

TRANSPORTATION DEPARTMENT HANDBOOK 2016-2017

Bright Local Schools

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1/1/2016

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DRIVING POLICIES AND PROCEDURES

ACCIDENT PROCEDURES

If a school bus is involved in an accident of any kind, the following procedures must be followed:

1. The driver must radio base immediately. Give exact location; indicate whether or not there are any injuries and if medical assistance is needed. Leaving the scene of an accident or failure to report an accident to the transportation office is a violation of policy and shall result in disciplinary action.
2. Base will immediately contact the Ohio State Highway Patrol, (937) 378-6191 or 911, and the Director of Operations & Transportation. The Director of Operations and Transportation will immediately contact the Superintendent.
3. Reassure passengers and apply first aid, as needed.
4. The bus should not be moved unless instructed to do so by a law enforcement officer or the Director of Operations & Transportation. The Bus and Driver **CANNOT** be used to complete the route.
5. Use any emergency equipment necessary. Flares should be placed in front, behind, and on traffic sides of the school bus. If the bus is positioned on an incline, place a flare at the top of the incline.
6. Collect all necessary data:
 - a. Names of all passengers
 - b. Address of all passengers
 - c. Telephone numbers of all passengers
 - d. Birthdates and grade level of all passengers
 - e. Seat numbers of all passengers
 - f. Exchange driver information with the other vehicle operator involved.
7. Drivers involved in an accident must submit to a drug and alcohol test accompanied by the Director of Operations & Transportation immediately following release from the accident. If the driver does not receive a citation, the driver may complete the route at the discretion of the Director of Transportation or Superintendent.
8. The driver will meet with the Director of Operations & Transportation to complete a T-10 accident report.
9. District office personnel will immediately begin notifying the parents of school bus accident passengers. If the accident occurs on a morning route, the parents of students not picked up on time as a result of the accident will also be called.

ADVERSE WEATHER PROCEDURES

In all adverse weather conditions, a school bus driver must remain calm and must use good judgment in determining what course of action to take. School bus drivers are required to travel all roads on the route unless instructed to do otherwise by a supervisor in the Transportation Department. Drivers may alter their route upon notification and approval of the Principal, Superintendent or Transportation Supervisor, if conditions prohibit travel on a road, provided all stops are made. If it is impossible to make a stop due to road conditions, drivers should contact the Transportation Office for instruction.

When operating a school bus in *ice, snow, fog, heavy rain, flooding, or a road blockage exists*, the school bus driver should follow these procedures:

1. Reduce speed and proceed with caution unless conditions prohibit travel.
2. Shift bus into low gear, if necessary.
3. Radio base, if assistance is needed.

When operating a school bus in *blizzard conditions that prohibit travel*, the driver should follow these procedures:

1. Park the school bus, as soon as possible, in a safe location.
2. Utilize any equipment that would add to the safety of the school bus, hazard light, etc.
3. Notify base of your location on the two-way radio.
4. Everyone must remain on the bus.
5. Resume the route as soon as weather conditions permit.

When a driver transporting students sights a tornado, but the path of the tornado does not appear to be in the driver's path, the school bus driver should follow this procedure:

- a. The code word "Rainbow Bus" is used when talking about a tornado between the drivers and dispatch. The school bus driver should contact the Transportation Office by radio to report the location of the Rainbow Bus and direction the Rainbow Bus is traveling.

When a driver transporting students sights a tornado and the tornado appears to be in the driver's path, follow these procedures.

Rural Areas

1. Contact the Transportation Office by radio and report the school bus location and the driver's plan of action.
2. Direct students to a low section of ground such as a depression, ditch, ravine, or embankment away from electrical lines or a safe building or house.
3. Take the first aid kit with you when possible.
4. Once the danger has passed, check students for injuries and administer first aid, if necessary.
5. Contact the Transportation Office for further instructions.

Urban Areas

1. Contact the Transportation Office by radio and report the school bus location and the driver's plan of action.
2. Evacuate the bus; take the first aid kit.
3. Take the students to the nearest shelter.
4. Once the danger has passed, check the students for injuries and administer first aid, if necessary.
5. Contact the Transportation Office for further instructions.

BREAKDOWN PROCEDURES

If a school bus driver encounters a mechanical breakdown that prohibits travel, the school bus driver should follow these procedures:

1. Contact the Transportation Office by radio. The school bus driver will give the Transportation Office their location and a brief description of the problem.
2. Keep all students on the bus unless the bus is at the student's designated stop. All students regularly unloading at that stop may get off.
3. Utilize any emergency equipment necessary.
4. Mechanic will contact the driver by radio.
5. The driver will complete a pre-trip with the help of the mechanic before continuing on with the route. The pre-trip form will be brought back to the bus garage with the mechanic.

BUS STOP PROCEDURES

Stopping on the highway to pick up or discharge students is an important maneuver required of school bus drivers. Although the law requires motorists to stop for a school bus when loading or unloading school children (O.R.C.4511.75(A)), the driver must use extreme care and judgment in these maneuvers.

1. Student pick up – actuate the warning lights (O.R.C.4511.75(B)) approximately 300 feet prior to stopping and use the strobe light if visibility warrants.
 - a. Check traffic and use good judgment in actuating the warning lights since it may be possible to allow oncoming vehicles to pass the bus and provide traffic to the rear adequate warning.
 - b. The driver is not to “crack” the service door to actuate the warning lights (O.A.C.3301-83-12(G)) prior to stopping.
 - c. Count all students waiting at the driver's designated place of safety and recount them when they enter the bus.
 - I. Two amber lights beside the red warning lights will flash alternately when the manual switch is first actuated.
 - II. When the bus stops, the driver opens the door, the red warning lights will come on, and the amber lights will go off. The stop arm will extend.
 - III. When the door is closed, the red lights will go off and the stop arm will return.
2. Discharging students – Stop the bus at the designated stop and maintain firm pressure on the service brake. Modification may be necessary when loading or unloading preschool or special needs students.
 - a. Keep your hands securely on the steering wheel until the bus has come to a complete stop.
 - b. The bus should be stopped near the right side of the highway (O.A.C.3301-83-12(E)).
 - c. The bus should not be pulled into a deceleration lane or curb.
 - d. Set the parking brake (O.A.C.3301-83-13(C)).
 - e. The bus should be visible for 500 feet in both directions to pick up or discharge students (O.A.C.3301-83-13(B)(3)).
3. Shift the gear lever to neutral (same for automatic transmission).
4. Open the service door. The driver shall be the only person to operate the service door (O.A.C.3301-83-(12)(F)).
5. Signal the students who must come across the highway to walk at least ten steps or more in front of the bus where they can be seen by the driver.
 - a. Hold students back on the side of the road by raising your hand to be visible to the students, use the interior light in times of darkness.
 - b. If your bus is too close to the student(s), the left side mirror may block your hand signal, make sure the student(s) can see your hand. This may require the bus to be stopped in a position greater than ten steps from the student(s).
 - c. The palm of your hand should be pointed directly at the student(s), not at the oncoming vehicle.

