

TRANSPORTATION PROCEDURES – Neosho R-5 Schools

PURPOSE:

1. To provide coordination and training of all transportation department personnel.
2. The objective is to provide safe and reliable transportation to all passengers entrusted to our care. Drivers must meet all established District, State and Federal requirements, those presented during training and reviewed at safety meetings.
3. Drivers are charged with the responsibility to exercise good judgment and common sense. Drivers may not rely on any information contained herein to avoid this responsibility by alleging that any specific situation is not addressed by this document.
4. Drivers are expected to accept and follow work instructions from persons authorized by the District to give such instruction.
5. Each staff member is accountable for knowing the material in this manual. Questions, suggestions or deviations from established procedures should first be discussed with the transportation director.
6. This procedures manual will be reviewed annually and revised as necessary to keep the contents current with District, State and Federal guidelines.
7. Written suggestions should be turned into the Transportation Office for consideration.

Regulation, A-1: ACCIDENTS

A-1.1 Accident involving another vehicle

- A. Shut down the bus, set the emergency brake, activate hazard lights and remove the key.
- B. Check for any student injuries
 1. Render first aid where needed.

- C. Radio Transportation Office or Bus Barn
 - 1. State if the bus is involved
 - 2. Give the exact location
 - 3. State the number of students on board
 - 4. Any injuries? Is emergency assistance needed?
- D. Keep every student on the bus. Evacuate only for fire or impending collision.
- E. Check the other vehicle and render aid. Inform them that help is on the way.
- F. Move the bus only when directed to do so by police or Transportation Office personnel.
- G. Set out warning triangles.
- H. Exchange the following information with the driver of the other vehicle:
 - 1. Driver's license (state and expiration)
 - 2. Name, address and phone number
 - 3. Make, model and license number of vehicle
 - 4. Insurance company and agent
 - 5. Note description of driver and any prior damage to vehicle

****Start a student name list by seating position. Include name, address, phone no., school of attendance, age and date of birth for each passenger on the bus at the time of the accident. (An up-to-date student roster should be kept on each bus)**
- I. Never admit guilt for the accident.
- J. Ask or wait for instructions from the Transportation Office before proceeding.
- K. Your first priority is the care and safety of your students.
- L. Every accident is to be reported, even the very minor.
- M. The Neosho School District is not responsible for citations or fines assessed to the driver.

A-1.2 Accident involving a Stationary Object (fence, sign, mailbox, etc.) Follow the procedures in A-1.1 with the addition of:

- A. If the object is public property, radio transportation and proceed with your route.
- B. If the object is private property, notify the owner immediately in person or by leaving a note on the property with the name and number of the Transportation Office and the time of the accident. Radio transportation and proceed with your route.
- C. Make a full report as soon as you return to the bus barn.

A-1.3 Accident involving Passengers:

A. **On the bus:**

- 1. Move the bus out of traffic and to the right of the road.
- 2. Shut down the bus, set the emergency brake, pull the key and engage hazard lights.
- 3. Instruct all students to remain in their seats.
- 4. Check to see if there are passenger injuries.
- 5. If injuries are only minor (bruise, scrape, small cut, etc.) render first aide, notify transportation and continue on the route.
- 6. If injuries are more serious, render first aid as appropriate, notify transportation and wait for assistance or further instructions.
- 7. Set out emergency triangles if the bus will be delayed.
- 8. The Transportation Office will make arrangements to have the injured transported to a hospital, if necessary, or alert personnel of the destination of the student and extent of injury, including estimated time of arrival (ETA)
- 9. Deliver the remaining students to their destinations after the injured have been removed and the police have released the bus (when applicable).
- 10. Immediately give an accident report upon your return to the bus barn.

B. **Off the bus:** (whether injured by the bus, other vehicle, fall, etc.)

- 1. Stop the bus and activate 8-way lights (if at a bus stop or pedestrian is in front of the bus)
- 2. Set the emergency brake, shut off the engine and pull the key.
- 3. Assign an older student(s) to supervise the students seated on the bus.
- 4. Exit the bus and check the condition of the injured.
- 5. If minor injury:
 - a. Escort back onto the bus
 - b. Move the bus to the right side of the roadway
 - c. Turn off the 8-ways and activate the hazard lights
 - d. Examine the injury and render first aid
- 6. If serious injury:
 - a. Make the injured as comfortable as possible without moving them
 - b. Radio transportation with the details

- c. Dispatch will arrange to have passengers on the bus delivered to their destinations.
- d. When officials have reached the scene and the injured have been removed, move the bus out of traffic as directed
- 7. Provide all the necessary information to the officials.
- 8. Give an accident report upon returning to the bus barn.

A-1.4 Accident involving a Pedestrian:

- A. Follow the procedures used in an accident involving a passenger off the bus (regulation A-1.3B)
- B. If minor injury:
 - 1. Obtain all the information necessary to complete an accident report.
 - 2. Deliver all passengers to their destinations.
 - 3. Complete an accident report upon returning to the bus barn
- B. If serious injury:
 - 1. Follow the procedures used in an accident involving passengers off the bus (Regulation A-1.3 B, 6-8)

Regulation, A-2: ATTENDANCE

A-2.1 It is imperative that we maintain consistent attendance on routes by all drivers. Substitution always results in a loss of efficiency and continuity and is accompanied by a reduction in safety. If you are ill or must miss work for any reason, contact the Transportation Office (if not during office hours, contact the scheduling personnel or the bus barn) as soon as possible. Every effort should be made to make a personal contact before leaving a message. An absentee form should be completed and turned in when you return to work. A request for time away from work form (blue sheet) must be submitted in advance to the Transportation Director when it is necessary for you to be away from your position for appointments, etc. The driver is responsible for checking on the approval of such requests; since not all requests can or will be granted.

