

# **Transportation Employee Handbook**

**USD 320  
Wamego**

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# USD 320 Transportation Department Handbook

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## YOUR IMAGE

Most drivers do much to promote good relations within the school system because they prefer working under pleasant conditions. Test your own contributions by answering these questions:

1. Am I courteous and friendly toward fellow workers?
2. Do I help other drivers in their work?
3. Am I willing to give new drivers the benefit of my experience?
4. Do I attend and participate in meetings?
5. Do I seek to improve my skills in driving and in managing children?
6. Am I willing to help a principal or teacher who asks my aid?
7. Do I know the officials of my school system?
8. Am I proud of my record as a school bus driver and of fellow drivers' records?
9. Am I attempting to cooperate with the Transportation Supervisor and assist in developing the best transportation system?
10. When I drive a school bus, do I:
  - (a) Obey all traffic & safety regulations at all times?
  - (b) Drive in a manner that improves my image and the school's image?
  - (c) Set an excellent example to the pupils that are passengers in the school bus?

**Appearance and Attire**The nature of school bus driving allows for a more relaxed dress code than normally found in most business settings. However, your appearance is extremely important as it sets the image of the company and bus drivers in general in the eyes of the students and the public. We ask that you always report to work dressed neatly and appropriately, and that you maintain a high standard of personal hygiene. It has been shown that a neat, well-groomed driver is also more respected by pupils and has fewer disciplinary problems on the bus. The following articles of clothing are not permitted:

- No tight, revealing tank tops or body shirts (undergarments showing), and no crop tops.
- Slogans/Pictures -- No apparel having slogans/pictures which could be offensive or against school policy (e.g. sexual, alcohol/tobacco related, offensive language or inappropriate insinuations, etc.)
- Shorts -- short shorts, athletic, running or bicycle shorts are not allowed. Shorts, if worn, should be loose fitting and lower-thigh length (no more than 4 inches above the knee). Be mindful of length when in a seated position.
- Spandex -- Spandex and other excessively tight articles are not permitted, unless covered with a separate appropriate outer garment.
- Shoes -- Rubber flip-flops, sandals, moccasins, open-toed or high-heeled shoes are not acceptable. Footwear should cover both toes and heels. Exceptions on shoes for medical reasons will be made at the discretion of the Transportation Supervisor.

- Particularly in hot weather, personal hygiene is a necessity. Being clean and well-groomed promotes a professional image and earns a high regard from your passengers and fellow employees. Unless uniforms are required, these are the dress code guidelines.

### **Public Relations**

Drivers must always be respectful to students, parents, teachers and the public in general. Regardless of the poor behavior they may encounter from others, drivers are to be an example of maturity.

### **Media Relations**

Drivers are not to take part in interviews with members of the media at any time. When confronted by the media, a driver should politely refer them to the Operations Director or the Superintendent.

## **GENERAL PERSONNEL INFORMATION**

The following is a selection of personnel rules, regulations and policy statements for the driver's information. Specific topics relating to all classified personnel in USD #320 are found in the current USD #320 Classified Handbook. Whenever the following items and the Classified Handbook conflict, the language in the Classified Handbook shall prevail.

### **Absences**

**Sick Days:** Driver must call in at least two (2) hours before they are scheduled to start the pre-trip inspection on the vehicle.

**Personal Days:** The supervisor must be notified in writing at least 48 hours prior to the requested Personal Day. Approval for these requests is subject to the needs of the Transportation Department.

**Blood borne Pathogens** -- Blood borne pathogen training is required annually and will be provided at the annual classified employee meeting or online.

### **Break Room**

The break room is provided for your convenience to complete forms and conduct business. Please take the time to pick up and clean up after yourself. Do not leave personal items in the break room. If you get something out, put it away BEFORE you leave.

### **Children of Employees**

Children of employees must be accompanied by their parent(s) at all times. Children are only allowed in the transportation area, break room and the access way to the rest rooms. All other areas are off limits.

## **Inclement Weather**

In the event of school cancellations, bus drivers shall be notified by the school district messenger system. If school is made up later, drivers will be expected to work that day for their normal rate of pay.

If classified employee, is not able to get to work due to inclement weather, but are still scheduled and expected to attend work that day, personal leave (if available) **MUST** be used. If personal leave is not available, the day will be taken as leave without pay. If schools is cancelled due to inclement weather or other unforeseen school closure, personal leave may be used (if available) **OR** may be taken without pay. Beginning on the third full inclement weather day in a school year (July 1 – June 30), classified employees will be allowed to use sick leave (if available) if they choose to be paid for the inclement weather day. Personal leave and leave without pay are still options for the third inclement weather day and beyond.

## **Language and Personal Conduct**

As a representative of USD 320, all employees are expected to use language befitting professional employees. All conversation with fellow workers, passengers, USD 320 officials, parents, etc., must be conducted in a respectful manner. Actions such as fighting, use of foul, abusive or sexually descriptive language or literature, threats, horseplay, or any actions that could damage USD 320 or personal property or result in personal injury are not allowed. Illegal, immoral or indecent actions including sexual harassment are prohibited.

## **Parking—Personal Vehicles**

If you are driving an administrative vehicle (van or car) park in the same spot the administrative vehicle came from. Drivers may also park their personal vehicle in their school bus slot at their option. There are no assigned parking spots.

Bus drivers driving activity trips will park their personal vehicles in the bus lot. At no time is it acceptable to leave your personal vehicle parked in the Maintenance parking spaces. This is to insure the safety of an unattended vehicle.

## **Punctuality**

It is imperative that buses run on schedule unless inclement weather or other conditions (i.e. traffic, road construction, railroad, etc.) dictate otherwise. Drivers are to make every effort to operate on schedule. Erratic pick up and unloading times do not meet the needs of our patrons and are unacceptable. Being on time necessitates reporting to work on time, leaving the yard on time and monitoring time throughout the route. **STAY ON SCHEDULE, BUT IN NO INSTANCE WILL THE SAFETY OF PASSENGERS BE COMPROMISED.** Drivers must report to work on time to conduct a detailed pre-inspection of their vehicle in the time to draw and inspect another vehicle if the first vehicle does not pass the pre-inspection. This normally is at least 20 minutes prior to departure time.

### **Relations with the Public**

It is important to remember that to the general public you are USD 320. You are the one they see every day. You are also the most visible vehicle on the road. You must therefore make sure that you deal with students, parents, school officials, and other motorists in a polite, professional and considerate manner. If you find yourself in a dispute, courteously withdraw from the argument and refer the other party to the supervisor of transportation.

### **Safety Meetings**

Monthly safety meetings are required by the State of Kansas for all School Bus Drivers. It is mandatory for all drivers to attend the scheduled meetings, unless **prior** arrangements have been made. There will be make up material available and will need to be completed by the end of the month the meeting was missed. If a safety meeting is not made up by the end of the month scheduled activity trips will be affected. It is expected that each driver schedule other obligations to avoid missing the meetings. Bus drivers will be compensated at the current hourly rate for attendance at safety meetings, mandatory training classes and driver retraining programs. Bus meetings shall take precedence over other jobs, appointments, etc. Field/activity trips are excluded. **No children are allowed at the meetings.**

### **School Bus Driver's Evaluations**

Drivers are to have an evaluation completed by the Transportation Supervisor at least once per year. The driver will be asked to sign his/her evaluation. Drivers shall receive a copy of their evaluation. Drivers will also have the opportunity to provide written comments on their evaluation form if they so desire.