- d. The driver should make sure it is absolutely safe to cross. The student(s), after receiving the driver's signal, should also check for traffic.
 - e. When it is clear, drop your hand straight down signaling the student(s) to cross over.
 - f. Make sure the opposite hand covers the horn.
 - g. The student(s) should cross approximately ten steps or more in front of the bus.
 - I. To allow the driver to see all the students at all times.
 - II. To lessen the chance of the student(s) being hit if the bus is struck in the rear and pushed forward.
 - h. The student(s) should be instructed to avoid walking in dangerous areas.
6. Encourage student(s) to quickly board the bus and be seated (O.A.C.3301-83-08-(C)(4)).
- a. The driver should follow a plan of loading students that will distribute the load evenly and still allow students to be seated quickly. This can especially be a problem when a large number of students sit in the rear of the bus behind the rear axle, leaving the front seats empty. This unbalanced load may make it more difficult to maintain steering control since the weight on the steering axle is decreased by the weight situated behind the rear axle.
 - b. All students must be seated. The number of students shall not exceed the manufacturer's rated seating capacity (O.A.C.3301-83-18).
 - c. Pupils must be assigned seats. It is recommended that students have assigned seats – generally oldest in back and youngest to the front and a current seating chart kept in the bus and in the office.
7. Shift the gear lever into starting gear only after the students are seated.
8. Before closing the door and canceling the red warning lights, count and check the mirrors beginning with the right side mirror, then right fender mirror(s), left fender mirror(s), left side mirror and inside mirror. Remember to always recheck the cross-view mirrors showing the area directly in front of the vehicle (O.A.C.3301-83-13(C)(11)).
9. Close the door. Door must be closed before the bus moves (O.A.C.3301-83-3(C)(12)).
10. Release the parking brake.
11. Recheck right and left side mirrors and proceed when all is clear. The strobe light must be turned off after the bus resumes motion.

Discharging Students – This procedure is basically the same as the procedure for picking up students. The additional precautions in discharging students shall be followed (O.A.C.3301-83-13(C)(7)).

1. Teach the students the proper way to cross.
 - a. Students should walk along the side of the road approximately ten steps or more out in front of the bus and look at the driver's hand in the front window.
 - b. The horn shall be used to warn students of danger, i.e. vehicle not stopping for red warning lights. When it is safe to cross, the driver shall drop their hand straight down signaling students to cross.
 - c. Students are to stop and look both ways on their own before crossing the open lane of traffic.
 - d. If the horn is used, students shall be instructed to look for danger first (check traffic). Then, if no danger is seen, look back at the driver for further instructions.
2. The driver should count the number of students getting off the bus and make sure the same number of students are in the designated place of safety on their residence side of the road (O.A.C.3301-83-13(C)(9)(d)).
3. The law requires the bus driver not to proceed until all students who have reached a place of safety on their residence side of road (O.R.C.4511.75(E)).

4. Four-lane highways – When receiving or discharging students on highways divided into four or more lanes. The driver must stop on the child’s residence side of the highway (O.R.C.4511.75(D)). Traffic moving in the opposite direction does not need to stop (O.R.C.4511.75(C)).

Bus Stop Locations

1. School bus stop locations shall provide for the maximum safety of pupils giving consideration to distance from residence, traffic volume, physical characteristics, and visibility and weather conditions.
2. School bus stops shall be established on the residence side of all four-lane highways and on the residence side of other roadways posing potential hazards to students as determined by the school bus owners.
3. Students may not cross three lanes or more to get to a stop.
4. School bus stops shall be located at the distance from the crest of a hill or curve to allow motorists traveling at the posted speed to stop within the sight distance. If the line of sight is less than 500 feet in either direction, an approved “school bus stop ahead” sign shall be installed at least 500 feet in advance of the school bus stop.
5. Each pupil shall be assigned and required to use a specific school bus stop except in unusual circumstances as approved by the school bus owner or designee.
6. Each pupil shall be assigned a residence side designated place of safety.
Drivers must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.
7. Each bus shall have a detailed route sheet on board which shall include:
 - a. Directions to designated school bus stops
 - b. Time schedule
 - c. Designated stop
 - d. Driver will determine designated place of safety
 - e. Number of people at stop location and residence side
 - f. List identifying road hazards (Paragraph (I) of Rule 3301-83-20 of the Administrative Code)
 - g. Highlight students with special needs
 - h. Student roster and emergency medical forms
8. When applicable, each route shall have a responsible student assigned to assist a sub school bus driver with the route.
9. Students grade 3 and below must be met by or accompanied off the bus by an older sibling or other responsible person when dropped off. Students under grade 4 who are not met by or accompanied by an older sibling or other responsible person will not be left unattended and the bus driver shall immediately notify the transportation supervisor for instructions. (exception- see rule #10 following)
10. A student under grade 4 may be dropped off unattended or accompanied only upon written notification of parent/guardian to the school and this notification will be in effect for the entire school year.
11. When the last bus drops off the last student the driver shall notify the office/dispatcher.

Designation of School Bus Stops

It shall be the responsibility of the Superintendent or Designee to determine the location of all school bus stops, which shall be approved annually by the District’s Board of Education as an integral part of the school bus routing plan within ten days following the opening of school. Authority to designate or relocate subsequent school bus stops may be delegated by the Board of Education to the Superintendent or Designee.

NO STUDENT SHALL BE LEFT UNATTENDED ON ANY SCHOOL BUS

The school bus driver should instruct the students at the start of the school year to observe the following rules:

1. Students should arrive at their Board approved stop five minutes before the scheduled pick up time.
2. Students should form a line at their DPS away from the edge of the street before the bus arrives.
3. Students who cross the street must not do so until the driver motions for the students to cross. Instruct students to look in both directions while crossing.
4. Students should cross ten steps in front of the bus.
5. Students must look for the driver's hand signals before boarding the bus.

Loading and Unloading of Students

1. School bus drivers must remain on the bus when students are loading or unloading.
2. The school bus driver is the only person to operate the service door and the two-way radio.
3. When loading and unloading students on school property, warning lights are not used.
4. Students must be evenly distributed on the school bus. Students cannot all be seated in the back or on one side of the bus.
5. Never "crack" the service door to activate the red warning lights while the bus is moving.
6. Do not block crosswalks at schools when dropping off or picking up students.
7. Do not signal other vehicles to go around school buses or through intersections.
8. Students are not permitted to sit in the driver's seat.
9. Stay in your lane whenever possible.

CALAMITY (SNOW) DAY PROCEDURES

When a calamity day has been declared by the school district, the school bus driver will follow these procedures:

1. School bus drivers should listen to a television or radio station for notification of school closings. Transportation employees will also be notified by phone through the District's One Call Now System.
2. If the school bus driver must leave home for work before the announcements are made, he/she should contact the Transportation Supervisor.
3. Bus drivers are not required to report to work on calamity days.
4. Please refer to the classified contract in regards to calamity make up days.

When school is dismissed early due to inclement weather, the following procedures are utilized:

1. Drivers are usually instructed to "stand by" if there is a possibility of an early dismissal.
2. Once an early dismissal has been called, the Transportation Department calls the drivers to report to work.
3. School bus drivers should load and leave the schools as directed by the school Principal, Superintendent or Transportation Supervisor.
4. Schools bus drivers should check with the Transportation Office to make sure that their shuttles have been covered.
5. Supervisors are to make sure that all the routes have been covered.

EMERGENCY EVACUATION PROCEDURES

All school bus drivers are required to perform a minimum of one emergency evacuation drill each school year with each load of students on their regular route. The three ways to evacuate a school bus are:

1. All passengers exit through the front service door.
2. All passengers exit through the rear emergency door.
3. Passengers seated in the front half of the bus exit through the front service door and passengers seated in the rear half of the school bus exit through the emergency exit door.

