Transporting
The World’s “Most Precious Cargo”

2021-2022
PULASKI COUNTY SPECIAL SCHOOL DISTRICT

HANDBOOK

FOR

SCHOOL TRANSPORTATION

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The Department of Transportation
Pulaski County Special School District
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Revised July 1, 2021
MISSION

To improve student achievement by providing safe, reliable and efficient transportation to enable students and other key stakeholders access to all available educational opportunities.

VISION

The Transportation Department will be a national leader in student transportation for safety, operational performance, fleet management, and customer service through continued development of a skilled team of professionals.

CORE VALUES

Integrity, Professionalism, Service, People and Stewardship

PERSONNEL POLICY

It is a policy of the Pulaski County Special School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its education programs and activities. This includes, but is not limited to, admissions, educational services, and employment.
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STATE BOARD REGULATIONS, LAWS AND REQUIREMENTS

Authority to transport students - Vehicles and operators 6-19-102
The board of directors of all school districts in the state is authorized to purchase vehicles and otherwise provide means of transporting pupils to and from school, when necessary. To this end it may hire or purchase such school buses or other vehicles and hire persons to operate them, or make such other arrangements as it may deem best. Affording safe and convenient transportation to the pupils and the board may pay for all such property or services out of the funds of the district. Any contract with any member of the school district board for the transportation of children or to drive a bus, shall be null and void. The buses shall be of such specifications as may be prescribed by uniform rules and regulations of the State Board of Education.

Directors exempt from liability 6-19-103
It is declared that the directors of all school districts and special school districts in this state in the discharge their duties as such director’s act in a necessary governmental function. Therefore, no action for personal injuries or damage to property arising out of the acts, conduct, or omissions of such directors in their official capacities shall be brought or maintained in this state against directors personally.

Bus drivers generally 6-19-104
Drivers or operators of school buses shall comply with all laws and regulations pertaining to school bus drivers or operators not in conflict with the provisions of 6-19-101, 6-19-103, 6-19-105, and 6-19-106.

Bus drivers – Liability 6-19-105
The driver or operator of a bus used for the transportation of school children to and from school or to and from other school activities as declared by the school district board of directors to school activities shall be liable in damages for the death of or injury to any school child resulting from a failure of the driver or operator to use reasonable care while transporting pupils.

Bus driver Qualifications 6-19-106
No person physically defective or of unsound mind, known to be a habitual drunkard or of immoral habits, or who has been convicted within the past three (3) years of operating a motor vehicle in a reckless manner or while under the influence of intoxicating liquor or narcotic drugs, who has a general reputation of being a fast and reckless operator of motor vehicles without regard to the rights of others, or who is less than nineteen (19) years of age in June following his or her last birthday shall be permitted or employed to act as chauffeur or operator of any school bus, either privately or publicly owned, operated by public school districts and used to transport pupils to and from the public schools in the State of Arkansas.

Bus drivers – Application for employment – Driving Records 6-19-107
The application shall include a statement signed by the applicant which authorizes the release of his or her traffic violation report from the State Office of Driver Services to provide the school district with the applicant’s driving record. The Office of Driver Services shall report the applicant’s driving record, without charge, to the school district requesting such record. The applicant’s driving record shall be evaluated according to guidelines established by the Department of Education prior to permanent employment. PCSSD Training Office will review and maintain driving records.
Bus Driver – Certification 6-19-108
An applicant seeking employment as a driver or operator of a school bus, either privately or publicly owned, is required to take and pass a series of tests as prescribed by the Arkansas State Police and the Department of Education to determine the physical fitness and driving ability to serve as a school bus driver. The tests shall include a physical examination given by a licensed physician for school bus drivers, an eye test, a written or oral test on rules and regulations of driving, a road test given under the supervision of the Arkansas State Police, and such other requirements as may be prescribed by rules and regulations issued jointly by the Arkansas State Police and Department of Education for qualifications and fitness of school bus drivers. In addition, the applicant shall participate in and pass a standard bus drivers training and pre-service behind-the-wheel training program as prescribed by the Department of Education. No school bus driver shall be employed to act as chauffeur or operator of any school bus to transport children to and from school or school-sponsored activities unless he has satisfactorily passed the tests required herein and possesses a current valid certificate. Therefore, any person or persons violating the provisions of this section shall be guilty of a misdemeanor.

Bus Drivers – Seat belts 6-19-109
The driver or operator of a school bus shall wear a seat belt at all times while operating the school bus.

Bus Drivers – Loading and discharging pupils 6-19-110
The driver of a school bus shall load and discharge the passengers of the bus at the extreme right side of the paved or improved portion of the road or highway, and at the right curbing when such curbing is maintained on the road or highway.

Bus Drivers – Cell phones 6-19-120
The use of a cellular telephone while operating a school bus and for other purposes is prohibited. “Cellular telephone” means a wireless two-way communication device that requires the operator to dial numbers manually. That includes radio-telephone communications used in cellular telephone service, personal communication service, or the functional equivalent of a radio-telephone communication line used in cellular telephone.

No Smoking on Buses or School Grounds 6-21-609
All drivers and students are prohibited from smoking or using products containing tobacco in any form in or on any property owned or leased by a public school district, including school buses.

Railroad Crossing 75-638
All school buses are required to stop at all railroad crossings.

Bullying Is Not Allowed Act 115 of 2007
Bullying is defined as the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence of a student or a school employee. Bullying is not allowed.

Unlawful Entry of a School Bus Act 247 of 2005
In accordance with Act of 2005, a person over eighteen (18) is guilty of a Class B misdemeanor if the person:
- Enters a school bus with the intent to commit a criminal offense.
- Enters a school bus and disregards the orders or instructions of the driver.
- Enters a school bus and refuses to leave the bus after being ordered to do so by the driver.
- Intentionally causes or attempts to cause a disruption or an annoyance to another person on the bus.
- Recklessly engages in conduct that creates a substantial risk of creating apprehension in any person on the bus.
- Each school bus shall have signs placed next to each entrance warning that unauthorized entry of a school bus is a violation of state law.
Unlawful Entry of a School Bus with Intent to Harm

Drivers cannot allow anyone to board the bus in an attempt to abuse, either physically or verbally, the driver or student. If an irate person attempts to board the bus, the driver should contact dispatch. If a violation occurs, the Transportation Office, through dispatch, will contact 911 for assistance. If action is severe enough for 911 to be contacted, the driver must **REMAIN AT THE SCENE** until the law enforcement officials arrive to give assistance (even if the person or persons causing the disturbances leave the scene).

Isaac’s Law Passing a Stopped School Bus Arkansas Code 5-10-105

Passing a stopped school bus loading or unloading. The **Arkansas School Bus Standard Motorist Violation Report** form should be completed upon return to the bus complex by the driver and turned in to your Supervisor.

Bus drivers – State Screening Certification

PCSSD Training Office will maintain a complete file on each employee/driver containing at least the following information:

a. Employee/Driver’s name, address, cell/home number, and CDL license number
b. Motor Vehicle Report will be kept on file at the Training Office.
c. Negative DOT (NIDA) drug screening.
d. Copy of CDL license with proper endorsement.
e. Certification of the results of a criminal history background check.

Physical Examinations for Bus Drivers

a. 6.01 Physical examinations as required by law and rule for school bus drivers may be given by either a licensed physician or an advanced practice nurse only.
b. 6.02 Each school district shall require all school bus drivers to undergo a physical examination by a licensed physician or an advanced practice nurse upon conditional offer of employment and before they are allowed to drive a school bus. The purpose of such physical examination is to ensure that the employee can perform the job-related duties of a bus driver and to determine if any reasonable accommodations are required. The results of the physical examination shall be reported on a U.S. Department of Transportation Form.
c. (DOT) or the “**School Bus Driver Physical Examination Form**”(Form) promulgated by the Division as evidenced by Exhibit A to these rules and which is hereby incorporated by reference into these rules as if fully set forth herein. The results of all physical examinations shall be used in compliance with the American with Disabilities Act. Agency#203.00 AFT 006-4
d. 6.03 Each school district shall require all currently employed school bus drivers to undergo and pass a physical examination by a licensed physician or an advanced practice nurse at least every two (2) years.
e. 6.04 A school bus driver who seeks a renewal of his or her driver certificate shall provide proof that he or she has satisfactorily; (1) passed a physical examination given by a licensed physician or advanced practice nurse within the previous two (2) years and, (2) completed in-service training for bus drivers as prescribed by the Division.

Any driver who becomes ineligible as a result of their failing to attend scheduled physical appointment will not be able to use leave. If a driver misses two (2) scheduled appointments they will be responsible for paying for their own physical. Any new driver that does not complete one year of service, for any reason, will have their pre-employment training pay deducted from their last check.
Emergency Evacuation Requirements
The Department of Education requires that each school district perform at least two (2) evacuation drills each school year. Students who are transported in a school vehicle shall be instructed in safe riding practices, and participate in emergency evacuation drills. **The regulations do not exempt handicapped students, nor does it provide special instructions for them.** PCSSD drivers who drive handicapped passengers shall prepare and conduct emergency evacuation drills, as described in this report, twice a year. The Transportation Department will follow the evacuation procedure of the district.

In the event of an emergency that would require an evacuation from the bus you must first determine the best type of evacuation; front, rear, roof, or window. Next, secure the bus by setting the parking brake, shutting off the engine, remove the key and activate your emergency flashers. If time allows, notify dispatch of your location and details. If not, evacuate students from the bus to a safe location at least 100 feet away from the bus and make contact with dispatch by way of a mobile phone if one is available.

