

Bus Driver Handbook

“Providing tools that Drivers need to safely transport students to and from school.”



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Role of a School Bus Driver

The school bus driver has a very important position. Learning to drive a vehicle the size of a school bus is a difficult task in itself. When you sit behind the wheel of a school bus, you become aware of the many differences in handling a larger vehicle. These differences are magnified from the time you first put the transmission in gear to the time you apply the brakes at the end of any given day. Positioning a school bus vehicle in relationship to another object can give you a whole new perspective on your ability to judge distance in any direction. A seemingly simple maneuver such as turning a corner in traffic can be an experience you won't soon forget. Mastering these tasks is a challenge, add in student management and parent communications and the role of bus driving is even more impressive.

It is evident that you, the school bus driver, are an essential part of the educational community. The school bus is an extension of the classroom. In many instances, you will be the first representative of your school to meet the students who ride your bus in the morning. You will probably be the last school representative to see the students at night. As such, your conduct must be professional at all times, serving as a role model of correct behavior.

While the students are on your bus, their safety is in your hands. Perhaps in no other area of education does any one person accept more responsibility for the safety and well-being of students than the school bus driver. You are now part of a very important and exceptional population - some of the most important people in your community. You are vital to the school system and students' access to school.



The school bus driver is often perceived as serving multiple roles including guardian, teacher, friend, and sometimes disciplinarian to the students riding a school bus. The driver must also focus on one primary objective of the bus driver's role - to provide safe transportation for students. This responsibility requires that you devote full attention to the driving task, with the safety and welfare of your passengers foremost in your priorities. Therefore, as a member of this dedicated population, you must always take those steps necessary to assure that your equipment is in the best possible working condition. Also, you must constantly strive to improve the safety and efficiency of all the activities related to operating your school bus or any other legally acceptable vehicle used to transport students.

Bus Driver Job Duties

Position Title: Bus Driver

Department: Transportation

Reports to: Transportation Director

FLSA Class: Non-Exempt

SUMMARY

This position is responsible for the safe operation of a school bus transporting students or passengers to specified destinations based on established schedules. Performs all duties relative to the safe operation of a school bus.

DUTIES

1. Drive multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.
2. Conducts a vehicle safety check pre-trip and post-trip and record the results on forms provided by the district.
3. Makes routine checks and inspections of buses and bus equipment for proper operation, safety, and maintenance to include, but not limited to checking the condition of a vehicle's windshield wipers, lights, oil, fuel, water, seats, and safety equipment.
4. Observes and follows all federal, state and local regulations for operation of school bus.
5. Follows school district policies and guidelines regarding student management, discipline, and bus operations.
6. Comply with traffic regulations in order to operate vehicles in a safe and courteous manner.
7. Follow safety rules for railroad crossings and as students are boarding and exiting buses, and as they cross streets near bus stops.
8. Pick up and drop off students at regularly scheduled locations, following strict time schedules.
9. Read maps and follow written and verbal geographic directions
10. Keep bus interiors clean for passengers to include but not limited to sweeping interior of bus and picking up trash.
11. Maintain knowledge of first-aid procedures.
12. Performs basic vehicle cleaning.
13. Performs any required emergency procedures as needed.
14. Conducts one bus evacuation drill per year and keeps a record of the dates.
15. Maintains required written records and forms as required by the district.
16. Attends required safety training and annual refresher training as required by state, Illinois State Board of Education, and the school district.
17. Maintains a safe environment according to school policies and procedures.
18. Performs related duties and responsibilities as assigned.

Bus Driver Qualifications

QUALIFICATIONS

1. Must be 21 years of age or older and have a high school diploma or equivalent.
2. Must possess or be able to obtain a CDL with passenger endorsement or a CDL with school bus endorsement. To obtain a CDL, each driver will have to go through a prescribed program of theory and behind-the-wheel instruction by a registered FMCSA training provider.
3. Possess a valid driver's license, which has not been revoked, suspended, or canceled within the 3 years prior to the date of application.
4. Must be able to meet all requirements for a school bus driver permit in accordance with the Illinois Administrative Code Chapter 2 SEC. 1035.15.
5. Pass all State of Illinois written testing and behind-the-wheel examinations.
6. Ability to maintain good working relationships with fellow employees and students.
7. Physically be able to bend, stoop, twist, turn, reach, carry, pull, push, and climb steps frequently and sit extensively.
8. Ability to lift up to 10 lbs.
9. Ability to push/pull up to 45 lbs.
10. Repetitive use of arms, hands, and shoulders especially on right side to operate door opener.
11. Repetitive use of legs and feet.
12. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
13. Ability to understand and follow basic oral and written instructions.
14. Ability to operate a wheelchair lift.
15. Enforce school regulations and policies in a professional manner.

SCHEDULING

The work hours for this position will vary based on assigned route or destination. The schedule is subject to change with district demands.

ATTENDANCE

All bus drivers must maintain a good attendance record in order to be eligible for after school trips. Drivers who call in sick for a morning route may be removed from an after school trip at the discretion of the Fleet Supervisor.

SOCIAL MEDIA

All employees who use personal technology and social media should adhere to high standards. Bus drivers and aides should refrain from posting or commenting on anything related to students, bus routes, incidents on the bus or at school, etc.

APPEARANCE

All bus drivers and aides must present a clean, neat appearance while driving/riding a school bus. As a representative of Richland County CUSD #1 you must dress in a manner designed to instill a degree of respect therefore, you must abide by the following:

- No open toed shoes or heeled shoes greater than 2"
- No tank tops, tube tops

Bus Driver Qualifications

MEDICAL EXAMINATIONS

Per 92 Ill. Adm. Code, Section 1035.2, each school bus driver must meet the defined physical requirements prior to first receiving their license and annually thereafter.

