, and to what extent.
- How to deal with individual emergencies during the evacuation process, such as seizures.
- Whether students should be evacuated in their wheelchairs, or removed from their wheelchairs before evacuation.
- How to disconnect or cut wheelchair securement and occupant protection equipment, including belts, trays, and other support equipment.
- Identify which students might run after evacuation so they could be evacuated last.
- Know the length of time a student requiring life support equipment or medical care procedures can survive if such service is interrupted or delayed during the evacuation process.

Every driver and/or attendant should be able to physically carry out their emergency evacuation plan upon request without hesitation. Many emergencies allow only 3 to 5 minutes to complete an evacuation before possible serious injury to students might occur.

## XV. SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION

**TABLE 1**

Assess **one (1) penalty point** for each conviction if the date of the violation is within three (3) years of the date of the driving record evaluation.

Brakes not on all wheels required	No beam indicator
Carry passenger without a helmet	No clearance lamps
Clearance lamps improperly mounted	No fire extinguisher
Clearance lights not visible sufficient distance	No front seat belts (when required)
Defective parking lamp(s)	No head lamp(s) - not equipped
Defective safety glazing material	No motorcycle endorsement
Defective stop lamp(s)	No mud flaps or improper mud flaps
Defective tail lamp(s)	No multiple-beam road lighting equipment
Defective turn signal lamps	No parking lamps
Defective windshield wiper	No reflector(s) when required
Driving safety course sec. 143(a)(1)	No stop lamps
Hazardous material placard violation	No tail lamp(s) - not equipped
Head lamps glaring not adjusted	No turn signal lamps when required
Identification lamps not visible sufficient distance	No white flag on tow chain (or cable)
Improper flashing lights	No windshield wiper
Improper use of back-up lamp	Pull more than one trailer or other vehicle
Improperly directed or adjusted lamp(s)	Red light(s) on front
Mirror violation	Reflectors improperly mounted
More than four driving lamps lighted	Reflectors not visible sufficient distance
Muffler violation	Side marker lamps not visible sufficient distance
No auto brake applied. on breakaway (trailer)	Slow-moving vehicle emblem violation
lamp(s) improperly located	Wrong color back-up lamp
Too many auxiliary driving lamps	Wrong color clearance lamp(s)
Too many auxiliary passing lamps	Wrong color identification lamps
Too many fog lamps	Wrong color license plate light
Too many spot lamps	Wrong color reflectors
Unauthorized glass coating material	Wrong color side marker
Unauthorized use of siren, bell or whistle	Wrong color signal device
Warning devices not installed or defective	Wrong color spotlight

## TABLE 2

Assess *two (2) penalty points* if the date of occurrence is within *three (3) years* of the date of the driving record evaluation. Persons disqualified because of penalty points assessed for crash\* involvement shall be notified of their right to a review. (See below for review procedure)

Accident	Accident non-incapacitating injury
Accident citation issued	Accident non-injury Accident fatal Accident no citation issued
Accident incapacitating injury	Accident possible injury

### REVIEW PROCEDURE FOR DISQUALIFICATION APPEAL (2 point penalty assessments under Table II)

Two (2) points shall automatically be assessed for a crash 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 crash 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 crash(es). The applicant must identify the specific crash involvement(s) to be reviewed. Request a copy of the crash report(s) on the approved form. Mail the form to Crash Records, Texas Department of Transportation at the address listed on the form.

The designated person(s) shall review information pertinent to the crash(es), which should include the **Texas Peace Officer's Crash Report**. In examining this report, consideration of such items as Charges Filed, Investigators' Narrative of What Happened, Diagram, and Factors/Conditions Contributing to the Crash 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 crash report and any other pertinent information and determines that the applicant was not a cause of the crash(es), no penalty points should be assessed.

If the designated person(s) determines that the applicant was a cause of the crash(es), two (2) penalty points shall be assessed for each crash.

\*The terms "crash" and "accident" shall be used interchangeably.

## TABLE III

### SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION

Assess three (3) penalty points for each conviction if the date of violation is within three (3) years of the date of the driving record evaluation.

Bus driver failed to activate warning signal/equip.	Disregarded police officer
Bus failed to stop at RR crossing	Disregarded RR crossing gate or flagman
Bus shifting gears while crossing RR tracks	Disregarded signal at RR crossing
Careless driving	Disregarded traffic control device
Changed lane when unsafe	Disregarded turn marks at intersection
Child (4-17) not secured by safety belt	Disregarded warning sign at construction
Coasting Drawbar over 15 feet	Driver opened door in moving traffic
Consume alcohol while driving	Drove on or across streetcar track where prohibited
Crossed RR with heavy equipment without notice	Drove on sidewalk
Crossed RR with heavy equipment without stop (or safely)	
Crossing physical barrier	Drove on wrong side of divided highway
Cut across driveway to make turn	Drove on wrong side of road
Cut corner left turn	Drove onto (or from) controlled access highway where prohibited
Cut in after passing	Drove through safety zone
Did not use designated lane or direction	Drove to left of rotary traffic island
Display fictitious driver license	Drove without lights-when required
Disregarded flashing red signal (at stop sign, etc.)	Drove wrong way in designated lane
Disregarded flashing yellow light	Drove wrong way on one-way roadway
Disregarded lane control signal	Endorsement violation CMV
Disregarded no lane change sign	Fail to comply with requirements on striking
Disregarded fixtures on highway	
Disregarded no passing zone	Fail to comply with requirements on striking unattended vehicle
Fail to control speed	Fail to yield right of way
Fail to dim headlights-following	Fail to yield right of way - changing lanes
Fail to dim headlights-meeting	Fail to yield right of way - turning right on red signal
Fail to drive in single lane	Fail to yield right of way at open intersection
Fail to keep right on mountain roadway	Fail to yield right of way leaving (private drive, alley, building)
Fail to signal for stop	Fail to yield right of way on left at obstruction
Fail to signal required distance before turning	Fail to yield right of way to emergency vehicle
Fail to signal with turn indicator	Fail to yield right of way to pedestrian at signal
Fail to sound horn-mountain road	Fail to yield right of way to pedestrian in Crosswalk
Fail to stop at marked RailRoad crossing	fail to yield right of way to pedestrian in Crosswalk-no signal
Fail to stop at proper place (at traffic light)	Fail to yield right of way to pedestrian on sidewalk
Fail to stop at proper place (flashing red signal)	Fail to yield right of way to pedestrian-green arrow signal