The Transportation Department, in cooperation with each school, shall schedule the emergency evacuation drills. The drills shall be held on school property when possible.

The school bus driver in an emergency evacuation must follow the following procedures:

1. Evacuations shall be conducted with the parking brake set, the ignition turned off, and the gear selector in neutral.
2. The school bus driver shall stay in the bus during the evacuation, and pump the air brakes down until locked.
3. Students shall not take book bags, lunch boxes or any other personal belongings with them during evacuation.
4. Students shall assemble a safe distance, (100 feet), from the bus until the bus driver gives the students further instructions.
5. Train students to sit before exiting out the back door of the bus and land with knees bent.
6. Students shall sit and grasp helper's hands as they exit the back door.

NOTE: Evacuation procedures for handicapped students may require modifications.

PUPIL MANAGEMENT POLICIES

It is the school bus driver's responsibility to maintain control of the students on the bus. The school bus driver's ability in dealing positively and professionally with the students can affect the child for the remainder of the day.

The important role the school bus driver plays should not be underestimated.

Assertive Discipline Plan

Please go over rules with each load of students daily during the first week of school and monthly throughout the year.

Rules

1. Students must observe the Student Code of Conduct and applicable Board of Education Policies and follow directions the first time they are given.
2. Stay in your **assigned** seat at all times, keep the aisle clear.
3. No cursing, swearing, loud talking or inappropriate language.
4. Do not eat, drink, smoke, or dip on the bus.
5. All objects carried on the bus must remain on your lap.
6. Do not damage the bus in any way.
7. No fighting, pushing, or tripping.

8. Keep head, hands, and feet inside the bus.
9. No animals are allowed on the bus except service dogs.
10. No glass objects are permitted on the bus.
11. Balloons are prohibited – flammable.
12. Weapons are prohibited.
13. No use of perfume/cologne. (State Law)

Passenger Capacity

1. Seating shall be provided that will permit each passenger to sit in a position, which will provide maximum protection by the barrier.
2. The number of passengers in a school bus shall not exceed the school bus manufactures rated capacity. Seating shall be adjusted according to the passenger's individual physical size.
3. No person shall stand while the school bus is in motion, with the exception of the bus aides, in the official performance of their duties.

Pupil Safety Instructions

Reference: Ohio Revised Code Section 3301-83-09

The school bus driver shall give a general safety orientation for regular school bus riders. The school bus driver will:

1. Read each rule to the students (Assertive Discipline Plan).
2. Instruct students on proper loading and unloading procedures at student stops and at the schools. (See section of Student Stop Procedures)
3. Instruct students on railroad crossing procedures. (See section on Railroad Crossing Procedures)
4. Instruct students on any other rules or procedures that may be appropriate for given situation. (Assigned bus stops, behavior on the bus, not getting involved when there is a problem on the bus, etc.)
5. Conduct emergency evacuation drills for each load of students. (See section of Emergency Evacuation Procedures)
6. All electronic devices are to be put away and turned off while loading and unloading the bus at all bus stops.
7. Earphones, earbuds, and headsets must not be worn while loading and unloading the bus at all bus stops.
8. No photos of any kind may be taken by any one at any time on the bus.

Student Discipline Procedures

If the school bus driver considers the conduct of a student to be in violation of a bus rule, the school bus driver should follow this procedure:

1. Immediately ask the student to correct their behavior by indicating the rule being violated and reinforce an example of appropriate behavior.
2. If the problem persists, further discuss your concerns with the student and warn that a written report will be made if they do not correct their behavior.
3. If the problem still exists, follow the bus misconduct procedures.

Bus Misconduct Procedures

When a student misbehaves while being transported on a school bus, the driver will follow the following procedures for disciplinary action:

Grades Pre-K-6:

1st offense

Driver informs the student they are receiving a write up and files a conduct report with the building administrator. The administrator will provide a warning to the student and inform the parent of the misbehavior.

2nd offense

Disciplinary action will be administered at the building administrator's discretion (detention, ISS, etc.). The parent will be contacted and warned of approaching suspension.

3rd offense

1-day bus suspension

4th offense

3-day bus suspension

5th offense

5-day bus suspension

6th offense

10-day bus suspension with recommendation for expulsion from the bus.

Grades 7-12:

1st offense

Driver informs the student they are receiving a write up and files a conduct report with the building administrator. The administrator will provide a warning to the student and inform the parent of the misbehavior.

2nd offense

3-day bus suspension

3rd offense

5-day bus suspension

4th offense

10-day bus suspension with recommendation for expulsion from the bus.

Note: Bright Local Schools administration maintains the authority to impede or expedite disciplinary action based upon the nature of the misconduct and other mitigating factors.

Suspension, Expulsion & Immediate Removal

Reference: Ohio Revised Code, Section 3313.66

The Superintendent, Superintendent Designees, Principals, or Assistant Principals are authorized to suspend or remove pupils from bus privileges to the same extent as allowed by the Superintendent for any other expulsion under the law. A pupil may be denied bus riding privileges if his/her presence poses a danger to persons or property or is a threat to the safe operation of the school bus.

Unauthorized Passengers

Only authorized passengers are permitted to ride the school bus. Unauthorized passengers on a school bus include the following:

1. Family members of school bus drivers who are not enrolled in any of the approved school programs, unless adults appointed as chaperones on non-routine trips.
2. School employees on routine bus routes unless authorized.
3. Adults not enrolled in any of the approved programs, unless assigned by proper school officials as bus monitors.
4. Students who are not Bright Local School residents may not be transported (non-public schools), unless approved by the Principal, Superintendent or Transportation Supervisor.

RAILROAD CROSSING PROCEDURES

School buses are required to stop at all railroad crossings. This applies to buses with or without students on board.

1. Approximately 300 feet request silence from the students.
2. Turn off heater, fans, radios, etc.
3. Actuate hazard lights approximately 100 feet in advance.
 - a. Turn on strobe light if conditions warrant (check local policy).
4. Stop the bus between 50 and 15 feet of the first rail.
5. Set the parking brake.
 - a. Shift the gear lever to neutral
 - b. This applies to buses with either standard or automatic transmissions.
6. Open the door and the window.
 - a. Look both ways
 - b. Listen for the sound of a train.
7. Shift the gear lever into proper gear.
 - a. Standard shift – put in second gear and do not shift until clear of tracks.
 - b. Put automatic in drive.
8. Close the door before proceeding, then release parking brake.
9. Proceed across the tracks, if clear.
10. Turn off hazard lights and strobe light after crossing the tracks.
 - a. Window can be closed whenever desired.
11. After a train has passed the crossing, the bus driver shall not drive the bus onto any tracks until the driver is certain that no train, hidden by the first train, is approaching on an adjacent track.