- A. All applicants for a school bus driver permit must demonstrate physical fitness to operate school buses by undergoing a medical examination, including tests for drugs and alcohol use, conducted by a licensed medical examiner within ninety (90) days prior to the date of application for such permit.
- B. All applicants who have undergone a U.S. Department of Transportation (USDOT) medical examination and/or drug tests within 90 days prior to the date of application shall be exempt from the corresponding requirements of the Illinois Secretary of State medical form, provided that the applicants submit to the examining medical examiner a copy of the USDOT “medical examiner’s certificate” and/or a copy of the “drug-testing custody and control form” signed by the responsible medical examiner. A Secretary of State medical form must be completed reflecting all the medical requirements and appropriate test results listed in this Section.
- C. Except as provided in subsection B of this Section, the medical examination for all applicants shall be performed in accordance with the provisions of 92 Ill. Adm. Code, 1030.20 and 49 CFR 391.43(f). A form conforming to these requirements, as well as the medical examiner’s certificate, can be obtained from the Secretary of State for the use of the examining medical examiner.
- D. Applicants shall consent in writing to provide a urine sample to be tested for drugs and shall authorize the release of the results of the tests to the examining medical examiner. The specimen shall be tested for marijuana, cocaine, opiates, amphetamines, phencyclidine, and any/all drugs required by statute.
- E. Re-applicants will not be retested for tuberculosis as part of the annual medical examination unless, in the judgment of the examining physician, the test should be performed in order to determine if the applicant is physically qualified to operate a school bus. Any applicant who allows his/her school bus permit to expire for more than 30 days is, pursuant to Section 103.25(j) of this Part, considered a new applicant and, as such, shall be required to be retested for tuberculosis.
- F. Applicants may also undergo additional testing to determine whether they have a current clinical diagnosis of alcoholism. Applicants with a current clinical diagnosis of alcoholism shall be ineligible for a school bus driver permit.

Annual refresher course must be completed within 364 days of the last annual refresher course attended.

Bus Aide Job Duties and Qualifications

Position Title: Bus Aide

Department: Transportation

Reports to: Transportation Director

FLSA Class: Non-Exempt

SUMMARY

This position is responsible for assisting in providing safe transportation of students to and from the district's curriculum and extracurricular programs.

DUTIES

1. Assists special education and/or physically handicapped children during transport to and from school.
2. Assists the bus driver in maintaining good student conduct on the bus.
3. Operates wheelchair lift, pushing wheel chairs, and fastening wheel chairs in seat belt anchors.
4. Assists children in and out of seats.
5. Assists children buckling and unbuckling seat belts.
6. Assures that students get on and off the bus in an orderly fashion. Physically assists pupils inside or outside immediate vicinity of the bus.
7. Is familiar with the authorized basic emergency treatment in the event a child has a mild or major seizure.
8. Understands the needs of the nonverbal as they have great difficulty in communicating their needs.
9. Demonstrates an awareness of the special needs of the preschool-level child.
10. Provides written records of violations of the student code to the transportation supervisor.
11. Collects and turns over to the school secretary those personal items left on the bus by students.
12. Observes and corrects safety hazards of equipment and children on the bus.
13. Deals with behavior problems of children on the bus as appropriate.
14. Learns the run and assists substitute drivers with directions.
15. Assists with keeping the interior of the bus clean.
16. Maintains knowledge of first-aid procedures.
17. Attends required safety training and annual in-service training as required.
18. May be required to perform other duties as assigned by administration.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Ability to understand and follow basic oral and written instructions.
3. Enforce school regulations and policies in a professional manner.
4. Ability to maintain good working relationships with fellow employees and pupils.
5. Must be able to lift and carry up to 40 lbs.
6. Requires employee to have the ability to push/pull up to 15 lbs.

Mechanic Job Duties

Position Title: Mechanic

Department: Transportation

Reports to: Transportation Director

FLSA Class: Non-Exempt

SUMMARY

This position is responsible for keeping the district's vehicles in such a state of operating excellence that they present no problems or interruptions to the educational transportation program.

DUTIES

1. Uses hand tools such as screwdrivers, pliers, wrenches, pressure gauges, and precision instruments, as well as power tools such as pneumatic wrenches, welding equipment, and jacks and hoists.
2. Inspects brake systems, steering mechanisms, wheel bearings, and other important parts to ensure that they are in proper operating condition.
3. Performs routine maintenance such as changing oil, checking batteries, and lubricating equipment.
4. Completion of the necessary State inspection of district vehicles.
5. Ensures that all district vehicles are kept clean and have a good physical appearance.
6. Adjusts and relines brakes, align wheels, tighten bolts and screws, and reassemble equipment.
7. Raises vans, trucks, buses, and heavy parts or equipment using hydraulic jacks or hoists.
8. Test drive trucks and buses to diagnose malfunctions or to ensure that they are working properly.
9. Inspects, tests, and listens to defective equipment to diagnose malfunctions, using test instruments such as, motor analyzers, chassis charts, and pressure gauges.
10. Examines and adjusts protective guards, loose bolts, and specified safety devices.
11. Inspects and verifies dimensions and clearances of parts to ensure conformance to factory specifications.
12. Specializes in repairing and maintaining parts of the engine.
13. Repairs and rewires ignition systems, lights, and instrument panels.
14. Repairs and adjust seats, doors, and windows.
15. Orders parts and vehicles.
16. Tracks service schedule for each vehicle.
17. Fills in for bus drivers in their absence.
18. Keeps work place clean and organized.
19. Performs other duties as assigned by administration.

Mechanic Job Qualifications

Position Title: Mechanic

Department: Transportation

Reports to: Transportation Director

QUALIFICATIONS

1. Must be 21 years of age or older and have a high school diploma or equivalent.
2. Must possess or be able to obtain a CDL with passenger endorsement or a CDL with school bus endorsement.
3. Possess a valid driver's license, which has not been revoked, suspended, or canceled within the 3 years prior to the date of application.
4. Must be able to meet all requirements for a school bus driver permit in accordance with the Illinois Administrative Code Chapter 2 SEC. 1035.15.
5. Pass all State of Illinois written testing and behind-the-wheel examination.
6. Physically be able to bend, stoop, twist, turn, reach, carry, pull, push, and climb steps frequently and sit extensively.
7. Ability to lift up to 85 lbs.
8. Ability to push/pull up to 55 lbs.
9. Repetitive use of arms, hands, and shoulders especially on right side to operate door opener.
10. Repetitive use of legs and feet.
11. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
12. Ability to understand and follow basic oral and written instructions.
13. Ability to operate a wheelchair lift.
14. Enforce school regulations and policies in a professional manner.
15. Ability to maintain good working relationships with fellow employees and pupils.

