



TRANSPORTATION DEPARTMENT PROCEDURES

2020-2021

Rains Independent School District provides a safe and innovative learning environment that nurtures a growth mindset, offers resources and opportunities that maximize each student's potential, and inspires life-long learners in an ever-changing world.

Dear Transportation Employee:

We are pleased that you are a part of the staff of the Rains Independent School District. As employees, we represent the professionalism of the Transportation Department and make a direct contribution to the education of our children and the quality of life in East Texas.

This procedure handbook has been developed to help you understand your job and help you excel as a member of our team. It is based on the Employee Handbook of the Rains Independent School District, Board of Trustees policies, and State and Federal Regulations, although it does not replace the official documents. If you have any questions on the actual wording of a policy, you should refer to that document.

This book has served as a basis for our continued development and improvement. Rains Independent School District is committed to excellence in all aspects of education including safety, service, and reliability.

Transportation Department
Rains Independent School District

GENERAL PRINCIPLES AND ORGANIZATION
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HANDBOOK FOR EMPLOYEES

Transportation Department procedures for employees are established by the Supervisor of Transportation and will be in force from the date of the first school program day of each fall term to the first program day of the next school year.

Employees are required, as part of their employment, to sign a statement agreeing to study and to follow all departmental procedures. Employees are also required, periodically, to update their knowledge of the handbook. Changes in procedures during the year will be kept to a minimum but, when made, will be posted.

Any employee violating policies of the RISD or procedures of the RISD Transportation Department will be subject to disciplinary action.

Refer to the Employee Handbook for additional policies dealing with personnel, leave, etc. See your Supervisor's copy and/or driver room copy.

DIRECTOR'S AUTHORITY

All employees are subject to authority of the Supervisor of Pupil Transportation, including assignment or reassignment. No appointment or transfer is official until authorized, in writing, by Human Resources. Supervisor's authority is delegated through appropriate supervisory personnel at each facility, including the Secretaries and Trainers.

ACTION REQUESTS

Often an employee's job performance may stimulate comment from parents, students, school principals and the general public. When received by the Transportation Department, these comments become "Action Requests". Action Requests will be discussed with the employee in a timely manner by appropriate supervisory personnel.

DUE PROCESS CORRECTIVE DISCIPLINE

The Transportation Department handles problem situations with employees through Due Process Corrective Discipline. This procedure is designed to provide the employee with information as follows:

- 1) Nature and scope of the problem
- 2) Possible solution for the problem
- 3) Consequences for future violations

EXEMPLARY PERFORMANCE GUIDELINES

All employees should strive to maintain exemplary performance every day. Exemplary performance that will be used for the driver/monitor evaluation process is:

1) Leadership

Demonstrates positive personal commitment towards department goals and objectives. Employee speaks out about conditions, follows scheduling procedure, and talks and listens to parents, students, and staff to keep up on current concerns. Employee uses imagination and shared thinking to resolve problems, making suggestions and working toward common goals of the department. Employee cooperates with parents and staff to make the operation run smoothly. Employee attitude is positive and proactive, seeking solutions to problems rather than placing blame or merely complaining.

2) Strategic Planning

On-time arrivals to school and stops, clock out and in as scheduled. Runs routes and field trips on time.

3) **Student/District Community Focus**

Rating based on action requests/documentation of both positives and negatives from parents, citizens, school staff, and co-workers.

4) **Information Analysis**

Fill out required paperwork accurately, completely and on time. This includes but is not limited to, daily summary sheets, calendars, **seating charts**, roll calls, and Medicaid lists.

5) **Human Resources Focus**

Personally keep certification, driving license, and physicals current.

Participate in all training classes and exercises.

6) **Process Management**

Number of employees counseling and written reprimands.

Exhibits good student management skills (student referrals may be used).

Fill out maintenance requests in a timely manner.

Pre-trip inspection of bus before every route.

Pre-trip inspections of safety equipment by MONITORS.

Keeping bus clean is a responsibility of both DRIVERS & MONITORS.

7) **Performance Results**

Attendance and tardiness records. Employee comes to work consistently, arranging appointments and personal business so as not to interfere with route duties.

Employee performs all route duties without accidents, tickets, or formal complaints.

8) **Performance Results**

Drivers and Monitors – monitor student behavior

Monitors – secure students on bus with seat belts, harnesses, wheelchair, strap & car seats.

FACILITY SUPPLEMENTAL RULES

In addition to departmental procedures, employees must abide by supplemental rules and instructions published or posted at each facility. These rules may be department-wide but more often will be specific guidance for drivers of a particular facility, such as special parking situations, gassing procedure, etc. Drivers must check for these regulations in their mailbox or on the bulletin board before leaving on any route or field trip.

GUIDING PRINCIPLES FOR DRIVING

The principles listed below require the active daily attention of all drivers, including consistent attendance, high standards of driving, thoughtful attention to human relations and cooperation of bus drivers with other persons engaged in the educational tasks of RISD. All regulations, rules and procedures of the Transportation Department are related to these central principles.

- 1) A SAFE TRIP
- 2) EVERY TRIP RUN ON SCHEDULE
- 3) CONTINUED REGULAR DAILY PERFORMANCE
- 4) POSITIVE ENVIRONMENT FOR EVERY PERSON ON A BUS

BUS MONITORS

On some special education routes and for other special situations, there will be Bus Monitors riding to assist Bus Drivers. The Bus Monitors' duties will be regulated by applicable procedures of the Transportation Department related to pupil transportation. Bus Monitors' duties will also be regulated by handbooks and other regulations that may be prepared by other offices of RISD.

Monitors must assist bus drivers in dealing with all grade levels and special education students on their respective routes, including student management, helping students enter and leave buses and cross streets.

DRUG/ALCOHOL SCREENING

Employees are classified as operating in safety-sensitive positions. "Safety-sensitive employees" are defined by the federal law as drivers of vehicles having a gross vehicle weight rating of 26,001 lbs. or more or who operate vehicles designed to transport more than 15 persons. The safety-sensitive employee must act as a responsible representative for the District and a law-abiding citizen. It is his or her responsibility to report known manufacture, distribution, dispensing, possession, sale, purchase, or use of drugs or alcohol on District premises or in District vehicles to his or her immediate supervisor.

Employees are prohibited from consuming an intoxicating beverage regardless of its alcohol content within four hours before going on safety-sensitive duty. This prohibition extends to any prescription or over-the-counter medication that contains alcohol. If an employee has used such a medication within four hours of duty, he or she should report this to his or her supervisor.

Safety-sensitive employees shall inform their supervisor of any use of prescribed medicine that could affect their performance. It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair the employee's job performance. When reporting such use, the employee is required to have a written statement from his or her physician regarding the prescription's effect on the employee's performance of job duties and present it to his or her supervisor.

When there is a risk of accident, the employee shall be directed to take leave, (regardless of whether paid leave is available), or be reassigned to an existing vacant position until the use of prescription medication is discontinued. Paid leave may be charged leave time if any is available.

Each supervisor/manager shall become familiar with the substance abuse policy and its administration and shall keep good records of employee performance. Any situation involving an employee under the influence of drugs or alcohol or the use, sale possession, or distribution of drugs should be reported immediately to the supervisor of transportation. It is the supervisor's responsibility to document suspected or actual drug/alcohol use.

SPECIFIC ALCOHOL AND DRUG TESTING GUIDELINES AND RULES

Only employees who agree and consent to participate in a drug and/or alcohol screen and to provide a sample for testing will be tested. All employees recognize that, by continuing their employment with the District, they have consented to the District's adoption of a drug/alcohol-testing program.

Refusal to submit a urine and/or breath sample or specimen will be considered a violation of policy; the employee will be subject to the same disciplinary action enforced when submitting a positive sample. Failure to produce an adequate sample without a valid medical reason or engaging in conduct that clearly obstructs the collection process will be considered a refusal to test. This policy is not intended to and will not limit testing or search for drugs and/or alcohol by authorized law enforcement personnel in the performance of their duties.

TESTING PROCEDURES

Taking a urine or breath sample, then subjecting it to chemical analysis, is permissible if it is done in such a way that privacy interests are respected. There need be no warning in advance for a test if the suspicion of drug use or alcohol misuse is strong enough, and can meet objective criteria for that.

Employees will complete a pre-testing consent form each time a test is conducted as part of the drug/alcohol testing procedure. This is in addition to any signed acknowledgment forms that may have been obtained at the time of employment or any other occasion.

When sending an employee who shows overt signs of impairment or intoxication to the collection site or home, the District will offer transportation to preclude the employee from driving or will get assistance from a taxi, employee, family member, or the police.

DRUG TESTING

The District will utilize a DHHS-approved laboratory in performing urinalysis for drug detection. The laboratory will provide chain-of-custody procedures and documentation necessary to meet federal standards. The specimen collection procedures and chain-of-custody ensure that the specimen's security, proper identification, and integrity are not compromised. The employee will provide a urine specimen in a location that affords privacy. The collector will seal and label the specimen, complete a chain-of-custody document, and prepare the specimen and accompanying paperwork for shipment to the drug-testing laboratory. Each urine specimen will be subdivided into two bottles and labeled as "primary" and a "split" specimen. Both bottles will be sent to a laboratory where only the primary specimen is opened and used for testing while the split specimen remains sealed and is stored for confirmation purposes. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the employee will have 72 hours to request that the split specimen be sent to another DHHS-certified laboratory for analysis. The employee shall be responsible for any additional testing unless the second test does not detect the presence of the prohibited substance. In such case, the District will reimburse the employee for the second test.

Sample testing procedures shall conform to scientifically accepted analytical methods and procedures and shall include confirmation of any positive test result by gas chromatography/mass spectrometry (GS/MS) before the results of any test may be used as a basis for any action. If a positive test result occurs, a Medical Review Officer (MRO) will be employed to determine if the test is indeed positive due to illicit drugs or over-the-counter drugs or food substances. The table below shows the detection limits (amount of the drug that can be reliably detected by the laboratory) that will be used to determine a positive test result.

Initial Screening Confirmation

<u>DRUG (Class)</u>	<u>Detection Levels</u>	<u>Detection Levels</u>
Amphetamine	1000 NG/ML*	500 NG/ML
Cocaine Metabolite	300 NG/ML	150 NG/ML
Marijuana Metabolite	100 NG/ML	15 NG/ML
Opiate	300 NG/ML	300 NG/ML
Phencyclidine (PCP)	25 NG/ML	25 NG/ML

* Nano gram (billionths of a gram) per milliliter. Source: U.S. Department of Transportation

ALCOHOL TESTING

Alcohol testing will be conducted either on District premises or at a specimen collection site. Alcohol testing will be conducted utilizing an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA). Two breath tests will be conducted to determine if a person has a prohibited alcohol concentration. If the alcohol concentration is 0.02 or greater on the initial test, a second or confirmation test will be conducted. In post-accident testing, FHWA permits the use of police alcohol breath or blood tests in lieu of a motor carrier test where police will make results available.

TYPES OF TESTING

1. Job applicants are required to undergo drug and alcohol testing before they are hired, after an offer to hire, or when on probation or having limited rights prior to full employment status, but before actually performing safety-sensitive functions for the first time. Pre-employment testing is also required when an employee transfers to a safety-sensitive position. The purpose of this pre-screening effort is to minimize internal corrective actions and possible accidents related to drugs and/or alcohol.
2. The District reserves the right to screen applicants for all positions or just those applying for safety-sensitive positions. All positive test results will be confirmed by an alternative test method of higher quality. If a positive result occurs, candidates may re-apply for a job after completing an evaluation and any necessary rehabilitation as determined by a Substance Abuse Professional (SAP).
3. Any employee who undertakes a rehabilitation program and does not complete it or who cannot maintain a drug and alcohol-free status on the job is subject to disciplinary action, up to and including job termination.

REASONABLE SUSPICION TESTING

Reasonable suspicion that an employee may be using drugs or alcohol may be a cause for drug and/or alcohol testing. Reasonable suspicion exists when a specific contemporaneous event or observation points to recent alcohol or drug use. Objective documentation of delinquent job performance must include specific, observable facts and reasonable inferences that suggest the employee is experiencing personal problems and/or using drugs or alcohol. All documentation will be made by a trained supervisor.

If the necessity for a search (urine/breath test) of an individual is deemed sufficiently important to justify

intruding upon that person's privacy, then the search may proceed on the basis of "reasonable suspicion." Any employee may be tested for drug or alcohol use based on reasonable suspicion when:

1. Employee is observed on duty by the employee's immediate supervisor or higher ranking supervisor and the observation is confirmed by another supervisor and the observation is confirmed by another supervisor/manager trained to recognize the symptoms of drug and/or alcohol abuse, impairment, or intoxication. These observations shall be documented by the observers;
2. Employee behavior is recognized and accepted as symptomatic of intoxication or impairment caused by controlled substances or alcohol, or addiction to or dependence upon controlled substances. Symptoms of such impairment could be slurring of speech, dilated pupils, loss of balance, inability to do ordinary physical tasks, or unusual risk-taking behavior; and,
3. Employee behavior is not reasonably explained as resulting from causes other than the use of controlled substances (such as fatigue, lack of sleep, side effect of prescription or over-the-counter medications, reaction to noxious fumes or smoke, etc.).

ACCIDENT DEFINITION

Under this policy, an accident is defined as:

1. A fatality;
2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
3. One or more motor vehicles incurring damage as a result of the accident and/ or requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

POST-ACCIDENT TESTING

Any employee may be tested for drug or alcohol use when one or more of the following has occurred:

1. Employee's performance could have contributed to an accident;
2. Applicable, accident thresholds and conditions set according to governmental regulations are violated by the employee. Three circumstances that require post-accident testing are:
 - a. A fatality; and/or
 - b. The safety-sensitive employee receives a citation for a moving traffic violation as a result of the accident and someone immediately receives medical treatment away from the scene of the accident; and/or
 - c. The safety-sensitive employee receives a citation for a moving traffic violation as a result of the accident, and one or more vehicles are towed from the scene of the accident;
3. Employee leaves the scene of an accident without a valid reason for not being tested. He or she will be deemed to have refused a test and subsequent action will be taken; and/or
4. A DWI conviction has occurred which requires a one-year to lifetime suspension from safety-sensitive work duty. The suspension depends on the nature of the offense, prior convictions, and specific job duties. Drivers who test positive or refuse to be tested after a fatal accident will be disqualified from

their safety-sensitive duties for one year.

Testing will be conducted only when ordered by the Superintendent, supervisor, or other appropriate District personnel.

RANDOM TESTING

1. The District reserves the right to randomly test employees in safety-sensitive positions such as: operating vehicles/equipment or working in proximity of facilities, equipment, or terrain that is generally considered as potentially dangerous and/or jobs that entail maintenance and repair of equipment.

2. Testing will be conducted at an adjustable, performance-based rate fluctuating between 10 percent and 50 percent. When applicable, the random rate will be determined based on annual management information system reports submitted by employers to their governing administrators.

3. "Random selection" means that some employees may be tested more than once each year; some may not be tested at all.

4. "Random testing" for alcohol will be conducted in immediate time proximity to performing safety-sensitive functions; drug testing may or may not. Once notified of selection for testing, however, an employee must proceed immediately to a collection site.

5. If you have been selected for "random testing" and drove a bus that morning, please remain at the bus facility. **DO NOT DRIVE YOUR PERSONAL VEHICLE TO THE TESTING FACILITY,** transportation will be provided for you.

RETURN-TO-DUTY TESTING

If an employee is not terminated for violating the alcohol and drug testing policy, alcohol and drug testing will be conducted after an employee has violated the prohibited conduct standards, completed a SAP evaluation and any SAP recommended rehabilitation, and before resuming safety-sensitive duties.

FOLLOW-UP TESTING

Follow-up testing is required for employees who test positive for alcohol or drugs under the following circumstances:

1. If an employee tests positive for alcohol, follow-up testing for alcohol is required, and testing for drugs is optional.

2. If an employee tests positive for drugs, follow-up testing for drugs is required, and testing for alcohol is optional.

3. If an employee tests positive for both drugs and alcohol, follow-up testing for both is required.

4. Optional follow-up testing is determined by the SAP based on a clinical assessment of the employee. Testing will be unannounced and at least six tests must be conducted in the first 12 months after returning to duty. Follow-up testing may be extended for up to 60 months as recommended by a SAP.

POSITIVE TEST RESULTS

Only conclusive results are to be reported to the District. A positive urinalysis test will be confirmed by a second test using the CG/MS technique and reviewed by an MRO. Both tests must be positive or the results are considered inconclusive thereby causing a negative presence of substances to be reported to

the District. A positive breath test will be confirmed by a second test, using an EBT that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to ensure the reliability of the results.

The results of positive test results to employees, job applicants, or managers will be based only on written results from the laboratory or MRO for drugs, and the breath alcohol technician (BAT) for alcohol.

Individuals with positive test results for drugs will be notified by the MRO in person or by telephone. The MRO will conduct an interview to determine if there is an alternative medical explanation for the drugs found in the employee's urine specimen, such as legitimate medical use of the prohibited drug. If the employee provides appropriate documentation and the MRO is satisfied with the explanation, the drug test result is reported as negative to the employer.

Triplicate copies will be printed by the BAT for each alcohol confirmation test. Individuals with positive test results for alcohol, the District, and the BAT shall receive a printed record.

A record of any conversations or mail receipts will be included in the personnel or medical file. Disciplinary action will be based on confirmed test results where written documentation is available. In an effort to preserve confidentiality and only provide information on a need-to-know basis, the results of drug/alcohol screens that are confirmed positive by the laboratory will be sent only to the Superintendent or designee, and maintained in a locked, confidential file.

1. When alcohol test results show a blood alcohol concentration (BAC) from 0.02 to less than 0.04, the employee will not be allowed to perform safety sensitive duties for 24 hours unless they first test below 0.02.

2. When alcohol test results show a BAC of 0.04 or greater and/or a drug test is confirmed as positive, disciplinary action will be taken. The employee will be deemed medically unqualified to perform duties and removed from his or her safety-sensitive position. If the primary duty of the employee is safety-sensitive, the employee will be terminated or reassigned in limited circumstances.

3. When a drug and/or alcohol test is positive, the employee will be referred to an Employee Assistance Program and/or a SAP. If the employee is not terminated, he or she will be suspended without pay from safety-sensitive duties until all company-required testing and SAP-recommended treatment is completed. The District will not be responsible for any treatment associated with the suspension.

4. To be reinstated in a safety-sensitive job, an employee must have a signed release from a SAP stating that he or she is fit for work. The employee must submit to a return-to-duty test and have a negative result; otherwise the employee will be discharged. The District and/or a SAP will require unannounced follow-up testing with at least six tests conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty. Before the employee returns to work, he or she will be required to sign a reinstatement agreement that states under what conditions the employee will be reinstated.