### **Tardiness**

Tardiness cannot and will not be tolerated. Employees are to report to work on time to perform a thorough and proper pre-trip check before leaving the yard at the scheduled time and to check with dispatch for assignment changes. Failure to report to work on time will result in disciplinary action.

## **91-38-6. SCHOOL TRANSPORTATION DRIVER QUALIFICATIONS.**

- (a) Drivers licensing and age requirements. Each person employed by a school district or by a school bus contractor who, at any time, will provide student transportation, shall be licensed in accordance with K.S.A. 8-234b and amendments thereto, or the appropriate licensing statutes of the person's state of residence. Each person also shall meet the requirements listed below:
- (1) Each driver of a school bus or activity bus with a gross weight of over 26,000 pounds shall maintain a commercial class A or B driver's license, with passenger and school bus endorsements.
  - (2) Each driver of a school bus or activity bus that has a gross weight of 26,000 pounds or less, and designed for transporting 16 passengers or more, shall maintain a commercial class A, B, or C driver's license, with passenger and school bus endorsements.

- (3) Each driver of a school passenger vehicle or school bus or activity bus that has a weight of 26,000 pounds or less, is designed to transport fewer than 16 passengers, shall maintain an appropriate noncommercial operator's license.
- (4) Each driver's license shall be valid within the driver's state of residence.
- (5) Each driver of an activity bus shall be 21 years of age or older.

(b) Criminal and driving records.

- (1) Each prospective school transportation provider or other school employee who may transport students shall be required to sign a statement indicating whether that individual has been convicted within the past 10 years in any state or federal court of any felony involving another person or any crime involving a child. A person who has been convicted of such a crime within the past 10 years shall not be employed, re-employed, or retained as an employee to provide student transportation.
- (2) Each prospective driver shall be required to sign a statement indicating whether within the past 10 years, that individual has been convicted in any state of any major traffic violations indicated in subsection (c) of this regulation.
- (3) For purposes of this regulation, a conviction means entering a plea of guilty or nolo contendere, a finding of guilty by a court or jury, or forfeiture of bond.
- (4) Each prospective school transportation provider shall give written authorization to the prospective employer to obtain the applicants driving record through a local law enforcement agency or the Kansas department of revenue, division of vehicles, in accordance with K.S.A. 74.2012 and amendments thereto. The authorization also shall allow the prospective employer to obtain the applicants driving record in states other than Kansas through a local law enforcement agency or the appropriate agency of the other state.

(c) Disqualification from employment.

- (1) Except as otherwise provided in paragraph (2) of this subsection, a governing body shall not employ or retain to transport students, any person who discloses or whose driving record indicates that, within the past 10 years, the person has been convicted of any of the following major traffic violations:
  - (A) hit-and-run driving;
  - (B) driving while under the influence of alcohol or drugs;
  - (C) vehicular homicide;
  - (D) reckless driving; or
  - (E) any offense for which the driver's license was suspended or revoked pursuant to K.S.A. 8-254 and 8-255 and amendments thereto.

(2) A governing body may waive the disqualification for employment by a unanimous vote of the full membership of the governing body.

(3) In addition, persons who have the following violations on their driving record (within the last five years of violation date) are disqualified from driving USD 320 vehicles:

- (A) A violation in connection with a fatal accident.
- (B) Any felony involving the use of a vehicle.
- (C) Driving under a suspended, revoked, or expired license.
- (D) Driving under the influence of drugs or alcohol and/or the refusal to take a blood/breath test.
- (E) Fleeing or attempting to elude the police; failure to stop and report an accident in which the driver was involved.
- (F) Negligent vehicular homicide.
- (G) Operating a motor vehicle without the owner's permission.
- (H) Permitting an unlicensed person to drive.
- (I) Reckless, negligent, careless driving or racing.
- (J) Speeding in excess of 20 mph over the speed limit.
- (K) Any combination of minor violations and at-fault accidents totaling three.

Note: these are requirements from the district's insurance carrier.

(d) Driver experience and training requirements.

(1) Each driver who operates a school vehicle to transport students shall have at least one year's experience in operating a motor vehicle.

(A) School bus drivers shall be provided a minimum of 12 hours of bus driver training. The first six hours of training shall be completed without student passengers, but the remaining hours may be completed with student passengers, with the driver-trainer is on the bus. All driver training shall be supervised by the assigned driver-trainer.

(B) Except as otherwise provided in paragraph (2) (C) of this subsection, each school transportation provider shall complete a first aid and cardiopulmonary resuscitation (CPR) course, approved by the state department of education, before the first day the driver is allowed to transport students. Each driver completing any training session shall obtain a wallet card or other certificate attesting to that individual's completion of the training program.



(C) A school transportation provider who is certified as an emergency medical service provider shall not be required to complete first aid and CPR training, if the emergency medical certification is maintained in valid status. As used in this paragraph, “emergency medical service provider” means first responder, emergency medical technician basic, emergency medical technical-intermediate, emergency medical technician-paramedic, or mobile intensive care technician.

(e) (1) Each school transportation provider shall successfully complete a vehicle accident prevention course approved by the state department of education, before the first day the driver transports students. The driver shall obtain a certificate or wallet card as evidence that the course requirements have been met.

(2) After completion of the initial accident prevention course, each driver shall be required to maintain certification by either of the following:

(A) Completion of an accident prevention course at least every three years; or

(B) Annual attendance at a workshop provided for school transportation personnel by the state department of education.

(3) The transportation supervisor shall maintain documentation of driver training for school transportation providers for the duration of the driver’s employment, and a minimum of two years thereafter.

(f) Substitute and emergency school transportation providers.

(1) Substitute school transportation providers shall meet the requirements in this regulation, but they may be allowed up to 30 days following employment to complete the first aid, CPR, and accident prevention course training requirements.

(2) Any person who holds a valid commercial drivers license may operate a school bus in an emergency situation. For purposes of this paragraph, an “emergency situation” means a situation in which no qualified driver or substitute driver is available. A specific driver shall not drive as an emergency driver for more than five days during a school year.

(g) Physical examination and health requirements.

(1) The physical qualification requirements for school transportation providers in Kansas shall be those in 49 C.F.R. 391.41, as in effect on October 1, 1998, which is adopted by reference. The physical examination form that is prescribed by the federal highway administration, office of motor carriers, and that is available from the state department of education shall be utilized to document the results of each examination

- (2) The physical examination shall be certified by a person licensed to practice medicine and surgery, and shall be required according to the following schedule:
  - (A) Before beginning employment as a school transportation provider;
  - (B) at least every two years after the date of the initial physical examination; and
  - (C) at any time requested by the drivers employer, the school transportation supervisor, or the state department of education.
- (3) A properly certified physical examination report required under this subsection shall constitute the certification of health required by K.S.A. 72-6266 and amendments thereto.
- (4) Each governing body shall keep on file a current physical examination report for each school transportation provider. If a provider leaves employment for any reason, the person's last physical examination report shall be kept for two years after the person leaves.