Policies & Procedures

Inspections

Pre-tripping and post-tripping your bus

A pre-trip and post trip inspection is required by law each day a school bus is in service. There is a sample checklist form for you to use in the “Forms Binder” or you may obtain one from the Transportation Director.

Check the Bus at Shut-down

Procedures for shutting down your bus at the end of the route or trip are simple. The few steps you need to take are vital to you, the driver, and to the students you are responsible for and who have been placed in your charge.

1. **SECURE THE BUS** - Place the transmission in neutral and set the parking brake.
2. **DIESELS** - Let diesels cool down five minutes before shutting the bus off.
3. **WALK THE BUS** - Walk to the back of the bus to check for sleeping children **by looking on and under all seats**. Leaving a child on the bus at the end of your route or trip is inexcusable. It is **YOUR RESPONSIBILITY** to see that no child is left on the bus. Failure to thoroughly check the bus can result in the termination of your employment. It is also a **Class 4 felony** if you are convicted of leaving a child on a school bus. Also check for items that have been left, trash on the floor (sweep the bus if needed), and any damage to the seats.

Morning & Afternoon Routes

1. Driver will walk the bus for children by looking on and under all seats once he/she gets back to the bus barn. If the Driver parks his/her bus at home, the Driver will walk the bus immediately after dropping off the last student or as soon as safely possible.
2. Once the bus has been checked, the Driver will radio in the following: **“Bus #_ is clear.”**
3. Bus barn personnel will keep a daily list of all buses running routes and check them off as the driver radios in the information.
4. If the Driver arrives at the bus barn after office hours, the Driver will call or text the Fleet Supervisor to let him/her know when the bus is clear.

Pre-K Routes (Midday)

1. Bus Aide will keep track of attendance of students as they get on the bus.
2. Bus Aide will walk the bus for children by looking on and under all seats immediately after the last student gets off the bus.
3. Driver will also walk the bus by looking on and under all seats once he/she gets back to the bus barn. If the Driver parks his/her bus at home, the Driver

will walk the bus immediately after dropping off the last student or as soon as safely possible.

4. Once the bus has been checked, the Driver will radio in the following: **“Bus #_ is clear.”**
5. Bus barn personnel will keep a daily list of all buses running routes and check them off as the driver radios in the information.

Special Education Routes

1. Bus Aide will walk the bus for children by looking on and under all seats immediately after the last student gets off the bus.
2. Driver will also walk the bus for children by looking on and under all seats once he/she gets back to the bus barn. If the Driver parks his/her bus at home, the Driver will walk the bus immediately after dropping off the last student or as soon as safely possible.
3. Once the bus has been checked, the Driver will radio in the following: **“Bus #_ is clear.”**
4. Bus barn personnel will keep a daily list of all buses running routes and check them off as the driver radios in the information.
5. If the Driver arrives at the bus barn after office hours, the Driver will call or text the Fleet Supervisor to let him/her know when the bus is clear.

If a student is found on the bus while walking the bus at the end of your route or trip, the following steps should be taken:

1. Immediately contact the bus barn to inform them of the situation. If there is no office staff at the bus barn at the time, call the Fleet Supervisor.
2. Stay with the student and await further instructions from the Fleet Supervisor.

4. **RECORD ANY PROBLEMS** - Record any mechanical or functional trouble and/or damage to the bus that may have occurred since the initial daily report.

“Empty Bus” Procedure

- a) Buses that are equipped with an electronic “all out” system must be manually operated by the driver.
- b) Shut off the engine;
- c) Activate the interior lights (day or night);
- d) Walk to the rear of the bus checking for students;

**SCHOOL BUS DRIVER'S PRETRIP INSPECTION FORM
RICHLAND COUNTY COMMUNITY UNIT DISTRICT #1**

Bus Identification No. _____ Date _____ Time _____

PLEASE CHECK "S" FOR SATISFACTORY OR "U" FOR UNSATISFACTORY. CHECK (✓) EACH COMPONENT CAREFULLY AND INDIVIDUALLY

Open Hood and Check:

<input type="checkbox"/> S	<input type="checkbox"/> U	<input type="checkbox"/> Oil	<input type="checkbox"/> S	<input type="checkbox"/> U	<input type="checkbox"/> Power Steering Fluid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Coolant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Washer Fluid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> All Belts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Transmission Fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Wiring
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Master Cylinder Brake Fluid			

With Engine Running, Driver Activates All Exterior Lights, Walks Around the Bus and Checks:

<input type="checkbox"/> S	<input type="checkbox"/> U	<input type="checkbox"/> Right Front Wheel and Tire
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Right Side Marker and Turn Signal Lights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Right Side Reflectors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Right Side Rear View and Safety Mirrors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Crossing Control Arm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Headlights (high/low beams)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Front Turn Signal Lights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Front Clearance Lights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Front Identification/Cluster Lights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Front Eight Light Flashing System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Front Reflectors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Windshield
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Underside of Chassis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Crossover Mirror(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Left Side Rear View and Safety Mirrors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Left Front Wheel and Tire
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Driver's Side Window
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Stop Arm Panel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Left Side Marker and Turn Signal Lights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Left Side Reflectors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Left Rear Wheel(s) and Tire(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Exhaust System (tail pipe clear?)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rear Tail/Brake Lights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rear Turn Signal Lights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rear Clearance Lights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rear Identification/Cluster Lights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rear Eight Light Flashing System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rear Reflectors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rear Emergency Door (open&close)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Right Rear Wheel(s) and Tire(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Fuel Tank Filler Caps

Signature of person performing inspection if not the driver / Date _____

Driver Enters Bus and Checks:

<input type="checkbox"/> S	<input type="checkbox"/> U	<input type="checkbox"/> Steps	<input type="checkbox"/> S	<input type="checkbox"/> U	<input type="checkbox"/> Warning Devices
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Fuses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Seats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Seat Belts (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Fire Extinguisher
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lettering

Record odometer reading and confirm that the reading is not greater than the miles recorded on the back of the Certificate of Safety. (If odometer reading is greater, the Certificate of Safety has expired.)