If the railroad signals are not flashing, the bus driver must follow the following procedures:

1. Traffic checks shall be made upon the approach to the railroad crossing so that the driver can observe traffic and reduce speed far enough in advance of the stop to avoid trapping other motorists in panic stops or rear-end collisions with the bus. On multiple roadways, all stops must be made in the far right lane whenever possible and practical.
2. At approximately three hundred feet from the railroad crossing, the driver must signal the passengers for silence, turn off noisy equipment (fans, radio, etc.), turn off the warning lamp master switch, if necessary, and actuate the strobe light, if available, and if conditions warrant.
3. Actuate the hazard lights at least one hundred feet from the railroad crossing unless prohibited by local ordinance. No other signs or signals, except the strobe light, will be actuated while stopped or stopping at the railroad crossing.
4. Open the driver's window just prior to stopping.
5. Stop the bus within fifty feet and not less than fifteen feet from the nearest rail. Set the parking brake.
6. Shift the gear lever into neutral. This applies to buses with either standard or automatic transmission.
7. Open the service door and look and listen not less than twice in both directions for an approaching train, engines, or train cars.
8. Shift into the proper gear when the crossing can be made safely and there is sufficient space on the other side of the railroad crossing.
9. Close the door, continue to look for trains, engines, or train cars in hazardous proximity of the bus and listen for any audible signals.
10. Release parking brake and proceed across the railroad crossing when safe to do so. Do not shift gears while crossing.
11. When the bus has safely cleared the last rail and is approximately fifty feet from crossing:
 - a. Turn off the hazard lights and strobe light
 - b. Close window, if desired
 - c. Turn on warning lamp master switch and heater fans, if needed
 - d. Turn on radios
12. Traffic checks shall be made to identify any hazards by motorists trying to pass the bus while completing the railroad crossing.

If the railroad signals are ***flashing*** and there is ***no train***, the following procedures must be followed:

1. The driver should notify base for assistance.
2. If the crossing is equipped with gates, the driver should not cross when the gates are down, it may be necessary to find an alternate route.
3. If the driver must cross the tracks, they must wait for assistance from a representative from the Railroad or a Law Enforcement Officer.

If the railroad signals are ***flashing*** and there ***is a train*** the following procedures must be followed.

1. Stop the bus between 15 and 50 feet from the railroad crossing.
2. Set the parking brake, select the neutral gear.
3. Wait until the train has passed and the signal light has gone off.
4. Proceed across the railroad crossing using the proper procedures.

STUDENT DROP OFF/PICK UP PROCEDURES

Preschool, kindergarten and special needs students are students to whom we always give more attention. The driver must make sure these students are safely in the hands of an approved adult before leaving the school or home.

This procedure is basically the same as the procedure for picking up students. The additional precautions in discharging students shall be followed (O.A.C.3301-x3-13(C)(7)).

1. Teach the students the proper way to cross.
 - a. Students should walk along the side of the road. At approximately 10-15 feet or more out in front of the bus, get eye contact with the driver and look at the driver's hand in the front window.
 - b. The horn shall be used to warn students of danger, i.e. (vehicle not stopping for red warning lights).
 - c. If horn is used, students shall be instructed to look for danger first (check traffic) then, if no danger seen, look back at the driver for further instructions.
2. The driver must count the number of students getting off the bus and make sure the same number of students are in the driver's designated place of safety on their residence side of the road (O.R.C.3301-83-13 (C)(9)(d)).
3. **The law requires the bus driver not to proceed until all students who have reached a place of safety on their residence side of the road; DPS (see O.R.C.4511.75(E)).**
4. Four-lane highways – When receiving or discharging students on highways divided into four or more lanes, the driver must stop on the child's residence side of the highway (O.R.C.4511.75(D)). Traffic moving in the opposite direction does not need to stop (O.R.C.4511.75(C)).

Drop Off/Pick-Up Procedures at School Buildings

School bus drivers must follow the following procedures while on school property:

1. When it is necessary to load or unload students off the school grounds, the bus shall be positioned and parked (with parking brake set) so that students do not cross the roadway to get to or from the bus.
2. Warning flasher lights shall be deactivated when loading and unloading on school grounds or when loading and unloading from a school bus stopped off the traveled portion of the roadway adjoining the school grounds.
3. Parking for loading and unloading on school grounds shall be diagonal. The rear and/or emergency exits shall remain accessible at all times.
4. Students in the loading area shall be properly supervised by the building principal or designee (O.A.C.3301-83-12(D)(4)).
5. Except when loading or unloading special needs students, the driver shall remain on the bus while students are loading and unloading (O.A.C.3301-83-12(D)(5)).
6. Never back up on school property unless:
 - a. An emergency exists.
 - b. The driver receives help from another adult.
7. Do not pass another bus while loading or unloading on school property unless:
 - a. It is a shuttle bus waiting for students.
 - b. It is a bus with mechanical or disciplinary problems.
8. While passing another bus on school property, the driver should:

- a. Pull up so the front of the parked bus is visible.
- b. Check for crossing students.
- c. Proceed with caution.

Drop Off Procedures at Stop Locations

The bus driver will follow the below procedure for Preschool thru 3rd grade students:

1. Once arriving to the bus stop, the bus driver will not drop off a Preschool thru 3rd grade student without verification that a parent/guardian or authorized adult is home.
2. The bus driver will call the office and the dispatcher will then make a phone call to the student's home.
3. While the dispatcher attempts to contact the parents/guardian, the bus driver will wait at the bus stop keeping the student on the bus for further instructions, unless instructed by the office.
4. The dispatcher will leave a message explaining the situation to the parent/guardian on the answering machine or voicemail. The dispatcher will request the parent/guardian to call the transportation office as soon as the message has been received.
5. The dispatcher will contact the driver with instructions to continue the bus run keeping the student on the bus.
6. When the dispatcher has not been able to contact the parent/guardian at home, work or cell phone, the dispatcher will call from the emergency medical form contacts listed.
7. Once the parent/guardian has contact with the transportation office, information will be given to the parents regarding the location of their child.
8. Bus drivers are authorized to release the student to an emergency contact person listed on the student's record only. Emergency contact information will be verified by the dispatcher.
9. Upon the third occurrence of a parent/guardian or authorized adult not being at the designated bus stop, a phone call may be made to Child Protective Services regarding the matter.
10. If no contact with parent or emergency contact, the student will be returned to the school and the police and/or Children's Protective Services will be notified at the discretion of the Principal or Designee.
11. A change of drop off location must be documented by the parent/guardian via a written notification and include the name and address of the person/location to be dropped off. A phone notification may be accepted at the discretion of the Principal, Superintendent or Transportation Supervisor in the event of an emergency.

Stopping for Multiple Student Pick Up and Drop Off

Pick up – Signal students on the left to cross and board bus first. Signal students on right to board bus next.

Drop off – Students who have to cross the street shall be discharged first. Cross these students to their residence side place of safety before dropping off students on the right residential side.

Students with Health Problems

Proper steps will be taken to collect, store, and use information related to pupils known to have medical problems which may require driver attention.

1. Special needs medical alerts shall be attached with route sheet provided by the school Nurse.
2. Students with seizures may have an aide on the bus.

3. Parents and students are responsible for the transportation and security of all medicine.
4. EPI pen training will be available to drivers through the school nurse.

STUDENT INJURY PROCEDURES

If a student is injured on the school bus, the school bus driver must follow the following procedures:

1. Call base on the two-way radio and request assistance, if needed.
2. Base will notify the parents and the appropriate school of incident.
3. Report the injury on a Student Incident Report form.
4. Submit the Student Incident form to your Supervisor on the day of the occurrence.

TRANSPORTATION OF CHILDREN WITH SPECIAL NEEDS

The term, special needs includes the following: autism, deaf-blindness, deafness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, and visual impairment.

Emergency Evacuation Procedures

Every bus driver transporting students with special needs must record in writing their emergency evacuation procedures and keep it with the route sheet.