Regulation, A-3: ACTIVITY TRIPS

A-3.1 Drivers who are interested in driving activity trips should sign up at the beginning of the school year.

- A. Trips will be assigned on Thursday for the following week.
- B. Special requests by activity sponsors for certain drivers will be considered.
- C. Special requests by drivers for certain trips will be considered and should be submitted in writing.

- D. Every effort will be made to spread trips out among all interested drivers.
- E. Drivers who are unable to drive an assigned trip should return the trip sheet to the office for reassignment. Do not trade trips without the approval of the director.

A-3.2 Activity trip responsibilities:

- A. **Sponsor Introduction and Cooperation.** The driver will greet the sponsor and review departure and return times, as well as the destination and the route. The driver and bus will stay with the group unless prior arrangements have been made and approved by the director and the sponsor.
- B. **Bus Cleanliness.** The bus interior and trash receptacle will be clean prior to and upon completion of the trip.
- C. **Bus Security.** Park the bus in a proper parking area. Remove the ignition key if the bus is left unattended. Inform the sponsor of this procedure as no students are to be left unattended on the bus at any time.
- D. **Pre-Plan:**
 - 1. Where am I going, what is the best route and where do I park?
 - 2. Do I need to get directions to the location?
 - 3. Review the trip ticket for departure/return times and loading location.
 - 4. Review the return time and any other specifics before unloading the group at the destination site.
- E. **Know the Bus:**
 - 1. Do a thorough pre-trip prior to departure and post-trip upon returning. Check carefully for vandalism.
 - 2. Adjust the mirrors if using other than your regular bus.
- F. **Miscellaneous Trip Tips:**
 - 1. Band instruments and large athletic gear must be stored securely in or under seats. The aisle and emergency exits must never be blocked.
 - 2. The driver must never leave a group without prior approval from the director and notification of the sponsor. Personal use of the bus for meals is included in this approval process.
 - 3. If multiple buses are on a trip, only one will leave the group at any time.

Regulation, A-4: BREAKDOWNS

A-4.1 Mechanical Breakdown

- A. Stop the bus as far to the right side of the road as possible.
- B. Keep students in their seats unless you need to evacuate the bus. Evacuate only if there is the presence of fire or impending collision.
- C. Students are not to be released from your bus.
- D. Activate your hazard lights.
- E. Radio the bus barn that you have a mechanical problem and wait for instructions.
 - 1. State if the bus is empty or how many students are on board.
 - 2. Give your location, previous bus stop and destination.
 - 3. If possible, determine the mechanical failure or describe the problem.
 - 4. Transportation will direct you as whether to continue or wait for a mechanic and/or a substitute bus.
- F. Place warning triangles if the bus is to remain parked.
- G. Make repairs if possible.
- H. If you can proceed before help arrives, notify transportation before moving.
- I. The driver is responsible to report every mechanical or electrical defect immediately **on work order** when returning to the bus barn.
 - 1. Obtain a **work order** form from one of the bus barn personnel.

Regulation, B-1: BENEFIT SUMMARY

B-1.1 Non-certified Employee Retirement Program: Drivers and Bus Aides who regularly work more than twenty (20) hours per week participate in this program. The District matches employees' pre-tax contribution. (See Director for specifics)

B-1.2 Physical Examination: The cost of an exam is paid at the time of hire and annually by the District, All exams must be performed by the District's designated physician/clinic. All Transportation Department Personnel are required to pass a "job-appropriate" physical examination prior to the start of each school year. All personnel will be required to lift 40 pounds and carry it 30 feet.

B-1.3 Drug Screen/Alcohol Test: Cost is paid by The District for Pre-employment, random, reasonable suspicion and post accident testing. (See separate Employee Alcohol & Drug Testing Policy/Board Policy)

B-1.4 Worker's Compensation Insurance: All employees have coverage for job-related injuries. All accidents must be reported to the director immediately and an accident report completed.

B-1.5 Health Insurance: Any employee who averages 30 hours per week may purchase insurance through a group plan using pre-tax dollars. Health Insurance for the 30-hour employee is paid by the District. Enrollment must occur within 30 days of hire date, when job changes to include 30+ hours per week or in the September open enrollment period. (See Director for specifics)

B-1.6 Sick Leave: Transportation employees who are assigned a daily route and were hired prior to July 1, 2004, are entitled to 1 sick day per month driven. Drivers hired after July 1, 2004, do not receive sick leave benefits.

Regulation, C-1: Discipline - Student

C-1.1 Discipline is an inherent responsibility. The driver cannot do a safe and effective job unless order is maintained on the bus. Misbehavior can distract the driver's attention from the task of driving and create a safety hazard for all passengers. The responsibility for discipline on the bus may mean the difference between life and death for your passengers. The driver is deserving of the respect of his/her position and should function in such a way to merit it. Be firm, fair and consistent. Let students know from the beginning exactly what is expected of them on your bus. Much of your success and enjoyment of your job depends upon the respect that you develop and in the attitudes of your students. Do not assume they know the rules. **Cover them thoroughly and apply them consistently every day.**

The following points can be very helpful in making you a leader instead of just a disciplinarian:

- A. Never give an order you cannot enforce.
- B. The response of the child is in action. Give your command to stimulate action, not check it. Suggest action that can be successfully obeyed.
- C. Have a reason for what you ask a child to do and, when possible, take the time to give the reason.
- D. Be honest in what you do and say.
- E. Be fair. It isn't punishment, but injustice, that makes a child rebel against a driver.