**DAILY MANAGEMENT**

**No Child Left Behind**
Post tripping is extremely important. It not only includes the outside of the bus but the inside as well. During your interior post trip, check for any loose parts, damaged or loose seats or more importantly small children that may have fallen asleep or missed their stop. Students should never be left on the bus unattended. **Always walk the aisle and look in every seat after each run (Elementary, Middle School and High School). Leaving a student unattended on a bus is grounds for immediate termination.**

**Idling School Buses Prohibited**
It is mandatory to reduce your idle time to 10 minutes per trip. There should be NO idling while parked at schools or while you are on a field trip. By reducing your idle time you reduce damaging emissions as well as damage to the bus. You will also be helping to reduce fuel usage.

**Exemptions:** These limitations do not apply for the period(s) during which idling is necessary. Below are the exemptions:

1. **Weather.** Limit the idling time of a school bus to the minimum time of fifteen minutes. It may be necessary to heat or cool the bus before departure, provided that the engine is turned off when students get on or off the bus at a school or event.

2. **Traffic.** Exceptions to idling of a school bus diesel engine include normal traffic situations, or other traffic-related circumstances.

3. **Safety of Children and Emergencies.** Limited idling of a school bus diesel engine is allowed during emergency situations or other situations involving:
   a. Use of life equipment during loading or unloading of children with one or more disabilities.
   b. Use of a heater or an air conditioner during loading, unloading, or transport of children with exceptional needs.
   c. Use of defrosters, heater, air conditioners, or other equipment for safety or health considerations.
   d. Use of the bus headlights or four-way flasher warning lights for visibility purposes.
   e. For other traffic, safety, or emergency situations.
ARKANSAS (CDC, ADH, DESA) GUIDELINES

- Designate and train staff to disinfect each bus after each trip based on current CDC and ADH guidance.
- Provide information to parents on how to use ADH Guidance to screen each student prior to sending the student to board the bus.
- Wearing of face covering is optional while on the bus. This does not imply that students should be denied transportation due to not having a face covering. There may be exceptions for students with health, sensory, or other conditions. This should be addressed on a case-by-case basis.
- Wearing of face covering is optional for drivers and aides on the bus. A face shield is optional based on working with students with special needs.
- Students should utilize district-provided hand sanitizer at the service door of each bus in the morning and before they enter the bus each afternoon.
- Adding additional bus stops is recommended to reduce the number of students being picked up at one place.
- Students should maintain a distance of 3 feet apart while waiting on the bus to arrive.
Daily Inspections before AM and PM runs
Drivers shall check the maintenance operations of the vehicle before morning and afternoon runs. All faulty or improperly functioning equipment should be reported on your Daily Maintenance Report, as well as to a Mechanic immediately. If the improperly functioning equipment constitutes the grounding of the bus, the supervisor/mechanic should be notified.

PRE-TRIP- POST TRIP YOUR BUS

School Bus Vehicle Pre-Trip Walk-Around Inspection and Inside Safety Checks

INSIDE SAFETY CHECKS

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School buses should be checked before placing bus in service, or following the day’s run. All faulty or improperly functioning equipment should be promptly reported, in writing, to proper authorities so that maintenance personnel can be notified and the condition repaired.
PREPARING A PLAN

School Traffic Control
The principal of each school shall develop and implement a plan to ensure maximum vehicular and pedestrian safety for his/her campus and shall submit it to the Superintendent for approval. The plan shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading and unloading, the location of any safety hazardous areas to be avoided by vehicles or students, and dismissal times for car and bus students. Principals are encouraged to use the School Security Department in the formulation of traffic and parking plans. Drivers and Aides are under the direction of the building Principal or his/her designee while on school property.

Bus Loading and Unloading Area
Never pass another bus that is loading or unloading students. This rule not only applies on a roadway, but on a school campus as well. Passing a bus while they are loading or unloading can be fatal if a student steps out into the path of the bus.

When loading and unloading students, be sure that they are a safe distance from the bus before proceeding on. Watch for students with drawstrings, loose clothing and backpack straps. Items of this nature can be caught in a bus handrail or door and can cause injury or death to a child.

Loading and Unloading Special Needs Buses
If feasible, the principal should avoid placing special needs buses in the regular bus loading zone since it causes a significant delay for the regular buses and other campus traffic. Special Needs and lift buses may arrive before the regular buses arrive.

HAZARDS AND INCLEMENT WEATHER

Temporarily Closed Roads
If the driver is unable to complete a run because of a closed road, traffic accident, etc., the driver should contact the dispatch office. Staff will evaluate the situation and suggest alternate bus route directions. If no viable solution can be arranged, students will return to their base school but ONLY AFTER THE SCHOOL HAS BEEN NOTIFIED. The base school will make arrangements for their transportation. Drivers cannot drop students off at a bus stop other than their assigned stop.

Inclement Weather
The Superintendent is responsible for determining whether weather and other conditions are such to allow for safe driving conditions and to make decisions regarding the closing, early dismissal, or delayed opening of school. A list of alternate bus stops for inclement/hazardous weather can be found on the district Website and Facebook.
SCHOOL BUS DRIVER REQUIREMENTS

Bus Driver Qualifications:
- Minimum of twenty-one (21) years of age.
- Hold a valid Class B commercial driver’s license or be able to obtain one.
- Must be able to pass a physical exam meeting state requirements.
- Must pass the District’s drug test.
- Must be able to pass a background check.
- Must be able to pass a child maltreatment check.

Bus Driver Responsibility and Expectations:
The following includes the continuous requirements expected of a bus driver providing service to PCSSD:

- Observe all mandatory safety regulations for school buses. Wearing a face covering, i.e. face shield or a mask is optional.
- Keep assigned bus disinfected between runs and sanitized at the end of the day.
- Report all accidents/incidents and complete required reports.
- The radio must be in the “on” position and operable at all times DO NOT turn down or off while the bus is in service.
- Know your radio codes. You are required to give your 10-8 and 10-7.
- Any unauthorized employee tampering with or defacing PCSSD equipment will face disciplinary action.
- Do not allow the fuel tank to fall below ½ tank of fuel.
- A clipboard has been provided for each bus for your seating chart and daily check sheet, a copy should remain on the bus at all times.
- Drivers are responsible for pick up and return of keys and fuel cards.
- Report to work on time or give notification 1 hour prior to your assigned reporting time.
- Do not leave a stop ahead of scheduled pick up. Keep to an assigned schedule. Encourage riders to arrive at the bus stop 10 minutes before scheduled time; however, this is not a window of opportunity for the bus to run 10 minutes early.
- Drivers must come to a complete stop at every designated bus stop regardless of whether a student is there or not.
- Develop a signal for your students that will let them know when it is safe for them to cross the street. Also make sure they cross at least 10 ft. (10 Giants steps) in front of the bus.
- All bus drivers are required to complete the State Certification Training that is held every year.
- Drivers are responsible for having their driver’s license, state certification card and ID badge at all times. Any driver who fails to renew their CDL will not be eligible to take leave.
- Seating charts will be due bi-weekly...
- Read your Transportation Handbook.
- Post a copy of the bus rules approved by the PCSSD Director of Transportation.
- School bus drivers do not have the authority to refuse bus riding privileges to students on their routes.
- Do not put a student off the bus as a method of behavior management.
- Enforce transportation rules found in the handbook.
- Ear buds or wireless devices are not allowed to be worn on the bus at any time.
- Drivers are not allowed to make unauthorized stops (restaurants, gas stations, stores) if you need to make a stop you must call into Dispatch.
- Drivers should be in appropriate attire before clocking in and clocking out at the specified times before and after every run; including weekend trips. Anytime you are on the clock, you should be in uniform.
**Ineligible Bus Drivers**

Conditions that make an individual ineligible to drive a school bus providing services to PCSSD include, but are not limited to, the following:

- Any driver given a citation and found guilty of speeding and/or reckless driving while transporting students for PCSSD.
- Any driver who is found to be physically, mentally, or morally unfit.
- Any driver who has been found guilty of operating a vehicle while under the influence of intoxicants.
- Any driver who has a positive drug test.
- Any driver who demonstrates a pattern of inability to deal appropriately with students, parents, or employees of PCSSD.
- Any driver with a consistent pattern of failing to meet their assigned schedules generated by the transportation department and changing your route without consulting your supervisor or router.
- Any driver who displays out-of-control behavior, cursing, threatening or profanity towards students, parents, or PCSSD employees.
- Any driver who displays inappropriate conduct or conversation toward the students, public or PCSSD employees.
- Any driver who ignores directives from the Transportation Department.
- Any driver who receives over 14 points on their Motor Vehicle Report.
- Any conduct which is unbecoming an employee

**Substitute Bus Driver**

- Observe all mandatory safety regulations for school buses.
- Keep assigned bus disinfected between runs and sanitized at the end of the day.
- When given a route assignment, make sure that you go out and pre trip the bus. Prepare yourself for the route.
- Always run the route according to the scheduled time. If the student is not at the stop, notify dispatch.
- During the pre-trip, if the bus is not fueled and clean, report it to your supervisor. If the Supervisor is not on duty, notify the dispatcher and get a spare bus.
- Buses should be fueled and swept at the end of every run.
- Turn in a daily maintenance check sheet at the end of each day if you are on a different route.

If you are on the same route for a period of time, a daily maintenance check sheet will be turned in weekly and a seating chart on the last Friday of every month.

**Drivers Leaving a Student at a Stop**

Drivers cannot leave students at a bus stop as a form of punishment for failing to obey the driver’s request to board in an appropriate manner. If a student is suspended from riding his/her regular bus and is at a stop, the driver should pick the student up and take this student to his/her school. The driver cannot leave the student at the stop. When the driver arrives at school, he/she needs to call dispatch to inform the building level administrator of this incident then do another disciplinary form. This is a discipline issue.