5. An employee who has been suspended for a positive drug/alcohol test and allowed to return to work will be discharged for a positive result on any subsequent drug/alcohol screen.

SUBSTANCE ABUSE PROFESSIONAL (SAP)

When an employee tests positive for drugs or alcohol, he or she must be referred to a SAP for assessment.

The SAP certifies that the employee has tested negative on a return-to-duty test; the SAP orders follow-up testing. A number of professionals qualify as SAPs. These include:

1. A licensed physician with an M.D. or D.O. degree, with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders;
2. A licensed psychologist, licensed social worker, or employee assistance professional with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders.
3. Alcohol and drug abuse counselors certified by NAADAC.

The SAP may recommend treatment. The employer shall ensure that the SAP who performs the assessment and determines that an employee requires assistance in resolving problems with alcohol misuse or controlled substance use does not refer the employee to the SAP's private practice or to a person or organization from which the SAP receives remuneration or in which the SAP has a financial interest.

SUPERVISOR TRAINING

Supervisors of safety-sensitive employees will be trained annually. Training will include at least one hour of training on alcohol misuse symptoms and indicators used in making determinations for reasonable suspicion testing and at least one hour of training on the signs and symptoms of drug abuse. This training is necessary to assist supervisors in making appropriate determinations for reasonable suspicion testing. Documentation of supervisory training will be the responsibility of the District.

DRUG-FREE AWARENESS PROGRAM

The District will establish a drug-free awareness program to educate employees about the dangers of drug and alcohol abuse in the workplace. The District will provide employees with literature, audio-visual materials and a copy of the District's drug-free workplace policy as well as penalties for violating said policy. The District will also provide each employee with information regarding the Employee Assistance Program.

PENALTIES FOR VIOLATION OF POLICY - DISCIPLINARY ACTION

Any employee suspected of violating this policy shall be immediately suspended without pay pending completion of an investigation. During the course of an investigation, the suspected employee shall have the opportunity to provide an explanation. In the event that a determination is made by the District that the employee violated this policy, the employee may be terminated. Should the determination be made that no violation occurred, the employee will be reinstated without penalty and will be paid any lost wages.

Any employee convicted of a criminal drug statute infraction occurring in the workplace shall notify the District in writing no later than five days after such conviction. The District will take one of the following actions within 30 days of receiving notice with respect to the convicted employee:

1. Take appropriate disciplinary action against such employee, up to and including job termination.
2. Require such employee to participate satisfactorily in a drug/alcohol abuse assistance or rehabilitation program approved for such purpose by the appropriate governmental administration.

3. Submit to return-to-duty and follow-up testing when required by the appropriate governmental administration.

For more information regarding ALCOHOL/DRUG TESTING please refer to Rains ISD school policy DHE(LEGAL) and DHE (LOCAL).

SEXUAL HARASSMENT

DEFINITION

Sexual harassment is unwanted sexual or gender based behavior that occurs when one person has formal or informal power over the other.

There are three elements to sexual harassment:

- A.** The behavior is unwanted or unwelcome.
- B.** The behavior is sexual or related to the gender of the person.
- C.** The behavior occurs in the context of a relationship where one person has more formal power than the others (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another).

IMPORTANT LEGAL TERMS

“quid pro quo harassment”

Harasser requires sexual favors of victim in return for some action by harasser, or harasser retaliates against victim for refusing sexual favors.

“hostile environment harassment”

- ◆ Victim is usually subjected to unwelcome *repeated* sexual comments, innuendoes or touching, which *alter conditions* or *interfere* with school or employment performance or access to opportunities provided by the institution.
- ◆ Conduct is gender-based, and creates an intimidating or offensive place for employees to work or students to go to school.
Usually requires a *pattern* of this sort of behavior, but sometimes one incident is enough, if severe or outrageous.
- ◆ Can occur off campus grounds, e.g., school sporting event, on bus, on school trip.
- ◆ Can be caused by teachers, professors, administrators, bus drivers or other staff, students, vendors or persons temporarily on campus.

“unwelcome”

A way of determining whether conduct is sexual harassment. “Unwelcome” means conduct was *not wanted or willingly permitted*.

“reasonable person”

A standard used by the U.S. Supreme Court to determine if conduct is sexual harassment. Thus, conduct is sexual harassment if a reasonable person with *the victim's perspective* would consider it so. (Some courts use *reasonable woman* standard to show that the victim's perspective should be considered and to distinguish between a man's view of conduct and a woman's.)

TYPES OF SEXUAL HARASSMENT (Conditions Creating Sexual Harassment)

Sexual harassment exists when *any* of four conditions are met:

1. Submission to the conduct is made a term or condition, either explicitly or implicitly, of obtaining education or employment;
Or
2. Submission or rejection of the conduct is used as a factor in decisions affecting that person's education or employment;
Or
3. The conduct has either the purpose or effect of "substantially interfering" with a person's education or employment;
Or
4. The conduct creates an "intimidating, hostile or offensive" educational or work environment.

#1 and #2 = *quid pro quo* harassment

#3 and #4 = hostile environment harassment

EXAMPLES OF SEXUAL HARASSMENT

The following conduct could be considered sexual harassment *if unwelcome*:

- ◆ Direct or indirect threats or bribes for unwanted sexual activity
- ◆ Sexual innuendoes and comments
- ◆ Intrusive sexually explicit questions
- ◆ Sexually suggestive sounds or gestures
- ◆ Repeatedly asking a person out for dates or to have sex
- ◆ Touching, patting, pinching, stroking, squeezing, tickling or brushing against a person
- ◆ A neck/shoulder massage
- ◆ Rating a person's sexuality
- ◆ Ogling or leering, staring at a woman's breast or a man's derriere
- ◆ Spreading rumors about a person's sexuality
- ◆ Graffiti about a person's sexuality
- ◆ Name-calling, such as "bitch," "whore" or "slut"
- ◆ Sexual ridicule
- ◆ Frequent jokes about sex or males/females
- ◆ Letters, notes, telephone calls or material of a sexual nature
- ◆ Pervasive displays of pictures, calendars, cartoons or other materials with sexually explicit or graphic content
- ◆ Stalking a person
- ◆ Attempted or actual sexual assault

SUMMARY: WHAT IS SEXUAL HARASSMENT?

It is sometimes difficult to define sexual harassment for three reasons:

1. What is inappropriate for one person may be acceptable to another.
2. There is *no single* test for distinguishing sexual harassment from merely offensive or inappropriate conduct, although there are guidelines.
3. Context is important.

WHY PEOPLE DON'T REPORT HARASSMENT

- Embarrassment.
- Belief that the behavior will end if ignored.
- Fear of losing one's job or status.
- Fear of retaliation.
- Fear of being blamed for inviting the harassment.
- Concern about not being believed.
- Concern about being labeled a troublemaker.
- Fear of harmful rumors and loss of privacy.
- Conviction that nothing will be done about the problem.
- Fear that the complaint process could be worse than the harassment.

PERSONAL BEHAVIOR CHECKLIST

Maintaining harassment-free schools and campuses is critical for encouraging:

- ☐ An open learning environment
- ☐ Productive and happy employees
- ☐ Good relationships between students and employees of both genders

Use the following checklist to look at how you behave:

- ☐ Does this behavior contribute to getting our goals accomplished?
- ☐ Could this behavior hurt my fellow employees or other students if they were here?
- ☐ Could this behavior be interpreted as harmful or harassing by an outsider?
- ☐ Could this behavior be sending out signals that invite harassing behavior on the part of others?

The Rule of Thumb Is:

When in Doubt, Don't!

IMPACT

District

It is important that the institution address sexual harassment because it is a violation of an individual's legal rights and has a negative impact on all students and employees within the institution as well as the institution itself. The costs of sexual harassment are many:

- Lower productivity of employees and diminished learning on the part of students

- Higher costs due to lower efficiency
- Increased absenteeism, turnover and drop-out rates
- Court awards, settlements and fees
- Damage to an institution's public image
- Deterioration of student and staff morale and organizational climate

WHAT EVERYONE NEEDS TO KNOW ABOUT HANDLING SEXUAL HARASSMENT

- ❑ **Take the report seriously.** Assure the person that the complaint or problem is being taken seriously and that the school district will respond to the problem promptly.
- ❑ **Listen, sympathize, but don't judge.** Listen to what the person has to say, sympathize, but make no judgment or commitment regarding the allegations or how the investigation will be conducted. Do assure the person that the school district takes sexual harassment seriously and will not tolerate it.
- ❑ **Don't delay.** If you are not the individual designated to process sexual harassment complaints, tell the complainant who *is* responsible and offer to help contact that person. If that person is not immediately available, tell the complainant you will follow through immediately after this interview. Then do it as soon as possible. Delays of even a few days can make investigations difficult or send a signal to the complainant that the school district is not taking the complaint or problem seriously.
- ❑ **Respond to concerns.** If the complainant expresses or indicates fear, assure the person that the school district will do everything in its power to ensure confidentiality (*but make no promises*), prevent retaliation and stop further harassment. If you are the person designated to process complaints or investigate them, answer any questions about the complaint process that will not jeopardize the investigation. If you are not the appropriate person to process a complaint, assure the complainant that his or her questions will be answered by the appropriate person.
- ❑ **Document.** Write a detailed summary of what the complainant told you, including your observations of the person's demeanor. Submit it to the individual who will be processing the complaint.
- ❑ **Follow up on the complaint.** Check with the complainant the next day to ensure that he or she is getting needed assistance.
- ❑ **Avoid using "Dangerous Words,"** such as "It's just teasing -- no big deal."

BUS DRIVERS

Five Steps When Encountering Sexual Harassment

While bus drivers can often correct inappropriate behavior in their busses, sometimes the behavior is more serious than an isolated bus incident might suggest. When a driver senses that a more systemic problem may lie behind a particular incident, he or she should follow these five steps:

1. Remedy the immediate situation. Stop the behavior so that the route may continue.
2. Speak to the offending student after other students have left the bus. Make him or her aware that the behavior is unacceptable. Avoid using the term "sexual harassment" when talking with the student.

3. Speak to the student who was offended. Find out his or her feelings about the incident. Try to find out if the behavior has occurred before.
4. If you think the behavior could be sexual harassment, report it to an administration official.
5. If you deem it necessary or the student requests it, separate the students from one another.

SUPERVISORY TECHNIQUES FOR PREVENTING SEXUAL HARASSMENT

- Be a role model. You set the tone as to what behavior will be tolerated.
- Do not allow sexist, stereotyped or sexual remarks. Say, “That’s not appropriate” or “The rules have changed; we don’t do that anymore.”
- Periodically remind employees and students of the policy and the district’s commitment to preventing and stopping sexual harassment.
- Let persistent harassers know that their job or student status is on the line.

HOW TO ENSURE A SUCCESSFUL INVESTIGATION

- **Take all complaints and claims seriously.** Never belittle, downplay or ignore a claim.
- **Keep an open mind.** Do not presume guilt or innocence. Do not make determinations based on the appearance, position or reputation of the people involved.
- **Investigate promptly.** Try to begin within 24 hours.
- **Be thorough.** Interview every individual involved, including all relevant witnesses.
- **Document all parts of the investigation.** Create a separate confidential file, accessible only to investigators that include interview notes, corroborating documents and the final written report. Do not require complainants to write a statement or complaint themselves if they prefer to make oral statements. However, they should agree with any statement you have put in writing and so indicate by initialing or signing it.
- **Preserve privacy.** Ask parties not to discuss the investigation except with designated personnel. Explain the reason for this, and that this is a request, not an order.
- **Act in a neutral and professional manner.** Remain calm and appropriately sympathetic, but do not take sides.
- **Mention the school district’s retaliation policy to everyone interviewed.**

REQUIREMENTS OF OCR COMPLAINT

Student Handbook

- ◆ Prohibits sexual harassment/inappropriate behavior
- ◆ Provides examples of such behavior
- ◆ Offers complaint filing procedure including reference to complaint policy (FNG)

- ◆ Notice to parents
- ◆ Disciplinary action
- ◆ District's statement of nondiscrimination on basis of race, color, national origin, religion, sex or disabilities including Title IX
- ◆ Names and contact information of district coordinators
- ◆ Non-retaliation statement
- ◆ Specific notice:

Sex discrimination in public education, including sexual harassment, is prohibited under Title IX. RISD's Title IX coordinators are provided in the Board Policy manual and in this handbook. Complaints under Title IX should be directed to the U.S. Department of Education, Office for Civil Rights, 1999 Bryan Street, Suite 2600, Dallas, TX 75201. Filing deadlines may be applicable. Retaliation of filing a Title IX complaint is prohibited by law.

District

- ◆ **Ensure annual in-service training for campus-based staff**
- ◆ **Ensure supervisors train their staff**

Campus

- ◆ **Disseminated to all students/parents first week of school**
- ◆ **Requires signed acknowledgment**
- ◆ **Principal documents that each student received handbook**
- ◆ **Teachers at secondary schools have session with students**
 - * Inappropriate students behavior/conduct
 - * District policies/procedures
 - * Principal oversees/assures
- ◆ **Required postings**
 - * Will include names, titles, locations of staff members (at least 2)
 - To receive allegations
 - To file a complaint
 - * Nondiscrimination notice
 - * Will be distributed to campuses by 1st day of school
 - * Must be posted by 2nd week after school opening.
- ◆ **Once per semester, publish nondiscrimination notice in parent newsletter**
- ◆ **Conduct investigations as per established district process – must be done even if also addressed by outside agency (police, OCR)**
 - * Immediate
 - * Thorough

- * Ask person bringing claim what action is wanted
- * Explain avenues for informal/formal action including process for complaints, Title IX
- * Take steps to ensure no further harassment of student
- * No retaliation
- * Explain process for any further reports
- * Notice to complainant/parent outcome of investigation

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

- **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN.** Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.
- **INDIVIDUALS WITH DISABILITIES.** Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of a disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.
- **VIETNAM ERA AND SPECIAL DISABLED VETERANS.** 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment assistance Act of 1974 prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified special disabled veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, and U.S. Department of Labor (DOL). 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 219-9368 (DOL's toll-free TDD number for individuals with hearing impairments is (800) 326-2577), or an OFCCP regional or district office listed in most telephone directories.

PRIVATE EMPLOYMENT, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

- **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN.** Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.
- **DISABILITY.** The Americans with Disabilities Act of 1990, as amended, protects qualified

applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

- **AGE.** The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.
- **SEX (WAGES).** In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.
Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you immediately should contact: The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 800-3302.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

- **RACE, COLOR, NATIONAL ORIGIN, SEX.** In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.
- **INDIVIDUALS WITH DISABILITIES.** Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of a disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.
If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

CERTIFICATION REQUIREMENTS

This information is provided to help you in the process and requirements of being able to drive a school bus for the district. We are here to help you. Please contact Rains ISD Transportation Office at any time you have a question.

ITEMS NEEDED FOR A COMPLETED FILE:

- Driving record check
- Current DOT physical and new employee drug screen
- Current 20-hour bus driver certification
- Behind-the-wheel training for non-CDL or non-P/S endorsement holders
- CDL with P/S (passenger and school bus) endorsements
- Driver evaluation
- Current copies of all related forms and documents
- Cleared by the transportation supervisor to operate a bus with students

We must have all required documents for your file for you to be able to drive. To start a file the transportation department must have a copy of your current D.L. and Social Security.

Acceptable driving record check

A driver record check will be done now and at least annually. State rules for driver qualification will be followed. Any driver that does not meet state qualifications for eligibility will not be allowed to operate a district vehicle. Once you have a CDL, state law requires written notification to your employer if you are involved in a traffic accident or receive a citation. Notification applies to any type of vehicle not just a commercial vehicle. Written notification is to be sent to the Transportation Supervisor..

Transportation must have a current copy of your driver license with appropriate endorsements.

DOT Physical

To operate a school bus in Texas requires an individual to pass annually a DOT physical. The Transportation Department will pay for the physical. Contact the RISD Transportation Office for further information.

The physical must be completed prior to any behind-the-wheel training. An initial drug screen is to be performed with the first or pre-employment DOT Physical.

Drug Screen

All new employee to the district or current employees obtaining a CDL must have an initial Drug Screen before operating a school bus. The Drug Screen is done only with the first or pre-employment DOT physical. Subsequent DOT physical do not require a drug screen and are not to be performed. (See DOT physical)

All CDL holders are subject by law to random drug and or alcohol testing throughout the year. These are done without notice and participation is mandatory. An outside company manages the drug and alcohol program for the district. The costs for the random tests are covered by the district. When contacted an individual must make themselves immediately available. Failure to take a random drug screen is considered a positive test. District CDL holders are held to all aspects of drug and alcohol testing as prescribed by law and policy.

20-hour certification class

The state of Texas requires a 20-hour bus driver certification class. These are held around the region at participating school districts. A driver must have completed the 20-hour course before they will be allowed to operate a district bus. The only exception would be for a previously certified individual that has an expired certification. This exception is only at the discretion of the Transportation Supervisor.

The certificate is up for renewal every 3 years and requires an 8-hour refresher course. A purchase order must be issued by the district before attending the course and is processed through the Transportation Department. The enrollment process is the same as that of the 20-hour class.

Transportation will make the registration for the 8 and 20-hour class and send you notification of enrollment.

If an employee fails to attend a course or cancels or changes venue less than 14 days before the class the district will still be billed.

The employee will be responsible for any rescheduling and payment for a reschedule course or class. The certification course can be taken at any time and is recommended to be taken as soon as one can be scheduled.

Behind-the-wheel training

A trainer will work on driving skills and prepare you for the driving test performed at DPS. No behind-the-wheel training can take place until all sections of the written test have been passed and the appropriate permit is issued.

Training dates and times are to be worked out between you and the trainer. Behind-the-wheel training will consist of at least 20 hours of drive time for drivers without a CDL. Drivers with a CDL but missing the P/S endorsement will be required to have at least 15 hours of time behind the wheel.

Contact the Transportation Supervisor for further information.

CDL with passenger and school bus endorsement

A CDL handbook can be found @ <http://www.dps.texas.gov/internetforms/forms/dl-7c.pdf>.

The CDL consist of 3 parts. Written, Skills and a Driving test. (5 written tests, Pre-Trip Walk Around/Skills Tests {Parallel Parking, Backing, Off-set backing} and the Road Test. The 9 sections covered on the written tests are applicable to the type of CDL needed to drive a school bus. The sections are 1, 2, 4, 5, 10, 11, 12, 13 and 14. They do not have to be taken at the same time but there is a time window of 180 days for passing all sections. Once all sections are completed the driver will be issued a CDL permit.