- F. Be friendly. Always show an interest in what they are doing. Greet students as they board your bus.
- G. Comment privately on good qualities and actions.
- H. Try to be constructive in all dealings with children.
- I. Remember that a sense of humor is absolutely essential.
- J. **Never strike a child** or physically grab a child.
- K. Do not judge misconduct on how much it annoys you.
- L. Do not take your personal feelings and prejudices out on the children.
- M. **Do not lose your temper.** Control the situation – don't let it control you!
- N. All children have good qualities. With some, you have to look a little harder.
- O. Sometimes it is wiser to overlook some of the little things.
- P. Something always initiates behavior changes. The cause may be the driver, child or an outside influence.
- Q. Listen closely to suggestions and the complaints of the children. They need to know you **CARE. HEAR** what they say.
- R. To be certain you maintain the respect and confidence of the child, follow up all cases involving disciplinary action.
- S. Be sincere.
- T. Set a good example.
- U. Never hold a child up to public ridicule. This is the surest way of perpetuating a discipline problem.
- V. Deal with individual problems individually. Everyone resents group (military) punishment.

C-1.2 **It is important to remember that discipline is a means to an end** and not an end in itself. The objective of your effort is to provide a safe and pleasant means of getting students to and from school and to maintain a positive image in the eyes of the students.

Students must observe the following rules:

- A. Follow directions the first time they are given:
1. The driver is in charge of the students and the bus at all times
 2. Students must be on time. The bus cannot wait beyond its regular schedule for those who are consistently tardy.
 3. **Students should not stand in the roadway while waiting for the bus. Students must be at least 10 feet away from where the bus stops and out of the Danger Zone until signaled by the driver to approach the bus. If students must cross a roadway in order to enter the bus, the driver will direct the students not to cross the road until he/she signals them to do so. Students must cross ten (10) feet or more in front of the bus to be visible to the driver and passing traffic. For better visibility, students should be encouraged not to wear yellow raingear.**
 4. Students may bring onto the bus only those items that will fit on their laps without interfering with seating of fellow passengers.
 5. Students must be seated before the bus is put in motion and remain seated throughout the trip.
 6. The driver will not discharge students at places other than their regular bus stops or at a school, unless authorized by the director or a principal. These arrangements will be made before departing the school.
 7. Students must not play radios, cassettes or CD's on the bus except with earphones. Bus AM/FM radios will never be played in congested traffic, at railroad crossings or when communicating on the business radio.
 8. Laser pointers and skate boards will not be allowed on the bus at any time.
 9. Cell phone usage on the bus is the same as in a classroom. If no cell phones are allowed by school policy, then no cell phones will be allowed on the bus.
- B. Stay in your seat, with feet on the floor, while the bus is in motion, keeping your hands, feet and objects to yourself.
1. Students may not enter the bus eating, drinking, smoking, shoving or acting boisterous.
 2. Safe, courteous conduct is to be demonstrated while riding in the bus. No "horse play" will be tolerated. Loud, unnecessary noise, shouting or scuffling is NOT ACCEPTABLE.
 3. Students must not, at any time, extend arms or heads out the bus windows while the bus is in motion or stopped.
 4. Students must not try to get on or off the bus, or move about within the bus while it is in motion.
- C. Do no eat, drink, use tobacco, drugs or alcohol on the bus.
1. Students must not enter the bus with open food or drink. (Water in an acceptable container is allowed during hot weather.) Exceptions can be approved by the driver on activity trips. **Keeping the interior of the**

bus clean is always the responsibility of the driver, especially when this privilege is granted.

- D. Keep all harmful or frightening objects, weapons and creatures off the bus.
 - 1. Students must not carry live (or dead) creatures, fire arms (loaded or empty), knives, water guns, fishing poles, skate boards or other objects that can injure or alarm the other students or the driver.
 - 2. Students must not carry glass or liquid, unless it is in and remains in a closed lunch box or backpack. (Water in an acceptable container will be allowed when the weather is exceptionally hot)
- E. Do not litter, write on or damage the bus.
 - 1. Students must use trash baskets on the bus. Throwing items on the floor or out the window is prohibited.
 - 2. Any damage to the bus is to be reported at once to the driver. Damage to a bus by a student must be paid for by that student.
- F. Do not be excessively loud, swear, use rude gestures or offensively tease anyone on the bus.

C-1.3 Discipline Techniques

- A. Pull as far to the right of the road as possible and stop the bus.
- B. If it is necessary to leave the driver's seat, activate the hazards, set the park brake and pull the key.
- C. Never forcefully grasp or physically contact a student.
- D. At no time shall a driver put a student off the bus on the road to or from school because of misconduct. The student should be transported to school or to his/her regular stop before being discharged from the bus.
- E. In a case where "serious or violent" misconduct is present, the driver should radio transportation for assistance. The offender will receive appropriate attention and transportation for the remainder of the trip. Keep the offender separated from the other students until help arrives.

C-1.4 Misconduct Reporting:

- A. Each driver is to discipline passengers through verbal warnings, assigned seats and private talks **FIRST**. Forms are provided to inform parents of any problems and to request their assistance in handling the problems.

Document by date any actions you have taken. If none of these techniques are successful and the misconduct continues, issue a misconduct report.