#### **91-38-7. DRIVER'S DUTIES AND RESPONSIBILITIES.**

- (a) Each school transportation provider shall inspect a school vehicle before its use to ascertain that it is in a safe condition and equipped as required by law, and that all required equipment is in working order. The school transportation provider shall document each inspection.
- (b) If any safety defect is discovered, students shall not be transported in the vehicle until the defect is corrected.
- (c) Documentation of the inspections of each school vehicle shall be kept on file for a minimum of one year following the vehicle inspection.
- (d) A school transportation provider shall not drive a school vehicle for more than 10 consecutive hours or for more than a total of 10 hours in any 15-hour period.
- (e) Each school transportation provider shall ensure that all doors are closed before the vehicle is put into motion and remain closed while the vehicle is moving.
- (f) Each school transportation provider shall ensure that openings for the service door, emergency exits, and aisles are kept clear of any obstructions.
- (g) Each school transportation provider shall utilize the drivers safety belt at all times while the vehicle is in motion.
- (h) If the school transportation provider leaves the driver's seat, the parking brake shall be set, the motor turned off, and the keys removed. However, drivers of specially equipped buses may leave the motor running to operate a power lift after setting the parking brake.
- (i) If a school vehicle is refueled during any trip when passengers are being transported, the school transportation provider shall unload all passengers from the vehicle and turn off the vehicle's motor before beginning refueling procedures. Fuel shall not be transported in any manner, except in the vehicles fuel tank.

(j) Following the completion of any trip, each school transportation provider shall perform a walk-through inspection of the school bus or activity bus, and a visual check of a school passenger vehicle, to ensure that all passengers have disembarked.

(k) A driver of a school bus or activity bus shall not tow any trailer or other vehicle with the bus.

(Authorized by and implementing K.S.A. 8-2009; effective July 1, 2000 amended March 28, 2003.)

(l) Drivers will perform a post operation maintenance inspection at the conclusion of a route or trip and report any maintenance deficiencies prior to leaving the bus compound.

## USD 320 DRIVER ROUTINES

1. All drivers will report to the Bus Compound 20 minutes prior to their scheduled departure time ready to work. During the winter months, drivers should report early enough to warm up the vehicle and make sure it is ready to drive with mirrors and windows free of ice. The buses that are stored at drivers' homes need to be started and pre-tripped early enough to allow time to go for a spare bus if necessary.
2. Check your mailbox at least once a day for any route updates.
3. Always keep the last completed logbook or the one that you are presently writing on the bus. Turn in all others to the supervisor of transportation. If you are using an electronic vehicle inspection report that will suffice as retaining maintenance history after verification that the maintenance report was sent by the electronic system.
4. Any mechanical problems or routine services with the vehicles need to be written up and turned into the supervisor of transportation.
5. Check fire extinguisher each and every month by taking from holder and shaking it. Inspect the condition of the hose, ensure no obstructions are in the hose by a visual inspection, ensure all seals and safeties are properly in place. Record your examination of the extinguisher on the inspection card attached to the extinguisher.
6. If your regularly assigned bus is unavailable, the supervisor of transportation will assign a spare bus for your use. You are expected to do a complete vehicle inspection prior to taking the vehicle and cleaning and refueling it when you return.
7. All drivers shall sweep out and/or clean their vehicles once daily and make an attempt to return articles left on vehicle as soon as possible.
8. Each driver of a morning route must give at least two (2) hours notice of not being able to make the scheduled route. Afternoon drivers are expected to notify the office at least two (2) hours prior or as soon as possible of the need to be absent from the afternoon run. Drivers are encouraged to arrange a substitute driver when the driver is unable to conduct an assigned route or trip, and report these arrangements to dispatch.
9. Each route driver shall maintain a route map in their bus and a copy in the transportation office. **Drivers are to run the routes as they are laid out on the maps and are not to make any changes.** If the driver feels the route can be improved for the sake of SAFETY, he/she can turn in a report explaining the need for such a change. All route changes must have prior approval of the supervisor of transportation.
10. Routes are to be run in the order indicated by the route sheet.
11. Drivers shall follow pick-up times as indicated on route sheets. Should conditions other than inclement weather cause a driver to run more than 10 minutes behind schedule, report to the Transportation office. **DO NOT SPEED!**
12. When you have a student that is not riding in the morning, it can put the route ahead of schedule. Either slow down or find a safe location to pull over and wait. **DO NOT LEAVE ANY STOP AHEAD OF THE SCHEDULED TIME!**
13. All students will be picked up and delivered door side at all schools.

## **GENERAL OPERATING INFORMATION**

The following is a selection of bus operating rules, regulations, and policy statements for the driver's information. Drivers of district vehicles shall abide by all Kansas traffic laws, all Kansas school transportation regulations, and all district transportation rules and regulations. Drivers are to provide safe and orderly transportation for all students to and from school and activities.

### **Alcoholic Beverages**

Alcoholic beverages of any kind are prohibited in any district vehicle. An employee who might have drunk any alcoholic beverage is not allowed to drive any district vehicle.

### **Air Bags**

Students, 12 years of age or under, are not to be allowed to ride in the front passenger seat in vehicles that are equipped with passenger side air bags unless an emergency exists and such seating has been approved by the transportation director or superintendent.

### **Cell Phones**

Drivers are to carry a cell phone with them whenever they transport students on a trip in a district vehicle. Cell phones are to be used only in an emergency. Drivers are not allowed to use cell phones for personal use from the time they leave the lot until the time they return to the lot. Your attention at the school-loading zone and while driving is to be focused on the safety of the children. Cell phones may be used by a driver when there are exigent circumstances (bad weather, disabled bus, etc.) and when approved by the transportation supervisor. When cell phones are used the bus must be completely stopped with the parking brake set.

### **Children Unattended on a Bus**

Children are never to be left unattended on a bus. Drivers that knowingly leave children unattended or leave a child on the bus because they failed to check their bus for sleeping children after their route will be subject to disciplinary action.

### **Cleaning Buses**

Drivers are responsible for the cleanliness of their assigned vehicle. Buses will be checked periodically to insure that the trash has been emptied and the floor swept. Windows need to be kept clear so as to reduce glare. Nothing is to be attached to or covering any window or mirror. All dash areas are to be clear of all knickknacks and loose items that could become projectiles in the event of a collision or sudden stop. Drivers will sweep and wipe bus interiors daily and dispose of all residue appropriately. Drivers who fail to clean their route bus or the activity bus after using it will not be scheduled for any activity trips until such time as the problem is corrected.

## **Dangerous Articles**

No weapons or articles that may be classified as dangerous (i.e. sharp, flammable), may be transported on a school bus. Possession of weapons on a district vehicle is against the law and will not be tolerated.

## **Fueling Buses**

Never leave bus unattended while fueling. All drivers will fuel the bus before the bus gets to a half tank of fuel. No one is allowed to stay in the bus while it is being fueled.

## **Headlights**

All drivers are to drive with headlights and clearance lights on at all times to make their vehicles more noticeable to pedestrians and motorists. Do not use "parking lights."

## **Strobe Lights**

All drivers are to drive with the strobe light on at all times to make their vehicles more noticeable to pedestrians and motorists for buses so equipped.

## **Items In/On Buses**

No stickers, signs or other objects are to be placed on either the interior or exterior of any district vehicle without the permission of the transportation supervisor. No items are to be taped or stuck to any vehicle without similar authorization. No markings are to be added to or removed from any district vehicle.

## **Overloads**

The registration card in your vehicle designates the maximum number of passengers you are allowed to carry. Never exceed this limit. Call your supervisor for instructions should your vehicle become overloaded.

## **Parking Buses**

All buses will park in their assigned space when on the lot. If the bus driven is normally parked off the lot at night or the overnight space for that bus is unavailable, consult with the supervisor for an appropriate parking place.