**Drivers Not Authorized to Suspend Students from Bus**

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Therefore, drivers do not have the authority to suspend a pupil from transportation privileges.
SCHOOL BUS AIDE REQUIREMENTS

Bus Aide Qualifications:
• Minimum of eighteen (18) years of age.
• Must be able to pass a background check
• Must be able to pass a child maltreatment check.
• Experience working with disabled students preferred.

Bus Aide Responsibilities and Expectations:
• Assist the bus driver in maintaining good student conduct.
• Assist in transporting students into school and home, delivering students into caretakers’ responsibility.
• Operate a wheelchair lift and stabilize the wheelchair in position on the bus.
• Assure that students get on and off the bus in a safe and orderly manner.
• Assist bus drivers with referrals and attend disciplinary hearings.
• Maintain and complete a daily journal.
• Knowledge in radio use, bus equipment and appropriate procedures in case of emergency. (Emergency Evacuation).
• Maintain the interior of the bus in a clean and safe operating condition on a daily basis (ex. Shoulder and lap belts, tie-downs, and all L track sections are clean and operating).
• Ability to learn to communicate with both verbal and non-verbal students.
• Sit in such a manner as to observe all students at all times.
• NO sleeping on the bus at any time.
• When placed on a route it is your responsibility to learn it.
• Learn the students, their names and phone numbers.
• Talking/Texting on the phone should be limited to school or student related business.
• Adhere to the appropriate attire.
• It is both the driver and bus aide responsibility to see that no students are left alone on the bus.
• Aides should be in uniform when clocking in and clocking out. This includes weekend trips.
• Anytime you are on the clock, you should be in appropriate attire.
• Report to work on time or give notification 1 hour prior to your assigned reporting time.
• Observe all mandatory safety regulations for school buses.
• Assist the driver in keeping the assigned bus disinfected between runs and sanitized at the end of the day.

Ineligible Aide
Conditions that make an individual ineligible to be an Aide on a school bus providing services to PCSSD include, but are not limited to, the following:
• Any Aide who displays out-of-control behavior, cursing, threatening or profanity towards students, parents, or PCSSD employees.
• Any Aide who displays inappropriate conduct or conversation toward the students, public or PCSSD employee.
• Any Aide who ignores directives from the transportation department.
• Any Aide who is found to not be physically, mentally or morally fit.
• Any conduct which is unbecoming an employee.
Bus Aide Assignments
The Transportation Department may place a bus aide on the bus to accompany the driver and the students for physical and/or behavioral management purposes. Aides are not permanently assigned to a route. In this case, the Transportation Supervisor is responsible for bus aide assignments. However, in the absence of a supervisor, dispatch assigns the aide to a route as needed.

STAFF CONDUCT WITH STUDENTS
A positive and professional interaction between students and faculty is extremely beneficial to the existence of a quality educational environment. It is therefore very desirable that relationships between students and faculty that foster such interaction should be encouraged. On the other hand, romantic and sexual relationships between employees and students are unhealthy, unsafe, and destructive to the people involved, as well as being the very antithesis of a quality educational environment. Therefore, any employee who engages in a sexual relationship or in a personal romantic relationship with a student will be subject to first offense discharge without further warning.

Sexual contact is a sufficiently clear term in that it requires no additional definition or amplification. The addition of romantic relationship to this prohibition is intended to make clear that it is not necessary to prove sexual contact between student and employee to have a violation of this policy. A romantic relationship, which is also prohibited, would be characterized by social contacts in the nature of dating and oral or written communications discussing strong affection or love for one another. Finally, a communication between an employee and student, whether oral, written, or electronic, that is sexually explicit or sexually suggestive is strongly indicative of improper conduct and the existence of a prohibited relationship.

It is the duty of every employee of the District to report to a building principal, equivalent immediate supervisor, or the Superintendent any conduct believed to constitute a violation of the fraternization policy. Failure to do so can itself is grounds for serious discipline up to and including termination.

Employee Use of and Access to Social Media Networks
Comments or opinions expressed by employees on social media networks, which in another medium of expression could remain private, have the potential to be disseminated far beyond the speaker's desire or intention. The District expects employees to exercise extreme caution with sharing one's own opinions or endorsing opinions of another through "likes" or "comments." Shared or endorsed opinions and/or images that violate the Educator's Code of Ethics may be grounds for disciplinary action by the District, up to and including termination or nonrenewal of the contract of employment.

District employees may set up Professional / Educational Social Media Accounts. Accessing personal Social Media Accounts during school hours is prohibited, except during breaks or preparation periods. Employees are discouraged from accessing personal Social Media Accounts on their personal equipment during breaks and/or preparation periods because, while this is not prohibited, it may give the public the appearance that such access is occurring during instructional time. Employees shall not access personal Social Media Accounts using District equipment at any time, including during breaks or preparation periods, except in an emergency situation or with the express prior permission of school administration.
Employees should not use their District e-mail address for personal Social Media Accounts. District e-mail addresses may be used for Professional / Educational Social Media Accounts.

Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the District. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent's designee. When authorized as a spokesperson for the District, employees must disclose their employment relationship with the District.

Employees may not disclose information that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws. Employees may not post images on any social media network of co-workers without each co-worker's consent. Employees may not post any nonpublic images of the District premises or property, including floor plans.

Employees may not use or post the District's password(s) for the District's Social Media Accounts without permission from the Superintendent or designee.

**PCSSD School Bus Safety Training**

PCSSD Professional Development Training will be offered each month at designated times. Bus Drivers and Bus Aides are expected to participate online and on site as assigned. The training coordinator will provide a schedule of monthly topics, dates and times. All drivers and Aides are required to have access to their district email address. It is mandatory for all school bus drivers and school bus aides to attend three training sessions per semester.

**Workplace Safety**

Only employees with the proper safety gear should be in the work areas of the shop. Proper safety gear includes steel toed shoes, ear plugs and safety glasses. Drivers who are in need of immediate help from a mechanic may go into the shop office but should not be in shop work areas. For minor repairs, drivers should complete a bus repair form and turn it into their supervisor.

**DRIVER AND AIDE APPROPRIATE ATTIRE**

**Appropriate Attire**

All PCSSD Transportation Drivers and Aides are expected to be in uniform when they clock in and out. All apparel must be neat and clean. The following are examples of appropriate apparel for professional drivers and aides:

- **Slacks/skirts-** Please ensure that your slacks/pants are clean and wrinkle free. Shorts must be no more than one (1) inch above the knee. Inappropriate items include short shorts, pants excessively torn or faded, neon, and multiple colors/prints or plaid.
- **Shirts-.** Any solid color polo style/collared shirt or t-shirt with the District Logo may be worn. During the School Bus Safety Week shirts that recognize School Bus safety may be worn.
- **Vests have been provided for each employee and must be worn on the lot at all times.**
- **Foot wear-** loafers, boots, flats, athletic shoes and casual shoes are acceptable. **Shoes must have closed toes and heels.** Thongs, flip-flops, slippers, or house shoes are considered unacceptable for all employees.
- **Personal hygiene -** General neat grooming is expected of all employees.
- **All Employees must have their ID badge visible at all times.**
DRIVER AND AIDE LEVELS OF INFRACTIONS AND SUSPENSION

Levels of Infractions for Drivers and Aides
Disciplinary penalties may range from minimum of a reprimand to a maximum of recommendation for termination. Infractions are categorized into the following:

<table>
<thead>
<tr>
<th>Level</th>
<th>Category Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Verbal Warning reduced to writing</td>
</tr>
<tr>
<td>2</td>
<td>Written Warning</td>
</tr>
<tr>
<td>3</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>4</td>
<td>Recommendation for Suspension and/or Termination without pay</td>
</tr>
<tr>
<td>5</td>
<td>Recommendation for Termination</td>
</tr>
</tbody>
</table>

Level of infractions will become progressively more severe if the individual continues to violate infractions.

Driver/Aide Suspension
When a driver or aide has allegedly been involved in an accident, civil or criminal charges, sexual harassment, traffic citations, moving violations, or failure to meet obligations or performance standards as defined in this Agreement, Personnel Policy, and the PCSSD School Bus Handbook, the driver may be required to be temporarily removed from his/her driving position pending an investigation. This suspension will be lifted or continued based on investigative findings by school security and/or the appropriate law enforcement agency. Once an individual is no longer eligible to drive a bus serving PCSSD, only the Superintendent may reinstate that driver’s eligibility for any contracted service to PCSSD. The Superintendent is the only one that can suspend or reinstate a driver.

STUDENT MANAGEMENT/PBIS

Student Management
• Do not use profanity. Do not show images of any kind from cell phones or electronic devices.
• Maintain discipline on the bus. Report any undisciplined students. Never pull off from a stop or a school before all students are seated. Make sure students are seated at all times. If a driver does not control their bus, there will be disciplinary action taken.
• Be consistently firm and fair with all students. Do not play favorites.
• Do not be inconsistent with discipline.
• Do not allow students to manipulate you.
• Respect all students on your bus.

PBIS
Positive Behavior Interventions Support

Beginning the 2019-2020 school year, Pulaski County Special School District implemented PBIS. PBIS is an implementation framework for maximizing the selection and use of evidence-based prevention and interventions practices along a multi-tiered continuum that supports the academic, social, emotional and behavioral support of all students. Every school or school bus will take ownership using their discipline data and aim for trouble spots whether it is the cafeteria, school bus, and class room and etc... It is not a program. It is everyone working together to teach, model and encourage positive behaviors as well as acknowledging students and staff. The Arkansas State Board of Education is supporting PCSSD in this process. A grant team that is part of the Arkansas Department of Education is providing training to the PBIS Support Team. The PBIS Support Team is made up of Equity and Pupil Services, Learning Services, and Transportation.
What do students and educators experience when PBIS is implemented with fidelity over time?