Procedures on School Property

Every special needs bus transports students with different special needs. Therefore, procedures on school property will vary from school to school. Drivers should explain procedures at each school in detail on the route sheet: where to load and unload and how to load and unload each student, etc.

Procedures at Student Stops

School bus drivers who transport students with special needs must use these procedures at student stops:

1. Students with special needs must be picked up on their residence side of the street, or a parent/guardian will escort the child to the bus.
2. All students must remain in their seats. The school bus driver or the school bus aide should be the sole operators of the service door and wheelchair lift.
3. The bus routes serving the special needs students may vary from day-to-day due to the frequent absenteeism of the handicapped students. If the bus driver arrives at a stop early, he/she should be tolerant and wait for the student to get ready.
4. Make sure each student is secured on the bus (wheelchairs locked, seatbelts and harnesses fastened) before the bus driver proceeds to the next stop.

Special Requirements for the School Bus Driver

The school bus driver must:

1. Be physically capable of lifting and managing students with special needs, if necessary, in an emergency situation.
2. Keep up-to-date on any new skills related to transporting special needs students.
3. Be able to cope with stressful situations as related to special needs students.

4. Keep up-to-date rosters of all special needs students riding the bus. The list must include the following:
 - a. Student's names
 - b. Student's addresses
 - c. Phone numbers for home and/or work, and/or sitter of students
 - d. Schools attended by the students
 - e. Types of special needs the students have
5. Keep an up-to-date route sheet in the top pocket behind the driver seat. The route sheet should be specific.
 - a. Note exact procedures at student stops and at schools. Note whether to use the lift at a stop and/or whether the driver must assist a student.
 - b. Include any changes throughout the school year. Report these changes: new address for a student or loss of a student to the supervisor.
 - c. Highlight special needs students on route sheets for substitute driver awareness.

TURNAROUND PROCEDURES

When possible, a turnaround should be executed into a street or drive on the driver's right side. The school bus shall be clearly visible to motorists 500 feet in both directions. Turnarounds should not be done to shorten a route. The proper procedures for a turnaround are:

****Always pick the students up before you turn the bus around.**

****Always turn the bus around before you drop the students off.**

****The driver shall not back the school bus at pick-up or discharge locations while students are outside the vehicle.**

1. Tap the brakes well in advance to warn the traffic approaching from the rear.
2. Turn on the hazard lights before the front of the bus reaches the road or lane where the turnaround will be made.
 - a) Turn on strobe light if conditions warrant.
3. Stop the bus in the proper position for backing.
 - a) Parallel in your lane of traffic.
 - b) One bus length past the road or lane that you want to back into.
4. Shift into reverse gear to actuate the backup light and/or backing signal.
5. Check the traffic to both front and rear to make sure it is safe to backup.
6. Sound the horn or give adequate warning prior to backing.
7. Back into the road or drive on the right.
 - a) Request silence on the bus.
 - b) Back slowly and learn to use all the mirrors.
8. Put the bus into forward gear.
9. Turn off the hazard lights and strobe light and actuate the directional signal.
10. Check traffic in both directions. When clear, pull out into the roadway to complete the turnaround.

OPERATIONS POLICIES

CARE OF THE SCHOOL BUS

A school bus is an expensive piece of equipment and should be treated with “Tender Loving Care.”

School bus drivers **will not** modify the bus in any way. This includes the posting of pictures, decals, and magnets.

Drivers must check their bus for vandalism or articles left on the school bus at the end of **each run**. School bus drivers are to close all windows and hatches when leaving the bus.

You are **required** to keep your bus clean at all times. This includes sweeping your bus daily and emptying trash, as required. Do not sweep trash out of the school bus door onto the ground.

Fuel level must be kept above 1/2 of a tank, unless there are special circumstances.

Pre-Trip and Post-Trip Inspections

State law requires all school bus drivers to inspect their buses prior to leaving on the first trip of the day. Pre-trip inspection forms must be filled out prior to departure. Post-trip inspection forms must be filled out upon return to the compound. All pre-trips should be turned in the last driving day of the month.

School bus drivers should arrive at the compound twenty minutes prior to their scheduled departure time. This will allow enough time to check his/her mailbox for messages, do the pre-trip inspection, warm up the bus for a maximum of five minutes- maximum of ten minutes and to start your route on time.

If there is a safety issue in question, check with the transportation supervisor or mechanic before leaving the lot.

If a defect is found, the driver must complete a work order request via the bus garage immediately.

Route Sheets

All route sheets, including special needs, are created by the driver and maintained driver and transportation supervisor. Driver route sheets need to be followed by bus drivers and not altered in any way. The transportation supervisor must approve all newly added bus stops. Route sheets will be reviewed for accuracy at district in-service trainings. Route hazards shall be noted on the route sheet. Students with special needs and/or health needs shall be highlighted on the route sheets to make the sub alert of special circumstances. Life threatening issues will be highlighted.

Student Information

Personal use of any information particular to a student is prohibited. Drivers are not to transcribe, record, or transfer student information in any form, including, but not limited to:

1. Placing student information on a personal computer owned by or accessible to the driver.
2. Any electronic recording on any media.
3. Any handwritten or typed record.

Unoccupied Safety Check

Once the driver has returned to the bus after it's been unoccupied off site, a walk around inspection will be completed and documented to ensure the vehicle has been safe and secured. Document the time and your initials on the post-trip form after you've performed the safety check.

DRIVING THE SCHOOL BUS

Assistance Cards

In the event of a breakdown or accident, all buses shall be equipped with emergency assistance cards which list telephone numbers to call in case the driver cannot communicate via radio or personal cell phone for help. The cards shall provide space for describing the location of the school bus and the type of emergency.

Bus Keys

Keys must be removed from ignition when a driver leaves the bus. For no reason shall a driver remove the bus keys from the bus compound.

Bus Stop

When students are at a bus stop in the morning, which they are not assigned to, they are to be picked up and taken to school. Call District Office with the student's name. Their driver shall assign each student a residence side designated place of safety (DPS). Driver must account for each pupil at the DPS before leaving. Students are not to proceed to their residence until the school bus has departed.

Cleaning

All buses shall be kept clean on the inside and on the outside. Front and rear windows, lights and mirrors should be clean and all markings clearly visible. Drivers will wash the bus once a month or as needed during inclement weather.

Emergency Door

Emergency back door: Instruct students, teachers and coaches the proper way to open and shut the emergency back door.

Fueling

1. Buses shall not be fueled while the engine is running.
2. Smoking shall not be permitted while fueling.
3. Buses shall not be fueled with pupils on board.
4. No cell phone usage at the fuel pumps.
5. Supervise fuel nozzle during fueling.

Idling Policy

Applicability – This policy applies to District owned school buses being operated for the purpose of transporting students.

Rationale – Diesel exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies and long-term exposure is thought to increase the risk of lung cancer. Idling buses also wastes fuel and financial resources.

Purpose – This policy seeks to reduce student, staff and driver exposure to diesel exhaust by eliminating all unnecessary idling of school buses.

Guidance – When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The buses should not be restarted until it is ready to depart. Exceptions include conditions that would compromise student safety, such as extreme weather conditions. *(Buses do not produce sufficient heat during idling times.)

At the bus garage/compound, limit the idling time during the pre-trip and post-trip to what is recommended by the manufacturer (five minutes). In cold weather, idling time can be increased by five minutes.

Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported.