## **Disabled Passengers**

Passengers who are physically handicapped or who are temporarily using leg casts, crutches, or canes may not be readily able to safely climb school bus steps. Have an able-bodied student assist with loading and unloading the student from the bus as needed. While on your bus, make sure they sit in a front seat. Notify your supervisor if special transportation needs to be arranged.

## **Pets and Animals**

Drivers are not to bring or knowingly allow passengers to bring pets or animals on district vehicles with the exception of Seeing Eye dogs or registered service animals.

## **Pick Up Procedures**

*Collective Stops* -- A driver who has arrived at a collective stop on time or later may proceed without wait if there isn't anyone there ready to load. If a driver is early, she/he must not proceed until the scheduled pick up time.

*House Stops* -- At most house stops, the driver is required to stop and blow the horn. If the bus is running according to schedule, after a 30 second wait the driver may proceed if no passengers come out to board the bus. However, some students that live on busy highways may be instructed to be waiting for the bus outside their house. Drivers should gage their arrival so as to be on time or a little late for busy highway stops.

## **Railroad Crossings and School Buses**

KANSAS STATUTES ANNOTATED 8-1553.

CERTAIN VEHICLES REQUIRED TO STOP AT ALL RAILROAD GRADE CROSSINGS:

- (a) Except as provided in subsection (b), the driver of any vehicle described in rules and regulation issued pursuant to subsection (c), before crossing at grade any track or tracks of a railroad, shall stop said vehicle within 50 feet but not less than 15 feet from the nearest rail of such railroad and while so stopped shall listen and look in both directions along such track for any approaching train, and shall not proceed until such driver can do so safely. After stopping as required and upon proceeding when it is safe to do so, the driver of any vehicle shall cross only in such gear of the vehicle that there will be no necessity for manually changing gears while traversing such crossing and the driver shall not manually shift gears while crossing the track or tracks.
- (b) This section shall not apply at:
  - (1) Any railroad grade crossing at which traffic is controlled by a police officer or human flagman;
  - (2) Any railroad grade crossing at which traffic is regulated by a traffic control signal, as defined by K.S.A. 8-1478, and amendments thereto;
  - (3) Any abandoned railroad grade crossing which is marked with a sign indicating that the rail line is abandoned;
  - (4) Any industrial or spur line railroad grade crossing marked with a sign reading "Exempt" such exempt signs shall be erected only by or with the consent of the appropriate state or local authority.

All USD #320 school or activity buses shall activate the 4-way lights or flashers at least 200 feet and no closer than 75 feet from the railroad grade crossing. The 4-way lights or flashers are to be canceled no sooner than when the rear dual tires have cleared the last rail.

## **Roadside Repairs**

Drivers are not permitted to make repairs or adjustments to a school vehicle except in certain emergencies. Road repairs may be authorized as deemed necessary by the supervisor of transportation.

## **Seat Belts**

Employees are required to wear seat belts at all times when driving district vehicles. Obeying this policy will ensure the maximum level of safety for you and your passengers.

## **Securing Vehicles in the Bus Compound**

Each driver shall secure the vehicle properly after all runs. This includes proper parking in the assigned area, checking for vandalism, sleeping children, and object left behind. At the end of the day, each driver shall close all windows, close all doors, remove the key and return the key to the office. If you will be returning to the compound after normal working hours, you are responsible for making sure the gate to the bus compound is closed and locked.

## **Smoking**

Smoking by employees or passengers is prohibited in any district vehicle.

## **Standees Prohibited**

Standees are not allowed on a moving bus. Drivers will not move a bus from a stopped position until all passengers are seated. Students and sponsors are to remain seated until the bus has stopped.

## **Student Pick Up**

School vehicles shall stop only at pick-up and discharge points designated by the director of transportation. The stops may be different for AM and PM, but they must remain consistent.

## **Towing or Pushing Vehicles**

Employees are not allowed to push or tow another vehicle without the approval of the supervisor of transportation.

## **Turn Signals**

Stop and turn signals are to be used whenever turning, changing traffic lanes, pulling out after picking up or discharging students, or when stopping.

## **Two-Way Radios**

If two-way radios are used, certain rules governed by the Federal Communications Commission must be followed. Radios are only to be used for emergency and



informational purposes. Unnecessary conversation and improper language are not to be allowed. All radios are to be turned on at all times while the bus is in operation. Respect others talking, do not interrupt; wait for the on-going conversation to “clear”. In the event a driver transmits out duress code or is having another emergency, suspend routine traffic to allow for the priority traffic to have the airway.

### **Unauthorized Passengers**

Only passengers authorized by the board of education may be transported on school buses. The superintendent must specifically approve any other passenger.

### **Unsafe Conditions**

The driver shall report all route hazards and unsafe loading conditions to the supervisor of transportation immediately.

### **Vandalism**

Each driver is to inspect the interior of the bus for vandalism after each individual run. Drivers are to report all incidents of vandalism to their supervisor immediately. Vandalism is best controlled and perhaps stopped if repairs are made immediately and suspected individuals are made aware of the driver’s knowledge of the incident and reported immediately to a school administrator.

## **91-38-8. LOADING AND UNLOADING PROCEDURES.**

### **(a) On routes.**

(1) Each school bus driver shall activate the alternately flashing warning lights as required by K.S.A. 8-1556 and amendments thereto, at any time that the loading or unloading of students occurs on the traveled portion of any roadway.

(2) Each governing body shall adopt procedures for the loading and unloading of students, consistent with the requirements of this article. The procedures shall include the following:

(A) Each school bus driver shall load and unload students off the roadway whenever adequate space is provided, unless parking the bus off the roadway would threaten the safety or stability of the bus or safety of the students.

(B) Each school bus driver shall direct students who cross the roadway when loading or unloading from a school bus to cross only in front of the bus. The driver shall ensure that all traffic has stopped and shall instruct students to wait for a signal from the driver before crossing the roadway.

(C) Students shall not be required to cross any divided highway, as defined in K.S.A. 8-1414 and amendments thereto, in order to board the bus or to reach the students destination upon unloading from the bus.

(D) When the loading or unloading of students takes place on a roadway, the bus shall stop in the far right hand lane of the roadway.

(E) Each driver shall ensure that all students who have unloaded from the bus have moved a safe distance away from the bus before the driver moves the bus.

**(b) At school.**

(1) Whenever possible, each governing body shall provide bus parking so that the loading or unloading of students is conducted in an area away from vehicular traffic and off the roadway.

(2) Before each school's dismissal time, and where adequate space is available, the bus drivers shall park the buses in single file.

(3) If the loading or unloading of students is conducted on the traveled portion of a roadway, each bus driver shall park the bus on the side of the roadway nearest to the school, with the entry door opening away from the traveled portion of the roadway. Buses shall be parked adjacent to curbing, if present. If there is no curbing, the buses shall be parked as far to the right of the roadway as possible without threatening the stability of the bus.

(4) Each governing body shall ensure that there is adult supervision during loading and unloading procedures at each school building, except at buildings utilized exclusively for senior high school students.

**(c) On activity trips.**

(1) Whenever possible, each bus driver shall park the bus so that the loading or unloading of students takes place in an area away from other vehicular traffic.

(2) The transportation supervisor shall designate, in advance, stops for the loading and unloading of buses along each activity trip route.

(d) In school passenger vehicles. Each driver of a school passenger vehicle shall park the vehicle in a location so that students are loaded or unloaded in an area off the roadway.