- B. Blank Discipline Referral forms are available at the bus barn and the transportation office.
- C. First, inform the student before leaving the bus that he/she will receive a referral for their actions. Never threaten – never bluff.
 - 1. Get the student's name. Use your bus roster to confirm.
 - 2. If the student refuses to give you his/her name, take him/her to the principal at the next arrival at school.

At the conclusion of your route:

- 1. Calmly complete a discipline referral report with legible writing and correct spelling. **DO NOT** put the name(s) of any other students on the referral form. If you need to include the name(s) of witnesses, etc. place the name(s) on a separate sheet of paper and attach to the back of the form.
 - 2. Include corrective actions that you have already used.
 - 3. Indicate dates of any previous misconduct reports.
 - 4. Write exactly what was said by the student if profanities or vulgarities were used.
- D. Turn the report into the Transportation Office. Reports will be delivered to each school daily.
- E. The principal will:
 - 1. Determine appropriate discipline and send copies of the report to the parent/guardian and back to the transportation office.
 - 2. The driver will receive a copy and carry out any action indicated by the principal. Drivers will retain "returned copies" on their bus.
- F. As a general rule:
 - 1. The first misconduct report is a request to the principal and the parent for help in securing cooperation from a student.
 - 2. The second report may result in a suspension of riding privileges, in-school suspensions, after school detention, lost recess, etc.
 - 3. The third report may result in a longer or permanent suspension, unless reinstated by the school administration and director after a commitment of cooperation by the student and his/her parents.
 - 4. Immediate suspension may result from serious misconduct:

- a. Swearing at, threatening or being obscene toward the driver.
 - b. Smoking, drugs, alcohol or weapon on the bus.
 - c. Intentional damage to the bus interior.
 - d. An overt act of violence such as fights.
- G. Driver may assign any or all seats to maintain discipline control.
- H. Driver follow up to a discipline situation can provide positive results.
- 1. Never threaten. Never say "I will put you off the bus."
 - 2. Always make the student feel he/she chose the behavior. A helpful statement is, "you have a choice, _____".
 - 3. Continue to stress that it is the safety and rights of **all** students you are concerned with.
 - 4. After the disciplinary action, let every student start with a clean slate. Do not hold a grudge. Make him/her your friend, not your enemy.

Regulation, C-2: DRIVER RESPONSIBILITIES

C-2.1 Qualifications

- A. Drivers are selected on the basis of their ability, experience, training, driving record and character, without regard to race, religion, creed, color, national origin or sex.
- B. Drivers shall be at least twenty one (21) years of age.
- C. Drivers shall file a current health certificate with the director before transporting students.
- D. Drivers must complete a pre-employment drug screen with negative results.
- E. Fingerprints will be obtained for a criminal background check.
- F. Drivers shall obtain and possess at least a Class B Commercial Driver's License (CDL) with a Passenger Endorsement and a School Bus Endorsement. It shall be the employee's responsibility to keep the license and endorsements current and valid.
- E. Each driver must complete and provide all required District paperwork before transporting students.
- F. Each driver must complete the required training program of at least eight (8) hours per year and must sign off on their training record. This will indicate that the training documented on the card is accurate and complete. A check of all drivers' records will be done randomly each year.

C-2.2 Personal requirements:

- A. Drivers shall maintain an overall appearance which enhances public confidence in them and the District.
- B. Drivers shall be clean and well-groomed while on duty.
- C. Drivers shall wear clean clothing appropriate for driving a vehicle. Shorts will be loose fitting and near the knee when standing.
- D. Drivers shall wear shoes that fasten securely to the foot in the back and on top with the toe and heel areas closed. (Types of shoes that are not acceptable are spike heels, sandals, flip-flops, house slippers, shower shoes, etc.)
- E. While on duty, hair and beards shall be clean and groomed and of moderate length.
- F. Drivers' bodies must fit in the driver's compartment in such a way as not to impede or compromise the safe operation of the bus. The determination of this standard will be at the discretion of the Transportation Director.
- F. Employees shall not use tobacco in any form, while on the school bus or on school property.
- G. Drivers shall adhere to Federal Highway Administration drug screen and alcohol regulations as well as District policy.
- H. Drivers shall not, while in any way representing the district, use language or gestures that are vulgar, profane or sexually suggestive.
- I. Any driver who becomes involved in a motor vehicle accident, receives a moving traffic citation, or is arrested for a criminal offense, must notify the director immediately.**

C-2.3 Operating Procedures:

- A. Drivers shall report to work on time and as scheduled.
- B. Drivers shall not arrive at school campuses more than five (5) minutes before scheduled unload or load time unless otherwise instructed by transportation.

- C. Drivers shall always be on their bus when loading or unloading passengers.
- D. Drivers shall not leave the bus while passengers are on board except in extreme emergencies. In such emergencies, the driver shall shut off the engine, take the key and set the park brake.
- E. Drivers must have special permission from the director to transport any person other than assigned passengers or district personnel. This restriction shall include the driver's preschool child, other relative or friends.
- F. Drivers shall not allow passengers to sit or stand in the driver's compartment or stairwell.
- G.** Drivers shall instruct students on loading and unloading procedures, safety rules and rules of conduct. A form is provided for documentation of this instruction. The form must be completed by the end of the first two weeks of each school year and again at the beginning of the second semester. The driver will retain the yellow copy and **return the white copy to the Transportation Office.**
- H. Drivers shall unload or load students only at the designated time and place. Any variation must be pre-approved by transportation or the campus personnel.
- I. Drivers shall enforce discipline on the bus and shall enforce all rules of conduct as directed by the department.
- I. Drivers shall wear seat belts at all times while the bus is in motion.
- J. Drivers shall activate hazard lights, stop the vehicle, open the service door, look and listen in both directions and close the service door before crossing any railroad tracks, whether the bus is loaded or empty. Driver will not shift gears while on the railroad tracks.
- K. Drivers shall not drive on private property without prior authorization from the director.
- L. Drivers shall keep the service door closed at all times when the vehicle is in motion.
- M. Drivers shall not leave the vehicle unattended with the engine running. If the driver must get out of his/her seat, the bus must be turned off, emergency brake applied and the key pulled. This includes special needs buses.