Fail to stop at proper place (not intersection)  
 Fail to stop for school bus (or remain stopped, specify)  
 Fail to stop-emerging from alley, driveway or building  
 Fail to use due care for pedestrian  
 Fail to use proper headlight beam  
 Fail to yield at stop intersection  
  
 Fail to yield at yield intersection  
 Fail to yield for blind or incapacitated person  
 Following too closely truck  
 Following too closely – caravan  
 Heavy equipment disregarded signal of train  
 Illegal backing  
 Illegal load extension  
 Illegal pass on right  
 Illegally passed streetcar  
  
 Impeding traffic  
 Improper lane change  
 Improper lookout  
 Improper turn  
 Improper turn or stop hand 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  
 Made a U-turn on curve or hill  
 No driver's license  
 Passengers/load obstruct drivers view or control  
  
 Prohibited motor vehicle on controlled-access highway  
 Racing-drag racing-acceleration contest, etc.  
 Ran red light  
  
 Ran stop sign  
 Reckless driving  
  
 Restriction violation-CDL  
  
 Slower vehicle failed to keep right  
 Speed under minimum

Fail to yield right of way-turning left (at intersection, alley, private road or driveway)  
 Fail to stop-designated point-at yield sign Failed to give one-half of roadway  
 Failed to give way when overtaken  
 Failed to pass met vehicle to right  
 Failed to stop for approaching train  
 Failed to stop for streetcar-or stop at wrong location  
 Fleeing from police officer  
 Following ambulance  
 No flag or projecting load-daytime  
 No lamps (or reflectors) on project load at night  
 No seat belt-driver  
 No seat belt-passenger  
 Obstructed view through windshield  
 Obstructing traffic  
 Operate motorcycle without approved headgear  
 Operate vehicle where prohibited  
 Operate vehicle with child in open bed  
 Parked double  
 Parked on a bridge or in a tunnel  
 Parked on crosswalk  
 Parked on grade-failed to turn wheels  
 Parked on roadway  
 Parked with headlamps not dimmed  
 Parked within an intersection  
 Parked without lights  
 Parked without locking ignition and/or removing key  
 Passed through barricade  
 Passed vehicle stopped for pedestrian  
 Passed-insufficient clearance  
 unrestrained child under 4 or less than 36 inches in height not secured by child passenger safety seat.  
 Unrestrained child - safety seat violation  
 Unsafe speed (too fast for conditions)  
 Unsafe start from parked, stopped or standing position  
  
 Vehicle hauling explosives (or flammable materials) failed to stop at RR crossing  
 Vehicle hailing explosives failed to reduce speed at RR crossing  
 Violate DL restriction on occupational license

Speeding

Speeding-10 mph maximum for solid tire

Speeding-15 miles or over

Speeding 10% or over

Speeding over limit

Speeding-in a school zone

Too many riders on motorcycle

Turned across dividing section

Turned left from wrong lane

Turned right from wrong lane

Turned right too wide

Turned when unsafe

Violate DL restrictions

Warning devices not displayed (flags, fuses, flares, reflectors)

Wrong side of road-not passing

Wrong side, 4 or more lane, two-way roadway

## TABLE IV

### SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION

Assess **ten (10) penalty points** for each conviction if the date of the violation is within ten (10) years of the date of the driving record evaluation.

Aggravated assault with motor vehicle	Driving while license invalid bond forfeiture
Alcohol beverage code offense	Driving while license disqualified-CMV
Boating while intoxicated	Drug offense
Controlled substance act offense	Drug offense-bond forfeiture
Criminal negligent homicide-1st or 2nd degree	Fail to stop and render aid-felony
Dangerous drug act offense	Fail to stop and render aid-misdemeanor
Driving under influence of drugs	Felony-use of CMV
Driving under influence (DUI)-minor	Felony-use of CMV-controlled substance
Driving while intoxicated	Intoxication assault
Driving while intoxicated – w/child under 15	Intoxication manslaughter
Driving while intoxicated-probated	Involuntary manslaughter
Driving while intoxicated bond forfeiture	Volatile chemical act offense
Driving while license invalid	

## **TABLE V**

### **SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION**

Assess **ten (10) penalty points** for each conviction if the date of the violation is within ten (10) years of the date of the driving record evaluation.

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

ALR suspension – Under 21 – Refusal

ALR suspension – Under 21 – Failure