This regulation shall be effective on and after July 1, 2000. (Authorized by K.S.A. 1998 Supp. 8-2009; implementing K.S.A. 1998 Supp. 8-1556, 8-2009; effective July 1, 2000)

**District Loading and Unloading Regulations**

Extreme caution shall be used in the loading and unloading process. Most casualties occur at this critical time when the child is exposed to many high risks. Many casualties are caused by a bus hitting a child. You, as the bus driver, must remain alert to the "whereabouts" of children. **USE YOUR MIRRORS. CHECK ALL BLIND SPOTS AND DO NOT MOVE THE BUS UNTIL YOU ARE CERTAIN ALL STUDENTS ARE CLEAR OF DANGER AREAS. IF YOU CANNOT ACCOUNT FOR ALL STUDENTS, SECURE THE VEHICLE AND GET OUT OF YOUR SEAT AND CHECK UNDER THE VEHICLE AND AROUND ALL SIDES UNTIL THE STUDENT IS ACCOUNTED FOR!**

- A. When approaching a loading area, stop your bus a minimum of 10 feet from the student(s). Be watchful for students approaching the stop from various directions. Be particularly cautious when snow is accumulated on the sides of the road.
- B. When stopped at a loading area, do not let children leave the bus until the approaching traffic has stopped. Determine how many students will be crossing the street before they leave the bus. Count them again after they have crossed the street. After the students have left the bus and are safely on the sidewalk or across the street, the bus may proceed, **ONLY AFTER THE DRIVER HAS ASCERTAINED THAT NO CHILD IS NEAR THE FRONT, BACK OR SIDES OF THE VEHICLE.**
- C. Whether loading or unloading, position your bus as far to the right as possible while staying on the paved portion of the road. This prevents motorists from passing on the right.
- D. Whether loading or unloading, engage your parking brake, when required by law.

**Drivers are to instruct students regarding bus stop behavior and the safety procedures for loading, unloading and crossing roadways. Drivers must patiently instruct or remind passengers as needed. Any unsafe behavior should be addressed in a timely fashion.**

#### **91-38-9. EMERGENCY PROCEDURES.**

- (a) Each governing body shall adopt procedures to be followed by school transportation providers if confronted with an emergency situation when on the road.
- (b) Each governing body shall ensure that students who are regularly transported to and from school in a school bus receive instruction, at least once each semester, about practices and procedures to follow if an emergency occurs while being transported.
- (c) Each governing body shall ensure that emergency evacuation drills are conducted at least once each semester. Each emergency evacuation drill shall be supervised by the transportation supervisor or the supervisor's designee.
- (d) The transportation supervisor shall prepare documentation of each emergency evacuation drill, including the date of the drill, number of student participants, and the names of the supervising personnel. This documentation shall be kept on file for at least two years from the date of the drill.
- (e) Before each activity trip, the driver shall provide an explanation of the location and operation of the emergency exits of the bus.

This regulation shall be effective on and after July 1, 2000. (Authorized by and implementing K.S.A. 1998 Supp. 8-2009; effective July 1, 2000.)

## **ACCIDENTS & EMERGENCY PLANS**

### **HEALTH EMERGENCY ON THE BUS ROUTE:**

#### **DRIVER:**

- The driver should evaluate the nature of the health emergency.
- The driver will call or radio central dispatch with the location, the medical information available as well as the name and school of the student.
- The driver will perform first aid for the student to the best of his/her ability. The driver will maintain radio contact with the dispatcher. The driver can designate a responsible passenger to relay radio messages.
- The driver will release the student only to authorized medical personnel, a school official, or the parent or guardian.
- When the driver has completed the run, she/he will fill out a report detailing the incident.

#### **DISPATCHER:**

- Clear the air of any other radio traffic. Declare an emergency transmission only status.
- Listen to the information given, writing it down as it is given, contact emergency personnel (911) relaying the information.
- Contact the Transportation Supervisor.
- Contact the Parent/Guardian of the student.

## **BUS ACCIDENT:**

### **DRIVER:**

- Secure the vehicle, survey all individuals involved in the accident for injuries, and calm the students. **DO NOT MOVE THE VEHICLE** unless leaving it there would place the students in danger.
- Call or radio central dispatch giving:
  - Location of the accident, bus number, and/or route number,
  - Any injuries and whether an ambulance is needed,
  - Number and type of vehicles involved.
- Display appropriate warning devices and do not move vehicle until instructed to do so.
- Keep all students on the bus unless safety conditions warrant their removal. If there is a threat of fire, move children and others to a safe location, at least 100 feet from the untraveled side of the roadway.
- Administer critical first aid.
- Start making a list of students with the students name, age, address, phone number and seat placement on the bus at the time of the accident.
- Cooperate with any law enforcement officer and be prepared to provide them with the following information:
  - Name, home address, driver's license.
  - Insurance card
  - Vehicle information (make, model, year, VIN)
- Obtain the same information as above from the other driver(s) involved in the accident.
- Get names, addresses and phone number of all witnesses.  
MAKE NO STATEMENTS TO THE MEDIA OR BYSTANDERS.
  - Give information **ONLY** to investigating officers and school officials.
- Maintain radio contact with the dispatcher. The driver can designate a responsible passenger to relay radio messages if he/she is occupied with first aid treatment for students.
- Passengers may be released when cleared by the law enforcement officer to authorized medical personnel, a school official or to another bus to complete the route.
- Upon returning to the Transportation Department, assist in completing all necessary accident reports.

### **DISPATCHER:**

- Receive the emergency call from the driver and write down all accident information.
- Call 911 for Police, Ambulance, or Fire if needed.
  - Give location of accident
  - All known information regarding possible injuries
- Contact the:
  - Transportation Supervisor
  - The Principal(s) at the school(s)

- The Superintendent of USD #320
- Standby to contact parents as needed.

**TRANSPORTATION SUPERVISOR OR DESIGNEE:**

- Go to the scene of the accident AS SOON AS POSSIBLE. If medics have not arrived, assist with first aid.
- Get a list of all students on board with name, address, phone number, age, grade and school.
- Compile a seating chart at the time of the accident.
- Assist the bus driver any way possible including caring for the students.
- Go to the hospital and stay until everyone has been seen by a physician.
- Complete an accident report and forward information to the insurance carrier.

**ADULT NOT APPROVED ATTEMPTING TO BOARD THE BUS ON ROUTE:**

**DEFINITION:** An unscheduled passenger attempting to board the school bus without prior consent from the Transportation Supervisor. This may apply to non-custodial parents that are attempting to delay the bus on its route to gain access to a child or an adult attempting by force to gain access to the driver or a student on board to settle a dispute.

**GOAL:** To provide a safe, secure, and timely bus ride for each student on each route. No student or driver should have to be afraid of being verbally or physically assaulted by someone or something outside the school bus.

**SIGNALS:** When an unidentified adult attempts to gain access to the inside of the bus either by stopping a vehicle in the path of the bus or by attempting to board the bus while a regular stop is being made, either to pick up or to deliver.

**STEPS OF ACTION:**

1. A car pulls in front of the school bus in an attempt to block the path of the bus:
  - Do not open the door of the school bus.
  - Make radio contact with base and give your location along with a description of the person(s). The dispatcher will call 911 with the information.
  - If a weapon is present, have the students slide down in the seats below the window line.
  - Keep the students calm and as soon as it is safe to do so, drive around the vehicle and proceed with the route, keeping the dispatcher informed as to your location.
2. An unidentified adult steps up with the student to the school bus to board.
  - Close the door to prevent the adult from entering the bus.