- N. Drivers shall not back a vehicle except in a director approved area or in an emergency. On school loading areas, no vehicle shall be backed without an adult attending the rear.
- O. Drivers shall not make a right turn on a red light except at intersections with a yield lane or intersections specifically designated and approved by the director.
- P. Drivers shall keep the inside of the vehicle clean and neat. Mirrors shall be clean and properly adjusted to meet SBE/10.1 guidelines. Windshield and rear windows shall be clean to allow unobstructed vision.
- Q. Drivers shall immediately report any damage to the vehicle to the director. Such a report shall include a written explanation of the cause and extent of the damage.
- R. Drivers shall complete a pre-trip safety inspection prior to each run and will follow inspection and deficiency reporting procedures. The white copy of the pre-trip must be returned to the bus barn and the yellow copy is to be retained on the bus.
- S. Driver's use of radios must be limited to urgent business.
- T. Drivers will not alter bus stop locations or route without prior department approval.
- U. Drivers will not use cell phones while operating a school bus. In case of an emergency, pull the bus over safely and secure the bus before attempting to place or receive a call.

C-2.4 Bus Regulations

- A. Drivers shall observe carefully, all signs, signals and rules of the road as provided by the Missouri Motor Vehicle Laws.
- B. Drivers shall utilize the four (4) second rule when following another vehicle.
- C. Drivers shall use the reflective triangles to indicate a disabled bus on the roadway.
- D. Drivers shall use the eight (8) way lights to warn approaching motorists that the bus is stopping to take on or discharge students a minimum of five hundred (500) feet before the bus stop.
- E. No driver of a school bus shall take on or discharge students without at least three hundred (300) feet visibility for other vehicles, in each direction.

- F. The driver will not allow signs or lettering of any kind to be written or attached to the exterior of the bus, except those specifically permitted by law. Surface lettering on front and rear of the bus shall be kept clean so that markings are clearly visible. Glass and mirror surfaces must not contain any obstruction except vehicle inspection decals.
- G. No driver or other person shall fill the fuel tank when there are passengers on the bus.
- H. No animals, dead or alive, shall be permitted on the school bus, except dogs trained to aid the handicapped.
- I. No weapon or explosive material shall be permitted on the school bus.
- J. Carry on items shall not be allowed to protrude into or block the aisle or be placed in the driver or exit areas.
- K. Emergency evacuations will be thoroughly explained to the students of every route. Identify all emergency exits. At least one evacuation drill will be performed each semester (two per year) with the first to be completed by September 15th and the second to be completed by March 15th. The drills will be documented on the appropriate form and a copy returned to the Transportation Office.
- L. The driver shall avoid stopping the bus on sharp curves, steep grades or just over the crest of a hill.
- M. The driver must never allow students to cross divided or undivided 4-lane roadways to board or disembark the bus.
- N. Students who cross the road boarding or leaving the bus must cross ten (10) feet in front of the bus and only upon a hand signal from THE DRIVER. No student shall cross over behind the bus before or after the bus leaves the bus stop until the bus is completely out of sight and the location is no longer a bus stop.
- O. The school bus is to be driven in the right hand lane, except to pass or to make an upcoming left turn.

Regulation, D-1: EMERGENCIES

D-1.1 Emergency call for help

- A. A radio call using "**1033**" indicates an emergency. Everyone will clear the channel until the emergency is under control.
- B. This code will not be used for general information or even urgent information. **Emergencies only!**
1. Accident involving the bus.
 2. Serious and dangerous fight on board your bus while in motion.
 3. Fire on the bus.
 4. Sudden and serious illness of the driver.
 5. The following special situations:
 - a. If you are convinced a passenger is in possession of drugs or alcohol, use "**1033**" and tell transportation you are **returning to school**. Transportation will call police to meet your bus enroute. Transportation will notify principals and central office.
 - b. If you are convinced a passenger has a weapon on the bus, use "**1033**" and "**Code One**". Continue on your route. Transportation will call police to meet your bus enroute. Transportation will notify principals and central office.
 - c. If you are confronted with a threat from outside the bus, such as an individual with a weapon, use "**1033**" and "**Code Two**" and tell transportation you are **returning to school**. Transportation will notify authorities as above.
- C. When reporting emergencies, give transportation the following:
1. Type of emergency
 2. Is the bus involved
 3. Location
 4. Number of passengers
 5. Type of help needed
- D. Transportation will:
1. Inform the bus of response and approximate time help will arrive.
- E. No procedure will cover all types of emergencies. There is no substitute for the use of common sense and good judgement. The safety of the students and the driver must always be the main concern.