Driver Starts Engine, Activates All Interior Lights and Checks:

<input type="checkbox"/> S	<input type="checkbox"/> U	<input type="checkbox"/> Steering Wheel	<input type="checkbox"/> S	<input type="checkbox"/> U	<input type="checkbox"/> Controls and Indicators
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Windshield Wipers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ammeter (Voltmeter)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Heater and Defroster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Gear Shift Lever
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> All Interior Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Neutral Safety Switch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Water Temperature Gauge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Service Door (open & close)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Fuel Gauge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> All Mirrors (adjustments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Odometer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Sun Visor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Switches
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Emergency Exits (windows & doors) and Alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Driver's Seat Belt
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Roof Emergency Exit(s) (open & Close)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Two-way Radio
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Brake Warning Alarm			

Drive Bus Forward and Apply Brakes.

<input type="checkbox"/> S	<input type="checkbox"/> U
<input type="checkbox"/>	<input type="checkbox"/>

Service and Emergency Brake Operation

REMARKS _____

Signature of Driver _____

Signature of Mechanic Making Repairs/Adjustments _____

Date Repairs/Adjustments Completed _____

Operational Services

Transportation

The District shall provide free transportation service and vehicle adaptations as provided for special education students if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

If an eligible student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

105 ILCS 5/10-22.22 and 5/29-1 et seq.

105 ILCS 45/1-15.

625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.

23 Ill.Admin.Code §§1.510 and 226.750; Part 120.

92 Ill.Admin.Code §440-3.

CROSS REF: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 7:220 (Bus Conduct)

ADMIN. PROC: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules), 4:110-E (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)

Policies & Procedures

School Bus Evacuation

Pre-emergency Evacuation Plan

A pre-emergency plan for each school bus and its route that includes all populations of students transported will save precious time. In many emergencies only 2 to 5 minutes are available to complete an evacuation before possible serious injury to students might occur. School bus evacuations must be practiced with the students. Emergency response personnel must also be familiar with these policies, procedures and techniques. School buses carry a variety of students varying in size, age, and special needs. Make sure everyone is aware.

1. Obtain a copy of a step-by-step procedure which includes alternatives and special needs populations prepared by the proper school authority.
2. Make sure that students have been instructed about what to do and how to proceed.
3. Identify three assistants from the student population to assist if an evacuation is necessary.

Driver Responsibility

Primarily, the school bus driver must know the subject and be able to get the message and the commands across to the passengers. This will come with some practice. Each driver should conduct a simulated drill. It will be much easier when working with the passengers.

Secondly, a driver must know the equipment and make sure it is in good working order. For example, don't wait until the passengers are on board to find out the emergency door latch is inoperative. Make sure the fire extinguisher is properly charged and sealed and the first aid kit has the proper units.

As a driver, be a leader by being positive and sure of yourself. Appoint the ride-evacuation helpers with an eye toward responsibility.

When to Evacuate

Evacuation is a very difficult situation. **The driver must consider the fact that the safest place for the students may be on the bus.** In an actual emergency, the decision to evacuate the school bus is the initial step and one of the most important that the driver will have to make. That decision will initiate a chain of events to result in the safest possible situation for the passengers under the existing circumstances. The decision must be made as quickly as possible based on all the facts at hand.

1. Evacuate if there is any indications that the bus is on fire or in danger of catching fire.
2. Evacuate the bus if it cannot be moved to a safe position and it is in:
 - a. The path of other motor vehicles;
 - b. The path of a train or adjacent to any railroad tracks
 - c. A position of inadequate visibility and in danger of being hit;
 - d. A dangerous position related to water or a sudden, extreme drop;
 - e. The area of a hazardous spill for which there is need to quickly evacuate to an area upwind at least 300 feet from the incident; or
 - f. Any position that you feel puts the students in danger because of their presence on the school bus.
3. Natural emergencies may require evacuation.

Evacuation Drills

Due to the increased number of students being transported and the ever-increasing number of accidents on the highways, there is an urgent need to instruct students on how to properly vacate a school bus in an emergency. **Illinois law requires that all bus-riding students must experience a practical school bus evacuation drill at least once a year.** Please see the Transportation Director for your district's evacuation drill policy.

Policies & Procedures

Student Management

Passenger support in maintaining a climate on the bus that allows you to focus on the driving task is crucial. The students riding your bus must understand from the outset that you cannot allow anyone's actions to keep you from providing for the safety of your passengers and yourself. Without a clear understanding of who is in charge, the conditions could be unmanageable and potentially dangerous for everyone. The climate that exists on the school bus is up to you. Appropriate behavior of the bus driver is essential. The bus driver must conduct herself/himself with professional demeanor. There are some basic steps you can take that will allow you to function safely while maintaining control. Bus drivers have the authority to conduct the following disciplinary actions:

1. A driver may attempt to correct minor misbehaviors themselves, including verbal warnings and/or reassignment of seating can be handled to attempt to resolve problems. If the problem progresses, the driver should contact the parent(s) and/or guardian(s) of the student to discuss the issues and resolve the problem.
2. If a written disciplinary action report is warranted, the report should be given to the Fleet Supervisor and the Building Principal who will assign appropriate disciplinary action and notify the parent(s). A copy of the report or communication will be provided for the driver.
3. Disciplinary action assigned by the Principal should not be questioned by drivers, if there is concern a driver should talk with the Fleet Supervisor and Principal when necessary. Criticism of personnel or of student behavior in front of students, parents, or over the radio will not be tolerated.
4. If the driver wishes to talk with a parent or if a parent wishes to talk to a driver, that talk should be scheduled by the Transportation Director or Fleet Supervisor at a time and place other than during the transportation students.