- Reductions in major disciplinary infractions, antisocial behavior, and substance abuse.
- Reductions in aggressive behavior and improvements in emotional regulation.
- Improvements in academic engagement and achievement.
- Improvements in perceptions of organizational health and school safety.
- Reductions in staff and students reported bullying behavior and victimization.
- Improvements in perceptions of school climate.
- Reductions in teacher and school bus turnover.

PBIS is known to have worked. It is a process of turning the culture around; negative behaviors to positive behaviors. PBIS will take consistency, patience and commitment from every student and staff.

**IT IS NOT ADULT VS. CHILD… IT IS A TEAM EFFORT!**

The Transportation PBIS Team of all Transportation supervisors, school bus drivers, principals from each feeder zone, Special Education Coordinators and an A-State representative.
<table>
<thead>
<tr>
<th>Expectations</th>
<th>Exiting</th>
<th>Riding</th>
<th>Entering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be Respectful</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Arrive at the bus stop on time</td>
<td>• Keep feet and hands in your lap</td>
<td>• Keep your hands, feet, and身体 out of the bus</td>
<td>•痤座。保持身体和双手放在座位上。</td>
</tr>
<tr>
<td>• Keep a quiet voice</td>
<td>• Use appropriate language (Say 2 - Speak to the)</td>
<td>• Use clear, direct language</td>
<td>• Use clear, direct language</td>
</tr>
<tr>
<td>• Use proper body language (e.g., hand gestures) and eye contact</td>
<td>• Keep yourself at ease in the bus</td>
<td>• Keep the seat clean</td>
<td>• Keep the seat clean</td>
</tr>
<tr>
<td>• Sit down in your seat quickly</td>
<td>• Find your assigned seat and face forward</td>
<td>• Make sure the items you bring can fit in your bag</td>
<td>• Make sure the items you bring can fit in your bag</td>
</tr>
<tr>
<td>• Fasten your seat belt</td>
<td>• Fasten your seat belt</td>
<td>• Fasten your seat belt</td>
<td>• Fasten your seat belt</td>
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<tr>
<td>• Hold onto your seat belt</td>
<td>• Hold onto your seat belt</td>
<td>• Hold onto your seat belt</td>
<td>• Hold onto your seat belt</td>
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<tr>
<td>• Stand up slowly and safely</td>
<td>• Stand up slowly and safely</td>
<td>• Stand up slowly and safely</td>
<td>• Stand up slowly and safely</td>
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<tr>
<td>• Stay seated in your assigned seat</td>
<td>• Stay seated in your assigned seat</td>
<td>• Stay seated in your assigned seat</td>
<td>• Stay seated in your assigned seat</td>
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<td>• Keep the aisle clear</td>
<td>• Keep the aisle clear</td>
<td>• Keep the aisle clear</td>
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<td>• Wait for the bus to stop</td>
<td>• Wait for the bus to stop</td>
<td>• Wait for the bus to stop</td>
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<tr>
<td>• Take transiting off of your seat</td>
<td>• Take transiting off of your seat</td>
<td>• Take transiting off of your seat</td>
<td>• Take transiting off of your seat</td>
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<tr>
<td>• Use handrails</td>
<td>• Use handrails</td>
<td>• Use handrails</td>
<td>• Use handrails</td>
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<tr>
<td>• Sit down in your seat</td>
<td>• Sit down in your seat</td>
<td>• Sit down in your seat</td>
<td>• Sit down in your seat</td>
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<tr>
<td>• Face forward</td>
<td>• Face forward</td>
<td>• Face forward</td>
<td>• Face forward</td>
</tr>
<tr>
<td>• Sit back in your seat</td>
<td>• Sit back in your seat</td>
<td>• Sit back in your seat</td>
<td>• Sit back in your seat</td>
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<tr>
<td>• Remove headphones, personal electronics, and etc.</td>
<td>• Remove headphones, personal electronics, and etc.</td>
<td>• Remove headphones, personal electronics, and etc.</td>
<td>• Remove headphones, personal electronics, and etc.</td>
</tr>
<tr>
<td>• Make sure your items are out of the way</td>
<td>• Make sure your items are out of the way</td>
<td>• Make sure your items are out of the way</td>
<td>• Make sure your items are out of the way</td>
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<tr>
<td>• Keep personal belongings at your feet</td>
<td>• Keep personal belongings at your feet</td>
<td>• Keep personal belongings at your feet</td>
<td>• Keep personal belongings at your feet</td>
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<tr>
<td>• Leave items on your lap</td>
<td>• Leave items on your lap</td>
<td>• Leave items on your lap</td>
<td>• Leave items on your lap</td>
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<tr>
<td>• Use clear, direct language</td>
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<tr>
<td>• Stay seated in your assigned seat</td>
<td>• Stay seated in your assigned seat</td>
<td>• Stay seated in your assigned seat</td>
<td>• Stay seated in your assigned seat</td>
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<td>• Keep the aisle clear</td>
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<td>• Wait for the bus to stop</td>
<td>• Wait for the bus to stop</td>
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<td>• Wait for the bus to stop</td>
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<tr>
<td>• Take transiting off of your seat</td>
<td>• Take transiting off of your seat</td>
<td>• Take transiting off of your seat</td>
<td>• Take transiting off of your seat</td>
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<tr>
<td>• Use handrails</td>
<td>• Use handrails</td>
<td>• Use handrails</td>
<td>• Use handrails</td>
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<td>• Sit down in your seat</td>
<td>• Sit down in your seat</td>
<td>• Sit down in your seat</td>
<td>• Sit down in your seat</td>
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<tr>
<td>• Face forward</td>
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<td>• Face forward</td>
<td>• Face forward</td>
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<tr>
<td>• Sit back in your seat</td>
<td>• Sit back in your seat</td>
<td>• Sit back in your seat</td>
<td>• Sit back in your seat</td>
</tr>
<tr>
<td>• Remove headphones, personal electronics, and etc.</td>
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</tr>
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<td>• Make sure your items are out of the way</td>
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<td>• Make sure your items are out of the way</td>
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<tr>
<td>• Keep personal belongings at your feet</td>
<td>• Keep personal belongings at your feet</td>
<td>• Keep personal belongings at your feet</td>
<td>• Keep personal belongings at your feet</td>
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<tr>
<td>• Leave items on your lap</td>
<td>• Leave items on your lap</td>
<td>• Leave items on your lap</td>
<td>• Leave items on your lap</td>
</tr>
</tbody>
</table>
Student Infractions are categorized as either a minor or major occurrence.
Minor infractions are numbers 13, 14, 15, 17 & 20

Major infractions are numbers 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 16, 18, 19, 21, 22, 23, 24, & 25.
(Refer to pages 49-50 for Infraction descriptions)

These are the steps to follow when a student has a minor infraction:
- First occurrence - the driver will conference with the student about his/her behavior. The driver will document this on a bus referral form and turn it into the supervisor. **Do not turn this into the school.**
- Second occurrence - the driver and supervisor will hold a conference call with the parent to discuss the student’s behavior and steps that can be taken to correct the behavior. This will be documented on a bus referral form and will include what was discussed & what the parent stated. **Do not turn this into the school.**
- Third offense - Referral to the principal. Documentation should include a copy of the steps taken up to this point. The supervisor should retain a copy of the referral.
- Fourth offense – the driver will complete a bus referral form and then the Director, supervisor & driver will take this along with the documentation of the three (3) previous occurrences to the building Principal for assistance in addressing the student’s behavior.

Major infractions require that a bus referral form be turned in to the Principal immediately. Drivers should assure that their supervisor receives a copy of the referral before turning it in to the Principal.

Safety and Security

Post Important Numbers
The following should be easily accessible to the driver on every bus for emergency purposes:
- Phone numbers of all schools served
- Transportation Department phone numbers
- Security Department
- Transportation and Diesel Mechanic Supervisor’s Emergency numbers

Alternate School Phone Numbers
Building level administrators should make available to the transportation department phone numbers other than the school’s main line. It is necessary to have communication with the school in emergency situations and in the event a child cannot be located or is present on the wrong bus.

Drug-Free Workplace
All individuals included on the driver eligibility roster shall comply and be included in the Random Drug and Alcohol testing pool without an approved exclusion by the Superintendent or his designee. Any exclusion of Transportation from the Random Drug and Alcohol testing must be approved by the Superintendent or his designee in compliance with the Drug Free Workplace policy.

Background Checks
Any person applying for a position requiring proximity to school children (1) agrees to the release of all investigative records for the purpose of verifying the accuracy of criminal violation information as required by and; (2) agrees to supply a fingerprint sample and submit to a criminal history records check to be conducted by the Arkansas Criminal Information Center and National Criminal Information Center, Bureau of Investigation.
Emergency Procedures:

Student Discovered on Wrong Bus
If a child should get on a wrong bus, and the driver is unaware of it, upon discovery of the child, the following procedure should occur:

- The driver should notify the dispatcher.
- The dispatcher will contact the child’s assigned school.
- The building level administrator or his/her designee should alert the parents that the child is being returned to the school and finalize the plans for transporting the child home.
- In the event no school personnel are available, the dispatcher should contact the Transportation Supervisor on the provided communication device.
- The driver of the bus should notify the Transportation Department that the child is okay and explain how the situation is being resolved.