D-1.2 Emergency securement of bus

- A. Pull bus as far to right as possible
- B. Shut off engine and master switch, set the park brake and pull the key.
- C. If in an accident, follow accident procedures. (A-1)
- D. If you think it is fire, what and where:
 - 1. Smoke, steam or flames?
 - a. Steam often appears as smoke, but has the moist smell of coolant. Do not evacuate. If in the passenger compartment, it will be a heater hose or heater core leak. Shut off the valves under the hood or at the left ankle when seated in driver's seat. If steam quits, continue on your route and watch the temperature gauge.

If the steam is under the hood, it is upper or lower radiator hose or the short, crooked hose behind the fan. Call dispatch with the location of the bus and where you think the problem is.
 - b. Smoke: What color and what smell? Burning wires smell of insulation (plastic). This can be stopped usually by shutting off the ignition. If this does not stop the smoke, then disconnect or cut the battery cable.

D-1.3 Emergency Evacuation Procedures

- A. Evacuate only when remaining in the bus puts the students in greater danger because of:
 - 1. Fire or high water
 - 2. Impending collision
- B. Evacuate using the following method:
 - 1. Shut off the engine, set the park brake and pull the key. Hang the radio microphone out the window if time allows.
 - 2. Call Transportation and report you are evacuating.
 - 3. Proceed to the exit you are going to use
 - 4. Assign two (2) older students to assist you outside the bus. CALMLY AND QUICKLY explain what you expect them to do.
 - 5. Select one (1) responsible student to lead the group to a safe place at least 100 feet from the bus.
 - 6. Assign another responsible student to assist inside the rear door, if you are using that exit.

7. The driver will then BACK from the appropriate exit, alternately dismissing one seat at a time toward the exit.
8. Follow the last student to the exit while checking the interior thoroughly. Be sure to check under the seats. Exit the bus taking the necessary emergency equipment such as first aid kit, fire extinguisher, student roster, etc.
9. Organize the students so they can be left momentarily in order to return to the bus and communicate with transportation. Return quickly to the students to ensure their safety.

Regulation, E-1: EVALUATIONS

E-1.1 Transportation Evaluation

The director will evaluate the job performance of each transportation employee according to Board Policy. Areas in which the employee excels or meets expectations will be indicated, as well as areas of concern. Unsatisfactory progress following the evaluation could result in disciplinary action, including suspension or termination.

Regulation, F-1: LOADING AND UNLOADING STUDENTS

D-1.1 Loading in the A.M.

- A. Depart the bus barn on schedule.
 1. Each driver shall carry a watch.
 2. Each driver will begin each run at the same time every day. This establishes a pattern so there will be a minimum of time at each stop, and the children will have a minimum of waiting time.

- B. Never leave the bus barn early.
 1. Leaving early, even in bad weather, will cause your first pick ups to miss the bus.
 2. Buses that travel a long distance before making the first stop can make arrangements to leave early. However, the driver must not leave the first bus stop until the scheduled time.

- C. DO NOT CHANGE A BUS STOP WITHOUT APPROVAL OF THE DIRECTOR. The following items have been considered in establishing your bus stops to provide maximum safety.
 1. Age of the student
 2. Number of students at the stop

3. Visibility of the stop
 1. Minimizing the number of students who cross the street
 2. If you pass a bus stop twice, **always** stop when the students are door appropriate so they do not have to cross in front of the bus.

D. Intersection stops:

1. If the stop is near a stop sign, use it for loading and unloading:
 - a. If you are going to cross the intersection after a stop, don't let students who walk across the intersection off the bus until the next stop.
 - b. If you are turning after the stop, make your next stop at least 300 feet from the intersection.
 - c. **Remember, it is illegal to block an intersection with your bus.**
2. If the cross traffic has the stop sign:
 - a. Stop with the front bumper at least 10 feet from the corner if the students have to cross the street you are traveling on. (crossing arms extend 6 feet)
 - b. Stop with the door in line with the crosswalk if students are not going to cross in front of the bus. Do not let crossing arm extend into the intersection.

E. In designing routes, we have tried to avoid all hazards. However, some hazards are not avoidable and road conditions can change. Bring questionable stops to the attention of the director. We do not want to overlook a chance to improve the safety of our students.

1. Avoid stops:
 - a. on steep hills
 - b. at dangerous intersections
 - c. at railroad crossings
 - d. on bridges
 - e. near sharp curves
 - f. at blind corners
 - g. with obstructed visibility

F. Turn-arounds are dangerous, avoid them if at all possible. If you must make a turn-around, use the following procedure:

1. Back off the road and pull forward into the lane of traffic.
2. Always load students **before** you back the bus.
3. Always unload students **after** you back the bus.

G. Avoid students crossing heavily traveled highways. If you must make this stop, seat the students in the front of the bus to minimize the time you must remain stopped on the highway.

- H. Consider walking distance to the bus stop in relation to the student's age and any road hazards that may exist.
 - 1. Students can be required to walk one-half mile to the bus stop (state maximum recommends one mile).
 - 2. Consider bad weather before it happens and plan what you will do about dangerous stops.

F-1.2 Making a proper bus stop

A. Operation of the vehicle:

- 1. Approach cautiously at a slow rate of speed.
- 2. Activate the warning lights not less than 500 feet from the stop.
- 3. Check all mirrors for both automobile and pedestrian traffic;
continuously checking the Danger Zone for students and traffic.
- 4. Slow the vehicle and pull to the right edge of the traveled portion of the roadway whenever possible. **Do not cross (angle) into the oncoming traffic lane.**
- 5. Make the stop to the bus simple and safe. Consider curbs, water puddles, etc. as you stop the bus. Stop the bus at least 10 feet away from the students.
- 6. Stop completely, put the transmission in neutral and set the park brake.
- 7. Check all traffic and open the door a little to activate the stop arm and overhead red lights. Continuously check all mirrors to make sure all traffic is stopped and then open the door. **Signal students to load.**
- 8. Load and ensure that students seat quickly. Close the door.
- 9. On a narrow road with following traffic, allow the vehicles to pass before moving the bus.