Effective Discipline For The Bus

1. Never give an order you do not mean to enforce.
2. The response of the child is an action. Give your command to stimulate action, not to check it. Say "Do this," rather than "Don't do that." Suggest an action which can be successfully obeyed.
3. Give a child time for reacting.
4. Have a reason for what you ask a child to do and when possible, take time to give the reason so he/she can see the point.
5. Be honest in what you say and do. A child's faith in you is a great help.
6. Be fair; it isn't punishment, but injustice that makes a child rebel against you.
7. Be friendly. Always show an interest in what the children are doing.
8. Commend good qualities and actions.
9. Try to be constructive, not repressive, in all dealings with children.
10. Remember that a sense of humor is extremely valuable.
11. Never strike a child.
12. Do not judge misconduct on how it annoys you.
13. Do not take your personal feelings and prejudices out on the children.
14. Maintain poise at all times. Do not lose your temper.
15. Remember "The tongue is the only keen-edged tool which grows sharper with constant use." Do not nag, bluff, or be officious.
16. Look for good qualities. All children have them.
17. Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.
18. Keep in mind that misbehavior is seldom willful.
19. Listen for suggestions and complaints from the children.
20. Follow up all cases which have been disciplined. Be certain that you still have the respect and confidence of the child.
21. Be sincere in your work.
22. Set a good example yourself.
23. Intelligence in handling youth consists of thinking faster than they do.
24. Defiance of established procedures comes from failure of some adult's to keep the situation at hand. If there is a danger of a direct break, the child should not be forced. An adult's will should never be pitted against that of a child. It is far wiser to give some simple directions that will be mechanically obeyed and pick up the reins of control in a quiet way.
25. Never hold a child up to public ridicule. It is the surest way to create a discipline problem.
26. Touching students should only be employed in an effort to protect them from hurting themselves, someone else, or destroying property. Be sure to use the very minimum of restraint necessary.
27. A record should be kept on all students' misconduct and turned in to the Transportation Director.
28. A student should never be put off a bus for disciplinary reasons at any location other than his home or school. The potential risk and liability are just too great. In extreme circumstances, the driver should contact the Transportation Director or Building Principal.

Richland County CUSD #1

School Bus Expectations

The primary concern of the district is to provide a safe learning environment for all students. This includes the transportation of students to and from school in a safe manner. In order to accomplish this, it is necessary for all students, parents/guardians, and drivers to follow the expectations listed below.

Student Expectations

1. Be on time to your bus stop.
2. Stay off the curb/roadway and wait for the bus to come to a complete stop before approaching the bus.
3. Be respectful towards the driver and others on the bus.
4. Listen and follow the directions of the driver.
5. Sit in your assigned seat facing forward with feet out of the aisle.
6. Keep hands, feet, backpacks, and other belongings to yourself and inside the bus at all times.
7. Keep the window at or above the designated line.
8. Speak quietly and use appropriate language and gestures.
9. Remain quiet at all railroad crossings.
10. Get driver's permission to eat, drink, or chew gum on the bus.
11. Place cell phones and other electronic devices on silent so they do not cause a disturbance. Always use earbuds/headphones with your technology devices. Taking photographs or videos of the driver and/or other students on the bus is prohibited.
12. Animals and glass containers are not allowed on the bus.
13. Using/possessing any type of vapes, tobacco, alcohol, drugs, or weapons are strictly prohibited.
14. Report any unsafe actions or bullying to the driver or an appropriate adult.
15. Take care of the bus by not writing on or causing damage to seats or walls.
16. Stay in your assigned seat until the bus comes to a complete stop.
17. Keep the bus clean by throwing away trash as you exit the bus.
18. Exit the bus at your designated stop and continue walking away from the bus. Never crawl, reach under, or return to the bus after exiting.
19. Remember riding a bus is a privilege. Misbehavior will lead to disciplinary consequences that include removal from the bus.
20. All buses are equipped with video cameras with audio.

Failure to meet the above expectations will be reported to administration by the driver through a bus referral. Administration will meet with the student and take the necessary steps to help correct the behavior. Some of these steps include but are not limited to: communication with a parent, loss of privileges at school, lunch detention, late stay, and suspension or removal from the bus for a period of time. Repeated failure to meet the above expectations will result in increased consequences. In severe cases or cases of chronic misconduct, students may be expelled from the bus for the remainder of the school year or up to two years.

Parent/Guardian Expectations

1. Reinforce the expectations listed above with your child.
2. Please ensure your child is on time at their bus stop and younger children are properly supervised. Pre-k through 3rd grade children must have an adult present at the bus stop before the child is allowed to exit the bus.
3. In the event your child will not ride the bus, please contact the transportation department at (618) 393-7771.
4. Please be respectful of the bus schedule. If you need to talk to the bus driver about a concern, contact the transportation department.
5. Please speak in a respectful tone when communicating with the transportation department.
6. Feel free to contact the appropriate building administrator if you have questions about bus misconduct involving your child.
7. In case of suspension or removal of a student from the bus, parents will be responsible for transporting their child to and from school.

Parental support plays a crucial role in all aspects of the education of their children, including transportation to and from school. The district strives to work with parents to ensure a safe environment exists for all students.

Driver Expectations

1. Please be respectful of the bus schedule and be on time for your route.
2. Set the tone for a positive bus climate by modeling the behavior you expect from your students.
3. Be respectful and friendly to students, parents, and fellow drivers.
4. Greet students as they get on your bus. Make every effort to get to know the names of your students.
5. Reinforce positive behavior of students.
6. When dealing with student misconduct, use a tone of voice that will diffuse the situation.
7. Suggest an action that can be successfully obeyed by the student. For example, say “I need you to sit in your seat properly.” rather than “Don’t stand up while the bus is moving.”
8. Students should only be let off the bus at their school or bus stop. In case of a serious disciplinary situation, the driver may contact the transportation department or building administrator to request assistance.
9. Try to remain calm in an emergency situation. Students will react based on your demeanor.

The school bus is an extension of the classroom. In many instances, the driver is the first person from the district to meet the students in the morning and will probably be the last to see the students in the evening. Therefore, it is vital that your conduct is professional at all times.

Student Management

Gang Awareness & the School Bus Driver

All school bus drivers must be aware that gang activities exist in our society. Recruitment starts as early as third grade. While the school bus driver cannot control who is or is not recruited, you can report unusual or inappropriate behavior to your supervisor. **Under no circumstances are you, the bus driver, to confront gang leaders or potential gang members.** Explain to your bus riding students the rules of the bus (what is and is not acceptable behavior). If they misbehave, follow district policy.

Gang activity is extremely serious and sometimes deadly. **Never interfere.** Should you see gang signs or symbols on the outside or inside of the bus, report it. If you or students on the bus are approached by gang members, avoid confrontation, leave the area as quickly and as safely as possible then report the incident to your Transportation Director.

School Bus Conduct Report

A School Bus Conduct Report has been developed to track discipline. When a student violates the rules of the school bus, the bus driver is to fill out the School Bus Conduct Report and file it according to district policy. A copy of this form can be found in the Forms Binder or from the Transportation Director.