- The driver is to ask the adult NOT to enter the school bus and to ask them to contact the Transportation Department by telephone.
- If the adult refuses, the driver is to contact base by radio, giving the location of the bus and a description (and name if known) of the adult.

DRIVER:

- Identify the situation and contact base with clear and accurate information.
- Remain with and protect the students.

DISPATCHER:

- Contact 911, Central Office administration, and the supervisor of transportation to relay information as needed.

NOTE: DO NOT MAKE COMMENTS TO THE PRESS. Refer all press/media to the director of transportation or Central Office personnel.

### **TORNADO**

DRIVER:

When under a tornado watch, keep your radio on and keep a sharp lookout on the landscape for possible problems. Tornadoes are not always sharply outlined. They sometimes look like a large cloud rolling along the ground. Large hail sometimes precedes a tornado. Continuous lightening is usually present. Drivers should be proactive and look for places of safety along their route (schools, churches, public buildings, houses). In the event that they are someday caught in severe weather, the driver should immediately proceed to a place of safety, if possible, until such time as the danger has passed. If a place of safety cannot be located, **DO ANYTHING TO AVOID HAVING CHILDREN ON THE BUS WHEN IT HITS.** A car or bus is almost invariably rolled into a mass of wreckage or carried through the air. Get your children out of the bus and lying down in the lowest and most protected spot you can find. **If you should see a funnel on your route, report it either by radio or telephone at the first opportunity.** Your warning could save a life. Plan ahead. Have a place selected if needed.

### **BLIZZARD/ICE STORMS**

A severe blizzard can bring tragedy because people are careless and ill prepared. This is especially true in the late fall and early spring. Students are accustomed to well heated homes, school buildings and buses. They do not dress for the extreme weather common with blizzards or ice.

DRIVER:

If a bus should stall in the midst of a severe blizzard, the driver must remain calm. Follow the following directions:

- If 2-way communication is available, contact the base station giving location of the stalled bus.
- The driver must stay with the bus and keep all the children inside the bus.
- Wait for help.

- The motor should be run intermittently to provide heat, but only if the bus sets so that the exhaust will be carried away from the bus when the motor is running.
- Students may do some simple exercises to remain warm.
- The dome light and strobe light is to be on after dark to indicate the location of the bus for search parties in the area.

### **WATER HAZARDS**

Occasionally water may be running across the road after a sudden downpour.

- Slow down and examine the condition of the road and/or bridge approach. Beware of culverts that may have been damaged or washed away by flooding.
- After a heavy storm, do not drive through water that is standing or running across the road.
- Avoid low water crossings after heavy rainfall and find an alternate route if necessary.

### **8-1557. BASIC RULE GOVERNING SPEED OF VEHICLES.**

No person shall drive a vehicle at a speed greater than is reasonable and prudent under the conditions and having regard to the actual hazards then existing. Consistent with the foregoing, every person shall drive at a safe and appropriate speed when approaching and crossing an intersection or railroad grade crossing, when approaching and going around a curve, when approaching a hill crest, when traveling upon any narrow or winding roadway, and when special hazards exist with respect to pedestrians or other traffic or by reason of weather or highway conditions.

**History:** L. 1974, ch. 33 § 8-1557; July 1.

### **81-1558. MAXIMUM SPEED LIMITS**

(a) Except as provided in subsection (b) and except when a special hazard exists that requires lower speed for compliance with K.S.A. 8-1557, and amendments thereto, the limits specified in this subsection or established as authorized by law shall be maximum lawful speeds, and no person shall operate a vehicle at a speed in excess of such maximum limits:

- (1) in any urban district, 30 miles per hour;
- (2) on any separated multi-lane highway, as designated and posted by the secretary of transportation, 70 miles per hour;
- (3) on any county or township highway, 55 miles per hour; and
- (4) on all other highways, 65 miles per hour.

(b) No person shall drive a school bus to or from school, or interschool or intraschool functions or activities, at a speed in excess of the maximum speed limits provided in



subsection (a), except that the board of education of any school district may establish by board policy lower maximum speed limits for the operation of such district's school buses. The provisions of this subsection relating to school buses shall apply to buses used for the transportation of students enrolled in community colleges or area vocational schools, when such buses are transporting students to or from school, or functions or activities.

(c) The maximum speed limits in this section may be altered as authorized in K.S.A. 8-1559 and 8-1560, and amendments thereto.

**History:** (L. 1974 ch. 33 § 8-1558; L. 1976 ch. 40 § 7; L. 1984, ch. 39, § 6; L. 1996 ch. 15, § 5; L. 2003, ch. 100, § 4; July 1.)

### **USD 320 Speed Limits**

Moving Regulations:

- Gravel roads - 45 MPH
- School Zone -20 MPH
- Business Districts -Posted or 20 MPH Maximum
- School Loading Areas -10 MPH Maximum
- All signals or regulatory signs shall be strictly observed and obeyed.
- When leaving/entering the Service area Bus lot, the maximum speed is 10 MPH.

### **8-2150. COMMERCIAL DRIVER'S LICENSES; DIVERSION AGREEMENTS NOT ALLOWED.**

(a) A driver may not enter into a diversion agreement in lieu of further criminal proceedings that would prevent such drivers conviction for any violation, in any type of motor vehicle, of a state or local traffic control law, except a parking violation, from appearing on the drivers record, whether the driver was convicted for an offense committed in the state where the driver is licensed or another state.

(b) The provisions of this section shall be a part of and supplemental to the Kansas uniform commercial driver's license act.

**History:** (L. 2003, ch. 43, Sec. 2; April 17.)

### **DRIVER'S PRE-TRIP INSPECTION**

1. Each school bus shall be inspected by the driver of each trip before the bus is placed in service. This will be done by a 15-minute walk per trip safety check.

Record the inspection, initial in the space provided in the logbook. Pre-trip inspections are required:

- a. At the start of every day;
  - b. Any time the vehicle has been parked more than two (2) hours;
  - c. Any time you get into a vehicle that **you** have not previously driven that day;
  - d. At the beginning of any trip and prior to the start of the return trip.
2. All drivers shall check tires, wheels, exhaust and engine compartment at the bus compound a minimum of each time the bus is refueled.
  3. All drivers shall pick up all trash and any student or district items left behind on their bus after each days use or as needed.
  4. Activity and substitute drivers shall clean their vehicle at the end of their trip.
  5. Drivers shall wash and clean their vehicles, inside and out, before activity trips or once a week. 1 ½ hours of duty are authorized for cleaning the bus.
  6. Drivers shall refuel their buses when needed. When a driver parks the bus, make sure it has at least a half tank of fuel. When the bus will be parked for a long time (summer, winter break, etc.) the fuel tank should be filled completely.
  7. The trip driver will refuel activity buses after each trip. Unless prior arrangements have been made.