F-1.3 Student supervision

- A. When boarding the bus in the A.M., students should sit in the first available seat. At the next stop, the students should then move to their assigned seat.
 - 1. Student's assigned seating should include boys on the passenger-side of the bus and girls on the driver-side of the bus. Boys only with boys and girls only with girls unless student numbers are uneven enough to require siblings to sit together to achieve safe seating for all.
- B. Require students to be seated before putting the bus in motion and to remain seated until the bus comes to a complete stop.
- C. If students must cross the roadway in order to board the bus, direct them not to cross until you signal them to safely do so. Be sure they cross at least 10 feet in front of the bus.

D. Pick up and discharge students ONLY AT THEIR ASSIGNED STOPS

F-1.4 Unloading at the schools

- A. Pull as far forward as possible in all unloading areas.
- B. If delayed in an unloading area, activate your hazards and pull forward.
- C. Do not unload at the end of the line if the bus ahead of you is almost empty. Wait and pull forward to discharge your students.
- D. Never pass other buses as they load and unload students. If a bus is consistently slow in unloading, report this situation to the director.
- E. If loading or unloading in a line, pull close to the bus in front of you to prevent people from walking between the buses.
- F. Never load or unload in the street at any school unless you have been specifically assigned to do so by transportation.
- G. School loading and unloading:
 - 1. Benton Elementary
 - a. Front of school – first bus will pull up to the last “No Parking” sign. Unload no more than four (4) buses at a time.
 - b. 7:25 a.m. (unload after)
 - c. 8:20 a.m. (school starts)
 - d. 3:20 p.m. (school ends/buses load)
 - 2. Carver Elementary
 - e. Back of school in bus area
 - f. 7:25 a.m. (unload after)
 - g. 8:20 a.m. (school starts)
 - h. 3:20 p.m. (school ends/buses load)
 - 3. Goodman Elementary
 - a. Bus loading area is in front of the school
 - b. 7:15 a.m. (unload after)
 - c. 7:25 a.m. (buses leave for Neosho campuses)
 - d. 7:55 a.m. (school starts)
 - e. 3:05 p.m. (school ends/buses load after all shuttles arrive at 3:30 p.m.)
 - 3. High School/Junior High

- a. Unload in bus area behind the building
 - b. 7:15 a.m. (unload after)
 - c. 7:55 a.m. (classes begin)
 - d. 3:05 p.m. (school ends/buses load)
 - e. 3:10 p.m. (buses leave)
4. Middle School
- a. Bus area is behind the school (enter from Kodiak Road).
 - b. 7:25 a.m. (unload after)
 - c. 7:55 a.m. (classes begin)
 - d. 3:05 p.m. (school ends/buses load)
4. South Elementary
- a. Bus area is by the front door (enter from Wornall Rd./do not use Dogwood Dr. off the blvd.)
 - b. 7:30 a.m. (unload after)
 - c. 8:20 a.m. (classes begin)
 - d. 3:20 p.m. (load)
5. P. M. Procedures
- a. Shuttle buses should arrive at their assigned location before loading time.
 - b. Keep all shuttle students on the bus until cued to dismiss.
 - c. If your bus will be delayed in leaving, pull out of line and allow the other buses to pass.

F-1.5 Unloading at home stop

- A. Reverse the loading procedure.
- B. All students who cross the street:
 - 1. Do not let students off until all traffic has stopped
 - 2. Students must cross at least 10 feet in front of the bus and at the driver's signal
- C. No student shall cross more than two lanes of traffic.
 - 1. Never unload cross-walkers on a 4-lane highway
 - 2. Do not unload cross-walkers on a busy 2-lane highway without approval from the director
- E. Never unload students any place except their regular stop without a written bus pass or permission from the transportation office/building principal. Kindergarten, first and second grade students must have a parent, guardian or older sibling at the bus stop before they can be released.

- F. When unloaded, students must clear the danger zone immediately so the bus can proceed safely. Count students as they exit and again outside the danger zone.
- G. To expedite the unloading procedure, students should move to a seat near the front of the bus while the bus is stopped at the previous stop.

Regulation, G-1: PAYROLL SCHEDULE

- G-1.1 Drivers are paid monthly with the cut off on the 10th and pay day on the 20th of each month. Cut off date and pay date will vary slightly if these dates fall on a holiday or weekend. Pay day would be the last day preceding holiday or week end. All trip tickets and "Extra Work" time sheets must be turned in by the cut off date or the work will be paid on the next month's check.
- G-1.2 Orientation days are included in the first pay period of each new school year along with other training pay.
- G-1.3 Regular route work will be paid according to the approved, signed route mileage sheets turned in by the driver. Variations in mileage should be reported to the transportation office as soon as possible so that a new pay rate can be calculated.
- G-1.4 Extra trips are paid at the trip driving rate established each year.
- G-1.5 Pay checks will not be issued until all certification requirements are current.
- G1.6 Pay checks are determined by the data submitted by the transportation department to the payroll department. Questions on payroll should first be brought to the transportation director.