Exemptions – The requirement that a driver must turn off the bus and refrain from idling does not apply under the following conditions:

Safety of Children and Emergencies:

1. Use of lift equipment during loading or unloading of children.
2. Use of a heater or an air conditioner of a bus during loading or unloading or transporting of children with exceptional needs.
3. Use of defrosters, heaters, air conditioners, or other equipment for safety or health considerations.
4. Use of the bus headlights or four-way flasher warning lights for visibility purposes; or other traffic, safety or emergency situations.

Parking Procedures

All buses shall be parked in their assigned spots all the time.

School buses **backing** in the compound always have the right of way. Backing drivers are asked to use extreme caution.

School bus drivers are not permitted to use a school bus for personal reasons. All school buses are to be parked in their assigned parking spots at the compound when not in use. School bus drivers wishing to park their bus at a school must receive permission from the supervisor.

No parking of private vehicles in the bus compound for any reason.

Preschool and Special Needs

It is the driver's responsibility to make sure the special needs students are strapped into their harness or seatbelt, if applicable.

Pre-Service Training Program

All school bus drivers must complete the Pre-Service Training Program within the first three months of employment given by the State Department of Education. Upon successful completion of the Pre-Service Training Program, each driver will receive a certificate.

Radio

All AM/FM radio stations must be turned to an approved station. (Check with Supervisor)

Reporting Violations

School bus drivers must report all personal traffic violations and/or suspensions to the Transportation Department within 72 hours of the violation(s). This includes license suspensions and/or criminal violations.

Route Sheets

The driver shall use the established route and **make stops only at points designated** by the school bus owner or the administrator who is authorized to designate such stops.

The driver shall operate the bus on the approved time schedule and shall wait for pupils if ahead of schedule.

Safety

The use of alcohol and non-prescribed drugs are prohibited on the school property.

The use of tobacco and e-cigarettes are prohibited on and in proximity to school buses and buildings.

Firearms, ammunition, weapons, explosives, air filled/helium balloons or other dangerous materials or objects and glass containers are prohibited on school buses, animals are also prohibited, with the exception of those intended for special needs assistance.

The school bus driver shall use the seat belt whenever the school bus is in motion.

Hands free and wireless devices or other portable communication devices shall NOT be used by the driver while the school bus is in motion or while the driver is supervising the loading or unloading of students (OAC 3301-83-20(M)). This is a safety related rule and EXCEPTIONS DO NOT EXIST, THIS INCLUDES TEXTING.

Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus. At no time is equipment to be stored in the center aisle. Equipment must be below window height so that the driver's view is not blocked. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus. Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times.

Medically necessary oxygen may be transported provided it is properly secured.

Layovers shall take place on school property or supervisor's approved site.

Keep door closed while bus is in motion.

No eating or drinking is permitted on the school bus while it is in motion or transporting students. This includes the school bus driver.

Maximum Hours

The school bus driver shall operate the bus for not more than ten hours in any twenty-four-hour period. Operation means on-road driving. Layover time does not count as operating time.

Vehicle Responsibility and Stopping for a School Bus

Reference: Ohio Motor Vehicle Laws

School bus drivers believing a motorist has unlawfully passed the stopped bus will, if possible, report the license plate number to the law enforcement agency having jurisdiction over the area where the alleged violation occurred. The law enforcement agency will attempt to determine the identity of the driver, and, if the identity is established, the reporting of the license plate number by the school bus driver establishes probable cause upon which to issue a citation. Failure to establish identity of the driver will result in the enforcement agency sending a warning letter to the registered owner that a motor vehicle registered to the owner was reported as having unlawfully passed a stopped school bus.

An accident is considered to have occurred whenever an event takes place, which may or may not have caused property damage with or to a school bus owned by BLSD.

Warm-Up Procedures

- | | |
|----------|---|
| Minimum | There is a minimum warm-up of five minutes for diesel buses. |
| Maximum | There is a maximum warm-up of fifteen minutes for diesel buses. |
| Layovers | Do not leave buses running for extended layovers more than five minutes.

Buses are not idling during layovers. |

Winter Operation – Starting Procedures

The Transportation Department will determine when winter operations will take effect.

Drivers will be required to plug in the engine block heaters daily during winter operation.

Prior to starting your bus, make sure the engine stop cable is pushed all the way in and that the gearshift is in neutral.

1. Engine heaters – drivers must unplug the engine heaters prior to starting the bus.
2. Extension cords must be rolled up with the plug hanging down when not in use.
3. To avoid engine damage, if the engine fails to start within 30 seconds, release the ignition and wait 2-3 minutes to allow the starter motor to cool. Repeat above procedure. If after three attempts the engine does not start, call for a mechanic.

USING THE TWO-WAY RADIO

Please keep all radio communication to official school business.

School bus drivers should turn their two-way radios, and leave them on, at the beginning of the school year. The radios should only be turned off during summer, winter break, and spring break and extended weekends.

Proper radio usage is essential in order to maintain safety and efficiency. Use the radio for emergency purposes only. At **no time** should personal messages be conveyed. All radio communications will be directed through base. The only exceptions are shuttle buses announcing departures, late buses that have shuttle students and field trip school buses on the same field trip.

Dos and Don'ts on the Two-Way Radio

Do's

- Do Press and hold mike button for four seconds before talking.
- Do Identify your bus number/animal before relaying any message.
- Do Speak in a normal tone or voice.
- Do Leave the radio turned on/up to receive any messages.
- Do Keep all messages short, but courteous. Students, other drivers, administrators, and the general public monitor the messages.

Don'ts

- Don't Interrupt other communications. Wait until the transmission is clear.
- Don't Ask for time checks. All drivers are required to have a timepiece.
- Don't Discuss students' misbehavior.
- Don't Discuss accidents observed or other school problems that may arise from time-to-time.

Mobile Radio Units

Mobile radio units are assigned to the following individuals:

Transportation Supervisor, Mechanics, Transportation Office, Building Principals, and Building Office Secretary.

PERSONNEL POLICIES

MANAGEMENT RIGHTS

The Board retains all rights to manage, direct and control its business and to make any rules, regulations, and policies necessary to maintain the orderly and efficient operation of the schools. All rights, powers, duties, or authorities not specifically reduced to writing as part of this document are reserved solely to the discretion of the Board and the Administration.

Specifically, the Administration and the Board of Education retain the following management rights given them by the Ohio Revised Code Section 4117.08:

1. Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of public employer, standards of services, its overall budget, utilization of technology, and organizational structure.
2. Direct, supervise, evaluate, or hire employees.
3. Maintain and improve the efficiency and effectiveness of governmental operations.
4. Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted.
5. Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees.
6. Determine the adequacy of the work force.
7. Determine the overall mission of the employer as a unit of government.
8. Effectively manage the work force.
9. Take action to carry out the mission of the public employer as a governmental unit.

DEFINITIONS

FIELDTRIPS

Trips other than the regularly assigned routes and supplemental routes shall be included in the field trip category.

REGULAR DRIVER

A regular driver is a full time employee and is placed on the seniority list by date of hire.

SUBSTITUTE DRIVER

A substitute school bus driver is contacted to drive a school bus when a regular school bus driver is unable to work. The Transportation Office will contact the substitute driver at least one hour, (when possible), before the scheduled departure time of the route or field trip.

Time paid as a substitute worker is not part of a worker's seniority. Substitute drivers are required to follow procedures outlined in the Transportation Handbook.