**THE PRE-TRIP INSPECTION IS VERY IMPORTANT AND SHOULD BE DONE PROPERLY TO PROVIDE THE SAFEST TRANSPORTATION AND HELP WITH PREVENTATIVE MAINTENANCE. A thorough pre-trip consists of the following:**

1. Under the Hood:
  - Engine oil
  - Coolant levels
  - Hoses and leaks
  - Windshield washer fluid level
  - Belts, for tightness and excessive wear
  - Cracked/worn electrical wiring
2. Walk Around Check:
  - Fluid leaks, mirrors
  - Exhaust system, tires & wheels
  - Emergency exits & buzzers
  - Marker & clearance lights
  - Headlights
  - Battery compartment
  - Fuel cap & Stop arm
  - Alternating flashers
  - Turn signals & emergency flashers
  - Windshield & windows
3. Inside Safety Check:
  - Horn
  - Mirrors

- Brakes
- Seat frames & cushions
- Emergency exits and buzzers
- Fans, defroster & heater
- Lights, interior & dash
- Gauges/ fuel, oil, voltmeter, water temperature warning, speedometer
- Windshield washer & wipers
- Safety equipment / first aid kit
- Fire extinguisher & reflectors
- Radio check
- Bus cleanliness

### **Two-Way Radio Use**

The radio is for important transportation business and should not be tied up with transportation business that can be better handled off the air or with personal communications. In the event of an accident or an emergency, all drivers are to stay off the radio so that dispatch can communicate with the bus involved. Dispatch will inform all buses when they may resume radio use.

Be polite and professional at all times. Keep in mind that the attitude and tone of voice used on the radio affects driver morale and is monitored by both the district office and the community. Keep transmissions as brief as possible so as to not tie up the channel.

When using the radio, always identify yourself by the number of the route you are driving, regardless of the bus you are driving. Those who are doing trips during route times may identify themselves by stating “activity trip” and their bus number or by their first name and the group they are transporting.

1. All drivers are required to use the following code format in their transmissions for brevity. In emergency situations speak in “the clear” whenever possible.

Ten Codes:

- 10-1 Receiving Poorly
- 10-2 Receiving Well
- 10-4 Acknowledgement or Affirmative
- 10-5 Relay to Another
- 10-7 Out of Service
- 10-8 In Service
- 10-9 Repeat Last Transmit
- 10-13 Weather/Road Information
- 10-20 Location
- 10-33 Emergency Traffic
- 10-41 Send a wrecker to
- 10-49 Send an ambulance to

10-77 Unable to Contact

10-95 Fight in Progress

Response Signal: Signal 1 Armed and Dangerous

2. Drivers must identify themselves by route number at the beginning of each transmission.
3. Drivers must state their transmission has ended by stating their route number and the word "clear."
4. Transmission between individual buses is allowed only when necessary for safety or for pertinent information pertaining only to Transportation.
5. It is the responsibility of all drivers to make sure their radios are on at all times and volume turned up.
6. Radios must be checked daily for secure brackets and proper function. Malfunction of radios will be written up immediately.

## **320 DRIVER STANDARDS FOR DISCIPLINARY ACTION**

### **DISCHARGE AND DISCIPLINARY PROCEDURES**

The purpose of this policy is to set forth district rules of conduct. The following is a list of actions, which may lead to disciplinary procedures, including suspensions with or without pay or termination of employment, for those employees found to have committed them. The list is not intended to include all types of activity which will lead to discipline, but is intended to be suggestive of those types of things which will result in disciplinary action being taken.

- Possessing, using, selling or buying any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine or other intoxicant during working hours or on school premises, or reporting for work under the influence of any of the above.
- Failure to follow guidelines of the transportation or classified handbooks or district policies.
- Falsification of any district record or employment application.
- Theft of district property, the property of another school employee or theft occurring during work hours.
- Refusal to do assigned work.
- Deliberate destruction or defacing of district property or the property of another district employee.
- Fighting or causing physical harm to another employee during working hours or on district property.
- Abusive, intimidating or threatening language to any supervisor, student or to another employee, including in person or via radio.

- Failure to promptly report an accident or injury occurring on district property or during working hours.
- Unauthorized absence; absence for one day without authorization or proper reporting can result in termination, and unauthorized absence for three consecutive working days will result in automatic termination. Three unauthorized absences in one year will result in termination.
- Excessive unexcused tardiness or persistent tardies.
- Falsifying information on daily work reports.
- Cancellation of a current driver's license by the state of any bus driver will result in automatic termination.
- Smoking in restricted areas.
- Possession or use of any firearm or any other object that could reasonably be considered a dangerous weapon during working hours or on district property.
- Unauthorized use of district equipment.
- Deliberate or excessive waste of school materials or abuse of district equipment.
- Immoral conduct or indecency, which is not acceptable in a school setting.
- Encouraging or participating in any strike, work stoppage or similar activity.
- Use of profanity, which is not suitable for school settings.

The above listing of actions is primarily presented here as a means of illustration and shall not be deemed to exclude the districts right to dismiss employees for other causes. Transportation employees are employees at-will and thus subject to laws that govern such employees. Concerns regarding disciplinary action, discharge or working conditions must be filed in writing.

#### **DRUG AND ALCOHOL TESTING POLICY**

Employment in Unified School District #320 as a bus driver or other safety sensitive employee will be conditional upon taking and passing drug and alcohol tests as required by regulations of the Federal Highway Administration and the Kansas Department of Transportation. Such regulations will become effective on January 1, 1996. For further information, please refer to the USD #320 Drug / Alcohol testing policy.

#### **INSUBORDINATION**

Any time a Transportation employee willfully refuses to follow a direct order or instruction given by their supervisor that employee can be subject to disciplinary action up to and including termination.

#### **MOVING VIOLATIONS STANDARDS**

In order to provide a safe transportation experience for the students of Wamego USD #320, all transportation personnel will have a Moving Violation Records check run through the State of Kansas Department of Revenue. The following guidelines will be used:

- One (1) moving violation in the previous twenty-four (24) month period = Written Warning
- Two (2) moving violations in the previous twenty-four (24) month period = Three

(3) day suspension without pay.

- Three (3) moving violations in the previous twenty-four (24) month period = Termination of employment.

All drivers are required to notify the supervisor of transportation in writing of any and all moving violations within ten (10) days of conviction. Failure to do so could result in termination.

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

In our department, it is especially important to provide service in a timely manner. Any time a trip or route runs late it has the potential to create an accident. By failing to arrive on time to drive his/her route or trip, the driver creates an unsafe environment. The following guidelines will be used if a driver fails to provide notice to the supervisor of transportation or his/her designee prior to the time he/she is due to arrive for the pre-trip inspection for the scheduled route or trip.

1. First no call/no show in a school year = Written warning which goes into employee file.
2. Second no call/no show in a school year = Suspension of 1 or more days without pay.
3. Third no call/no show in a school year = Termination of employment.

## **PREVENTABLE ACCIDENTS / INCIDENTS**

### **DEFINITIONS:**

**Accident:** When an event takes place that results in personal injury to a driver or passenger or physical damage occurs to a vehicle / property belonging to the school district or personal property belonging to other parties.

**Incident:** When an event takes place that results in physical damage to our vehicle or district property and the cost of repair is less than \$750.00 and no third party involvement.

**Preventable:** When the driver failed to do everything within their training and knowledge to prevent the accident or incident from occurring.

In order to provide a safe transportation experience for the students of the Wamego USD #320 District, any and all accidents and incidents as defined above that occur in the Transportation Department will be reviewed. After it is determined to be preventable or non-preventable, the following guidelines will be used.

### **Preventable Accidents:**

1. One (1) preventable accident in a thirty-six (36) month period = Written warning
2. Two (2) preventable accidents in a thirty-six (36) month period = Three (3) to five (5) day suspension without pay
3. Three (3) preventable accidents in a thirty-six (36) month period = Termination

### **Preventable Incidents:**

1. One (1) preventable incident in an eighteen (18) month period = Written Warning.
2. Two (2) preventable incidents in an eighteen (18) month period = Three (3) to five (5) day suspension without pay
3. Three (3) preventable incidents in an eighteen (18) month period = Termination

Depending on the severity or frequency of any incident, any and all steps may be bypassed.