Student Management

The bus seating chart should be completed as soon as possible after the beginning of the school year. This chart should be kept in the bus folder with all other official documents. Additionally, a roster of students with approximate pick up and drop off times shall be provided to the Fleet Supervisor and a copy is to remain in the bus also.

BUS DRIVER			BUS # _____		
1			2		
1	2	3	1	2	3
3			4		
1	2	3	1	2	3
5			6		
1	2	3	1	2	3
7			8		
1	2	3	1	2	3
9			10		
1	2	3	1	2	3
11			12		
1	2	3	1	2	3
13			14		
1	2	3	1	2	3
15			16		
1	2	3	1	2	3
17			18		
1	2	3	1	2	3
19			20		
1	2	3	1	2	3
21			22		
1	2	3	1	2	3
23			24		
1	2	3	1	2	3

Bus Routes

- Be as consistent as possible in following bus routes.
- Do not change routes without advance approval of Administration or the Transportation Director.



Parental Complaints about Route Safety or Bus Driver

1. Complaints made by parents regarding bus safety or a complaint about a specific driver will be referred to the Transportation Director, who will investigate the complaint and make a report to the District Superintendent.
2. A driver will always be made aware of a complaint, including who made the complaint, (regardless of the validity of the complaint). An investigation will be completed on all complaints.

Policies & Procedures

Public Relations / Media Inquiries

Richland County CUSD #1 will generally provide a response to media inquiries within 24 hours of receipt. Individuals designated to speak on the organization's behalf are the Superintendent and Board of Education President. No one other than these individuals (with the exceptions noted below) should represent Richland County CUSD #1's position to the media.

Exceptions

When inquiries require a detailed technical explanation, a spokesperson may be designated to address a particular issue. That spokesperson will usually be a Superintendent, Board of Education President, legal counsel, or outside expert who is qualified to speak on Richland County CUSD #1's behalf on the issue in question.

Procedure

All media inquiries, whether verbal or written, are to be directed to the Superintendent or specified spokesperson, which will evaluate the request and answer or direct it to the appropriate spokesperson.

All press releases will be issued as deemed necessary and relevant by the Superintendent or specified spokesperson. The Superintendent or Board of Education President will approve all press releases prior to distribution. In addition, the individual quoted will approve press releases that include quotes. All inquiries should be directed to the Superintendent or Unit Office.

Staff will follow the procedures of the school district(s) in which he/she works as it pertains to regular news releases concerning classroom activities and district programs.

The below media card will be provided to you as a bus driver.

Richland County CUSD #1 is committed to ensuring that students, staff members, parents, the media, and the community have accurate, consistent, and timely information in the event of an emergency. The Superintendent or designee acts as a contact for emergency media communications. The Superintendent or designee will release a statement following an accident.

Policies & Procedures

Telecommunication Devices

Use of Two-Way Radio and/or Cellular Phone

A school bus must contain an operating two-way radio or Cellular Phone and must be turned on or fully charged and adjusted to hear communications while the school bus driver is operating the school bus. The two-way radio or cellular phone must be tested before each trip to ensure that it is functioning properly and before leaving the bus at the end of each route and work shift.

*****Radios are never to be used for idle chatter between operators about subjects unrelated to school business.***

Cellular Phone Usage

An employee operating a District vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, with the exception of communicating with school authorities or their designees about any other issue relating to operation of the school bus or the welfare and safety of any passenger. If an employee is found using his/her cell phone while operating a district vehicle will be in direct violation of this policy. Violators will be subject to discipline up to and including termination.

When to Use the Two-Way Radio or Cellular Phone

The two-way radio or cell phone is to be used only to report the following:

1. Heavy or unusual traffic conditions or hazards or reporting delays;
2. Bus failure or malfunction;
3. Involvement in accidents;
4. Any other event requiring police, fire or medical assistance;
5. Field trip or event schedule adherence problems and communications with other field trip or event buses;
6. Providing or requesting directions;
7. Any circumstance in which you are in doubt as to the proper action to take.



Policies & Procedures



Procedures for Using Two-Way Radios:

The fundamentals of correct telephone usage apply to mobile radio. Choice of words, voice, volume, tone, good manners, friendliness and good speaking habits are just as important as knowing how to operate the equipment properly.

The first step when using the radio is to think about what you want to say and condense the message as much as possible in your mind. Once you have done that, follow the procedures below:

1. Remove the handset from the cradle;
2. Before pressing the transmit button on the handset, listen to see if another operator is already using the radio. If this is the case, wait and try again in a few moments. **Don't break into another conversation unless a real emergency situation arises.**
3. When the frequency is clear, press the transmit button on the handset, wait a second, then request permission to transmit. For example, "Bus 123 to Base 1—Alvin." A light on the radio should come on, indicating that you are transmitting.
4. After transmitting, wait a second, then release the button and wait for a reply. After 30 seconds, if you have not received a reply, try again. Remember, no one can transmit while you have your transmit button depressed.
5. After the base acknowledges your call, talk directly into the mouthpiece in a moderate tone of voice. Speaking loudly will cause the transmission to "break-up" or sound garbled. Speak slowly, distinctly and calmly.
6. Clear frequency when your conversation is complete. For example, "Bus 123 clear." At the end of the transmission, return the handset to its cradle and check that the transmission light is out.
7. Your radio may (depending on how it is installed) remain on when the bus engine is turned off. Be sure to turn radio off when you complete your route.

Report suspected radio malfunction (failure to transmit or receive) to the Fleet Supervisor at the end of your route. Before you report a suspected malfunction, check the following:

1. Make sure the unit is turned on;
2. Make sure the volume control is set high enough;
3. Make sure your vehicle is not in a location where transmission is impeded by the terrain or building. Simply move to another location and try the radio again;
4. Make sure the transmit light is not on when the handset is in the cradle. If the transmit light is on you won't be able to receive – reset the handset in the cradle.

Emergency Equipment & Procedures

Know where the following are located and how and when to use them.

First Aid Kit

- Know what it contains.
- Maintain it so that it is always complete.
- Include rubber or plastic gloves in good condition at all times.
 - Use for clearing blood
 - Use when cleaning up vomit
 - Body Fluid Clean-up kit

Fire Extinguisher (dry chemical)

- Check it on a daily basis.
- Know how to operate it.