Child Did Not Get off Bus at His or Her Designated Stop
If a child’s parent/guardian contacts the school system because the child cannot be located following the school bus arrival, the following procedure should occur:

1. The party receiving the call should notify the Supervisor of the location in which the student’s bus is assigned and also relay the information to the student’s school assignment.
2. The building level administrator should check the school for activities the child may be attending. Also, he or she should question staff, students, and others regarding any information related to the student’s departure from school or possible whereabouts.
3. The driver of the bus should be notified by the Transportation Department to see if the child was or is still on the bus.
4. The Transportation Department should contact School Security if the student is not located in a timely manner. School Security will determine when outside authorities should be contacted for assistance.
5. When the child is located, all parties previously contacted to assist in finding the child should be called by the Transportation Department or building level administrator.

Suspicious Activity near a Bus Stop
Students and drivers should be conscious of unusual vehicles near a bus stop or suspicious individuals who are not routinely at the bus stop. The driver should call the Transportation Department if immediate danger is apparent. If action is severe enough for 911 to be called, the driver must remain at the scene until the law enforcement officials arrive to give assistance even if the person or persons leave the scene after the dispatcher calls 911.

Non-Students Boarding Bus
No one is allowed to board the bus unauthorized. Bus drivers are NEVER to allow any person to get on the bus to reprimand any child, including the person’s own child. This is strictly forbidden. The driver cannot allow any person to come on the bus in an attempt to either physically or verbally abuse a student. No such person is to have contact with students on the bus. If an irate person attempts to board the bus, the Transportation Department will contact 911. If action is severe enough for 911 to be contacted, the driver must REMAIN AT THE SCENE until the law enforcement officials arrive to give assistance even if the person or persons causing the disturbance leave the scene.
Unruly Student Riders
If students should fight on the bus, become unruly, etc. after leaving the campus, the driver should comply with the following procedures:

1. Contact the transportation department for assistance and suggested interventions.
2. The Transportation Department will alert School Security of the disturbance. School security will then communicate with the driver though the dispatcher.
3. If the situation warrants and Law Enforcement is called, wait at the scene for the officials to arrive. Identify students for the officials and notify the Transportation Department.
4. If any of the above is utilized, a School Bus Disciplinary Referral must be submitted to the building level administration by the driver no later than the next run to the school.

Returning Bus Riders to School for Disciplinary Reasons
An entire bus load of students shall not be returned to a school and unload without prior authorization from a building level administrator. Do not return students to the school for minor infractions that could be handled by a bus referral the next school day. Refusal to follow a directive will result in a disciplinary action.

Video on School Buses
Video may be utilized to help verify the safety and security of students, drivers, bus equipment and other motorists. If a reported bus incident occurs and there is a video it should be taken to the principal for review. If the principal feels that an unsafe activity or a criminal violation has occurred, PCSSD School Security will be notified to review the video. In the event criminal charges are to be pursued, the video becomes evidence and should be treated as such. The video equipment and images are property of Pulaski County Special School District.

Drivers Contacting a Student at Home
Bus drivers should not contact a student at home. If a student leaves an important item on the bus, the driver should communicate only with dispatch or wait until the next day to return the item. If a conference is needed with the student and or parent, contact your Supervisor to schedule an appointment.

Accident, Incidents and After Hour Procedures

Driver Action Following an Accident or Collision Involving His or Her Bus
In the event a driver is involved in an accident, the following steps should be followed:

1. Determine the exact location of the accident.
2. Survey the passengers for injuries.
3. Call Dispatcher to report the accident and the number of injured.
   - W – Where was the accident (location)
   - R - Route - which one
   - E - Employee – who’s the driver
   - C - Contact school of student(s)
   - K - Kids on bus and/or injuries
4. Do not attempt to place the blame for the accident, admit responsibility for the accident or make a possible determination of the cause.
5. Do not take students off the bus unless they are in immediate danger (i.e. fire, gas leak, etc.).
6. Do not leave the students unattended.
7. Do not allow non-emergency persons on the bus.
8. Do not allow anyone (including the media) to interview or video students.
9. Refer all questions to the Director of Transportation/Director of Communications.
10. Have at least an elementary knowledge of first aid so that you may assist with any injuries.
11. Know that only paramedics or police officers can determine if a student should be transported for medical attention in the absence of a parent or guardian.

_The Dispatcher will contact the Transportation Director, Executive Director of Support Services and Communications. A Supervisor will report to the accident scene based on the amount of damage and/or injuries._

**Action Following an Accident or Collision**

In the event a driver operating a bus for the district is involved in an accident, the following steps should be followed:

1. Initiate and complete arrangements for their driver’s post-accident substance abuse testing.
2. Report any and all accidents to the Transportation Department in writing within twenty-four (24) hours of the accident.
3. Submit a copy of the accident report and the state accident report to the insurance provider, Finance Department and Transportation Department within five (5) days.
4. Inform the Transportation Department of any and all moving violations by any driver operating a bus within PCSSD.

**Bus-Site Duties Following an Accident or Collision**

1. Take cellular phones, cameras and accident packages.
2. Supervisor or designee and staff members will work under the direction of the Law Enforcement Officer (designated by 911).
3. Gather students in a safe area when instructed and provide comfort and care.
4. Prepare a list of students with full names, home addresses and parent names for the police report.
5. Ensure students are not removed from the site by parents or anyone else without permission of the incident coordinator.
6. Keep the media away from students.
7. Write down the names of each student sent to the hospital.
8. Maintain continuous communication with the school.
9. Collect student belongings for return to school.
10. Make transportation arrangements for remaining students.

**PROCEDURE AFTER HOURS AND WEEKEND ACCIDENT/INCIDENT**

_After hours and weekends are_ considered any time after the normal work hours for dispatch.

_Accident_ is defined by resulting damages of $250.00 or more when a vehicle (school bus) is involved in a collision or becomes immobilized for any reason other than a mechanical issue.

_Incident_ is defined by resulting damages of $249.00 or less when a vehicle (school bus) is involved in a collision or becomes immobilized for any reason other than mechanical issue.

_Collision_ is defined as any instance that one moving objects (school bus) strikes against another moving or stationary object.
THE SUPERVISOR WILL DETERMINE:

1. Accident or incident
2. If and what officials should be contacted
3. Post-accident actions:
   • Transportation for students and Driver if necessary
   • Post-accident drug/alcohol testing
   • Disciplinary action of At Fault Accident/Incident

If attempts to contact supervisor are not successful for any reason, the driver must:
1. Document in writing the above listed information on the appropriate form included in the accident packet located on the bus.
2. If students are on board, local authorities should be contacted so that an official report can be made and referred to in the event that a passenger claims an injury following the accident/incident.
3. If a camera (cell phone) is available, take pictures of the damage.
4. Follow up with a supervisor as soon as possible

Failure to report an incident or accident of any kind will result in disciplinary actions whether at fault or not at fault.

ACCIDENT/INCIDENT INFRACTIONS

Accidents are defined by resulting damages of $250.00 or more to either vehicle.
Incident is defined by resulting damages of $249.00 or less.

2 Incidents with $249 or less in damages counts as one accident.
- Ex. 2 incidents and one accident = 2 accidents

1st At Fault Accident in an 18 month period will result in:
- Written reprimand
- Drug screen
- Driver retraining
- Suspension 1 to 5 days depending on the severity of the accident and/or driver negligence
  1. 1 day: no students on bus
  2. 3 days: students on board
  3. 5 days: students on board and personal injuries to a 3rd party

2nd At Fault Accident in an 18 month period will result in:
- Final chance written reprimand
- Drug screen
- Driver retraining
- Suspension 2 to 7 days depending on the severity of the accident and/or driver negligence.
  1. 1 day: no students on bus
  2. 5 days: students on board
  3. 7 days: students on board and personal injuries to a 3rd party.

3rd At Fault Accident in an 18 month period will result in:
- TERMINATION
Severe violations may allow the applicable discipline level to be skipped to the next level of disciplinary action.

**DRIVER RETRAINING IS MANDATORY**

**LEAVING THE SCENE OF AN ACCIDENT IS AUTOMATIC TERMINATION**

**Impounding Buses**
Following an accident, a school bus could be required to be impounded if any of the following occurred:

1. The driver states that vehicle failure impacted the accident.
2. One or more fatalities are associated with the accident.
3. The bus driver is cited for a traffic violation related to the cause of the accident.
4. The accident results in bodily injury requiring immediate medical treatment away from the scene.
5. If the request was made by the Director or Supervisor.

**SAFE DRIVING RULES**

**Backing a School Bus**
It is Pulaski County Special School District Board of Education policies that whenever possible buses should not back up in order to complete a route. A driver shall not back a bus while on school grounds unless a school principal, a principal’s designee or another certified bus driver is located outside and behind the vehicle giving both verbal and visual instructions to the bus driver while the bus is moving.

**Staff Health and Safety**

**Definitions**

1. *Abuse and/or untimely use of alcohol* – Having an alcohol concentration in the blood or breath of 0.04 percent or greater or having an alcohol concentration in the blood or breath in any amount or degree when coupled with impairment of the employee’s ability to safely, properly, and effectively perform his assigned duties.

2. *Drug* – Any substance (other than alcohol) that has known mind or function-altering effects on a human subject, specifically including any psychoactive substance and including but not limited to, controlled substances.

3. *Controlled substance* – Has the meaning assigned by the Federal Government and included all substances listed on Schedule I through V as they are presently listed in 21 Code of Federal Regulations, Parts 1301-1306, and as they may be revised from time to time.

4. *Abuse and/or untimely use of controlled substances and/or drugs*:
   a. Testing positive for the presence of any controlled substances in the body in any amount or degree, when coupled with impairment of the employee’s ability to safely, properly, and effectively perform their job duties.
   b. Testing positive for the presence of any drugs in the body at or above the lowest cutoff level as established by the analytical methods used by the testing laboratory as approved by the District.
5. **Drug Screener/Collector** – The Person responsible for collection of specimens under this program.