RULES, REGULATIONS, AND PROCEDURES FOR SCHOOL BUS DRIVERS

General Requirements

Student transportation is a vital part of the educational process which cannot suffer disruption from any source. Bus drivers are guardians of their portion of the educational process which is specifically stated as student transportation including, but not limited to, the following:

1. The safe transportation of students to and from school.
2. Communication with parents, administrators, and community members that is appropriate to create and/or maintain confidence in the Transportation Department and the District as a whole.
3. Appropriate discipline referrals to administrators.
4. A driving abstract will be obtained every six months.
5. Annual physical required.
6. Quarterly random drug and alcohol test.
7. Be 18 years of age.
8. Valid BCI&I and FBI background check.

Licensure Requirements

In order to qualify as a bus driver for BLSD, the individual must possess the following licenses:

1. A CDL issued by the State of Ohio.
2. A local license/school bus driver certificate issued by the Board of Education, signed by the Superintendent or Designee of BLSD.

The local license is in effect for a period of one year, renewable on or about August 1 of each calendar year at the discretion of the Superintendent. Renewal of the local license will not be reasonably withheld.

Local License/School Bus Driver Certificate

All school bus drivers receive a local license/School Bus Driver Certificate at the beginning of each school year. **This certificate shall remain with the driver at all times.**

The Transportation Supervisor shall recommend to the Superintendent the revocation of the local license/School Bus Driver Certificate of any bus driving employee who is medically unable to perform his/her duties. When an employee who has had his/her certificate revoked by the Superintendent requests to return to work, the Superintendent may require the employee to submit to an independent medical examination at the Board's expense to determine whether the employee is medically able to perform his/her duties.

School Bus Driver Recertification

Implementation of Driver Recertification Procedures

1. All drivers must recertify on a six-year cycle. This six-year cycle begins on the date of issue of their most recent pre-service or basic training certificate.
2. Any driver who has not driven for two or more years must complete certification prior to resuming transportation of pupils.
3. There are three separate parts of recertification. All must be completed and documented on a form available from the regional pre-service instructor.

- a) FBI criminal background check, which must be completed within 12 months prior to the application for recertification (OAC 3301-83-06(B)(10)). The former two-year rule for BCI checks is no longer in effect.
 - i. A current list of disqualifying convictions is contained in OAC 3301-20-01. At this point in time, there are only three convictions that may be mitigated over time and a number of other conditions.
 - ii. This check must be completed and written evidence on file with the driver's employer. The evidence of the check is not to be submitted with the application.
- b) Attend an Ohio Pre-Service School Bus Driver Training recertification class (3301-83-10(F)(1)). Alternative to class: Drivers may substitute attendance at a recertification class by completing an Ohio Pre-Service Advanced School Bus Driver Training Course within 24 months prior to the application for recertification(3301-83-10(F)(5)).
- c) Complete a driving performance evaluation with a certified On-Bus Instructor (OBI) (3301-83-10(F)(3)). OBI's are selected by their districts and trained and certified by the Ohio Pre-Service Instructors.
 - i. The driving evaluation also includes a pre-trip inspection. A prescribed pre-trip inspection procedure and form will be demonstrated to the applicant, who will in turn be asked to demonstrate the pre-trip inspection when they are comfortable with it. The driver applicant will be allowed to carry the written form with them as they complete the inspection. The forms used are on pages 16-10 through 16-13 of the pre-service manual.
 - ii. The driver will have up to three opportunities to successfully demonstrate the driving skills with an OBI designated by the school bus owner.
 - iii. The driver may request a fourth opportunity, if necessary, to be administered by an Ohio Pre-Service Instructor. The driver must be offered appropriate driving instruction prior to this fourth opportunity.
4. Alternative to driving performance evaluation: Driver may participate in a state and/or regional school bus driver safety ROAD-E-O, and must achieve a minimum of eighty percent of the possible points. This must be accompanied within 24 months prior to the application for recertification (3301-83-10(F)(6)).

JOB REQUIREMENTS FOR A SCHOOL BUS DRIVER

The school bus driver serves a vital purpose in the successful completion of the educational process. The school bus driver is responsible for the safe and orderly transportation of students to and from school in a timely manner.

All drivers shall attend the annual In-service Meeting.

Each regular driver will initial the sign-in board each morning upon arrival.

Attitude and Language

All transportation personnel shall maintain a professional attitude at all times.

School bus drivers will display an attitude that promotes a positive role model for students to follow. School bus drivers will maintain a professional attitude when dealing with parents, students, district employees, and law enforcement officials.

School bus drivers ***must not use profanity or vulgar language*** while performing their duties or around fellow drivers during the absence of students.

State Policy 3301-83-06 – refer to page 9 of the Ohio Pre-Service School Bus Training Manual Characteristics of a Good Bus Driver.

Dress Code

School bus drivers must dress in a manner that projects a favorable image toward the employees of BLS. School bus drivers are to:

1. Wear pants, shirts, blouses, skirts, dresses, or shorts. Dresses, shorts, and skirts are permitted at a length no shorter than five inches above the knee. Professional dress includes wearing appropriate undergarments.
2. Wear clothing that is neat, clean, and loose enough to permit free movement.
3. Wear clothing, which does not display inappropriate logos, pictures, or statements.
4. Wear shoes that fit securely. Shoes must be secured at the heel (strap around heel) and worn at all times.
5. Be physically clean.

Employee Injury Procedures

If a school bus driver is injured while on the job, the school bus driver must follow the following procedures:

1. Report the injury or incident to your Supervisor.
2. Complete an incident Report, found in the Treasurer's Office.
3. The Supervisor will give you additional instructions, as needed.

The employee shall have the option of submitting a claim under Worker's Compensation or using sick leave.

Job Evaluations

See Classified Contract

Mandatory Staff Meetings

The school bus driver must attend all mandatory staff meetings.

If you are unable to attend the staff meeting due to an emergency, the school bus driver must contact his/her Supervisor.

FIELDTRIPS

Field trips are extracurricular trips that take place during the school day between morning and afternoon route time, in the evening or weekends and on days that BLS is not in session. They are paid at the fieldtrip rate of pay.

The Transportation Office assigns all trips to drivers.

Eligible drivers will be placed on a rotated schedule by seniority.

Drivers are not permitted to trade trips.

The head garage mechanic will assign buses for fieldtrips.

Assignment of Fieldtrips

Fieldtrip assignment shall be made in the following manner:

1. At the beginning of the school year, a field trip list shall be posted. If the school bus driver wishes to be called for field trips they need to sign-up on that list. (in accordance with the current classified contract)
2. Regularly scheduled field trips except for agricultural shall be assigned on a rotating basis, beginning with the most senior driver, and continuing in order of seniority, to those drivers who have indicated their willingness to accept a field trip by signing the list described above (in accordance with the current classified contract)
3. A driver who refuses to take a regularly scheduled field trip when it is the driver's turn shall go to the bottom of the rotating list and the transportation department shall continue down the list (in accordance with the current classified contract)

Overnight Field Trip Procedures

You are paid from the time of your trip leave time until you drop off the students in accordance with the current classified contract.

Communicate with the person in charge regarding the next day's departure.

Buses need to be fueled prior to departure from the compound and re-fueled, cleaned and swept upon return from the trip.

Overnight room accommodations are provided.

Emergency Field Trip Procedures

Field trips must be scheduled with the transportation supervisor no less than 48 hours in advance of the scheduled departure time excluding weekends and non-school days.