Part 1: Tests

Test-1 is the Permit Test over Commercial Rules-section14.

Test-2. General Knowledge- section 1, 2, 11, 12 and 13 & Pre-Trip section 11.

Test-3. Air Brakes- section 5

(The next two tests may be taken in any order.)

Test-4. Passenger Bus-section 4

Test-5. School Bus-section 10

Any single test must be passed within three tries. If any single test cannot be passed in 3 tries all test will have to be retaken. An additional fee will have to be paid to start over. The district will only reimburse the license fee once.

This permit is good for 90 days. The permit allows you to drive with a trainer and no passengers. Failure to complete all hands-on tests in the 90-day timeframe will require the individual to start over.

DPS Examination/Driving Test:

(This will be over the pre-trip, light inspection, physical air brake test, skills and driving test on the route designated by the examiners. All of this will be taught by the trainers prior to testing.)

The test procedure could take all day, please notify your administrator of your testing date upon receipt.

The district will reimburse you for your CDL. You must have a purchase order in place prior to taking any of the tests if you want reimbursement. You must turn in a copy of your receipts to the Transportation Office to be reimbursed.

The purchase order is processed through the transportation department. Check for verification of an issued PO before taking any test.

Renewals of your CDL will be reimbursed as long as you are driving for the district. 1 month prior to the renewal submit a copy of your renewal notice to the Transportation Office so a purchase order can be issued.

Individuals already possessing a CDL

Individuals already possessing a CDL but needing the P and S endorsements to drive a school bus will need to follow the same procedure for behind-the-wheel training.

The School Bus and Passenger endorsement requires a written test over chapters 4 and 10. A driving test with a DPS official will also be needed. A trainer will prepare the individual for the test and work on any skill improvement determined by the trainer.

The district will reimburse you for your CDL. You must have a purchase order in place prior to taking any of the tests if you want reimbursement.

Check for verification of an issued PO before taking any test. The purchase order is processed through the transportation department.

Times for the driving test appointments are to be coordinated with the trainer to ensure there is a bus/trainer available for that time and date.

Individuals new to the district and already possessing a CDL with a P and S endorsement will be required to have a behind-the-wheel evaluation.

A trainer may deem that additional skill enhancement is needed. A trainer will not sign off until they are satisfied with the skill and performance of the driver.

Excepted and non-excepted license status. The requirement of the district is for a driver to be classified as excepted interstate. This will exempt the driver from having to send a copy of the yearly DOT physical to Austin. The driver will still be required to pass a yearly DOT physical. Licensed drivers will need to change their status if not already changed. It is imperative that the CDL-1 and CDL-10 form be filled out correctly. The Transportation office is available to provide guidance.

Behind-the-wheel evaluation

After the CDL driving test has been passed the employee is to have a driver evaluation done. New employees to the district already having a CDL with P/S endorsement will be required to have an evaluation.

Copies of documents

The Transportation Department must have on file copies of all related documents for the operation of a district bus. These include copies of

- valid driver license with endorsements
- current bus driver certification
- current DOT physical
- drug screen if new to driving for the district
- social security card
- current driver record check
- evaluation
- Behind-the-wheel training documentation as applicable

Cleared by the Director

Once all requirements have been satisfactory met the Transportation Supervisor will sign off and approve the employee to operate a school bus with student passengers. The Transportation Supervisor has the final authority for authorizing an employee to operate a district school bus.

If an employee fails to maintain driver eligibility they will not be allowed to operate a bus until the issue is resolved. Employees are subject to additional evaluations or training as deemed necessary. An

approved driver is subject to be removed from driving eligibility if it is deemed warranted by the Transportation Supervisor or is in the best interest of the district.

SCHOOL BUS DRIVER'S PENALTY POINT SYSTEM

MOTOR VEHICLE RECORD (MVR)

A RISD bus driver's driving record must be acceptable according to standards developed by the Department of Public Safety and the Rains Independent School District.

In determining a driver's eligibility to operate a RISD school bus, the following penalty points shall be assessed for accidents and violations: (See appendix for table of penalty points.)

AFTER EMPLOYMENT

After employment, the Table II penalties may be appealed to an accident review board comprised of RISD personnel and others as outlined under Accident Review Board guidelines. Criteria for accidents chargeable to a driver's record will be the National Safety Council Standards for Preventability.

MVR POINTS ASSESSMENT PROCEDURE

An applicant with more than four MVR points is not eligible for employment as a school bus driver.

MVR penalty points will become an official part of a driver's RISD record when conviction for any of the two, three or ten-point penalty violations appears on DPS records or becomes known to the department. Accidents that become known to the department but that are not reported to law enforcement agencies are counted as MVR penalty points under RISD policy.

Should a driver's MVR, using the system outlined above, reach ten, within a three-year period, the driver shall be terminated as an RISD school bus driver. The driver may reapply for a non-driving position such as bus monitor.

Preventable Accident/Moving Citation

A driver receiving a preventability rating on an accident causing injury(ies) and/or large monetary damages (minimum total damage of approximately \$2,500) will be assessed a minimum of a written reprimand. The driver will also undergo mandatory retraining as soon as possible (i.e., State

Certification, Empty Bus Training, etc.). A driver receiving a moving citation in a school bus will undergo the same mandatory retraining procedure. Federal Law requires all drivers to immediately report to their respective Supervisor all citations received while driving a school bus or their private car.

Written Reprimands will be removed from a driver's file if an appeal to the Accident Review Board determines a preventable accident to be a non-preventable accident.

ACCIDENT REVIEW BOARD

1. Director reviews all accidents and determines preventability/non-preventability status of each. (See appendix for classes of preventable accidents.)

2. Employee may appeal decision of preventability to the Accident Review Board, which may be composed of:

Risk Manager

Transportation Director

Other Law Enforcement Personnel as Available

3. Accident Review Board decisions are final.

4. Accidents of all levels should be reported on accident report forms. These forms promote consistency in this process. Minor accidents which are under \$50 for all vehicles involved will not be counted against the driver.

ASSIGNMENTS

ASSIGNMENTS CONDITIONAL

All assignments for employment in RISD are conditional. The Superintendent or his or her representative reserves the right to assign or reassign employees in the best interest of RISD.

NOTE: ROUTES AND/OR TRIPS MAY BE CANCELED OR ADDED AT ANY TIME.

FALL ROUTE ASSIGNMENTS

The Supervisors will assign all drivers and monitors to routes.

ASSIGNMENT OF BUSES

Buses are assigned to routes and not to drivers or monitors, and bus assignments may be changed during the year. If a route is moved during the school year from one facility to another, the driver involved has the option of moving with the route or staying at the facility.

DUTY PERFORMANCE

Drivers must perform all duties assigned them by their Supervisor or Supervisor. Any person who refuses to do the assigned duties will be considered insubordinate.

Supervisors have the authority to assign the best driver available to any route or field trip when the regular driver is absent.

ASSIGNMENT OF SUBSTITUTE DRIVERS OR MONITORS

The Supervisor will assign substitute drivers or monitors.

REGULAR WORK DAY

All Bus Monitors should be eligible by seniority and qualifications for any job not requiring bus driving.

<u>PAY</u>

WAITING TIME/RETURN TO FACILITY

Drivers and Monitors will be required to return to their respective facilities if, discounting transit time, their wait between runs or routes or field trips is 30 minutes or more. Any employee returning to the facility for 29 minutes or less is not required to sign-out.

PAY TIME

Pay time for drivers and monitors starts with the clock-in time. Pay time ends with the time actually returned. Route sheet times are an estimate only, and employees are not paid according to that time. Employees are expected to report their times according to the Supervisor's clock system.

Extra service performed on an emergency basis, other than field trips, shall be recorded daily on an auxiliary time sheet, kept by the Supervisor at each facility. Time paid on the auxiliary time sheet shall be actual work time.

DAILY GUARANTEED TIME

Drivers and Monitors are guaranteed four hours per day. If the actual total daily route time is greater than four hours, the driver will be paid for the actual amount of time driven.

TIME ADJUSTMENTS

Time adjustments will be calculated on the next scheduled pay date.

TIME EXAGGERATION

Clock in/out time padding or route time/route distance padding will not be condoned. Drivers and monitors are expected to sign out at the time they arrive back at their facility. Sign-out times should insure that employees are paid for all the work time they are due. However, signing out at a later time is fraudulent.

After completion of all assigned trips on a route or charter, drivers and monitors must proceed directly to their facility, except when performing other transportation duties.

Drivers and Monitors who do not report Special Ed student drops or Pre-K drops, etc. and continue to sign in/sign out for that time will be considered to be time padding.

Clock-in times for all routes and mid-days will be assigned by the Supervisors. Requests for sign-in time adjustments will be made through the staff at the respective facilities using the request for route change form. Staff should investigate the request and document the need on the form. No requested change is allowed prior to approval.

TIME CLOCK/BADGE

Badges should be in the possession of the individual employee at all times. Badges should be worn and plainly visible when in public settings.

Replacement for lost cards will cost the employee \$10.00. Cards needing repair should be returned to the Transportation Office for replacement.

Report badge problems to staff immediately.

All employees attending classes must clock in/out for their class time at the facility where the class is taught.

PAYROLL PROCEDURES

Field Trips with AM Routes: Actual time on charters counts toward the four-hour daily guarantee.

Example: Sign-in on AM route @ 6:40 - 8:30 1 hour 50 minutes .
Sign-in on Trip @ 8:30 - 12:00 3 hours 30 minutes.

Mid-day Field Trips: Starts with sign-in and runs until-sign out, or if trip runs to PM sign-in, pay ends with PM sign-in.

PM Route: Starts with sign-in on field trip.

Example: 2:45 Sign-in - 4:25 1 hour 40 minutes
Field Trip 4:30 - 9:00 4 hours 35 minutes

Late Night Field Trips: Pay starts with sign-in and continues until sign-out.

Canceled Field Trips: No pay for prior notice canceled trips. If driver has signed in and started on trip, the employee receives a two-hour guarantee unless they are already in normal work hours. (See Field Trips)

Mid-day Trips: One-hour guarantee for midday.

ATTENDANCE

The following transportation regulations apply to all hourly employees of the Rains Independent School District (R.I.S.D.). Nothing in these regulations grants hourly employees a property interest in their position, nor do these regulations constitute a written contract with any hourly employee. All hourly employees are "at will employees" of the Rains Independent School District.

DEFINITIONS

Days - As used herein shall, except where otherwise indicated, mean scheduled work days and scheduled work hours.

Excused Absences - Absence from scheduled periods of work, scheduled meetings, or scheduled workshops because of a supervisor-authorized leave of absence, authorized sick leave, personal leave and other absences approved by the administration.

ABSENTEEISM AND TARDINESS

1. It shall be each employee's responsibility to notify the Supervisor when they are going to be either tardy or absent. To avoid penalties for late notification the employee shall make contact with the Supervisor at least 30 minutes prior to the established time for clock-in. Each failure to meet the 30-minute prior requirement will merit a tardy penalty regardless of whether the tardy/absenteeism is ultimately approved for sick pay.

No Call/No Show: *failure to call in when you are going to be absent can cause major service interruption or tardiness. Three incidences of No Call/No Show during a school year will result in that employee being subject to disciplinary action.*

When calling in, the person must state the reason for the absence and whether or not he or she will be available for additional sign-ins that day. If the person later decides not to work the additional sign-in(s), the Supervisor must again be notified at least 30 minutes before sign-in time.

If the employee tells the Supervisor that the absence will last all day or for a specific number of days, then one notification is sufficient. If the employee cannot come to work on the date specified in the previous notification, the Supervisor must again be notified. (These requirements shall apply to all clock-ins, including mid-day and other assigned runs.)

2. The following guidelines will be used for handling excessive absences or tardiness. In determining whether an employee has been absent or tardy an excessive number of times, the following definitions will apply:

a. Tardiness: Any employee clocking-in five (5) or more minutes after his/her scheduled starting time will be considered tardy.

b. Excessive Tardiness: Any three (3) occurrences of tardiness within a twenty (20) work day period will be considered excessive.

c. Absence: An employee who is not present at his or her work assignment for fifty percent (50%) or more of any scheduled work period will be considered absent for that period.

d. Excessive Absenteeism: Any three (3) separate occurrences of absence within a twenty (20) day period will be considered excessive.

e. Excessive Tardiness/Absenteeism: Any combination of four (4) absences/tardiness within a twenty (20) work day period will be considered excessive.

f. Excessive Absenteeism, Tardiness, or combination of incidents: Will receive due process corrective discipline.

NOTE: The Supervisor or Administrator should exercise prudent judgment in the determination of excessive absenteeism or tardiness. Each case should be examined carefully in reference to the absence or tardiness. This policy does not require disciplinary action, but allows for corrective action if the Supervisor, after examining all of the factors, feels that it is necessary. The purpose should be to help employees to improve attendance not to discipline or terminate. However, in some cases disciplinary

action, including termination, may be necessary.

ATTENDANCE

THE TRANSPORTATION DEPARTMENT UNDERSTANDS THAT YOUR PERSONAL LIFE IS IMPORTANT, BUT YOU ARE EXPECTED TO BE AT YOUR PLACE OF WORK DURING YOUR SCHEDULED HOURS UNLESS YOU RECEIVE THE APPROVAL OF YOUR SUPERVISOR.

YOU WILL BE EXPECTED TO ARRANGE YOUR PERSONAL AFFAIRS SO THAT THEY DO NOT INTERFERE WITH YOUR WORK.

Employees that are absent for more than sixty (60) consecutive calendar days may lose their route assignment. This does not affect employment with RISD or the Transportation Department; other factors determine employment. Employees may be forced to accept another route assignment or substitute driving duties upon return to work.

AUXILIARY DUTIES AND ADDITIONAL DUTIES

The driver or monitor will be suspended from Additional Duties and/or Auxiliary Duties for 20 consecutive calendar days from date of:

1. A counseling report for attendance
2. A written reprimand for disciplinary action due to progressive discipline.
3. Operating a school bus without mandated credentials
4. Receiving a ticket in a school bus, thereby generating a mandatory court appearance
5. Having a preventable accident causing injury(ies) and/or large monetary damages (minimum total damage of approximately \$2,500).

Note: Christmas, Spring Break, and summer non-work days will be skipped and not counted for the 20-day period. A driver will also not be eligible for additional assignments should his/her certification or physical expire.

DRIVER TRAINING REQUIREMENTS

BEHIND-THE-WHEEL TRAINING

Classifications for drivers: All new drivers will be grouped into one of the following classes:

Class 1 - Former RISD driver.

Class 2 - Driver from another school district.

Class 3 - Never drove a school bus.

Training requirements: The new driver's classification will determine his or her training requirements as follows:

Class 1 - Retrain at least one hour or as needed (to be determined by the trainer).

Class 2 - Minimum of five hours if certified by the State of Texas. If not certified, then train

completely.

Class 3 - Put driver through entire training course.

Training Period: The complete training course consists of at least eight hours of behind-the-wheel training, some of which is range training on an empty bus, plus four hours of observation, and driving a loaded school bus with trainer observing.

If a trainee has not shown an ability to perform as a school bus driver after a period of training not to exceed eight hours by one instructor, then a new instructor will be assigned. If the second instructor is not able to certify the trainee as a school bus driver, then the trainee may be terminated.

Trainers must complete training of a new driver within five working days of assignment unless approved by the driver's Supervisor. If the trainer realizes that the trainee will need more than eight hours to complete behind-the-wheel training, the trainer must get approval from the Supervisor of Operations to train beyond eight hours.

Transfers - Any driver who transfers from a Regular route to a Special Education route must receive all extra training as required by the Director or designated staff.

Certification Class - Successful completion of the school bus driver-training course is required of all drivers. School bus drivers shall have in their possession a certificate indicating enrollment in or completion of the twenty-hour course. Drivers are responsible for renewing their certification every three years by completing an eight-hour refresher course.

SPECIAL REGULATIONS

EMPLOYEES' CHILDREN

Any Transportation Department employees who are the parents of school age children (K-12) may request that their children be transported from a bus facility, when the parents' work schedule interferes with the school transportation needs of their children.

All such requests must be directed to their Supervisor. Special arrangements will be granted on a space-available basis only.

Parents must assume complete responsibility for their children whether at the bus facility or on the school bus. The parents of children who are being transported from a bus facility must abide by the following:

1. Children may not be left unattended at a bus facility for any reason.
2. Children must be escorted to and from a bus.
3. Children are not allowed in the maintenance area for any reason.
4. Children may not be treated with favoritism by their parents or any other driver.
5. Children are not allowed to ride on a route that has not been approved by a Supervisor.

This policy limits employees' children to only riding to and from school as approved, in advance, by a Supervisor. Employees must not keep their children at the facility or on a bus while they perform auxiliary or additional duties, drive charters, etc.

PROFESSIONAL APPEARANCE

Transportation employees will be expected to maintain a CLEAN AND PROFESSIONAL APPEARANCE. Some requirements are:

1. Clothing shall be in good repair and must not be imprinted with or display obscene or suggestive language, alcohol, tobacco and/or illegal drug advertisements. (This includes headgear, i.e., caps, etc.). If it says "Winston", "Salem", "Lite", etc. even without the picture of a cigarette or beer, etc. the interpretation of the policy is that tobacco or alcohol is what is being implied. Therefore, articles of clothing as described above are not to be worn to work. This procedure also applies to carried articles such as handbags, backpacks, lunch boxes, etc.
2. Footwear must be in good repair, must be secured at both front and rear, and must be worn properly. Platform shoes, high-heeled shoes (more than two inches high), thongs (flip-flops), are not permitted.
3. The torso must be covered in good taste.
 1. No spandex shorts or pants.
 2. Dresses, skirts and shorts must be mid-thigh or fingertip length which ever is shorter and cannot be distracting.
 3. No spaghetti straps.

RADIOS/ELECTRONIC DEVICES/CELL PHONES

The Supervisor must approve all radio/electronic device systems. Any unauthorized radio/electronic device system will warrant a Written Reprimand for the driver responsible and termination of that driver's privilege to use a radio/electronic device on his or her bus for the remainder of the school year.

Radio and speakers cannot interfere with student traffic. No TV's are permitted on routes.

Drivers are strictly prohibited from using earphones, wireless earphones or cellular phones while operating the bus.

§ 545.425. USE OF WIRELESS COMMUNICATION DEVICE BY CERTAIN MOTORISTS. A person may not use a wireless communication device while operating a passenger bus with a minor passenger on the bus except in case of emergency or if the passenger bus is not in motion.

Added by Acts 2005, 79th Leg., ch. 357, § 5, eff. Sept. 1, 2005.