Emergency Warning Devices

- Must contain bi-directional red reflectors.
- Know where and how to place them.

Information packet containing:

- Bus license number, make & model
- Insurance carrier & insurance information
- Name and number of the school district or company and phone number.

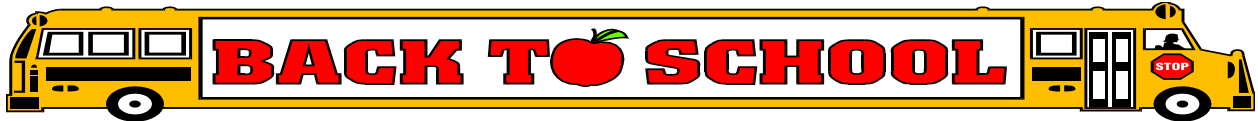
List of student passengers by:

- Name
- Address
- Age
- Phone
- Medical conditions or allergic reactions

Accident Reporting

Your responsibilities for reporting the accident include completing the following forms and reporting to the Transportation Director the day of the accident:

1. The required school district accident report
2. The Illinois Motorist's Report of Motor Accident Form (SR-1)
 - a. The completed forms should be submitted to:
 - i. Illinois Department of Transportation
 - ii. Regional Superintendent of Schools, and
 - iii. School District Administrator.



The Health and Safety of your passengers is your first responsibility. Know what procedures must be taken to assure this responsibility is met.

Be prepared for an accident but practice good defensive driving habits and use common sense and awareness to avoid them.

Exercise good judgment each day you drive; concentrate on your driving. You have been given the responsibility to provide for the safety of each student.

Accident Reporting Procedures

The following procedures are established to provide a consistent, accurate, and an effective way to report motor vehicle accidents.

Our first priority is to take care of the injured party, eliminate any immediate risk to others, report to administration and investigate the incident. If fire, explosion or other imminent danger, contact the nearest fire department, 911 or emergency responders as necessary.

Motor Vehicle Accidents –

- A. **Reporting** – Any employee involved in a motor vehicle accident must immediately notify the police department and their supervisor. Supervisors shall notify administration immediately. Administration shall be responsible for communicating information with the police department and/or media relating to the accident.
- B. **Motor Vehicle Accident Form (Form F)** - shall be completed by the supervisor investigating the incident and with the affected employee(s) and/ or any witnesses. This form is completed in addition to the police report as the district's internal documentation of the accident and will be located in the media/accident packet kept on the bus.

Post-Accident Procedures

What to do Immediately After an Accident

If the bus is involved in an accident, you, as the driver, should:

1. Pull to a safe parking place
2. Turn off the ignition and remove the key
3. Place the transmission in neutral and set the parking brake
4. Activate the hazard lights
5. Leave the bus in place unless authorities tell you to move it
6. Locate and place the warning devices.
7. Contact the Fleet Supervisor for assistance and if they cannot be reached contact the Superintendent or Transportation Director

How to Ensure Student Safety

Determine whether the situation is safe for the students to remain on the bus or if they should be evacuated.

1. Check for injuries, using the passenger list to indicate injuries
2. Check for conditions that could cause fires:
 - a) Ruptured fuel tank, leaking or broken fuel lines;
 - b) Hot tires, etc. Do not touch a suspected hot tire. Place your hand “near” it to see if heat is radiating from it.
3. **Don’t leave students unattended and/or unsupervised.** However, if you must leave the students to attend to the vehicle or warning devices, leave some students in charge.

Post-Accident Procedures

Protect student passengers from injuries and the bus from further damage.

1. Protect the accident scene.
2. Notify the appropriate law enforcement agency(ies).
3. Cooperate with law enforcement by providing concise and clear answers and details.
4. Give your name, address, driver's license and bus driver permit numbers.
5. Be ready to exchange necessary information with other drivers.
6. Contact the school district office and provide the following information:
 - a. **Who,**
 - b. **What,**
 - c. **When,**
 - d. **Where,**
 - e. **Why and needs.**
7. Do not discuss details of the accident with media or others. An administrator will be assigned to do so.
8. Get names, addresses, telephone numbers, and license numbers of any witnesses if possible.
9. Do not release any students to anyone unless told to do so by school district administration or Police.
10. If you are authorized by law enforcement to remove student passengers from the scene, be sure that you follow law enforcement directions and/or school district policies and procedures for removal and transport.
11. If there are no injuries, follow school district policies and instructions on moving, returning or delivering students.

Motor Vehicle Accident Form

FORM F

Date of Accident:	/ /	Time of Accident:	A.M. P.M.
Accident Address:			
City, State, Zip:		County:	
Weather Conditions:			
-			
<u>Vehicle Information</u>			
Vehicle Make:		Vehicle Model:	
Year:		Vehicle Identification Number (VIN):	
State of Registration:			
-			
<u>Vehicle Driver</u>			
Name of Driver:		Driver's Job Title:	
Drivers License Number (DRL):			
Is Driver CDL Licensed:	Yes No	Driver Injured:	Yes No
First Aid Administered:	Yes No	Drug Tested:	Yes No
Blood borne Pathogen Used:	Yes No	Citation Issued:	Yes No
<u>Vehicle Passenger(s)</u>			
Passenger #1:		Injured:	Yes No
Passenger #2:		Injured:	Yes No
Passenger #3:		Injured:	Yes No
<u>Hospital Information (Employee)</u>			
Hospital Name:			
Hospital Address:			
City, State, Zip Code:			
Hospital Phone #:			

Other Vehicle Driver			
Name of Driver:		Was the Driver Injured:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driver's Address:			
City, State, Zip:			
Vehicle Make:		Vehicle Model:	
Year:		Vehicle Identification Number (VIN):	
State of Registration:			
Insurance Company:			
Agent Name:			
Insurance Company Phone#:			
Other Vehicle Passenger(s)			
Passenger #1:		Injured:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Passenger #2:		Injured:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Passenger #3:		Injured:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hospital Information (Other Driver)			
Hospital Name:			
Hospital Address:			
City, State, Zip Code:			
Hospital Phone #:			
Hospital Information (Other Vehicle Passenger(s))			
Hospital Name:			
Hospital Address:			
City, State, Zip Code:			
Hospital Phone #:			
Law Enforcement Agency Investigation			
<input type="checkbox"/> State Police <input type="checkbox"/> County Police <input type="checkbox"/> City Police			
Name of Officer:			
Badge #:		Phone#:	
Photographs Taken:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Photographer's Phone #:			
Witness(es)			
Name of Witness #1:			