These are trips that leave within 24 hours or less before the trip begins. They may be assigned to any driver who is present and willing to take the trip, the trip may be assigned to a substitute driver. The acceptance or refusal of an emergency trip shall not affect the driver's place on the regular field trip assignment.

Preparing for Your Field Trip

You will be assigned a school bus if you are not using your regular bus.

You should arrive at the compound with enough time to:

1. Pre-trip your bus.
2. Fuel.
3. Have travel time to the school.
4. Arrive no later than the scheduled departure time.
5. Directions for field trip must be provided.

6. Field Trip form must accompany driver on the trip.
7. The bus driver is the final decision maker of all transportation matters on the field trip.

All out of district trips must include a coach/chaperone with the students involved in the activity. Drivers may act as a coach/chaperone with the Transportation Supervisor's approval. Only BLSD students are authorized to ride the bus with you.

Once you are loaded and prior to leaving on the fieldtrip, you will remind the passengers that all school bus rules still apply and explain the emergency evacuation procedure.

Authorized employees approved by a Supervisor may ride the bus. If there is an unauthorized passenger on the bus, inform the coach/chaperone of this rule. If the unauthorized passenger insists, let them ride and make a note on the trip sheet. During food stops, the coach/chaperone is responsible for the passengers once they step off the bus.

If the coach/chaperone is asking for an unauthorized food stop, add it to the field trip sheet and have the coach/chaperone sign off next to it on the trip sheet.

After Arrival at the Destination

Drivers must communicate with the coach/chaperone as to the needs of the group. Drivers may want to give the coach/chaperone their cell phone number for any changes that occur while you are out.

Drivers must inform coach/chaperone what time they need to depart in order to be back for their regular route.

Drivers should instruct students not to leave valuables on the bus.

Drivers are responsible for students while on the bus. Once they step off the bus, the students are the responsibility of the coach/chaperone.

Cancellation or Change of a Field Trip

When a trip is cancelled before reporting for the trip or the trip date has changed, the driver will be eligible to re-pick from the next available trip or keep the rescheduled trip.

If an emergency trip is canceled and rescheduled, the driver does not have the option to keep the trip.

When the trip is cancelled after the driver reports for the trip, he/she will be paid for two hours. The driver will also be eligible to re-pick from the first available trip.

When more than one trip is cancelled, those drivers will re-pick according to seniority.

When too many buses are ordered on a trip, the last driver(s) to choose the trip by rotation order will return to the compound. They will be paid one hour and get to re-pick a new trip first available.

Security

The driver is responsible for making a reasonable effort to protect the bus from vandalism, damage, and theft. A walk around inspection should be done after arriving at the destination and just prior to departure to ensure the vehicle has not been vandalized. While on a field trip, once the driver has returned to the bus after it's been unoccupied off site, a walk around inspection will be completed and documented to ensure the

vehicle has been safe and secured. Document the time and your initials in the upper right hand corner of the field trip form after you've performed the safety check.

Breakdown Procedures on a Field Trip

If a school bus breaks down during normal business hours, contact the transportation office by radio or call on the telephone.

If a school bus breaks down during non-business hours, the following emergency procedures are to be followed:

1. If possible, get the bus to a safe parking place.
2. Display proper emergency equipment.
3. Do not leave the students unsupervised. The driver may leave the students in the care of the chaperone to make a call for assistance.
4. During the week, after 5:30pm contact the Supervisor on their cell phone.

Upon returning to the Bus Compound:

1. Fuel and clean the bus you used.
2. Calculate your mileage and time.
3. Complete and turn in the field trip form by the next workday.
4. When leaving the bus compound, check that all the gates are locked and secured.

TRANSPORTATION POLICIES AND GENERAL INFORMATION

Good attendance by the transportation staff is critical to the safety of our students. No other driver can run a route with the same knowledge and competence of the regular route driver.

Each driver is expected to report for duty as assigned. If a driver is unable to drive his/her route, for whatever reason, the transportation Office must be notified as described below. Failure to call in or report for duty as assigned any result in the students not being picked up on time and is negligent of duty, in which case, disciplinary action may be taken.

Bus drivers are to report for duty as assigned each morning before scheduled departure time from the bus compound in order to perform a proper pre-trip inspection of their vehicle. In the afternoon, assigned reporting time is before departure time.

Absence Reporting – AM Call in Procedures to Use

Drivers who are unable to drive his/her morning run should contact the Transportation Department ***two hours prior to their starting time*** on the day sick leave is used, except in case of emergency. The supervisor or other office member will answer the phone. You may, on occasion, get voicemail in which case you will need to leave a message. You ***must*** leave your name, the day, and the reason for your absence, sick or personal leave. Personal leave must still be approved in accordance with district policy. Please also state whether you will be off a.m. only or all day. If you do not call in two hours before your route, will expect you to report for duty as scheduled.

Absence reporting – PM Call in Procedures to Use

Absence from an afternoon run must be reported to the Transportation Office two hours prior to their starting time. Drivers must call in each day they are absent. If you do not call before your two-hour starting time, you will be expected to report for duty as scheduled.

Sign the appropriate paperwork on your first day back to work.

Absence without pay

Under ordinary circumstances, absence without pay will not be approved. All requests must be in writing and submitted in advance to the Superintendent.

Holidays

Please refer to the current labor agreement for explanation of policies, procedures, requirements, and limitations of all Holidays.

Jury Duty

Please refer to current labor agreement.

Leave of Absence

Please refer to current labor agreement for explanation of policies, procedures, requirements, and limitations of all Holidays.

Personal Leave

Please refer to the current labor agreement for explanation of policies, procedures, requirements, and limitations of all personal leave.

All employees in the Transportation Department must complete an Absence form requesting Personal Leave at least three days in advance of the day(s) for approval.

Sick Leave

Please refer to current labor agreement for explanation of policies, procedures, requirements, and limitations of all sick leaves.

SENIORITY

The transportation Department shall use seniority as the determining factor in the bidding of routes and vacancies within the job classification. If the hire date is the same for two or more bus drivers, the date of application will be used to determine seniority.

Seniority shall be used for the purpose of determining the order in which transportation routes are bid or offered.

Experience as a substitute employee does not factor into seniority.

Should an employee resign or retire and then be re-employed, the date of employment for seniority purposes shall be the return (rather than original) date.

EMPLOYEE DISCIPLINE

Discipline Policy

From time-to-time, it may become necessary to discipline an employee for the purposes of correcting behavior that is noncompliant with District written rules as described in the current labor agreement. Methods used to correct noncompliant behavior include, but not limited to, informal discussions, verbal and written reprimands, and suspensions.

When imposing discipline under this procedure the Superintendent or any administrator shall advise the employee that a disciplinary situation exists and the employee shall be entitled to have an association representative present.

Progressive Discipline Steps

Violation of Board adopted rules and regulations may result in:

1. 1st violation – discussion of problem with employee and immediate supervisor. The supervisor will give the employee a written summary of the meeting.
2. 2nd violation – written letter of reprimand to employee from local Superintendent.
3. 3rd violation – up to three days suspension from work with loss of pay as recommended by Superintendent.
4. 4th violation – termination of contract by Board pursuant to ORC 3319.081 as recommended by Superintendent.

The above procedure shall not prevent the Board from proceeding to any step in the sequence depending upon the severity of the infraction.

Removal of Reprimand

Please refer to the current labor contract