SOLICITATION AND COLLECTION

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

LAW ENFORCEMENT AND OTHER SUPPORT GROUP REQUESTS

Requests for assistance from any law enforcement agency or other support agency must be made through the Supervisor.

LOCATING IN EMERGENCIES

Employees must keep the staff informed as to where they may be contacted during the day in case of an emergency. This includes an up-to-date address and telephone number.

IMMEDIATE NOTIFICATION: STUDENT DISCIPLINE, INJURIES, and ACCIDENTS

Drivers or monitors are required to notify their Supervisor, the Assistant Director or the Director of Pupil Transportation if any of the following situations occur:

- 1) Student discipline problems requiring police action.
- 2) Student injuries of any type.
- 3) Accidents OF ANY TYPE involving your bus.

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

INCOMING PERSONAL PHONE CALLS

Because of the press of mandatory business use of Transportation Department telephones, employees are requested to notify their family, friends and business associates that incoming personal calls outside of the drivers' room line should be restricted to emergency situations. Staff is authorized to "screen" calls to determine emergency status.

NO IDLE POLICY

Rains ISD has adopted a "no idle" policy from the Texas Commission for Environmental Quality and North Central Council of Governments for the school bus fleet. Complete copies of these documents are available in the Transportation Office. "No idle" is defined as no more than 5 minutes idling at any time. This means that everyone should shut down every bus during wait periods at campuses and events. Buses should not be idled in the facility parking lots more than the 5 minute limit unless temperatures are below 20 degrees Fahrenheit. When below 20 degrees Fahrenheit; the maximum idle time will be 10 minutes or until the bus reaches normal operating temperature, which ever comes first. The policy is not in force while waiting in traffic or at railroad crossings.

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

SUMMER PROCEDURES

NOTE: ROUTES AND/OR TRIPS MAY BE CANCELED OR ADDED AT ANY TIME.

In general, policies for the summer will remain the same as those during the regular school year, with additional considerations.

Summer route estimates are in no way final. The number of positions may vary.

If work becomes available, and you would like to be contacted, please leave your name on the summer sign up list.

1. If a Driver or Monitor voluntarily quits a summer route, or is terminated by corrective discipline from a summer route, he or she will be considered terminated from RISD with loss of benefits, seniority, etc.

2. If a Driver or Monitor indicates a wish to work another job outside of RISD and/or take an unpaid

leave for any part of the summer, that driver or monitor will only be allowed on a summer route which does not conflict with the personal request.

3. If a Driver or Monitor is eligible for summer employment, he or she may bid either a regular or Special Ed route as per the above procedures, regardless of the type of route he or she was on in the Fall/Winter/Spring Terms.

In the first two weeks of an individual's summer employment, any part-time employee may resign his or her position(s) without receiving sanctions.

When summer routes or extra jobs are posted, every attempt should be made to include approximate number of daily hours and beginning and ending dates.

Should an employee not sign up for summer work and later change his or her mind, that person may be employed if they are the most senior, most qualified. It is incumbent on the individual employee to notify his or her Supervisor of this change of status.

Driver or Monitor positions may be guaranteed five hours per day with additional work assigned by staff if it is economically advantageous to the district.

Drivers will be responsible for completing various reports accurately and on time. Reports are uniform across the district but will vary from time to time.

HUMAN RELATIONS

The students' first contact with school each day is when boarding the school bus. The way you treat them will determine their attitude toward you, and they will act accordingly. Let children know that you like them and want them on your bus, and you will have far fewer behavior problems. Compliment them and take an interest in what each child does.

Some children suffer from physical and/or emotional isolation and low self-esteem. They may have few friends. Your interest means a lot.

Do not hesitate to speak with parents and teachers. They can give you good suggestions for dealing with each child.

Human relations means dealing with people. RISD has certain standards which encourage good relations. They will be listed in this section. More importantly, RISD wants to avoid developing BAD situations and seeks to have its employees trained to prevent problems before they occur and deal with them constructively.

BASIC PRINCIPLES

Be friendly: Respect other people as persons, regardless of race, color, creed or economic status.
Exhibit emotional control: "Keep your cool."

Be punctual and dependable: Show up. Show up on time.

Balance honesty and firmness: Part of being honest means recognizing that one develops special feelings "for" or "against" other people. Recognize that this happens, but try to treat everyone fairly and without "favoritism."

Practice good speech: Driver language should be free of abusive remarks and should be clear, unhurried and calming.

Maintain good physical condition: Never drive when severely ill or under the influence of alcoholic beverages or drugs of any kind.

Maintain good appearance: Appropriate dress and good personal appearance and cleanliness make favorable impressions on others and influence their response to what you say or do.

Establish and maintain good driving habits: This will create a feeling of security on the part of all the other people with whom you work.

THE DRIVER AND STUDENT BEHAVIOR

Following are some general guides that you can use to encourage correct behavior on the bus:

Maintain a clear set of rules and enforce them consistently. Children need to know where they stand. Set rules and behavior limits early. Don't wait until misconduct occurs.

Let children know the reasons for the rules.

Stop undesirable behavior as soon as you spot it. Children often cannot stop "bad behavior" themselves - you must intervene. The longer you allow it to go on, the harder it will be to stop when the behavior becomes intolerable.

When correcting children, be brief and clear. State the reason for the correction. Praise them later if they have maintained good behavior.

Don't belittle or ridicule children. It will only make them resent you.

Expect children to maintain high standards. Children will not learn the skills they need or feel good about themselves if you let them get by with unacceptable behavior.

Threats should be used sparingly. When used, a threat should be backed up with action. Don't threaten and then give in. Think before you speak!

Desired actions should be positively and specifically described (i.e., "give Diane her book and go back to your seat," instead of "cut it out and sit down!").

Don't "save up" the mistakes a child makes. Work on each one as it occurs.

Do not judge a child's ability by outward appearance.

Treat children as individuals. Learn their names. Be friendly (but not buddy-buddy). Compliment them when they do well.

Be patient.

RULES FOR STUDENT CONDUCT

Rules for student conduct on school buses are simple. The following list should be posted in all buses:

1. OBSERVE SAME CONDUCT AS IN THE CLASSROOM.
2. BE COURTEOUS; USE NO PROFANE LANGUAGE.
3. DO NOT EAT OR DRINK ON THE BUS.
4. KEEP THE BUS CLEAN.
5. COOPERATE WITH DRIVER.
6. DO NOT USE TOBACCO.
7. DO NOT BE DESTRUCTIVE.
8. STAY IN YOUR SEAT.
9. KEEP HEAD, HANDS AND FEET INSIDE BUS.
10. BUS DRIVER IS AUTHORIZED TO ASSIGN SEATS.

Safety rules should be strictly enforced. Drivers may use some discretion in the enforcement of other behavior rules. However, students will often "test" a new driver. Therefore, it is recommended that all rules be strictly enforced until a correct relationship has developed between driver and students. The driver may then wish to use some flexibility in applying the rules. For example, the driver may wish to reward good behavior by allowing snacks on special occasions or by relaxing some rules on a field trip. Some rules are not posted on the bus. Drivers are responsible for instructing the students about such rules. Examples are:

1. Loading and unloading procedures;
2. Emergency evacuation procedures;
3. Procedures for carrying students' belongings;
4. Any other rules that will help drivers to provide safe and efficient pupil transportation.

In explaining to students the reasons for both posted and non-posted rules, it is important for drivers to emphasize concern for safety, which is the overriding factor in all cases.

Students deserve to know that bus behavior rules are developed in order to ensure a safe and comfortable trip for everyone on board.

All Regular and Special Education drivers will be required to assign seats and or positions and create an "eligible rider list". A chart for seat assignments and eligible rider list must be maintained on the bus and in the transportation office. (These need to be completed and turned in by the first Wednesday of each month.)

DEALING WITH UNSATISFACTORY CONDUCT

Current RISD procedure requires school bus drivers to request good behavior of any student involved in what drivers consider to be misconduct. Drivers should base their actions in such cases on two principles: Safety and Service.

USE OF "SCHOOL BUS INCIDENT REPORT"

If student misconduct continues after the driver points out the unacceptable behavior and requests that it be stopped, the driver is responsible for reporting the matter to the school principal on an official "School Bus incident Report" form. Examples of types of misconduct that may be reported are mentioned on the form.

All Regular and Special Education drivers will be required to assign seats and or positions. A chart for seat assignments must be maintained on the bus and in the transportation office.

DISPOSITION OF "SCHOOL BUS INCIDENT REPORT"

The "School Bus incident Report" is printed in three copies, with an original and two carbons. When filling out the report, press down hard with a ballpoint pen to make sure all three carbons are clearly readable. Be specific about what the student has done. Turn it in directly to his or her Supervisor. After recording comments and stating action taken, the Principal is asked to send one carbon to the child's parent, keep one for school records and send the original to the Transportation Department.

CORRECTIVE ACTION BY DRIVER--SCOPE AND LIMITS

Drivers are not allowed to punish students but may require them to sit in assigned seats in order to control behavior problems. Drivers may not require any pupil to leave the bus before the pupil has reached his or her destination. However, when conditions on the bus become extremely difficult, it may be necessary for the driver to stop the bus and counsel the students until the situation is safe enough to permit finishing the route. (This type of situation should be reported to the Transportation Department and Principal of the students' school at the earliest possible time, so that the school district can respond to the parents who are concerned that their children are coming home late.) Also, drivers must promptly report to the Principal of the school any student who attempts to carry a weapon on board a school bus.

Under no circumstances should any student be discharged from a bus except at their school or authorized stop.

Drivers may, with the permission of the respective principal, return to school on afternoon runs to get assistance from the school office. This is a "judgment call" which should include such factors as:

1. Distance from school as compared to distance to drop off area.
2. Route time schedule.
3. Severity of situation.
4. Response time for road supervisor to meet the bus after radio or telephone call to dispatcher. Drivers must be sure that the above "return to school" procedure is acceptable with the respective campus.

THE DRIVER AND OTHER SCHOOL PERSONNEL

Remember that you are a member of the educational team. It is important to be cooperative with all

members of the school district. Respect others' positions and responsibilities. Avoid criticizing other school personnel to students, parents, other drivers or the public. Speak to teachers, parents and Principals for information regarding students. Share information about a student with other school personnel when the student's welfare is at stake.

Working with the Principal - The school Principals or Assistant Principals will rarely become directly involved with bus service except in problem situations. When approaching the Principal, be specific about what help you need. Be sure to document behavioral difficulty by using the School Bus incident Report. If a problem is very serious or involves a large number of students, you may ask your Supervisor to talk to the Principal along with you or instead of you.

The Principal may request that the driver be transferred to another route or school. School buses are extensions of the classroom, and it is the responsibility of the Principal or assistant to take whatever actions he or she believes necessary to ensure an acceptable disciplinary situation.

THE DRIVER AND PARENTS

Share information with parents about how their children are doing on the bus. Meet as many parents as possible and establish a good relationship with them. If you have shown parents that you care about the welfare of their children, they will support you when you approach them for help with problems.

Avoid the following pitfalls when dealing with parents:

1. Never argue with parents.
2. Never lose your temper when discussing matters with parents.
3. Never attempt to discuss or handle discipline problems with a parent through the open door of a bus.

In the above situation, listen as long as you can, explain that you must meet your schedule, and invite them to call you or your Supervisor. Later, if necessary, a meeting can be arranged with you, the parent, your Supervisor, the child, a teacher and/or Principal.

THE DRIVER AND THE COMMUNITY

A school bus driver is moving a large yellow-and-black sign down the streets of Rains each morning and afternoon. Remember that some Rains citizens have no other contact with RISD except the school bus they see on the streets. The driver, the bus and the students on that route are the only basis they may have to judge the school system. Your major job in relating to the community as a bus driver is to do your job well, and particularly:

- Be a careful and alert driver.
- Be a courteous driver. Observe city, state and RISD traffic laws and regulations.
- Drive a clean bus: well kept and in good mechanical condition.

STUDENT WELFARE: CHILD ABUSE AND NEGLECT

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

(Family Code 34.01)

A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith or with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed. (Family Code 34.03)

Non-accusatory reports shall be made reflecting the reporter's belief that one or more of the following acts have occurred:

1. A child has been or will be abused or neglected.
2. A child has died of abuse or neglect.
3. A child has violated the compulsory school attendance laws on three or more occasions.
4. A child has, on three or more occasions, been voluntarily absent from this home without the consent of his or her parent or guardian for a substantial length of time without the intent to return.

TO WHOM REPORTED

These reports shall be directed to any of the following:

1. Any local or state law enforcement agency.
2. The Child Protective Services division of the Texas Department of Protective and Regulatory Services.

INFORMATION IN REPORT

The report shall contain the name and address of the child, the name and address of the person responsible for the care of child, if available, and any other pertinent information.

ORAL and WRITTEN REPORTS REQUIRED

If a professional has cause to believe that a child has been or may be abused or neglected, that person shall make an oral report as prescribed above not later than 45 hours after the hour the person first suspects that the child has been or may be abused or neglected. In all instances, a written report shall be made within five days to the same agency or department. (Family Code 34.02)

INTERVIEW WITH STUDENTS

Authorized officials conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school (Family Code 34.05c)

MAINTENANCE AND INSPECTION RESPONSIBILITIES FOR DRIVERS

As a driver, you are required to make a standard inspection of your bus before starting and after completing any route or charter. The standard inspection procedures are listed below.

If you discover, in the course of the inspection, that your bus is UNSAFE TO DRIVE, you must have it repaired before leaving the shop area. You are neither required nor permitted to drive an unsafe bus.

If the bus cannot be made road-safe before your route begins, you should ask to be assigned another bus while yours is in the shop.

Final determination of bus safety is the responsibility of shop personnel. You are required to drive your bus if the shop determines the bus is safe to operate. If you refuse to drive the bus after the shop determines your bus is safe, your Supervisor may take disciplinary action, which could mean, for example, and that you would not be paid for the route time involved.

TRIP INSPECTION

Take a good overall look at the bus. Check for oil, fuel or water leaks and vandalism. Check bus for suspicious articles and devices as per anti-terrorism training.

Open hood and make sure that hood safety latch, rod and hinge is in holding position.

Check the oil level in the engine. This should be done before the engine is started, as all the oil has drained to the crankcase and an accurate reading can be made. Oil should be above the "add oil" line, but not over the "full" line, as this may indicate water in the oil.

On buses without sealed cooling systems, remove the radiator cap and check that coolant is above the core level. On buses with sealed systems check that coolant is above the "add" level on the plastic reservoir when the engine is cold. If more coolant is needed, have it replaced by shop personnel.

DO NOT ADD WATER OR REMOVE THE RADIATOR CAP.

Check radiator hoses and fan belt for proper tension, cracks and frayed edges. Most fan belts will operate efficiently if no more than a half-inch give is maintained. A loose fan belt can result in a depleted battery or an overheated engine.

Look over engine for loose wires and oil or water leaks.

Check that battery cables are clean and tight. Battery plates should be covered with liquid.

All window glass, windshields, turn signals and warning lights should be cleaned.

If your bus is not equipped with moisture ejector air brakes, you must drain the air tank. Open all petcocks to drain moisture. This should be done three times per week during warm weather and before every run during freezing weather.

PRE-TRIP/POST TRIP INSPECTIONS

It is the Driver's responsibility to sweep buses and close bus windows. The staff's responsibility is to make sure that this is being done and to report to their respective supervisor those drivers who have not done so.

PRE-TRIP INSPECTION PAY TIME

All Drivers/Monitors are given 10 minutes in the AM and 10 minutes in PM for the pre-trip inspection. Upon clocking in, Drivers and Monitors must immediately proceed to their respective buses and perform the pre-trip inspection.

SLEEPING STUDENTS

It is imperative that we check our buses during the Post Trip Inspection for sleeping students. A student left sleeping on a bus due to a driver's failure to perform the Post Trip Inspection is a serious mistake. Failure to do so in the heat of summer could be a "fatal" mistake. Corrective action up to termination will be taken with the responsible employee.

STATE SAFETY INSPECTION STICKER

Drivers are responsible for keeping the safety inspection stickers on their buses up-to-date. Drivers may request safety inspections on standard shop maintenance request forms. Drivers can be ticketed for operating a bus with an out-of-date inspection sticker.

MAINTENANCE REQUESTS

If after the first request for any type of maintenance is not satisfactorily completed within a reasonable length of time, a second request should be written indicating "second request" on the Maintenance Request Form, and given to the respective Supervisor.

USE OF WORK ORDER

This form is designed to give a record of the maintenance and costs related to the buses in the fleet.

HOW WORK ORDERS ARE TO BE USED

DRIVERS

1. Driver completes all parts of form completely, including mileage.
2. All copies are to be turned in to the Bus Facility.

SUPERVISOR

1. Check for completeness of work order.
2. Return a copy to driver.
3. Give all other copies to Mechanic/Shop Foreman.

NOTE: If work order is not complete (including mileage), return it to driver for completion.

MECHANIC/SHOP FOREMAN

1. Receives request from Supervisor.
2. Distributes a copy to mechanic.
3. After work is complete, Shop Foreman will review for completeness and sign.
4. A copy to be filed at the respective facility.
5. Work orders are to be keyed into computer daily.

6. Base Staff will maintain a file of a copy of each work order by the date the driver wrote the work order.
7. When they receive the a copy, it is to be matched up with the other copy. The other copy can then be discarded. (This will allow the Mechanic/Shop Foreman to see what is still to be done.)
8. Receives work order from Supervisor.
9. Completes work orders.

OTHER DRIVING REGULATIONS AND PROCEDURES

FOLLOWING OTHER VEHICLES

The driver of a following vehicle must maintain a clear distance behind the vehicle ahead and observe the four-second rule:

1. Watch the vehicle ahead.
2. Pick a stationary object (road sign, lane marker).
3. When the vehicle ahead passes the stationary object, begin counting, "1001, 1002, 1003, and 1004."
4. If your bus reaches the stationary object before you have finished counting, slow down--you are too close to the vehicle ahead.
5. Use the counting procedure again until you are at least four seconds behind the vehicle ahead.

Caravans must allow sufficient space between vehicles to permit other vehicles to enter and occupy such space safely.

SLOW DRIVING

In many instances a school bus is a slower-moving vehicle and should be driven accordingly. It is illegal to willfully drive a vehicle so slowly as to obstruct or impede the normal, reasonable and safe movement of traffic. A vehicle moving slower than the normal speed of traffic must be driven in the right-hand lane or as near as practicable to the right-hand curb or edge of the roadway.

RAILROAD TRACKS

Hazard lights (not red or amber loading flashers) should be used when stopping at railroad crossings. Hazard lights should be switched on at least 100 feet before tracks and should be left on until the bus clears the tracks. Drivers must stop the bus within fifty feet but not less than fifteen feet from the nearest rail of any railroad track before crossing.