Regulation, G-2: PRE-TRIP AND POST-TRIP INSPECTION

- G-2.1 Pre-trip inspection
 - A. A thorough pre-trip vehicle inspection will be performed as described in Section 10 of the Missouri Commercial Driver's License manual. This inspection is to precede each set of routes or trip.
 - 1. A complete pre-trip will involve checking and documenting each item on the sheet. Indicate any defects in the "remarks" area, sign the sheet, leave the white copy at the barn and take the yellow copy for your bus records.
 - B. Vehicle deficiencies will be noted on the pre-trip form and turned into the mechanics immediately after the defect is discovered. Mechanics will promptly repair the deficiency or take the bus out of service if the deficiency is determined to be critical to safety. If the deficiency is not critical, the bus

will be scheduled for repair and the driver notified of the process. Mechanics will fill out a "work order" and track the repair with the driver.

G-2.2 Post-trip inspection

- A. Each driver will perform an inspection of the vehicle after completion of each route and each activity trip. This is one of the most important tasks you will perform each day. Failure to complete this part of your job will result in disciplinary action and could lead to termination.
- B. The driver will ensure that NO STUDENTS, books, lunches, book bags, etc. are on board at the end of each route by walking the aisle to the rear emergency door after student unloading. **"Empty"** cards with a magnetic strip will be placed in each bus. These cards are to be displayed in the back window of the bus at the completion of the route. When the bus is in motion, the cards will be kept in the front of the bus with the driver. The purpose of this step in the post-trip inspection is to insure we **never** leave a sleeping child on the bus. Failure to comply with this procedure can result in termination.

Regulation, H-1 SENIORITY

H-1.1 Seniority is based on continuous employment with the Neosho R-5 School District Transportation Department.

- A. From the date of hire until separation by termination or resignation
- B. Seniority is initially established by date of "S" Endorsement unless multiple employees have the same date or employee already had a school bus permit prior to hire. Sort for seniority order would be:
 - 1. "S" endorsement date
 - 2. Application date
 - 3. Completion of training date (Person with current "S")
 - 4. Alphabetical order by last name
 - 5. Any full-time driver who accepts another full-time position within the Transportation Department will retain full-time driver seniority as long as no lapse of full-time status exists.
- C. Route selection by seniority:
 - 1. Full-time drivers will be assigned the same route for the upcoming year unless a change is requested by the driver or the director.
 - 2. Open routes will be offered and filled based on seniority at the beginning of each school year. Full-time drivers will be given seniority over substitute drivers with the same seniority level. No driver who is receiving

compensation from a school retirement system and is subject to not working more than 550 hours per year will be allowed to bid on or drive a route that is or may become more than 550 hours per school year.

3. A.M. and P.M. shuttle runs will remain as a part of the designated route unless circumstances necessitate a change.
4. Bus Aids will be assigned to routes as needed and will not operate under the driver seniority guidelines.

Regulation I-1: SPECIAL EQUIPMENT

I-1.1 All buses have several items of special equipment. The driver is responsible to know where the equipment is, how to use it and that the equipment is in working order. The driver should report immediately if any of the items listed below are missing.

I-1.2 All buses must have

- A. First aid kit
 1. also contains accident kit, current insurance card
- B. Rubber gloves/Body Fluid Clean-up Kit
- C. Fire extinguisher (properly charged)
- D. Warning devices (3 folding triangle reflectors)
- E. In bus compartment:
 1. Current route description
 2. Student roster
- F. Vomit Dry
- G. Broom
- H. Waste Basket

Paper towels, cleaners and ice scrapers/de-icer are available upon request.

I-2.2 Business band radio: All buses are equipped with a radio. The radio is to be used for EMERGENCIES and URGENT BUSINESS that cannot wait for the return to the lot. The radio must be turned on during the pre-trip with an adequate volume to allow for hearing above engine and student noise. The most important thing to remember is to THINK BEFORE YOU SPEAK and to key the mike pause (one second) before speaking and when you are through with your transmission. You will not cut off part of what you say if you practice patience.

Regulation I-3: STUDENT COUNT

I-3.1 The district receives reimbursement funds based on the total students reported on the second Wednesday in October and second Wednesday of February. The following describes the driver and transportation department responsibilities as required by the Department of Elementary and Secondary Education.

I-3.2 To be counted, the student must be currently enrolled in school and must show a **pattern of ridership** during the period preceding the report date.

- A. The driver will use the route roster to learn student names. When a new student boards the bus, ask for the name and then check against your current roster.
 - 1. A Pupil Transportation New Student Rider form must be completed by the parent/guardian of each student. This form is returned to the driver and then filed in the transportation office.

Regulation J-1: VIDEO CAMERA BUS USE

J-1.1 Purpose: The primary use of video is to monitor student behavior on a limited number of school buses. The camera should not be considered as a method of controlling student behavior by itself. It is another valuable tool, if used correctly.

J-1.2 Video Review: Tape reviews may be requested by the drivers and/or principals. The review may be requested because of a concern of behavior on the bus or to document a specific incident. Reviews may also be utilized by the director for monitoring conduct on specific buses and a general review of overall conduct. The tape can be a valuable tool in assisting drivers to establish acceptable behavior for students. Video tapes may also be used for driver evaluations.

It is not necessary to have video documentation to complete a bus conduct form. Frequency of conduct slips on a specific bus route may lead to camera installation. It is not necessary to have video documentation for a principal to remove a student from the bus. Bus conduct forms will be completed with or without a review of the tape.

J-1.3 Confidentiality: Due to FERPA regulations, not all tapes can be viewed by parents.