6. **Drug Program Facilitator** – The Executive Director for Support Services or his designee will be responsible for Administration of this program.

7. **Work day** – The time beginning when an employee reports for work until the employee finishes work and leaves District property (including any rest and lunch breaks) or any time an employee is traveling on District business.

8. **At fault** – Person responsible or who caused the accident and determined at fault by law enforcement Investigation Report or from an investigation conducted by the District.

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**Drug and Alcohol Testing  Code: GBE (D)**

The safety and security of Pulaski County Special School District’s students and employees shall be a priority and always maintained.

The Superintendent is directed to develop and implement a mandatory drug and alcohol testing program for bus drivers, security guards or any employee required transporting students by school bus which will include, but not limited to, compliance with and enforcement of all state and federal laws, rules and regulations.


*A confirmed positive test, without adequate explanation, will result in termination*

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**Staff Health and Safety – Drug and Alcohol Testing  Code: GBE – R**

1. **Purpose:** To establish guidelines for a mandatory drug and alcohol testing program for Bus drivers, security guards or any employee required to transport students by school bus.

2. **Personnel affected:** Bus drivers, security guards or any employee required to transport students by school bus or any employee required to maintain a commercial driver’s license.

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**Program Overview**

1. The safety and security of the Pulaski County Special School District employees and students will be maintained as a high priority. The influence or use of drugs, including alcohol, is capable of threatening the safety of students and cannot be tolerated. The Pulaski County Special School District is committed to providing a drug-free work environment for the safety of students and employees.

2. The possession, use, transfer or sale of alcohol and/or any illegal drug during the work day is strictly prohibited and will result in termination. Being under the influence of alcohol and/or any illegal drug during the work day is also prohibited and will result in termination.
Random Employee Testing

1. To maintain the District’s priority of assuring the safety, health and well-being of students, Employees and the traveling public, the District retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by this program. No employee will be randomly tested more than two (2) times per school year.

2. A confirmed positive test, without adequate explanation, will result in termination.

Employee Testing for Cause

1. The Drug Program Facilitator or a District administrator who has reasonable suspicion that an employee under his supervision is guilty of abuse and/or untimely use of alcohol and abuse and/or untimely use of controlled substances and/or drugs may require the employee to undergo a drug and/or alcohol test. Reasonable suspicion may be based, among other things, on an employee’s observed behavior which is indicative of drug or alcohol use, reports from a reliable source of suspected drug use or possession or use of drugs and/or alcohol.

2. The Drug Program Facilitator or the employee’s immediate supervisor will follow the following process in cases where he reasonably suspect abuse and/or untimely use of alcohol or abuse, and/or untimely use of controlled substances and/or drugs:
   a. Solicit an explanation from the employee for any behavior which creates a reasonable suspicion of a violation of this program.
   b. If the employee cannot satisfactorily explain the behavior, the supervisor may request the employee to undergo a drug and/or alcohol test.
   c. A confirmed positive test without an adequate explanation will result in termination.

Employee Accident-Related Testing

The District will require an employee to undergo drug and/or alcohol testing when involved in an accident in which the employee is considered at fault or which results in personal injury or property damage estimated to be in excess of Arkansas State Statute 75-1450-75-1460 while operating a vehicle owned, leased or rented by the District. A confirmed positive test, without an adequate explanation, will result in termination.

Employee Refusal

Refusal to take the test immediately or failure to cooperate fully as requested during the testing procedure will be considered as being an act of insubordination and will result in termination.

Explanation and Confirmation

Both applicants and employees may provide a written explanation for their positive test results and request confirmation of their original sample at their own expense.

Employee Notification

All employees and job applicants will be advised of the District Drug Testing Program. Notice of the program will be posted on employee’s bulletin boards and copies of the program will be made available to job applicants and employees to review.

Employee Appeal

Any employee may appeal his discharge or any other disciplinary action to the extent and in the manner such appeal is authorized by Arkansas State Law 6-17-1701.
Testing Time for Employees
All employees who are subject to drug and/or alcohol testing will be tested during the work day at a time designated by the Drug Program Facilitator or a District Administrator, except in such cases as this policy requires employees to be tested for cause or as a result of an accident, where upon the Drug Program Facilitator or a District administrator may conduct testing at any time. Job applicants will receive no compensation for testing.

Use of Authorized Drugs
Prior to the start of their work, employees must report their use of any prescription and/or over-the-counter drugs which may impair job performance or safety of others to their department head or Drug Program Facilitator. It is the employee’s responsibility to determine from his physician whether or not the prescribed drug would impair his job performance. When reporting such use, the employee must present the drug container with prescription and/or the full label on it. All prescriptions are subject to verification by the district. Each employee must provide medical authorization when requested. Failure to do so may be grounds for discharge. Employees reporting their use of authorized drugs may be temporarily reassigned to an existing vacant position or be required to take leave with or without pay until the use is discontinued. Each instance will be evaluated on its individual merits. Paid leave may be charged to sick leave and/or current vacation time if either is available.

The Department of Transportation (DOT) has added four prescription opioids (hydrocodone, hydromorphone, oxymorphone and oxycodone) to the existing DOT drug-testing panel for screening transportation workers. The change is part of a final rule that was effective on January 1, 2018.

The agency noted that these four drugs that are “already tested for in many transportation employers’ Non-DOT testing programs because of their widespread use and potentially impairing effect” and that adding them to the required screening will allow DOT to detect a broader range of drugs being used illegally.

Drugs that will impair your performance can be detected 48 to 96 hours; therefore, you should not be driving. Drug testing does not determine the extent of impairment but does reveal detection of drugs.

Employee Assistance
Employees who have an alcohol, drug or controlled substance problem are encouraged to seek assistance. All supervisors, the Director of Transportation, the Superintendent or his designees are available for assistance.

Confidentiality
1. The District realizes the legal need for strict confidentiality as it relates to test results. Confidentiality applies to all information relating to the employee drug testing, result and treatment, and no person other than necessary management will have access to drug testing results.
2. An employee may waive the confidentiality of the drug test. To waive confidentiality of the drug screening test he must give a written letter of authorization to the District.

Record Maintenance
It will be the responsibility of the Drug Program Facilitator to see that all drug and/or alcohol test records resulting from the testing of District employees for drug and/or alcohol abuse are properly stored. All such records will be maintained for a period of not less than five (5) years.
EXCESSIVE LEAVE POLICY

Sick Leave: excessive and Grossly excessive

1. Excessive Sick Leave is absence from work, whether paid or unpaid, that exceeds twelve (12) days in a contract year for an employee and that is not excused pursuant to: District policy; Family Medical Leave Act; a reasonable accommodation of disability under the American’s With Disabilities Act; or due to a compensable Worker’s Compensation claim.

2. Grossly Excessive Sick Leave is absence from work, whether paid or unpaid, that exceeds ten (10%) of the employee’s contract year and that is not excused pursuant to: district policy; the Family Leave Medical Leave Act; a reasonable accommodation of disability under the American’s With Disabilities Act; or due to a compensable Worker’s compensation claim.

3. Current Sick Leave means those days of sick leave for the current contract year, which leave is granted at the rate of one (1) day of sick leave per contracted month, or major part thereof.

At the discretion of the principal (or Superintendent), and, if FMLA is applicable, subject to the certification or recertification provisions contained in policy FAMILY MEDICAL LEAVE ACT or Extended Leave, the District may require a written statement from the employee’s physician documenting the employee’s illness. Failure to provide such documentation of illness may result in sick leave not being paid, or in discipline up to and including termination.

If an employee’s absences are excessive or grossly excessive as defined by this policy frequently during a school year, and said absences are not subject to FMLA leave or are in excess of what is protected under FMLA, to the extent that the employee is not carrying out his assigned duties to an extent that the education of students is substantially adversely affected (at the determination of the supervisor or Superintendent), may result in dismissal.
Types of Leave
Two (2) personal leave two (2) sick leave days will be received at the start of school. Between September and March employees will receive One (1) day of sick leave per month; a total or nine sick days a year. If you do not use your personal leave days before the end of the year they will be added or carried over to your sick leave.

Disciplinary Action
Once the employee has eight absences, the immediate supervisor will issue an oral warning (reduced to writing). The ninth occurrence will be cause for a written warning to be issued to the employee. Upon twelfth absence the employee will be recommended for suspension without pay, and termination. All documentation will be sent to Human Resources for entry into the employee’s permanent record.

Exceptions: FMLA and ADA Leave
This is approved for use under the provisions of the Family Medical Leave Act (FMLA) and leave granted for purposes of an accommodation under American with Disabilities Act (ADA) will not count as an absence. However, employees are expected to comply with district policy regarding notice to his or her supervisor when absences are necessary (appropriate medical documentation will accompany leave request).

No Call - No Show
Any employee that fails to arrive at work or fails to notify their supervisor (or designee) of an absence after their assigned arrival time, will be considered a No Call - No Show. In the event that an employee is considered a No Call – No Show, disciplinary action will be taken. Please refer to page 18 for the Levels of Infractions for Drivers and Aides.

Voluntary Quit
Any employee who is absent from work for four (4) consecutive working days without notifying his/her supervisor of the absences will be considered as having a voluntarily quit, unless the employee has a valid and sufficient reason for his/her failure to notify the supervisor.

LEAVE
It is the responsibility of each individual employee to enter their leave. Leave must be in before you take off or no later than your first day back. Be aware of your leave balance (located on your check stub). Supervisors have no way of knowing your balance. When using sick leave, your supervisor may request a Doctor’s Statement.