Many railroad crossings are marked with white restraining lines painted on the roadway and/or are equipped with electric warning signals and/or gates. Drivers should stop at the white restraining line and/or in such position as to be able to see the warning signal and to allow clearance for the gate to descend in front of the bus.

After stopping, the driver shall obey every signal which indicates the approach of a train and shall not cross the tracks when a train is approaching within a distance of 1,500 feet or less and such train, by reason of its speed or nearness to the crossing, is an immediate hazard. Drivers must cross the railroad tracks in the same gear and must never change gears until the full length of the bus has cleared the tracks. Drivers who fail to come to a complete stop before crossing a railroad track will be subject to automatic termination.

SPEED LIMITS AND TRAFFIC LAWS

Drivers must operate the buses within the legal speed limits with the maximum speed limit for school buses. The Transportation Department will not pay fines or aid drivers who violate traffic laws while operating a school vehicle. Drivers whose speeding is confirmed (especially in reduced speed school zones) will be subject to suspension or dismissal. Excessive speeding will be subject to immediate corrective discipline.

HEADLIGHTS ON WHILE DRIVING DAY OR NIGHT

In the interest of safety and accident prevention, drive with headlights on at all times. Wheelchair lift buses may turn off headlights when stopped and using lift.

PASSING LOADED BUSES

THE PASSING OF ONE LOADED BUS BY ANOTHER LOADED BUS IS PROHIBITED EXCEPT UNDER EXTENUATING CIRCUMSTANCES.

BUS DOORS

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

STOPPING BEHIND OTHER LOADING/UNLOADING BUSES

When stopping behind other loading/unloading buses please use the four-way emergency flashers and not the loading flashers on your bus. The loading flashers should be used only for your bus's loading/unloading of students. Please try to stay far enough behind the loading/unloading bus that others can see the other bus's four-ways.

Flashing four way emergency lights within a school loading/unloading zone shall be an indication to other drivers that the vehicle will undoubtedly be idle for a considerable amount of time and avoid "trapping" themselves behind it.

LOADING AND UNLOADING STUDENTS

It is a requirement of the Transportation Department that all Drivers and Monitors be on their respective buses when students are loading and unloading.

UNAUTHORIZED STOPS

Drivers may make stops outside of their regular bus stops or charters for essential restroom/refreshment stops only with approval of their respective Supervisors. The Supervisors will normally only approve restroom/refreshment stops for drivers who drive long routes (3-4 hours in AM and PM). Supervisors will not approve personal business stops (grocery shopping, car parts shopping and other personal business) on any length route or charter.

Restroom/refreshment stops may be made between trips on any length route or charter at schools served

or at bus terminals under the following conditions:

1. When no students are on board.
2. When it does not affect pay time or student schedules or the official route.
3. When the bus can be parked legally and safely on a public parking area sufficiently large to allow the bus to be parked without obstructing other vehicles for the duration of the wait.

After completion of all assigned trips on a route or charter, drivers and monitors must proceed directly to their facility, except when performing other transportation duties.

Unless you must wait for a student, have necessary school business, or need an emergency restroom stop, all buses must immediately leave school loading zones. Please do not block school drives and loading zones when waiting or parked as per above; always find a safe and non-congested place to park.

UNAUTHORIZED RIDERS

RISD employees such as school monitors, custodians, food service workers, etc., may ride a school bus to work only at the request of the School Principal and with the approval of the Director. Other persons must have the permission of the Supervisor and the approval of the Director of Transportation. A driver may carry a parent to school on a non-regular basis (e.g., Parent Conference, school parties) if space is available and parent is not a threat to the students or driver.

Students who do not usually ride your bus may accompany a regular rider to his or her stop, if they bring a note approved by the Principal.

EATING, DRINKING AND SMOKING

It shall be the policy of the Rains Independent School District to maintain a healthy environment for students and staff. In keeping with the concept, the use of all tobacco products shall be prohibited in all RISD facilities owned by or under the control of and used by RISD.

Eating or drinking by any employee is not allowed while the Transportation Department vehicle is in motion.

Employees may not smoke tobacco at any time while in a Transportation Department vehicle. (Violation of State Law.) Smoking within line of sight of campus personnel and/or students is prohibited.

TRANSPORTING ANIMALS

Drivers should not allow any mammal, fish, reptile, bird, etc. to be on the school bus at any time without permission from the school Principal or staff.

HOUSE BILL 508

All Regular and Special Education route and charter buses must use red loading flashers when loading or unloading students on city, county or state streets, roads or highways.

Red loading flashers do not have to be used when loading or unloading on a school or private driveway or parking lot.

School Bus drivers failing to follow State Law are subject to traffic citations and suspensions of their

CDL licenses.

UNAUTHORIZED PERSONNEL AND VEHICLES

School vehicles are to be operated only by currently employed licensed members of RISD.

PARKING AND VEHICLE CHECK-OUT

Drivers must park their buses in the assigned space at each location as instructed. All vehicles (including those used by shop personnel) must be checked out through the Supervisor before moving out of the bus compound.

Unless otherwise instructed, only shop staff members are permitted to move buses from the shop dead line.

Unless instructed differently by their respective Supervisor, keys must be turned in after each route to the Supervisor.

REGULATIONS AT SCHOOL BUS LOADING OR UNLOADING STOPS

ALL BUSES WILL USE THEIR LOADING LIGHTS AT ALL TIMES (INCLUDING SCHOOL BUS LOADING ZONES), WHEN LOADING OR UNLOADING STUDENTS.

Drivers should make every effort to minimize traffic congestion by operating alternating red flasher lights while being sensitive to surrounding traffic.

Stops are designated by the Director of Transportation to ensure student safety.

TRAVEL LANE SELECTION

Select the lane of traffic traveling the speed of the bus. Generally, on expressways with three or more lanes of traffic, buses should travel in a center lane. This allows faster vehicles to pass and avoids interfering with traffic coming on or off the expressway.

OFFICIAL TIMES/WATCHES

Drivers are required to have in their possession a watch and/or clock while performing their driving duties. All drivers are required to set their time by the dispatcher wall clocks before driving each route.

OVERLOADS

Should an overload occur on your bus, carry the students, but notify transportation of the situation immediately upon finishing your run. No one may stand while the bus is in motion. If necessary, students must be seated on the floor behind the driver

Drivers are required to provide student counts by bus stop immediately in this situation.

BAND INSTRUMENTS AND EQUIPMENT

The transportation of students' equipment (class projects, books, band instruments, etc.) is provided on a space-available basis after all students have been seated. Such equipment may be transported when it is securely held by the student for the entire duration of the trip. Items too large to be held by the student

may be transported if the item does not obstruct the aisle or entrance or interfere with the driver.

REPORTS CONCERNING ROUTE DRIVERS

Sub-drivers will be required, after each route assignment, to complete a form stating that the route driven was as written or that the regular driver had made an unauthorized change.

STRIKING TREE LIMBS, OTHER OBJECTS

Striking tree limbs or other objects which damage the bus is considered an accident and must be reported on an accident report. Notify the Supervisor after you return to the facility.

FUELING PROCEDURES

Passengers, including Drivers and Monitors, are prohibited on the bus while it is being fueled. You are responsible for fueling or seeing that your bus is fueled on a regular basis and for the checking of all fluid levels (oil, battery water, cooling system water, etc.). The shop will provide personnel to accomplish as much of the fueling procedure as feasible; however, you should do all parts of the fueling procedure that are not done by shop personnel.

Be sure you enter the correct odometer reading, (excluding tenths), when fueling your bus.

You must leave sufficient fuel for the next run in the bus (½ full tank).

Fuel tank caps must be securely screwed on and firmly seated to prevent leakage.

Don't leave your bus unattended while fueling.

USE OF SCHOOL VEHICLES

Except during A.M. and P.M. route time, all school vehicles are subject to use by the Supervisors for picking up sick students, assignment to midday's, searching for lost students, assignment to charters, etc. Employees shall not use school vehicles except as directed and approved by transportation supervisory staff. Employees are to use only the vehicle assigned by staff.

BUS WASHING AND CLEANING INTERIOR OF BUSES

Drivers are responsible for washing or ensuring that your bus is cleaned and maintained on a regular basis. Allow at least one minute of drain time after rinsing the bus in the washer before leaving the drain area. Buses must be mopped out, unless you are otherwise instructed. Never should bus interiors be hosed out as this may cause damage to the bus body or the electrical wiring system.

On a daily basis your bus should be swept and free from all trash.

Sanitizing and disinfecting your bus will be done as directed by your supervisor pursuant to district requirements.

LOW WATER CROSSINGS

Use extreme caution at all low water crossings. Do not pass barriers or travel through water of unknown depth or water that is flowing swiftly. Above all, use good judgment and common sense when dealing with low water crossings.

REMEMBER: DO NOT pass barriers even if the water has receded. Street and bridge crews may have determined that the bridge or road is unsafe to use.

DRIVERS' MAILBOXES

Drivers are required to check their mailboxes at each clock-in time. Instructions from staff, special information about routes, new route sheets, etc., often are placed in mailboxes. Do not stuff mailbox with large personal items such as Tupperware or shoes.

CARE OF ELECTRICAL SYSTEM

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

TERMINAL SPEED LIMIT

Maximum speed limit inside all terminals is **10** mph.

AUTOMATIC TRANSMISSION FLUID CHECK

When checking automatic transmission fluid level, check with engine in neutral or park and the engine operating at idle speed. The dipstick is set so that ½ inch on the stick is equal to one quart of fluid.

DO NOT OVERFILL. HAVE MECHANICS CHECK AND FILL TRANSMISSION FLUID.

MAXIMUM LEGAL SPEED FOR SCHOOL BUSES

The maximum legal speed limit for school buses is 50 mph on interstate highways outside of urban areas unless the bus has a DOT vehicle inspection and then the maximum speed limit is 60 mph. All other highways have a 50-mph speed limit.

INCLEMENT WEATHER EARLY START

When inclement weather requires early start of the buses, both shop and operations crews at all terminals must be on duty as directed. The severity of the weather will dictate what time early start procedures will be instituted and what personnel will be involved. Supervisors are authorized to use whatever and whomever it takes to get the buses out on time. The Director will contact facilities as early as possible (usually the day before) for "early start".

LEAVING THE BUS: TAKE KEY

Should a driver, for whatever reason, have to leave the bus, (e.g., at a school or charter site) unless specifically instructed otherwise (e.g., temporary engine restarting problem), the driver must turn off the ignition and take the key. There must be no opportunity for unauthorized personnel to start or move the bus or use the bus radio.

LOST PARENTS/SP. ED.

Supervisors should document "lost parent" calls on the Daily Work Sheet in the Accident/Breakdown area.

DECORATIONS ON BUSES

When decorating the interior of your bus, for safety purposes, please do not decorate the windshield, windows and back glass. Also, please do not decorate with glass or metal ornaments, icicles, etc.

RADIOS

All bus radio transmitters are authorized and licensed by the Federal Communications Commission (FCC). You must comply with all FCC rules governing your radio service. Violation of radio procedures will result in disciplinary action.

OPERATING PROCEDURES

Power: Turn on and set volume before you leave the terminal (OFF-ON SWITCH). Allow 30 seconds for warm-up before transmitting.

Volume: Affects only your reception. It does not change the signal you transmit.

Microphone Button: When placing a call, pick up the microphone and press the microphone button. Wait one second before speaking. This turns on your transmitter and cuts off your receiver. You must release the button before you can receive. Just remember: PRESS TO TALK - LET UP TO LISTEN.

Transmitting: Speak clearly and use a normal tone of voice. All messages should be transmitted in as few words as possible. Identify yourself, "This is Bus Number ____". Use "10" numbers as often as possible.

Remember: Only one person can transmit at a time. Wait until all transmissions are cleared before replying or calling. The word "clear" indicates the end of a transmission.

RULES

1. Do not use radio for bus-to-bus communication.
2. Do not use the radio to discuss scheduling problems that should be handled when you return to the facility.
3. Do not use the radio to document times at stops or "no shows" unless a staff member has specifically asked for this communication.
4. All drivers should wear a watch daily and should avoid asking for a "time check".
5. Do not ask the staff to call the school to check on a student being at the school. You should ask before you leave the base if there is a question about a student.
6. Do not use profane or abusive language.
7. Do not use radio for personal messages.
8. Always keep your radio on when away from your terminal.
9. Communicate with your dispatcher only, unless special circumstances make that impossible:

Can't "get through," after hours, etc.

10. Always hang the radio microphone on the microphone hook. Do not hang the microphone from the mirror, sun visor, etc.

Remember, the radio is for communication that must be handled immediately (accidents, breakdowns, etc.), not for routine communications.

CLEARER RADIO COMMUNICATIONS

Sometimes, when giving directions or a child's name over the radio, it is hard to understand the speaker. Spelling out the address or name with the alphabet suffix listed below can help.

A - ADAM	H - HENRY	O - OCEAN	V - VICTOR
B - BOY	I - IDA	P - PAUL	W - WILLIAM
C - CHARLES	J - JOHN	Q - QUEEN	X - X-RAY
D - DAVID	K - KING	R - ROBERT	Y - YOUNG
E - EDWARD	L - LINCOLN	S - SAM	Z - ZEBRA
F - FRANK	M - MARY	T - TOM	
G - GEORGE	N - NORA	U - UNION	

NOTE: It is unacceptable to transmit other than "Transportation Business" on the radio. It is extremely disruptive to the other users to do otherwise. Any employee, whose unacceptable radio "performance" is documented, may be terminated immediately.

Occasionally we hear four or five buses call in the same accident or breakdown on another bus or private vehicle. Drivers should continually listen to the radio. By doing so, not only will a driver avoid an unnecessary, redundant radio call, but also the driver will have knowledge of a possible traffic congestion situation.

Occasionally, staff, a Shop Truck, Supervisor, etc. from a different terminal may need to contact you by radio. You may be asked about a lost child, traffic condition, etc. Please keep an "ear" open for those calls. The best method to do this is always listen for your bus number in radio calls as opposed to your Supervisor's call number or voice.

Before transmitting, make sure that the previous users of our radio system have completed their transmission. This avoids the unnecessary "walking on" of another's transmission.

Occasionally, we have a number of inappropriate and illegal radio transmissions. The Federal Communications Commission (FCC) licenses the Transportation Department to operate its radio system. The FCC disallows any and all types of curse words or obscene language in any language. Our failure to follow the FCC requirements could result in a fine to the Transportation Department or the loss of our license and the loss of our radio system.

Any Transportation Department employee who has knowledge of anyone violating the FCC rules should report that person immediately to their respective Supervisor.

EMERGENCY PROCEDURES

SERIOUS, LIFE-THREATENING INJURY

If one of your students is involved in a life-threatening or hazardous situation, use your radio or go to the nearest phone, call your Supervisor, and request an Emergency Medical Service unit. Examples of such an emergency are the following: a student stops breathing, a pregnant student begins delivery, etc. Do not return to the home or school for help in such emergencies.

Do not bring injured or ill students to any of the bases of operations. Drivers must head immediately to the school in the A.M., or home in the P.M., after contacting the Supervisor with a full description of the injury or illness.

If a student is injured on the bus, or if any incident occurs which may result in any injury (such as student falling, bumping head, etc.), the incident must be reported as soon as possible to transportation, the school and/or the parent(s).

Clearly state block or block number or house number. Remain at scene. Do not unload students. Notify Supervisor immediately if EMS is needed. Use the mike key properly.

MATERIAL SAFETY DATA SHEETS

Each supervisor maintains MSDS's for hazardous materials that are in use in the Transportation Department.

ACCIDENT PROCEDURES

Turn off ignition switch and remove keys. Set hand brake. Remain calm, and reassure students.

Account for all students as a check is made for injury of students. If students are injured, follow recommended first aid procedures.

Students should be kept on bus unless safety hazards warrant evacuation. Safety of students is highest priority. If evacuation is necessary, the recommended procedures for evacuation should be followed.

Notify your Supervisor as soon as possible, by radio if possible. **YOU MUST REMAIN AT THE SCENE OF THE ACCIDENT.** If your radio has been damaged in the accident, ask a passing motorist to assist you in notifying the Supervisor. If there are no passersby, send two reliable students to the nearest telephone.

The Supervisor should be told the exact location and cross street, bus number, names of injured students and whether you need fire department or ambulance. The Supervisor will call them for you and notify police. You need make only one call to the Supervisor.

NOTE: It is very important that the names of seriously injured students be given to the Supervisor in order that parents may be located to give permission for emergency hospital treatment.

The Supervisor will notify the police, sheriff or the DPS, will send a bus or ambulance if necessary, and will notify the principal of the schools involved.

If you have an emergency (breakdown or accident) after your facility has shut down for the evening or on the weekend, please follow these guidelines:

1. If you have a radio on your bus, attempt to contact any facility that may be operating.
2. If there is not a facility operating, attempt to contact police and appropriate transportation personnel by telephone.

Do not say anything to anyone except RISD personnel, the Rains Police Department, the local Police, Sheriff's Office, DPS, etc.

Protect the accident scene from further damage.

Check for fire or possibility of fire.

Activate emergency hazard flashers and place reflectors in designated locations. Place reflectors or flares as follows: One reflector approximately 10 feet behind the bus, a second reflector approximately 100 feet behind the bus, and a third reflector 100 feet in front of the bus.

Recruit adult assistants to flag approaching vehicles from all directions. Flagmen should take positions and operate approximately 100 running steps from the accident.

Headlight beams should be directed on vehicles involved in the accident, if the accident occurs at night.

Flagmen should attempt to avoid undue traffic congestion by directing traffic around the accident scene. In some cases it may be necessary to stop all traffic. If traffic is stopped, all drivers should be instructed to park at least 100 feet from the accident and instructed to remain in their cars unless asked to do otherwise.

Facts relating to the accident should be discussed only with investigating officers and school officials, no one else!

Drivers in an accident are required to give their names, addresses, driver's license numbers and vehicle information to others involved in the accident. If you become aware that the other driver is going to leave, try at least to jot down the license plate number of the other vehicle. The bus driver should also get names and addresses of witnesses to the accident. Also, get the name, address, telephone number and name of the insurance company of the other driver. Get the make, model and license number of the other vehicle. Note the time of the accident and the date and mark down any unusual weather or street conditions. This plus additional information will be asked for on the accident report.

Written Report: In addition to the immediate verbal report given to the Supervisor, drivers must submit to their Supervisor within 24 hours of the accident a written report discussing the details of the accident. Supervisors must check the accident reports of their drivers for completeness, particularly the narrative accident description.