## **TERMINATION**

Whether in a personal vehicle or work related, the driver shall be immediately suspended without pay after being charged and terminated upon conviction of any of the following:

- a. DUI / DWI or drug related charges;
- b. Certain degrees of moral charges;
- c. Suspension or loss of CDL for traffic related charges;
- d. Hit and run, vehicular homicide, and reckless driving.

The driver will be suspended without pay after being charged and may be terminated upon conviction for any one or more of the following:

- a. Violation of vehicle traffic codes while driving a school vehicle which is used for the transportation of school students / school employees or persons outside of school related activities.
- b. Violations of established rules and regulations set by Kansas State Transportation Regulations Standard and Statues, Board of Education policies or established rules set forth in the USD #320 Drivers Handbook.

## **SPONSOR'S USE OF DISTRICT VEHICLES**

### **BUS TRIPS**

Please help us provide safe transportation for you and your group by doing the following thing:

1. **Review the rules for safe bus transportation with your group before you leave.**
2. Be the example and follow the rules yourself.
3. **Address any discipline problems as they arise. If you would like the driver to alert you to problems in the passenger area, or if you need to stop the bus to address a situation, just let the driver know and they will be glad to help.**
4. Set up the locations that you would like to use as rest stops before you leave the school.
5. There will be **no eating** on the bus unless arrangements have been made in advance and the **sponsor is willing to be responsible**.
6. There will be **no drinking** on the bus unless arrangements have been made in advance and the **sponsor is willing to be responsible**. Glass containers of any kind are strictly prohibited in any circumstances.
7. All items carried on the bus must fit in or under the seat and can be no taller than the average person. Larger items must be placed in another vehicle designated to transport such items. All aisles and doorways are to be kept clear at all times. Clothing cannot hang in the windows. All passengers must remain properly seated when the vehicle is moving.
8. No one is allowed to be in the driver area or stairwell at any time when the bus is moving.
9. Make sure you fill out your requests accurately. We must have the complete address of the destination, not just the name of the school or the town where it is located. Make sure you note your pick-up location. Understand that departure time means leaving the starting point. Drivers will be there 10 minutes prior to loading unless other arrangements have been made. **The return time means arriving back to the school or final destination point, NOT the time the bus is to pick up passengers for the return trip.**
10. Trips are covered on a first come first served basis. As soon as you know you will be going on a trip, complete and turn in a Transportation Request form. If we



are short on vehicles or available staff, the first request turned in will be the first provided transportation.

11. **The sponsor shall make sure that students clean up any mess they have made in the district vehicle upon their return to school and prior to students leaving the district vehicle.**
12. **Teachers/Sponsors/Coaches are ultimately responsible for the cleanliness of district vehicles that they have checked out to use.** Before leaving the vehicle at the district bus compound, teachers will ensure that all trash is picked up, all spills cleaned and washed up, any items left in ashtrays are emptied, and any items left behind by students are removed from the vehicle and delivered to school the next school day.

## **STUDENT DISCIPLINE**

The bus drivers approach to student discipline on the bus is one of the more critical elements that effects the safety of the students and the driver. A school bus transporting unruly students is an unsafe bus. In the event a driver is faced with the situation where a student violates a rule and does not respond to the driver's effort to maintain discipline, the driver may issue a conduct notice.

The proper preparation and follow-up of conduct notices play a vital role in determining the driver's success. Drivers are encouraged to provide a factual, fair, and concise description of the student's behavior on the conduct notice. Drivers must accurately report a student's actions and/or vulgar offensive remarks on the conduct notice.

In the event a school administrator encounters parents who wish to challenge the allegations on the conduct notice, the bus driver may be required to attend the discipline conference with the school administrators and parents.

Bus drivers are encouraged to consult with the Transportation Supervisor and/or the building administrator whenever they sense a situation developing on their routes which may result in a serious discipline or safety issue.

1. Drivers will maintain a safe environment on the bus at all times.
2. It is the responsibility of all drivers to enforce the district's bus conduct policies.
3. Students can't be expected to follow the rules if the driver does not abide by them.

## **RELATIONSHIP WITH STUDENTS**

All drivers will:

1. Treat all students with courtesy and respect.
2. Be firm, but pleasant in all dealings.
3. Explain the request he/she makes of the children, or regulations he/she finds necessary to impose. For example:
  - a. Assigning seats;

- b. Proper care of the bus and equipment;
- c. Proper order on the bus.
- 4. Not indulge in kidding and acts which will cause students to feel too familiar.
- 5. Not argue with students regarding their behavior but will continue to clearly state their expectations.
- 6. Not pick up or discharge a student anywhere except at school or their assigned stop.
- 7. Never touch a child in a way that can be misconstrued.

### **DISCIPLINE PLAN FOR BUS STUDENTS**

The first time that a student misbehaves on the bus, he/she will receive a warning from the bus driver. The second time will constitute a consequence for unsafe conduct. Once a student receives his/her unsafe conduct report, it will carry with him/her for the school year.

Behaviors listed under the title Immediate Action will constitute an unsafe conduct report and will also result in the immediate action of five (5) school days off the bus or next action after student's last suspension of bus privileges.

Misconduct that warrants the bus driver to give a student a discipline slip will result in the action listed under the title Disciplinary Plan according to the number of conduct reports.

### **IMMEDIATE ACTION**

Behaviors listed below will result in a conduct report and the immediate loss of bus privilege for five (5) school days; or the next action after students last conduct report.

- Fighting
- Smoking
- Obscene behavior witnessed by driver
- Throwing object inside of bus, or out of the windows
- Bad language or abuse directed at driver or other students
- Use or possession of any form of tobacco,
- Destroying bus property
- Possession of weapons (knives, gun, sharp objects, etc.)
- Use or possession of drugs or alcohol
- Flat refusal to obey driver
- Harassment - sexual, racial, ethnic, physical or verbal

## DISCIPLINARY PLAN

<u>UNSAFE CONDUCT &amp; MISBEHAVIOR</u>	<u>BUS DRIVER ACTION</u>	<u>TRANSPORTATION SUPERVISOR ACTION</u>
Misbehavior	Warning to student	None
<b><u>Unsafe Conduct Action</u></b>		
<b>1<sup>st</sup> Report</b>	Conduct Report completed. Meet with Transportation Supervisor	Send report to current school Administration
2 <sup>nd</sup> Report	Conduct Report completed. Meet with Transportation Supervisor	Send report to current school Administration <b>1 – 3 days suspension</b>
3 <sup>rd</sup> Report	Conduct Report completed. Meet with Transportation Supervisor	Send report to current school Administration <b>3 - 5 days suspension</b>
4 <sup>th</sup> Report	Conduct Report completed. Meet with Transportation Supervisor	Send report to current school Administration <b>5 - 10 days suspension</b>
5 <sup>th</sup> Report	Conduct Report completed. Meet with Transportation Supervisor	Send report to current school Administration <b>15 days suspension</b>
<b>6<sup>th</sup> Report</b>	Conduct Report completed. Meet with Transportation Supervisor	Send report to current school Administration <b>45 days suspension</b>
<b>7<sup>th</sup> Report</b>	Conduct Report completed. Meet with Transportation Supervisor	Send report to current school Administration <b>Rest of the school year suspension</b>