- Court Appearance/Jury Duty-you will need a subpoena.
- Injury on Duty must be reported the same day and all necessary forms completed.
- If you are going to be absent from any portion of your route, you are required to notify your supervisor or dispatch. Please remember to call at least on (1) hour prior if an emergency arises.
- In hiring for summer employment: absenteeism, accidents/incidents are factors.
- Due to the amount of absenteeism at the end of the school year, there will be no personal leave approved the last two weeks of school. A doctor’s statement is required for approval of sick leave.
**Hours Worked**

Covered employees shall be compensated for all the time they are required to be on duty and shall be paid for all hours worked each workweek.

The District shall determine the manner to be used by employees to accurately record the hours they work. Each employee shall record the exact time they commence and cease work, including meal breaks.

Employees will be given CLOCK IN and CLOCK OUT times for AM/PM by your Supervisor. **No adjustment shall be made without the approval of your Supervisor.**

If an employee does not have their badge with them for whatever reason; a time clock missed punch request form has to be filled out. After two consecutive days of not having your badge, the employee has to purchase another badge before returning to work.

Each employee is to personally record his or her own times. Any employee who signs in or out (or who punches a time clock) for another employee or who asks another employee to do so for him/her will be recommended for termination.
SPECIAL NEEDS

FERPA AND IDEA

What are FERPA and IDEA?
The Family Educational Rights and Privacy Act (FERPA) apply to all educational agencies receiving federal funds. The purpose of FERPA regulations is to limit the access of student records by others without prior parental consent. In addition, the Individuals with Disabilities Education Act (IDEA) include a number of provisions concerning access to the records of certified special education students. IDEA requires that information about a student’s Individualized Education Program (IEP) be provided to all parties responsible for implementing the student’s services. IDEA also specifically addresses requirements about confidentiality. Bus drivers may need to know about a student’s emergency information, medical needs, or disciplinary history and how these factors may impact their bus service.

Specific Accommodations, Modifications, and Other Support Strategies
The principal and case coordinator are responsible for making sure transportation is informed of specific accommodations, modifications, and other support strategies that must be provided for the child in accordance with the IEP.

Discipline Procedures for Students under IDEA
All disciplinary procedures required for a student who qualifies under IDEA and misbehaves at school also apply when the student is riding a bus.

Students Receiving Alternative Transportation as a Related Service
During an Individualized Education Program (IEP) team meeting, a student may be recommended for placement on an alternative bus to enhance his or her potential for success. This action is a team decision.

Authorization for Placement of Students on Alternative Transportation
The Central Office Pupil Personnel Supervisor/Consultant for the specific school to serve the student should contact the router for placement on a route. Any unique or specific requirements should be given as part of the request for each placement.

Responsibility to Inform Drivers Regarding IDEA
It is the responsibility of the special education case manager to ensure that drivers receive any notices on necessary transportation procedures relating to students with IEPs.

Reduction or Revocation of Transportation Related Services under IDEA
A student’s related services (including transportation) under IDEA should be provided so that the least restrictive possibility is considered first. Services cannot be reduced, changed, or revoked without recommendation of a student’s IEP documentation establishing new recommendations and/or guidelines. Special transportation is an IEP team decision.

Loading and Unloading Students with Lifts
Parents of students who are in wheelchairs or who use the lift for getting on/off the bus must assist at the home in the loading/unloading process each day. Drivers and bus aides are responsible for securing the wheelchair and student during lift movement. It is not a bystander’s responsibility even if that bystander is a parent or school personnel. No other person should be on the lift platform when it is moving. There are no circumstances when it is safe for two or more people to ride the lift platform.
Students Requiring Car Seat, Harness, or Other Devices
Parents of students who are transported in a car seat, harness, or other restraint device may assist bus aide at the home in the loading/unloading process each day. School personnel may assist in the unloading/loading process at the school site.

Seat Belts
Some special needs buses are equipped with seat belts. All riders on special needs buses are expected to stay within the fastened seat belt at any time the bus is in motion.

Student’s Electronic Devices
Radios, tape players, video games, and other “hand-held” electronic devices can be taken on the bus if the student has written documentation allowing such a device from his or her IEP-team, 504 committee, or teacher with the principal’s approval. All devices must be used only with ear/headphones and be turned off when requested by the bus driver.

Student Mobility Aids
Mobility aids should be secured firmly beside the child. Walkers usually fold up and can be secured in either another bench seat or next to the student. Folded walkers, canes, or crutches should not be left underneath the seats or unsecured during the bus ride.

Student Medications
Students needing to take medication during the school day must consult with the school principal, the school nurse, or the teacher to get the proper instructions for the medications to be administered to the student at school. When a student has to transport medication on the bus to school, the following procedures should be followed:

1. The parent must package the medication needed by the student for that day ONLY. The child’s name and his or her teacher’s name should be clearly labeled on the package. Directions for the administration of the medication should also be included.

2. The parent must notify the school principal or his or her designee that the child’s medication is being delivered by the school bus.

Wheelchair Tie-downs
Wheelchair tie-down equipment must be provided on all lift-equipped buses and must be used to secure wheelchairs and their occupants. Tie-downs must be in good operational condition. Tie-down cleaning, maintenance, and replacement are the responsibility of the bus driver and Aide. Before transporting a student in a wheelchair, the bus driver should complete the Pulaski County Special School District training on wheelchair tie-down.

Procedures (Contact the Training Department and schedule a time for training)
the correct wheelchair tie-down procedures that drivers must master are:

• The driver and bus aide operate the lift.
• The seat belt, harness or vest, etc. must be secure before the driver allows the wheelchair on the bus. If a harness is worn, the wheelchair must have a seatbelt as well.
• The wheelchair is positioned correctly on the lift.
• The wheelchair is locked on the lift.
• The wheelchair is positioned correctly in its designated space on the bus.
• The wheelchair brakes are locked.
• The front belts are positioned on the FRAME of the wheelchair.
• The front belts are tightened.
• The ratchets are positioned on the FRAME of the wheelchair.
• The ratchets are tightened.
• Correct tension must be used on all belts.
• The lap belt must be secured. It is secured through the harness loops when appropriate.
• The tie downs will be stored when not in use.

Home Stops
Pulaski County Special School District transports an array of students with an array of needs. Bus stops and routes are determined by the Transportation Department routers with the assistance of the bus drivers as described in District policy. Stops, including a stop at the child’s residence, with special accommodations may be recommended as part of a student’s related services. However, any and all accommodations must be described in detail and approved by the child’s IEP-team.

Student Supervision Not Present at Home
Many problems occur when a special needs student who requires supervision is brought home in the afternoon, and no one is there to receive him or her. When a child’s parent or other caretaker is not present, the following procedures should occur:

1. The bus driver will wait three (3) minutes. If supervision does not arrive, the driver will contact the Transportation Department and will continue his or her route. The Transportation Department will maintain a phone log of all instances and their outcomes. The driver should return to the former stop again after delivering students to the next area of the route.

2. If supervision is still not present, the Transportation Department will contact the school to inform the principal or his or her designee that there is no one at the student’s residence and he or she will be returning back to the school. The principal or their designee will then supervise the returned student and locate the parents.

3. If the principal or his or her designee is not at the school, the driver or Transportation Department will contact the parents by phone (either at home or work). If the parents cannot then be located; the Transportation Department will contact Pulaski Special School District Security for assistance in securing protective care for the student until the parents are located.

Health Risk Students
If the school is notified through appropriate channels that medical precautions are recommended for a child while riding the school bus, the school nurse will review the recommendations and provide specific medical data to the driver and to emergency medical personnel.

Use of Specially Equipped Buses
Pulaski County Special School District makes available buses with special equipment as they are needed. The IEP team determines a student’s related services and any special apparatus needed to enhance the delivery of these services.
Special Needs Students
Most Special Needs Students require adult supervision at home. The parent or legal guardian is responsible to inform the school system whether or not their child can be left without supervision. Forms are available at the Transportation Office to indicate a child may be left without supervision at the request of the parent/guardian (Parent Consent Form).

Bus Routing Procedures
Assignment of Routes
Pulaski County Special School District policy delegates the Transportation Department responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students. The Transportation Department shall make necessary adjustments to ensure all routes are run efficiently.

Transportation Service Parameters
Transportation services shall be provided to eligible students to and from their assigned bus stop and school. Bus stops shall be determined by the Transportation Department and assigned based on the proximity from a student’s primary residential address. Eligible students include those living within their school’s attendance zone, but outside the two mile walk zone (secondary students), one mile walk zone (elementary students).

Authorization for Placement of Students Unassigned/Alternative Bus
Transportation will have to approve pickup or drop off stops. In some rare emergency situations a parent or school administrator may contact the transportation supervisor for prior approval for an alternate bus stop. Unless a transportation supervisor directs otherwise, all students should ride their assigned bus and get on and off the bus at their stop.

Transportation to Locations for Childcare
Due to fiscal and liability concerns, Pulaski County Special School District shall not provide transportation services to a location for the purpose of providing care to students prior to or immediately following the instructional day. This policy has no impact on transportation services specified in a student’s IEP or 504 plans.

Route Path and Time Parameters
1. Routes shall be arranged in such a way as to travel the shortest possible distance from the time the first student is picked up until the trip is completed when feasible.
2. Our goal is not to exceed eighty (80) minutes while in transit.
3. Students shall not be transported past their assigned school or bus stop.
4. Routes will be scheduled by the Transportation Department so that there are minimal deadhead miles but must operate the bus route in a consistent manner.
5. Please allow 48 to 72 hours for New Student assignments.