Non-report of an accident, bus damage and/or citation received while driving an RISD school bus will result in disciplinary action.

As usual, the standard accident report should follow in the mail.

When possible, a radio bus should be sent to cover all Breakdowns/Accidents after 4:30 P.M. This will

be a great help for staff when dealing with worried parents.

Victims should be notified that in any accident the Rains Independent School District may not be negligent; therefore, may not be liable for any injuries or damages arising from the accident. If it is not liable, the District cannot use its public funds to pay for injuries, damages or medical treatment.

While RISD cannot pay damages when not liable, we would like to assist the victims in any way possible. If they have questions, have them contact the Transportation Department.

EMERGENCY PROCEDURES FOR MECHANICAL BREAKDOWN

If possible, move bus off roadway to prevent additional accident. Turn off ignition switch and remove key. Set hand brake.

Activate emergency hazard flashers, and place reflectors in recommended positions if conditions warrant.

Use radio if operating. If not, request two different passing motorists to notify your Supervisor. Give the bus location, suspected mechanical failure, number of children on the bus, number of children left to pick up or deliver, and schools served. The driver should provide the motorists with the proper number to call. The driver should remain with the bus.

If you have an emergency (breakdown or accident) after your base has shut down for the evening or on the weekend, please follow the accident guidelines.

Keep pupils on the bus in most cases. Pupil safety is the highest priority. Safety conditions may warrant evacuation of bus. If students are evacuated, the driver should give precise instructions as to where students should relocate and what they should do.

Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus.

Drivers of both buses will activate the alternating red flasher lights prior to transferring students from one bus to the other.

The driver of the disabled bus will open the door, get out of the bus and stand to the left of the door.

The driver of the relief bus will open the door, get out of the bus and stand to the right of the door of the relief bus.

The driver of the disabled bus will instruct pupils to change buses in an orderly manner staying in single file.

The alternating red flasher lights on each bus should be deactivated as soon as all students are on the relief bus.

After all pupils have been loaded on the relief bus, the regular driver should complete the route. The driver of the relief bus will assist in getting the loaded bus back on the roadway.

EMERGENCY STOPPING PROCEDURES

The following procedures are designed to help you understand the brake system on your vehicle. Emergency stopping procedures are included. If you do have a brake failure, only you will be able to judge the severity of the situation and only you will be able to bring your vehicle to a safe stop. Please keep in mind that speed, number of stops, vehicle load, weather and road conditions all have an effect on your vehicle's braking efficiency.

If you have requested preventive maintenance at the proper intervals, and if you always know the condition of your vehicle's brakes (air pressure, vacuum, brake pedal travel, etc.) you will probably never have to use emergency stopping procedures. However, if brake application pressure indicates more than 10 pounds per square inch of pressure lost after a single brake application, the brakes are slack and may require emergency stopping procedures.

REGULAR ROUTE SERVICE

UNLOADING AT A SCHOOL CAMPUS

BUSES SHALL NOT USE THEIR LOADING LIGHTS IN SCHOOL BUS LOADING ZONES WHEN LOADING OR UNLOADING STUDENTS.

After all pupils have moved at least 15 feet from the unloading area, check the area around the bus to see if it is clear. Then board bus, fasten seat belt, start engine, check the mirrors and, when safe to do so, move off to parking area or next campus.

UNLOADING AT PLACES OTHER THAN SCHOOL CAMPUS

When all pupils are at least 15 feet from the bus in all directions, close door, check mirrors and traffic, turn off alternating flashers, give left-turn signal and, when safe to do so, pull into the roadway and proceed.

REMEMBER:

1. Keep bus windows clean for good visibility.
2. Set the emergency brake at each stop for loading and unloading students.
3. Stop the engine when parked in the school loading zone (unless told otherwise by the respective Mechanic/Shop Foreman).
4. Slow down to a crawl in school loading zones.
5. Move the bus only after all students are at least fifteen feet from the bus in all directions.

ROUTE TIME SCHEDULES

Drivers must not vary more than five minutes from the time schedule under normal conditions, and must

NEVER be ahead of schedule. All time changes must be approved by the scheduling office.

Drivers should wait a minimum of 7 minutes after bell time at all schools before leaving in the P.M., unless otherwise instructed.

ROUTE CHANGES - Route/Trip Changes-Deletions

When the Supervisors send route changes, please notify your parents/students of those changes (pick-up time, bus/route, etc.).

The staff makes every effort to avoid canceling routes or removing trips from routes, but from time to time and with good reason they must do so. Please remember that we are in the service business and must be responsive to the needs of the schools, parents and students. The staff will make every fair and feasible effort to fill the time voids with new riders or new trips.

All route changes must come through the Supervisors. Facility personnel should not make route changes based on information from schools, parents or students.

Drivers are expected to drive their routes exactly as written. Suggestions for changes in routes must be submitted, in writing, using a Request for Route Change form, to the Supervisor who will forward them for computerization.

DRIVERS MAKING ANY UNAUTHORIZED ROUTE CHANGES EXCEPT UNDER ADVERSE CONDITIONS (E.G., EXTREMELY HAZARDOUS CROSSING) OR EXTENUATING CIRCUMSTANCES (E.G., DETOURS FOR ACCIDENTS OR CONSTRUCTION) WILL BE SUBJECT TO AN AUTOMATIC 1-DAY SUSPENSION WITHOUT PAY FOR THE FIRST INCIDENT WITH MORE STRINGENT PENALTIES FOR LATER OFFENSES.

Routes must be driven exactly as written, and time points must be followed. Two legal problems arise when this is not done.

1. Should a bus be involved in an accident while "off-route", legal actions could be brought against the Driver and the Department by other parties.
2. The District is partially reimbursed by the State of Texas for the route service we provide, and this reimbursement is based upon routes that we attest to as being driven as written. (To do otherwise is a violation of State Law).

Supervisors are asked to require Sub-Drivers to report those routes found to be driven "off-route". Those respective Drivers will be suspended accordingly.

If a principal asks you to make a stop that is not on your route, do so for that day. If the stop is needed on a continuing basis, ask the Principal to call Transportation. If a parent requests a change, refer them to Transportation also. You should also report any such requests or changes to your Supervisor as soon as you have completed your regular route.

DESIGNATED BUS STOPS

Except under emergency conditions, drivers should pick up or deliver students only at the students' designated stop area. Students who are not at their designated stop may result in loss of bus privileges.

Generally, students should be let off only at their regular stops. However, if you have a note from the parent, approved by the principal or designee, you may let off a regular rider at any designated stop, so long as it does not compromise student safety.

BAD WEATHER CONDITIONS

Under normal conditions, students are expected to be at the bus stop on time and should be there waiting for the bus when it arrives. However, during bad weather (when it is raining hard or is unusually cold) pupils are not expected to be waiting at the stop. If the regular riders are not at a stop during bad weather, you should wait a few moments at the stop, anticipating that the students are waiting in nearby houses and will come out when they see the bus. Under these conditions, it may be necessary to honk your horn. When taking students home, you may make more frequent stops during bad weather. Good judgment and common sense will be appreciated by students and parents.

POSSIBLE CHILD MOLESTERS AT BUS STOPS

If you see or hear of activity by a possible child molester at a bus stop, please contact the Transportation Department at the earliest possible time.

RIDER LISTS

The rider lists are for route documentation and are not to be used to determine who rides or who does not ride the bus. If a student is at an eligible stop, that student may ride the bus. Any problem with overloads should be reported immediately to the respective Supervisor.

ASSIGNED SEATS

Drivers are required to have all students assigned to a seat by the end of the second week of school. Assignments should be kept on the seat assignment form in the bus.

SPECIAL EDUCATION ROUTE SERVICE

Parents, drivers and monitors need to work together to make sure students get to and from their homes safely. Parents are responsible for seeing that students get to and from the bus, but in many instances they do not do so. As the school principals are responsible for the safety and transportation of their students, you, in effect, are working for them and should cooperate fully with their requests. You should not leave the bus when students are on board except under unusual circumstances and should never be out of sight of the bus.

WAITING TIME

When you stop to pick up your students, honk - wait about one minute - if no one appears, honk again. If someone appears and asks you to "wait a minute," use your own judgment as to how long you can wait without inconveniencing the other students on your route by running late. As a general rule, do not wait more than three minutes. If no one appears, document the time at the stop and proceed with the route. Do not radio the Supervisor of "no call-no show" students unless specifically asked to do so by staff.

NOBODY HOME (LOST PARENTS)

If no parent or other responsible adult is at the child's home or usual drop-off location, keep the child on board and wait a while. If no one shows up within a reasonable length of time, complete the route and then come back. If there's still nobody there who can take responsibility for the student, radio or

telephone your Supervisor for instructions.

Supervisors may sometimes have you bring the student to the facility and make them as comfortable as possible. The Supervisor may have you deliver the student, time permitting, to another location (a relative's house, for example). If no one has been located by 6:00 PM, the student(s) may be taken to Child Protective Services.

LOADING AND UNLOADING STUDENTS

It is a requirement of the Transportation Department that all Drivers and Monitors be on their respective buses when students are loading and unloading.

When loading or unloading Special Education students, the door of the bus must face the student's home or school. Special Education students must not cross the street when boarding or leaving the bus. Red loading flashers must be used when bus or van is loading or unloading on a city, county or state street, road or highway.

Red loading flashers do not have to be used when loading or unloading students on a school or home driveway or parking lot.

When waiting for a Special Education student to come out of his or her home, please do not open your door (turn on loading flashers) until the student actually comes out of the home. This will help reduce traffic problems.

NEVER LEAVE CHILDREN IN FRONT OF THEIR HOMES OR THE SCHOOL IF THERE IS ANY QUESTION OF THEIR ABILITY TO SAFELY ENTER THE BUILDING BY THEMSELVES.

If the child is unable to walk, transport him or her to and from the bus in a wheelchair whenever possible.

When lifting, bend your knees and lift with your legs, not with your back.

Seek assistance rather than risk injury to yourself or the child.

Do not allow students to operate the lift or ramp on wheelchair buses or to carry other students on or off the bus.

Someone should be at home to receive any child who is unable to care for him or herself.

ROUTE SCHEDULE/CHANGES

When you first get your route list from the Supervisor, plot your route on a map. Drivers are expected to pick up students in the order in which their names appear on the route sheet. Drive the route several times until you know it. When you are familiar with the route, time it. Then stop by each house and let them know what time they should expect you. You will be able to shorten your route by 20% - 30% when all your students know what time you will arrive each day. After you have driven a few weeks, you should be able to drive your route with less than five minutes variation in time.

When the Supervisors send route changes, the driver should notify parents and/or students, in writing, using the appropriate form to indicate pick-up time(s), bus #, driver and monitor names. Notes shall be given to parent(s) or left in mailboxes at new stops at least the day before the new schedule begins.

The Supervisors make every effort to avoid canceling routes or removing trips from routes, but from time to time and with good reason they must do so. Please remember that we are in the service business and must be responsive to the needs of the schools, parents and students. The Supervisors will make every fair and feasible effort to fill the time voids with new riders or new trips.

Drivers are expected to drive their routes exactly as written. Suggestions for changes in routes must be submitted, in writing, using a Request for Route Change form, to the Supervisor, who will forward them to the staff. Drivers making any unauthorized route changes except under adverse conditions (e.g., extremely hazardous crossing) or extenuating circumstances (e.g., detours for accidents or construction) will be subject to an automatic 1-day suspension without pay for the first incident with more stringent penalties for later offenses.

Any route change must be reported to the staff. If a parent requests a change of address, even if temporary, drivers should have them call the staff. Don't let any student off anywhere except at address on the route sheet or at school. State Law requires that a written release be obtained from the parent before a child is picked up or delivered at a different address. Give the permission note to the Supervisor as soon as you return from your route in case there are problems locating the student.

Don't change your route without good cause. Consistency and reliability are among the most important values you can offer. Inform the Supervisor in writing that you need to change your route. If the route is changed, notify the parents on your route that the pick-up or delivery time will change, and estimate how much. If you cannot reach the parents, leave a note at the residence or call them. Transportation has phone numbers of the students.

STUDENTS NOT RIDING

Drivers should inform their Supervisor when it comes to their attention that a student will be missing for several days. Students who do not ride for three or four consecutive days should be reported so that staff can check for long- or short-term address change, long-term illness or other conditions that a substitute driver might need to know. Drivers may choose not to go by the stop until notified by office.

Please immediately inform your respective Supervisor of any students who no longer ride your regular route.

WHEELCHAIR BUSES

The use of chairs or stools on wheelchair buses is prohibited. The monitor should sit in a bus seat equipped with a safety belt. Drivers and monitors must be certain that all students are either wearing safety belts or are strapped securely into their chairs or car seats. Car seats should be secured to the bus seats. Wheelchairs should be securely fastened to braces. All available safety devices should be used at all times.

MEDICATION FOR STUDENTS

Often parents have medication to send to the school. You should see that this has the student's name on it and that it gets to the teacher.

DO NOT let students carry their own medication.

DO NOT ever give a student any medication, even if the parents ask you to.

DO NOT allow one student to give another student any type of medication.

REVIEW REGULAR ROUTE SERVICE REGULATIONS

Many regular route regulations also apply to special education routes. Special education drivers are required to be familiar with all regular route service regulations.

SPECIAL ED ROUTES

All Drivers/monitors must check off names of all PM students when they board at school.

DO NOT COUNT HEADS. Check with the school for missing students before leaving.

BUS MONITORS

PRE-TRIP DUTIES

Monitors must assist the driver in pre-trip inspection of the bus. Upon boarding the bus, proceed to the rear of the bus while pushing back and forth on the seat backs. At the rear, open the emergency door, checking the amber warning lights, brake lights, back up lights and left turn signals. Close door and check that the wheelchair straps and lap belts are in proper position. (There must be a set on every bus). Fire blanket must be in its box. In going to the front, check seatbelts and make sure that seat cushions and any other special equipment are secured. Check the lift from the inside of the bus.

HOUSEKEEPING DUTIES

Monitors are required to perform the following duties as needed from the driver's seat to the back of the bus:

1. Sweep
2. Wipe windows
3. Wipe seats including car and booster seats
4. Share emptying trash with the driver

ROUTE RESPONSIBILITIES - LOADING STUDENTS

AMBULATORY STUDENTS

Assist ambulatory students in boarding the bus. Greet students and parents outside of the bus door. Stay at the curb. DO NOT go on the property to get the student without your supervisor's prior approval. Let the student accomplish as much as their abilities will allow (example: let them hold the handrail and enter the bus).

Enter the bus behind the student. Be prepared to block the student in case they should trip or fall. Follow the student to their assigned seat. Make sure the student's seat belt is securely fastened. (Let them do this themselves, if possible).

WHEELCHAIR STUDENTS

Assist wheelchair students in boarding the bus. The driver will secure the bus and go outside to open the lift door. The monitor will go to the lift area inside the bus to receive the student. When the wheelchair

has been raised to floor level, the driver or student will release the wheelchair brakes to allow the monitor to pull the wheelchair inside the bus. Place the student between the proper floor securement devices and set the brakes of the wheelchair. Attach and secure the front wheelchair securement straps. Secure the rear wheelchair securement straps making sure to tighten the straps to prevent wheelchair movement. Do not cross the straps behind the wheelchair unless specifically authorized by your supervisor. Check the wheelchair securement by trying to move the chair. Lap belt must be used. If the bus is equipped for shoulder straps they must be in place and secured properly. Sit as close to the wheelchair as possible during the trip.

If a wheelchair student is transported in a regular seat on the bus, let the school personnel place the student in their seat.

MAINTAINING STUDENT MANAGEMENT

Monitors should position themselves on the bus in such a manner as to affect the maximum efficiency as it relates to student control and conduct.

Sit with the student that needs attention.

Give verbal instructions on correct behavior. Know what medications they are taking which may affect their behavior. Communicate with the parents and school personnel concerning any changes in a student's behavior. Also, let the transportation office know of any behavior changes immediately. Make sure every student has an individual student management program, designated by the parents or the school, so that monitors will be prepared to control any behavior problems.

Be firm, fair, and consistent. Do not show favoritism among your students.

ROUTE RESPONSIBILITIES - UNLOADING STUDENTS

ASSISTING AMBULATORY STUDENTS

- Depart the bus first.
- Remind the student to hold the handrail and watch their step.
- Check for articles left on the bus.
- Check seats for damage.

Check for sleeping students at the end of the route.

ASSISTING WHEELCHAIR STUDENTS

After the driver has stopped the bus and set the emergency brake, go to the wheelchair. Remove the securement straps and release the wheelchair brakes. When the lift is level with the bus floor, push the wheelchair onto the lift. The driver or student will lock the wheelchair brakes on the lift. Watch the student on the lift. Return to the wheelchair area and secure securement straps so that no one trips on them.

ASSISTING NON-AMBULATORY STUDENTS NOT IN A WHEELCHAIR

Release the student from the seatbelt or car seat. If the student is too heavy for you to lift, have the parent or school staff come on the bus and remove the student from the seat. Go down the stairwell in front of them in case of a fall.

POST-TRIP DUTIES

1. Return seatbelts to their normal position.
2. Close bus windows.
3. Pick up any items left on the bus.
4. Assist the driver in post-tripping the bus.
5. Take care of any housekeeping duties.

EMERGENCY PROCEDURES AND EQUIPMENT

Know evacuation plans. If you are a substitute on a different bus, discuss the evacuation plan for each run with the driver. Know where all emergency equipment is located, including:

1. Seatbelt cutter
2. Fire blanket
3. First Aid Kit
4. Fire Extinguisher
5. Emergency Triangles
6. Rubber Gloves
7. Body Fluid Kit
8. Location and operation of the engine kill switch, emergency/parking brake and radio.

TEAM WORK-SHARED RESPONSIBILITIES

Check with the driver on the operation of the individual bus.

Be cooperative with each other.

Express genuine concern for the students.

Refer to students by their names as quickly as possible.

Go over the bus rules and what is expected from the students as soon as possible.

HEAD START *HSPPS 1303.72*

SAFETY

- (1) Each child is seated in a **child restraint system** appropriate to the child's age, height, and weight;
- (2) Baggage and other items transported in the passenger compartment are properly stored and secured, and the aisles remain clear and the doors and emergency exits remain unobstructed at all times;
- (3) Up-to-date child rosters and lists of the adults each child is authorized to be released to, including alternates in case of emergency, are maintained and no child is left behind, either at the classroom or

on the vehicle at the end of the route; and,

(4) With the exception of [transportation services](#) to children served under a home-based option, there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary.

DRIVER QUALIFICATIONS

Ensure drivers, at a minimum:

(1) Have a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the driver will operating; and,

(2) Meet any physical, mental, and other requirements as necessary to perform job-related functions with any necessary reasonable accommodations.

DRIVER APPLICATION REVIEW

In addition to the applicant review process prescribed by HSPPS [1302.90\(b\)](#) ensure the applicant review process for drivers includes:

(1) [Disclosure](#) by the applicant of all moving traffic violations, regardless of penalty;

(2) A check of the applicant's driving record through the appropriate state agency, including a check of the applicant's record through the [National Driver Register](#), if available;

(3) A check that drivers qualify under the applicable driver training requirements in the state or tribal jurisdiction; and,

(4) After a conditional employment offer to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.

DRIVER TRAINING

(1) Ensure any person employed as a driver receives training prior to transporting any enrolled child and receives refresher training each year.

(2) Training to include:

(i) Classroom instruction and behind-the-wheel instruction sufficient to enable the driver to operate the vehicle in a safe and efficient manner, to safely run a [fixed route](#), to administer basic first aid in case of injury, and to handle emergency situations, including vehicle evacuation, operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints, conduct routine maintenance and safety checks of the vehicle, and maintain accurate records as necessary; and,

(ii) Instruction on the topics listed as required by HSPPS [1303.75](#) related to transportation services for children with disabilities.

(3) Ensure the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance.

BUS MONITOR TRAINING

Train each bus monitor before the monitor begins work, on child boarding and exiting procedures, how

to use child restraint systems, completing any required paperwork, how to respond to emergencies and emergency evacuation procedures, how to use special equipment, child pick-up and release procedures, how to conduct and pre- and post-trip vehicle checks. Bus monitors are also subject to staff safety training requirements in HSPPS 1302.47(b)(4) including Cardio Pulmonary Resuscitation (CPR) and first aid.

FIELD TRIPS

Transportation staff will take the information for the field trip request from the school or sponsor, prepare field trip information and post it for employee review. Take-and-return trips will be considered when possible in the District and surrounding area. Employees may bid for any portion of the take-and-return trip that does not conflict with their route time.

The posting of assignments will be done **once** a week for the next week for most trips.

The field trips will be posted from Monday AM until Wednesday at 10:00 AM.

Employees may request on any field trip of their choice provided it does not violate the overtime cap and is outside of normal route time unless noted elsewhere. *Total hours for figuring the overtime cap are based on regularly scheduled route hours, (regardless of absences), plus any extra work or field trips.* (Note: No caps apply for out-of-town overnight trips; however, the overtime cap applies to out-of-town one day trip. Overnight trips are defined by the need for hotel accommodations.

Employees should be notified of their field trip assignments at least two working days prior to the trip. Field trips awarded to employees cannot conflict with each other.

Field trips will be posted at the designated facility. If the trips do not receive volunteers for the trip, they will return to the Supervisor. Staff will assign them with an emphasis on controlling overtime. Persons rejecting a trip will be skipped on the next rotation.

If a driver is absent the route before a field trip, the Supervisor will reassign the field trip.

CHECK OF FIELD TRIP BOARDS

Transportation staff must check the field trip boards weekly to see that they are up-to-date and properly posted.

ELIGIBILITY FOR FIELD TRIPS

A driver or monitor will be suspended from, Additional Duties, or Auxiliary Duties for 20 consecutive calendar days from date of:

1. A counseling report for attendance.
2. A written reprimand for disciplinary action due to progressive discipline.
3. Operating a school bus without mandated credentials.
4. Receiving a ticket in a school bus which generates a mandatory court appearance.
5. Having a preventable accident causing injury(ies) and/or large monetary damages (minimum total damage of approximately \$2,500).

Note: Christmas, Spring Break, and summer days will be skipped and not counted for the 20-day period. A driver will also not be eligible for additional assignments should his or her certification or physical expire.

Staff is allowed on trips that involve their immediate family (defined as: children, grandchildren, and spouses) at both facilities with supervisor approval, provided all.

No weekend trips are allowed for staff with the exception of "take and returns". Staff is also limited to 3 trips per school year.

Staff may be assigned field trips or parts of trips in the best interest of the department.

FIELD TRIP PAY TIME

All field trips will be paid actual work time. No field trip actual work time will be paid to any employee who is already "on-the-clock" at the time of the field trip. A field trip that is cancelled prior to the employee signing in for the trip will not generate additional pay. A field trip cancelled after the employee has signed in will generate a 2 hour guarantee or time worked, whichever is greater. If a cancelled field trip is rescheduled, the original driver will be given the option of taking the trip or getting points returned. All overtime guidelines will apply.

Overnight-Out-of-Town Field trips are paid from 8:00 AM until 5:00 PM with an hour deducted for lunch. Drivers will also be paid for any time "in service" outside this schedule. This time must be documented on a time sheet and approved by the sponsor. Drivers must expect to pay for their meals, and turn in receipts in order to obtain reimbursement according to district policy.

Employees are responsible for properly completing all field trip paperwork. If paperwork is not completed and turned in to staff the day of the trip, accurate pay for the trip may not occur until the following pay period.

FIELD TRIP RESPONSIBILITIES

Problems that occur on field trips, such as becoming lost due to poor planning, will be considered as unsatisfactory performance and documented through due process.

Unless directed otherwise, an employee accepting a field trip must remain in the area of the destination and be available for an emergency or a change in plans. If a number of buses are at the same location, more latitude is allowed provided the buses are continuously available for use. If the destination must be left due to parking restriction, the driver must remain in contact with the sponsor or transportation Supervisor by phone or radio.

FIELD TRIP EMPLOYEE'S RADIO/ELECTRONIC DEVICES

Field trip employees who wish to use their radio/electronic devices must receive permission of the sponsor, who may also regulate choice of station and music.

FIELD TRIP DISTRIBUTION

Field trips will be distributed to the facilities as evenly as possible using driver, vehicle and school logistics as determinants.

SCHOOL AND DESTINATION

Review pick-up location (school, parking lot, football field, etc.) and destination (school, park, Capitol, etc.). Field trip convoys require that everyone take the same path and stay generally together. The driver of the lead bus will meet with the sponsor to confirm the path prior to the bus leaving the pick-up area and relay the information to all in the group.

PICK-UP TIME

Driver should arrive at school at least five minutes before pick-up time.

SPECIAL INSTRUCTIONS

Driver should be aware of any special instructions given on the field trip sheet (take home after game, park on East parking lot, total buses for field trip, one-way/round trip, etc.).

DRIVER TIME ON/OFF

Driver time on will be no more than 30 minutes before school pick-up time unless approved by staff and time off will be the arrival time at the facility or time at which the driver completes post-trip cleaning of the bus after arrival at the facility. Exceptions are those field trips that tie in with either an AM or PM run. All field trips will carry actual pay time.

TRIP SUMMARY

Record all movements of the bus by recording destinations, mileage, and arrival times and leave times. Please include all field trip movements to park at a different place or for going to get food, etc. Always keep in mind the fact that schools are charged from this information, and it must be extremely accurate.

FIELD TRIP DRIVER COMMENTS

Drivers are requested to write on the back of the field trip slips any comments concerning problems encountered during the field trip (uncooperative sponsors, rowdy students, etc.).

CLEAN BUS

Sweep interior of bus and wash outside if necessary.

SERVICE BUS (OIL, FUEL, WATER, ETC. AND INSPECTION)

Service bus so that you will have plenty of fuel for the entire field trip. Inspect the bus; check mechanical condition by looking at and listening to the bus. Report any malfunction and request a different bus from the dispatcher if necessary.

EMERGENCY EQUIPMENT INSPECTION

Make sure you have a fully charged fire extinguisher, a full first aid kit and three reflectors or flares.

SHOP INSPECTION, CREDIT CARD, GATE KEY

On out-of-town field trips, the Supervisor must ask the shop to inspect your bus (by vehicle maintenance request) to reduce the chance of a malfunction on the highway. This is not in lieu of driver's inspection.

COMMUNICATIONS WITH FIELD TRIP SPONSOR AND SUPERVISOR

ARRIVAL AT SCHOOL

Notify principal's office of your presence. Be courteous to the boarding passengers. If you arrive at your pick-up destination and find no one to pick up, locate someone in charge such as the principal, sponsor, coach, etc. Report situation to and await instructions from Supervisor before leaving pick-up area.

AFTER TRIP

Be sure to have the sponsor sign the field trip slip and thank your passengers for riding.

EMERGENCY PROCEDURES

BREAKDOWNS

Follow the standard breakdown procedure for in-district trips.

On out-of-district trips, protect your passengers and bus with reflectors or flares and ask a passing motorist to summon help.

If the problem is serious, call your Supervisor collect or, if after hours, call the Director, Assistant Director, or Mechanic/Shop Foreman for assistance.

ACCIDENTS

Follow the standard accident procedures for in-district trips.

On out-of-district trips, protect your passengers and bus with reflectors and flares after you have examined your passengers for injuries. Flag down a passing motorist and ask him or her to summon aid of the DPS, sheriff, or city police. Follow the standard procedure of accident investigation at the scene. If anyone is injured, report this to the Director immediately after the investigation. If the bus is damaged and you need another bus, call your Supervisor or, if after hours, call collect the Director, Assistant Director, or staff member.

BASIC TROUBLE SHOOTING ON A SCHOOL BUS

Visit with the mechanic/shop foreman concerning what you might be able to do on the road to counteract such problems as down-outs, loose ignition wires, water in the air tank, blown fuses, etc. These procedures may help you proceed into town where a service station can complete the repair.

SHOP PROCEDURES

SAFETY HAZARD REPORTING

Shop personnel should report to their supervisor any potential or actual safety hazards in the shop area.

AUTHORIZED PERSONNEL

Only authorized personnel are allowed in the shop area.

Other personnel are allowed in shop offices; however, this is not a lounge.

FLOOR

All spills should be cleaned as quickly as possible.

RAGS

To avoid spontaneous combustion, greasy or wet rags should not be allowed to accumulate in containers or lockers without proper ventilation.

FUEL SPILLS

Fuel and/or fluid spills in the parking lot must be dealt with immediately.

DRIVING

Shop staff is to meet all requirements of a certified bus driver. It is the individual's responsibility to keep all requirements current and active.

Supervisors and/or shop supervisors will determine which mechanics drive, in accordance with the substitute schedule.

TOOLS AND EQUIPMENT

Shop tools and equipment should be cleaned and put away after each use or at the end of each shift. Reasonable care should be practiced when using any tool. Broken or unsafe tools or equipment should be reported to supervisors. Shop tools are for District use only.

Mechanics shall maintain a full set of hand tools. Mechanics should put personal tools and equipment away after each shift to prevent loss or theft.

WORK ORDERS

Work orders must be filled out completely by each mechanic as soon as the work is done. All work orders will be reviewed by the supervisors and forwarded to the office.

Supervisors will reference work times against expected (flat rate) times along with performance data and forward to the shop foreman. Performance compared with known flat rate will be considered for mechanics. Quality of work will also be considered in overall performance.

Quantity performance will be measured with the following percentage of work to time available scale:

- ◆ 90% and up exemplary
- ◆ 80% to 90% optimum
- ◆ 70% to 80% expected
- ◆ 60% to 70% below expectations
- ◆ 50% to 60% improvement required
- ◆ 50% and less unacceptable

Performance reports will be printed on request.

It is the mechanic's responsibility to record all time not logged on a work order.

REPAIR REQUESTS

DRIVERS

1. Complete all 4 parts of form completely, including mileage.
2. Distribute copies to mechanic.
3. Dispatcher will return a copy to you. If you have not gotten a response in 3 working days, notify your Multi-Route Specialist. **DO NOT GO TO MECHANIC/SHOP FOREMAN.**

SUPERVISOR

1. Check for completeness of work order.
2. Return a copy to driver.
3. Give other copies to Shop Supervisor.

NOTE: If work order is not complete (including mileage), return it to driver for completion.

MECHANIC/SHOP FOREMAN

1. Receive work order from Dispatcher.
2. Distribute copies to mechanic.
3. After work is complete, Shop Foreman will review for completeness and sign.
4. File copies at the respective facility.
5. Key work orders into computer daily.
6. Maintain a file copy of each work order by the date and the driver who wrote the work order.
7. Send current bus file on out-of-town special trip buses.

PREVENTATIVE MAINTENANCE REQUESTS

Drivers are responsible for submitting written repair requests; however, mechanics should strive to find and repair as many problems as possible during routine P.M.'s.

P.M.'s. should be done no later than 500 miles past due and no earlier than 500 miles before due.

Buses will be rendered inoperable at 501 miles past due.

Mechanics should strive to address each written request within 1 week of generation date. Severity of complaint will determine the order with which it is addressed.

MOTOR VEHICLE PENALTY POINTS CITATIONS

TABLE I: One (1) Point Assessments

1. Brakes Not on All Wheels When Required
2. Carry Passenger Without Helmet
3. Clearance Lamps Improperly Mounted
4. Clearance Lights Not Visible Sufficient Distance
5. Defective Brakes
 - a. Defective Equip/Inability to Control Vehicle
 - b. Defective Equipment Condition
6. Defective Head Lamps
7. Defective Parking Lamps

8. Defective Safety Glazing Material
9. Defective Stop Lamps
10. Defective Tail Lamps
11. Defective Turn Signal Lamps
12. Defective Windshield Wiper
13. Driving Safety Course Sec 143 (A)(1)
14. Driving Safety Course Sec 143 (A)(2)
15. Hazard Material Placard Violation
16. Head Lamps Glaring, Not Adjusted
17. ID Lamps Not Visible Sufficient Distance
18. Improper Flashing Lights
19. Improper Use of Backup Lamp
20. Improperly Directed Lamps
21. Mirror Violation
22. More Than 4 Driving Lamps Lighted
23. Muffler Violation
24. MVI Inspection Violation
25. No Auto Brake Appl on Breakaway Trailers
26. No Beam Indicator
27. No Clearance Lamps
28. No Fire Extinguisher
29. No Front Seat Belts When Required
30. No Head Lamps - When Not Equipped
31. No License Plate Light
32. No Motorcycle Endorsement
33. No Mud flaps or Improper Mud flaps
34. No Multiple-Beam Road lighting Equipment
35. No Parking Lamps
36. No Reflectors When Required
37. No Stop Lamps
38. No Tail Lamps
39. No Turn Signal Lamps - When Required
40. No White Flag On Tow Chain
41. No Windshield Wiper or Cable
42. None or Defective Parking Brakes
 - a. Operating with Defective Brakes
 - b. Operating with Defective Exhaust System
 - c. Operating with Defective Headlights
 - d. Operating with Defective Tires
43. Pull More Than One Trailer or Vehicle

44. Red Light on Front
45. Reflectors Improperly Mounted
46. Reflectors Not Visible Sufficient Distance
47. Side Marker Lamps Not Visible Sufficient Distance
48. Slow Moving Vehicle Emblem Violation
49. Tail Lamp Improperly Located
50. Television Improper Located in Vehicle
51. Too Many Auxiliary Driving Lamps
52. Too Many Auxiliary Passing Lamps
53. Too Many Fog Lamps
54. Too Many Spot Lamps
55. Unauthorized Glass Coating Material
56. Unauthorized Use Of Siren, Bell, Whistle
57. Warning Devices Not installed or Defective
58. Wrong Color Backup Light
59. Wrong Color Clearance Lights
60. Wrong Color ID Lamp
61. Wrong Color License Plate Light
62. Wrong Color Reflectors
63. Wrong Color Side Marker
64. Wrong Color Signal Device
65. Wrong Color Stoplight

TABLE II ACCIDENTS: Two (2) Point Accident Assessments

1. Acc-Condition
2. Acc-No Indication of Fault
3. Acc-Viol MV Law No Damage Person/Prop
4. Acc-Viol MV Law Result in Bodily Injury
5. Acc-Viol MV Law Result in Prop Damage
6. Accident
7. Accident Fatal
8. Accident Incapacitating Injury
9. ACC-Non-Incapacitating Injury
10. Accident Possible Injury
11. Accident Non-Injury
12. Fatality Condition

13. Viol MV Law Result in Death of Another

TABLE III CITATIONS: Three (3) Point Assessments

1. Bus Failed To Stop At RR Crossing
2. Bus Shifting Gears While Crossing RR Tracks
3. Careless Driving
4. Changed Lane When Unsafe
5. Child (4-14) Not Secured by Seat Belt
6. Coast/Operate with Gears Disengaged
7. Coasting
8. Consume Alcohol While Driving
9. Contest Racing on Public Trafficway
10. Cross RR With Heavy Equipment Without Notice
11. Cross RR With Heavy Equipment Without Stop/Safety
12. Crossing Physical Barrier
13. Cut Across Driveway to Make Turn
14. Cut Corner Left Turn
15. Cut In After Passing
16. Department Suspension B/BTR
17. Did Not Use Designated Lane or Direction
18. Disregard Police Officer
19. Disregarded Flashing Red Signal
20. Disregarded Flashing Yellow Signal
21. Disregarded Lane Control Signal
22. Disregarded No Lane Change Sign
23. Disregarded No Passing Zone
24. Disregarded RR Crossing Gate or Flagman
25. Disregarded Signal At RR Crossing
26. Disregarded Traffic Control Device
27. Disregarded Turn Marks At Intersection
28. Disregarded Warning Sign At Construction
29. Drawbar Over 15 Feet
30. Drive Wrong Direction/Rotary Intersection
31. Driver Open Door In Moving Traffic
32. Driving on Shoulder/Ditch/Sidewalk
33. Driving on Wrong Side of Road
34. Driving Too Fast For Conditions
35. Driving Wrong Way on One-Way Street
36. Drove Center Lane - Not Pass or Left Turn

37. Drove On Sidewalk
38. Drove On Streetcar Tracks Where Prohibited
39. Drove On Wrong Side - Divided Highway
40. Drove Onto Controlled Access Hwy Where Prohibited
41. Drove Through Safety Zone
42. Drove To Left of Rotary Traffic Island
43. Drove Without Lights When Required
44. Drove Wrong Way In Designated Lane
45. Drove Wrong Way On One-Way Roadway
46. DWLS/SR
47. Endanger Persons/Prop While Operate MV
48. Endorsement violation--CMV
49. Equipment Misuse Condition
50. Equipment Regulation Condition
51. Evade Arrest By Extinguishing Lights
52. Evade Arrest By Fleeing the Scene
53. Excessive Acceleration
54. Excessive Speeding - 15 mph or Over - CMV
55. Fail Comply Req Striking Unattended Vehicle
56. Fail Comply Striking Fixtures On Highway
57. Fail Stop Proper Place - Flash Red Signal
58. Fail to Cancel Signal After Maneuver Made
59. Fail To Control Speed
60. Fail to Follow Instructions of Police
61. Fail to Obey Traffic Sign/Cntrl Device
62. Fail to Observe Safety Zone
63. Fail to Observe Warnings on Vehicle
64. Fail to Signal Direction/Reduce Speed
65. Fail to Stop from Alley, Driveway or Bldg
66. Fail To Stop - Designated Point-Stop Sign
67. Fail To Stop - Designated Point-Yield Sign
68. Fail To Stop Proper Place - Not Intersect
69. Fail To Stop Proper Place - Traffic Light
70. Fail to Use Care/Caution Operating a MV
71. Fail To Yield When Changing Lanes
72. Failed To Dim Headlights - Following
73. Failed To Dim Headlights - Meeting
74. Failed To Drive in Single Lane
75. Failed To Give One-Half of Roadway
76. Failed To Give Way When Overtaken