Distance between Stops – The distance between stops for students shall not be greater than one-half (1/2) mile from their home. Adequate visibility between the bus driver and other motorists at bus stops may alter these distances.

Subdivision Stops
Eligible students residing in a subdivision development or other roads with NO continuous route will have a designated bus stop located near the development entrance or nearest intersection. In cases where there is a continuous route through a subdivision, the distance must meet or exceed three-fourths (3/4) mile from the nearest entrance to the last eligible student’s residence. Buses will only enter cul-de-sacs with the approval of transportation
Distance Measurements for Transportation Purposes
Distance measurements for transportation purposes shall include only public (non-private) roads.

Private Property Obstruction
Private property with speed barriers or other physical impediments may prevent school buses from using the drives. These physical impediments could pose a potential safety problem to either the students or the vehicle. The Transportation Supervisor or his/her designee must determine if these physical conditions warrant action prior to any reduction of services. If the barriers are removed or altered and receive approval from the Transportation Supervisor, the bus then may be re-routed onto the private property. The Transportation Department has sole discretion as to the service location, the order in which students are picked up and dropped off and the path traveled between pick up points.

Students Crossing Multiple Lanes of Traffic
No route should be arranged for students to cross four lanes of traffic to board or get off a school bus. Bus Drivers should notify the Transportation Department upon discovery if students riding their bus are crossing four lanes of traffic and offer suggestions to find a solution to better serve our students.

Bus Passenger Capacity
The number of pupils transported on a school bus is not to exceed the bus’s capacity. The capacity is determined by the vehicle’s title for conventional and transit buses.

Route Changes: Notification of Route Change
Drivers cannot change a bus route, add or delete stops unless the change has been approved by your Supervisor. After approval, the Transportation Department must notify students, parents, and all impacted schools before the change becomes effective. There will be disciplinary action taken for failure to follow this rule.

Appeals: Eligibility, Bus Route, or Bus Stop
Any appeals of transportation decisions or procedures regarding eligibility, stops, routes, and other daily operation practices shall be made in the following order:

1. Transportation Supervisor
2. Transportation Director
3. Executive Director of Operations
4. Superintendent
5. School Board

Courtesy Bus Rider Eligibility
The driver shall permit only those students enrolled in a PCSSD school to ride a bus. Courtesy transportation will be provided for students of district employees and permit students. Transportation must be approved through Equity and Pupil Services for permit students. All students must be at least 5 years of age. Children of district employees and permit students may ride the bus during a regularly scheduled route providing the following stipulations are met:

1. A passenger overload is not created.
2. Appropriate behavior is displayed by the child.
3. Children of District employees are not allowed to ride an out of district behavior route.
4. Transportation Supervisors must be notified of bus drivers or bus aide’s student riders.
**Student’s Items on Bus**

Students may carry school-related items on the bus such as projects, band instruments, etc. that can be safely secured by the student and do not create a threat of danger to the occupants on the bus and do not impede passenger movement. The following guidelines should be followed when securing students’ items on the bus during Regular routes, Sporting activities, or Field Trips:

- Nothing can be placed in the bus aisle. The aisle must remain a clear passageway from the front to the rear of the bus.
- Nothing can be placed under the bus seats.
- Nothing can be placed against the emergency exits.
- No live animals shall be transported on the bus. Animals can be easily excited, which could create an unsafe situation for the driver. In addition, no item(s) identified by the base school as inappropriate or disallowed by the school shall be transported on the bus (e.g. yo-yo’s, laser lights, skateboards, fidgets, balls of any kind.

  *(Service animals must comply with District Policy (Code: IHBSA –Also ESA)*

**Lost and Found**

Items found on the bus will be tagged and held in the Transportation Department for three (3) days. If items are not claimed, it will go back to the school. If we cannot confirm what school, the items will remain in the Transportation Department until the end of the school year and will be donated to a nonprofit organization. If on a field trip, Any items brought on the bus (luggage, sleeping bags, ice chests, picnic items, balls of any kind etc.) must be adequately secured in the bus seats. Belting/webbing that is used to secure these items must be of sufficient strength to hold them in place on the bus seat. Absolutely nothing can be placed in the bus aisles or in front of the emergency door.

**Field Trips**

Drivers are required to report misconduct because all field trips are an extension of the school. Therefore, students are expected to behave the same as they are at school. Students are also expected to display appropriate behavior while being transported to off-campus sites.

**Accommodating Special Needs Students** who require a bus with specific equipment to be transported to and from school should have the same equipment on all school-related field trips. Every effort should be made to include student peers on the required vehicle with the special needs student.
Student Infractions

When turning in a School Bus Disciplinary Referral on a student, the driver will use one of the following infraction codes that best describes the behavior.

01 = Drug
02 = Alcohol
03 = Tobacco
04 = Truancy
05 = Student Assault
06 = Staff Assault
07 = Knife
08 = Handgun
09 = Rifle
10 = Shotgun
11 = Club
12 = Gangs
13 = Vandalism
14 = Insubordination
15 = Disorderly Conduct
16 = Explosives
17 = Other
18 = Bullying
19 = Fighting
20 = Cell phone/Electronic device
21 = Cyber bullying
22 = Harassment/Sexual Harassment
23 = Public Display of Affection
24 = Stealing/Theft
25 = Terroristic Threats

All recommendations for expulsion of bus privileges will be referred to the Division of Equity and Pupil Services

Pulaski County Special School District Employee Resources

Transportation Northwest     501-234-2950
Transportation West          501-234-2970
Transportation South         501-234-2915
Training                     501-234-2910
Payroll                      501-234-2193
Human Resource               501-234-2030
Chanda Swinson – FMLA        501-234-2040

INSURANCE:

- PCSSD Insurance Office-Juliet Bogy-234-2127.
- ARbenefits-501-682-9656 or website-arbenefits.org
- JTS Service-501-227-0194
Grievance Procedure

Grievance Defined: A grievance is defined as a concern expressed by an employee that there has been a violation by the Administration of (A) an express provision of these personnel policies (B) a federal or state law or regulation; or (C) some other express term or condition of the employees/grievant employment. Terminations of contracts for cause, suspensions because of a belief that cause for termination exists, and non-renewal of contracts is governed by statute with appeal provisions. Therefore, this grievance procedure does not apply to those job actions. However, other disciplinary actions, including disciplinary suspensions without pay, are subject to this grievance procedure. This grievance procedure shall be the exclusive remedy for any employee alleging a violation by the school district that may be the subject of a grievance under this procedure. Group of employees with the same concern about a school district violation may be parties to a single grievance

Informal Resolution:
Grievances or other differences between employees and the administration are frequently the result of mistakes or misunderstandings. Accordingly, while not a mandatory condition of appealing to the superintendent, an employee should always attempt to resolve any grievance (as well as any other difference not within the definition of a grievance) by first bringing it to the attention of the building principal or equivalent immediate supervisor. This may be done in writing, but there is no requirement of writing as there is with the following steps of the grievance procedure.

Level 1 Immediate Supervisor
Informal and direct resolution of all grievances and other differences is strongly encouraged. If the discussion at the informal level fails to resolve the grievance, or if no resolution occurred within five (5) days of the informal meeting, the grievance may invoke a formal Level 1 grievance.

1. A copy of the grievance should be mailed or delivered to the immediate supervisor and it will include:
   a. A statement setting forth the factual basis for the grievance and the section or sections of the policies allegedly violated.
   b. Whether the employee wants representation, and if so, what type (i.e. personal attorney, AEA).

2. The immediate supervisor will meet with the grievant within five (5) days if the receipt of the grievance.

3. The immediate supervisor will render a written decision within five (5) days of the meeting

Level 2 Superintendent
1. If the grievance is not satisfied with the decision of the immediate supervisor, or if no decision has been made within five (5) days of the Level I decision, then the grievant may invoke a Level II grievance to the Superintendent within ten (10) days of the Level I decision.

2. The Superintendent and/or his designee will hold a Level II grievance hearing within seven (7) days of the receipt of the transmittal.
   a. A written decision will be rendered within seven (7) days of the hearing.
   b. The Superintendent and/or his designee will furnish a copy of the decision to the grievant
Level 3 School Board

1. A grievant may elect to have his grievance heard by the Board.

2. The grievance will notify the Superintendent of his desire to have a Board grievance hearing within twenty (20) days after the conclusion of the Level II decision.

3. The Board, no later than its next regular meeting, will hear the grievance provided the request was received prior to the setting of the agenda.
   a. The grievant may be represented by a legal or paralegal counsel at his own expense.
   b. A decision by the Board will be rendered at the time of the hearing.
   c. It will require five (5) Board member votes in order to overturn the Superintendent’s decision.
   d. The decision will be reduced to writing.
   e. A copy of such a decision will be furnished to the grievant.

DISCRIMINATION COMPLAINTS

Any alleged violation of the district’s policy prohibiting discrimination on the basis of race, color, religion, sex (including complaints of sexual harassment), or national origin must be brought to the attention of the Superintendent of schools by the complainant as soon as possible. If the complaint involves allegations against the Superintendent, or allegations that the Superintendent has refused to act on a discrimination complaint against another employee, it must be brought to the attention of the president of the Board of Education. This provision applies to any environment on account of race, color, religion, sex, or national origin.

Time Limits
Time is of the essence in this grievance procedure and the times for filing a grievance and answering are to be strictly construed. However, the time limit for initially filing a grievance can be extended by the mutual agreement of any building principal or the superintendent, on the one hand, and the employee, on the other hand, which agreement must be in writing. The time limit for appealing the Superintendent’s second step answer, or failure to timely answer to the school board can be extended by the mutual written agreement of the superintendent and the employee.