77. Failed To Keep To Right Of Mountain Road
78. Failed To Pass Met Vehicle To Right
79. Failed To Signal - For Stop
80. Failed To Signal Distance Before Turn
81. Failed To Signal Turn
82. Failed To Sound Horn - Mountain Road
83. Failed To Stop At Marked RR Crossing
84. Failed To Stop For Approaching Train
85. Failed To Stop For School Bus
86. Failed To Stop For Streetcar
87. Failed To Use Due Care For Pedestrians
88. Failed To Use Proper Headlight Beam
89. Failed To Yield At Stop Intersection
90. Failed To Yield At Yield Intersection
91. Failed To Yield Right Of Way
92. Failed To Yield Right Of Way - On Green Light
93. Failed To Yield Right Of Way - Turn Left
94. Failed To Yield Right Of Way At Open Intersection
95. Failed To Yield Right Of Way For Blind or Incapacitated Person
96. Failed To Yield Right Of Way Leaving Private Drive, Alley, etc.
97. Failed To Yield Right Of Way On Left At Obstruction
98. Failed To Yield Right Of Way To Emergency Vehicle
99. Failed To Yield Right Of Way To Pedestrian At Signal Intersection
100. Failed To Yield Right Of Way To Pedestrian In Crosswalk - No Signals
101. Failed To Yield Right Of Way To Pedestrian On Sidewalk
102. Failure to Dim Lights as Required
103. Failure to Keep in Proper Lane
104. Failure to Signal Intention to Pass
105. Failure to Yield to Overtaking Vehicle
106. Felony Condition
107. Following too Closely
108. Following too Closely - CMV
109. FSRA/Accident Result Property Damage Only
110. FTY to School Bus
111. FTYROW Emergency/Other Authorized Vehicle
112. FTYROW Ped/Animal Drawn Veh
113. FTYROW Required at Unsigned Intersection
114. FTYROW Yield/Stop/Enter from PVT Drive
115. Failed To Yield Turn Right On Red Signal
116. Fleeing From Police Officer

117. Following Too Closely
118. Give Wrong Signal
119. Heavy Equip Disregarded Signal Of Train
120. Hit and Run Condition
121. Illegal Backing
122. Illegal Load Extension
123. Illegal Pass On Right
124. Illegally Passed Streetcar
125. Impeding Traffic
126. Improper Backing
127. Improper Entrance to/Exit from Trafficway
128. Improper Follow Condition
129. Improper Lane Changes - CMV
130. Improper Lane Changing
131. Improper Lane Condition
132. Improper Lookout
133. Improper Passing
134. Improper Start from a Parked Position
135. Improper Turn
136. Improper Turn Or Stop Signal
137. Improper Use Of Auxiliary Driving Lamps
138. Improper Use Of Fog Lamps
139. Improper Use Of Spot Lamps
140. Increased Speed While Being Overtaken
141. Interfere With Funeral Procession
142. Interfere With Streetcar
143. Lack Of Caution On Green Arrow Signal
144. Leaving Scene Before Police Arrive
145. Leaving Scene Of Accident
146. Made U-Turn On Curve Or Hill
147. Make Improper Turn
148. Make Left Turn From Right Turn Lane
149. Make Right Turn From Left Turn lane
150. Miscellaneous Condition
151. Negligent Collision
152. No Flags On Projecting Load Daytime
153. No Lamps Or Reflectors On Load At Night
154. No Seat Belt - Driver
155. No Seat Belt - Passenger
156. Obstructed View Through Windshield

157. Obstructing Traffic
158. Open Door While Vehicle is in Motion
159. Operate at Erratic Changing Speeds
160. Operate Contrary to Cond Specified on D
161. Operate Motorcycle Without Approved Headgear
162. Operate MV Without Appropriate DL
163. Operating Vehicle With Child In Open Bed
164. Operate/Use Vehicle Without Consent of Owner
165. Operating Vehicle Where Prohibited
166. Operating Without Equip Required by Law
167. Overload Vehicle with Passengers or Cargo
168. Parked Double
169. Parked Fail To Stop Engine
170. Parked On Crosswalk
171. Parked On Grade - Failed To Turn Wheels
172. Parked Upon A Bridge Or In Tunnel
173. Parked With Head Lamps Not Dimmed
174. Parked Within An Intersection
175. Parked Without Lights
176. Parking On Roadway
177. Passed - Insufficient Clearance
178. Passed Vehicle Stopped For Pedestrian
179. Passenger/Load Obstruct View Of Driver
180. Passing - Insufficient Distance/Vision
181. Passing Barrier Prohibiting Traffic
182. Passing Condition
183. Passing on the Wrong Side
184. Passing School Bus Unlawfully
185. Passing Where Prohibited
186. Probation BBTR
187. Prohibited Mtr Veh On Control Access Hwy
188. Racing
189. Ran Off Road
190. Ran Red Light
191. Ran Stop Sign
192. Reckless - Careless - Negligent Condition
193. Reckless Driving
194. Reckless Driving - CMV
195. Restriction Violation - CMV
196. Right of Way Condition

197. Sex Offense in a Motor Vehicle
198. Signal Intent Condition
199. Signs/Control Device Condition
200. Slower Vehicle Failed To Keep To Right
201. Speed Less Than Posted Minimum
202. Speed - 15 MPH or More Over Posted Limit
203. Speed Under Minimum
204. Speeding
205. Speeding Condition
206. Speed in Excess of Posted Maximum
207. Tamper/Illegal Display Traffic Control Device
208. Too Many Riders on Motorcycle
209. Towing or Pushing Vehicle Improperly
210. Transport Hazmat Without Precautions
211. Truck Fail to Leave Sufficient Distance
212. Turn Condition
213. Turned Across Dividing Section
214. Turned Left From Wrong Lane
215. Turned Right From Wrong Lane
216. Turned Right Too Wide
217. Turned When Unsafe
218. Unrestrained Child Under Four
219. Unrestrained Child Under Two
220. Unsafe Operation of Vehicle
221. Unsafe Speed
222. Unsafe Start
223. Use MV as Device to Commit a Felony
224. Use MV for Illegal Activity / No Felony
225. Use MV in Connection with a Felony
226. Use MV to Aid and Abet a Felon
227. Use of Equipment Prohibited by Law
228. Veh Haul Expl Fail Reduce Speed RR Crossing
229. Veh Haul Expl Fail Stop At RR Crossing
230. Viol in Connection w/ Fatal Accident - CMV
231. Violate DL Restriction
232. Violate DL Restriction On Occupational License
233. Violation of Restriction Condition
234. Warning Devices Not Displayed
235. Willful/Wanton Disregard - CMV
236. Wrong Side Of Road

- 237. Wrong Side Road - No Passing Zone
- 238. Wrong Way / Side / Direction Condition

TABLE IV: Ten (10) Point Assessments

- 1. Aggravated Assault With Motor Vehicle
- 2. Alcohol Beverage Code Offense
- 3. Controlled Substance Act Offense
- 4. Criminal Negligent Homicide
- 5. Dangerous Drug Act Offense
- 6. Disqualified-BBUTR -CMV
- 7. Disqualified-BBUTR - CMV - Hazmat
- 8. Drive While License Suspended
- 9. Driver Under Influence - Alcohol - CMV
- 10. Driving After License Denied
- 11. Driving Under Influence
- 12. Driving Under Influence Of Drugs -CMV
- 13. Driving Under Influence Of Drugs
- 14. Driving While Impaired
- 15. Driving While Intoxicated
- 16. Driving While Intoxicated-Probated
- 17. Driving While Intoxicated-SEC 24 (a-1)(1)
- 18. Driving While License Disqualified- Commercial Motor Vehicle
- 19. Driving While Revoked
- 20. Driving While Suspended
- 21. Drug Offense Sec 24B
- 22. DUI - Medication / Non-controlled Substance
- 23. DWI Condition
- 24. DWI - Bond Forfeiture
- 25. DWI / Alcohol Narc or Pathogenic Drugs
- 26. Driving While License Suspended--Bond Forfeiture
- 27. Failure To Stop And Render Aid
- 28. Felony-Use Of Commercial Motor Vehicle
- 29. Felony-Use Of Commercial Motor Vehicle-Controlled Substance
- 30. Felony-Use Of Commercial Motor Vehicle
- 31. Felony-Use Of Commercial Motor Vehicle-Controlled Substance
- 32. FSRA / Accident Result in Bodily Injury
- 33. Illegal Possession Alcohol / Drugs in MV
- 34. Involuntary Manslaughter
- 35. Leaving the Scene - CMV
- 36. Murder With Motor Vehicle
- 37. Probation-Alcohol .04 Or More-Commercial Motor Vehicle
- 38. Probation-Alcohol .04 Or More-Commercial Motor Vehicle-Hazmat
- 39. Probation-Blood/Breath/Urine Test Refusal-Commercial Motor Vehicle
- 40. Probation-Blood/Breath/Urine Test Refusal-Commercial Motor Vehicle Hazmat
- 41. Refuse Test for Alcohol - DWI
- 42. Volatile Chemical Act Offense

TABLE V: Ten (10) Point Assessments**Assess 10 Penalty Points per Administrative License Revocation (ALR)****Suspension/Disqualification Only if the Violation Occurs on or After Oct. 7, 1996.**

Administrative Per Se

1. ALR CMV Disqualification - .04 or more
2. ALR CMV Disqualification - .04 or more - Hazmat
3. ALR CMV Disqualification - Refusal
4. ALR CMV Disqualification - Refusal - Hazmat
5. ALR Suspension - Failure
6. ALR Suspension - Refusal
7. Disqualified - Alcohol .04 or More - CMV
8. Disqualified - Alcohol .04 or More - CMV - Hazmat
9. Disqualified - Refuse Alcohol Test - CMV
10. Disqualified - Refuse Alcohol Test - CMV - Hazmat
11. ANSI out of state violations

CLASSES OF PREVENTABLE ACCIDENTS

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

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

1. Backing Accidents:

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

2. Intersection Accidents:

Intersections are dangerous locations because a lot of complex traffic movement is crowded into a small area. Safe passage requires exceptional driving caution. Thorough investigation usually shows that intersection accidents can be prevented. You cannot depend on the other driver to observe the common courtesy and traffic regulations that would overcome the hazards of intersecting lines of traffic. Some drivers violate both the rules of common courtesy and traffic regulations. Right-of-way - even when reinforced by stop signs or signals - does not protect you from violators, funeral processions, fire, police and other emergency vehicles.

The defensive driver avoids intersection accidents by faithfully observing all regulations, and by approaching, entering and crossing intersections slowly and cautiously. In this manner, they are able to keep their vehicle under control, foresee accident-producing situations and avoid violators. They come

to a full stop gradually at stop signs by slowing down - coming to a stop when necessary - and not proceeding until they are sure they can do so safely. They respect the right-of-way of the other drivers and yield their own right-of-way when it will prevent an accident. They do not depend solely on lights, signals or other regulations to protect them at an intersection-but protect themselves by being prepared to avoid violators. Drivers anxious to avoid accidents do not take chances by going through an intersection on changing lights.

An expert driver realizes that a vehicle making turns at an intersection creates a temporary traffic block. They use extreme care when making their turns and are considerate of other drivers making turns. Turning accidents can be prevented by properly positioning the vehicle well ahead of the turn, slowing gradually, and signaling and completing the turn only when it can be done safely. The professional knows that they cannot depend on other drivers to use the same care, and they are prepared for the possibility that (they) will turn improperly. A defensive driver never passes another vehicle at an intersection.

3. Pedestrian Accidents:

Since prehistoric man fashioned the first stone wheel, pedestrians have far outnumbered drivers. Following the well known "majority rule," laws have been developed to benefit the greatest number of people without working undue hardship on the minority. Pedestrians long ago established a prior right to free movement, and many of them resent the fact that motor vehicles intrude on their rights. Pedestrians often act as though they were bent on suicide. They often take extreme risk, moving suddenly into the path of a vehicle when they have no right-of-way whatsoever. Whether they have the right-of-way or not, there is always a moral responsibility to yield the right-of-way to pedestrians.

Preventing pedestrian accidents at intersections requires the courtesy of allowing them to complete the crossing when the light changes, restraining from starting and confusing them with loud horn blasts, and respecting their right-of-way when you are making right or left turns. Preventing pedestrian accidents requires alert watchfulness to avoid "jaywalkers" everywhere - including persons stepping out from between parked cars and children darting from curbs in residential areas.

Because of the serious nature of pedestrian accidents, they are to be reviewed carefully and are not to be (decided) declared unavoidable unless searching investigation fails to uncover anything that the driver could have done to prevent the accident.

4. Rear-End Collisions:

Accidents in which your vehicle collides with the rear of the vehicle ahead are seldom excusable. A sudden stop by a vehicle ahead is a common occurrence. Every driver should be prepared for it. It is a driver's duty to follow at a safe distance and have their vehicle under control. Then, if the vehicle ahead makes an emergency stop, they neither hit it nor do they have to stop so suddenly that they become a target for the vehicle behind them. Rear-end collisions in which the vehicle to the rear strikes your vehicle are certainly preventable when they are caused by sudden stops at intersections, grade crossings, passenger stops and when preparing to turn or park. Rear-end collisions which occur when your vehicle is improperly parked or allowed to roll back before starting up shall also be considered preventable.

Most rear-end collisions can be avoided by foresight in controlling speed and allowing sufficient following distance. Watch the traffic situation ahead of the vehicle ahead of you so you can anticipate the need to stop. Stop gradually, not suddenly.

5. Traffic Lane Encroachment Accidents:

Accidents resulting from passing, weaving, squeeze-plays, shutouts or entering a line of moving traffic have no place in the record of a professional driver. Such accidents are caused by trespassing on the right of others to move in a straight line without interference.

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

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

When entering traffic from the curb or a parking space, the driver should look before starting to move from the curb, signaling their intention, then waiting until traffic is clear enough to pull out safely. They should never attempt to bulldoze their way into traffic. They also are prepared to avoid amateur drivers who might pull out suddenly when they are passing parked vehicles. Such signs as drivers sitting behind the steering wheel, front wheels turned out and exhaust coming from the rear of the vehicle tips them off that the parked driver may pull out.

When entering traffic from an alley, driveway, side street, etc., the expert driver comes to a full stop back of the sidewalk, and then proceeds with the same caution as when pulling into traffic from a parking space.

6. Accidents Resulting From Mechanical Condition:

It is the driver's responsibility to operate within the limits of the vehicles mechanical condition. It is their job to know the condition of their vehicle and report any faulty mechanical condition for repair. Conservation and care in the use of the vehicle are also part of the driver's job.

Any accident blamed on mechanical failure that reasonable and prudent attention could have foreseen - but was not reported for repair - shall be considered preventable. An accident blamed on mechanical failure that resulted from a driver's rough or abusive handling shall be considered preventable.

A driver can prevent accidents resulting from mechanical failure by inspecting their vehicle regularly and carefully, reporting faulty conditions for repair, driving within the mechanical limits of their vehicles and refraining from driving in a manner that will abuse the vehicle.

7. Accidents With Fixed Rail Vehicles:

Drivers always lose a good deal more than their safe driving record when they gamble with a train...and lose! If you can't afford to lose - don't gamble. Trains always have the right-of-way. If a driver is involved in an accident with a train, the accident is considered preventable.

Expert drivers depend on their eyes and ears - not on gates, automatic signaling devices, or watchmen at grade crossing. They keep to the right and do not shift gears while crossing. They do not rush past the tail of a passing train until they are sure there is not another train coming on another track.

8. Collisions With Stationary Objects, Non-collision Accidents, Unattended Vehicle Accidents and Miscellaneous Accidents:

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

The more severe accidents resulting from overturning, running off the roadway, or colliding with stationary objects sometimes are caused by taking emergency action to avoid another accident. However, the circumstances of such accidents usually reveal that the driver was not driving defensively prior to that instant. If they had, they would not have placed themselves in a situation where emergency action became necessary. Expert drivers don't depend on their skill to get them out of tight spots. They depend on their judgment to avoid tight spots!

It is the driver's responsibility to be sure their vehicle is safely and securely parked when they leave it unattended. "Run away" accidents, "unauthorized driver" accidents and accidents caused by delay in placing or complete failure to place flares, flags, or other such warning devices shall be considered preventable.

When parking, the driver must set the parking or emergency brake, turn the wheels toward the curb, leave the bus in gear and block the wheels, if necessary, to prevent the vehicle from running away. The ignition key should be removed if the driver is going to be out of sight of their vehicle. Flares, flags, etc. should be placed properly and promptly if it is necessary to stop on the roadway or in other obstructing positions. Passenger accidents caused by sudden starts or stops, or other faulty driving practices, must be classed as preventable.

9. Accidents Blamed On Adverse Weather Conditions:

Rain, snow, fog, sleet or icy pavement have never caused an accident. These conditions merely add more hazards to driving and make the normal hazards worse. Accidents are caused by drivers who do not adjust their driving to meet these conditions. Accidents blamed on skidding or bad weather conditions are classed as preventable.

Expert drivers can drive safely on extremely slippery road surfaces by reducing speed, installing skid chains and using sand when necessary. But most importantly, they know when to "call it a day" if the going gets too tough to continue safely.

10. Seat Belts

Seat belts do save lives and should be worn at all times when operating a motor vehicle for any distance. Statistics have shown that most serious accidents occur within 25 miles from their destination.

As a requirement of the U. S. Department of Transportation, I, the undersigned, have received a copy of the R.I.S.D. Transportation Department Procedures Book and understand that it is my responsibility to read, understand and abide by the Rains Independent School District Transportation Department Procedures and Human Resources Policies.

As a further requirement, I, the undersigned, understand that I must carry only one valid driver's license (Texas Department of Public Safety CDL Class A or B) and will immediately report to my respective Supervisor any citation which I receive or any accident in which I am involved in either a School Bus or personal vehicle.

Name (Printed)

Signature

Date

Address

Phone Number