Witness Phone #:		
Witness Address:		
City, State, Zip:		
Witness involved in accident:	Yes	No
Name of Witness #2:		
Witness Phone #:		
Witness Address:		
City, State, Zip:		
Witness involved in accident:	Yes	No
Description of Accident:		
Administrator's Signature:		
Date Form Completed		

Time Sheets

Timesheets

Payroll for non-exempt employees is processed every Friday. All non-exempt employees are responsible for accurately recording all of the time they begin and end work as well as any break beginning and ending times. Upon completion of the timesheet for the payroll period, the employee is to sign the timesheet and turn it into the Fleet Supervisor.

The Transportation Director will then review the time sheet(s), sign, and turn into payroll for processing. Should corrections be necessary, the corrections need to be made and initialed by the employee and supervisor prior to turning it into payroll for processing.

Alcohol and Drug Abuse Policy

All District workplaces and events are drug- and alcohol-free places. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. Provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. Make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program if deemed necessary. The Board of Education shall take disciplinary action with respect to an employee convicted of a drug offense in or out of the workplace within 30 days after receiving notice of the conviction. Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Alcohol and Drug Abuse Policy (continued)

SUBSTANCE TESTING FOR BUS DRIVERS

To support the objective of a drug and alcohol free workplace, testing for alcohol, drugs & chemical substances may be required under the following circumstances:

(1) PRE-EMPLOYMENT

Pre-employment drug testing may be a part of the employment process. Upon an offer of employment, a test may be required for all final candidates, and no applicant-testing positive will be employed. This includes all employment and re-employment, whether for temporary, part-time or full-time positions.

(2) POST ACCIDENT

After a work-related accident where judgment, coordination or physical or mental ability may have been impaired. Testing is required after an injury resulting in medical treatment or lost time or for an employee whose behavior raises a reasonable suspicion of drug or alcohol use. (Testing is also required for an employee, who causes injury to another person, and may not have caused injury to themselves). A test will also be required after a vehicle accident as defined by the administrator.

As soon as possible following an accident involving a commercial motor vehicle on a public road, a post-accident drug and alcohol test shall be conducted when either of the two circumstances below applies:

- a. If an accident involves a fatality;
- b. If a driver receives a citation for a moving traffic violation and either the accident involves bodily injury to a person who as a result of the accident immediately receives medical treatment away from the scene of the accident, or, one or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

(3) REASONABLE SUSPICION

Based on reasonable suspicion for conduct or appearances that suggest the use or abuse of controlled substances.

(4) PERIODIC OR RANDOM

On an unannounced and random basis. Random tests may be more frequent for those working in a safety sensitive position, however all positions may be subject to random testing.

SUMMARY

While we hope that the district will never have to address alcohol abuse or drug problems with any employee, it is only fair that every employee understand the consequences of violating this policy. Working under the influence of illegal drugs or alcohol, as indicated by test results or other evidence, and violation of other provisions of this policy will result in disciplinary action, up to and including discharge - even for the first offense. In addition, refusal to participate in any part of the program can be considered an act of insubordination and may also lead to disciplinary action, up to and including discharge.

Bus Maintenance

1. Follow your mechanic's instructions. They are responsible for keeping the buses in good operating condition.
2. If you suspect a mechanical problem, report it immediately to the mechanic.
3. Mechanical problems should be reported on the Pre-Trip Form and placed in the box located outside the Mechanics office. If necessary, communicate with the mechanic.
4. Park the bus in the designated spot, letting it idle at least one (1) minute. Plug block heater in when necessary.
5. Use your pre-trip inspections properly. If there are problems and they are not reported, the mechanic will not be responsible for them.

Cleaning

A school bus driver's workplace is, obviously, the school bus. Drivers should have pride in their workplace and make the necessary efforts to keep the bus clean and sanitary. However possible, drivers should seek cooperation of the pupils in this effort.

A dependable, daily inspection and cleaning routine will also help to identify vandalism, and which students may be responsible. The following are suggested cleaning routines:

Daily:

1. Sweep the floor.
2. Dust seats and inspect for damage.
3. Clean windshield, side windows and mirrors (this is also a safety measure).
4. Follow Bloodborne Pathogens procedures when necessary.

Weekly:

1. Wash floors and seats.
2. Wash exterior of the bus to improve paint life and visibility
3. Check and oil door hinges and door operating mechanisms.

After Each Trip:

1. Do a complete walk through and inspect for any items or trash left on the bus.
2. Sanitize as necessary.



School Bus Safety

Steering and Stopping the Bus

If you are an accomplished, smooth bus driver you will be safe and have the respect of your passengers.

Steer smoothly, turning the wheel with a “hand over hand” motion. Always keep both hands on the steering wheel at the “ten o’clock” and “two o’clock” position. Driving with both hands on the steering wheel is much safer than driving with only one hand. If you are forced to steer quickly or with a jerking motion, you are traveling too fast for the maneuver.

Always use your right foot for normal braking. A school bus is much heavier than smaller vehicles, and it requires the driver to begin braking earlier in order to stop smoothly. For a smooth stop, “feather” the brake by slightly reducing your pressure on the brake pedal at the instant just before the bus stops rolling. The “feathering” action releases a small amount of brake pressure just before the stop is completed, making a smoother stop. You should never stop suddenly, except in an emergency to prevent a collision.

Safe Following Distance for the School Bus

You must always maintain a safe following distance between the school bus and a vehicle traveling ahead. This following distance should be long enough for you to be able to safely and smoothly stop the bus under any conditions. Constant practice to accurately estimate following distance can keep you prepared for most circumstances. The most important rule of maintaining a safe following distance is to keep at least **five seconds** behind the vehicle in front of you when weather and road conditions are normal and at least **10 seconds** behind the vehicle ahead when conditions are hazardous. For city driving, following distances must sometimes be changed to fit smoothly with the flow of traffic.

There are four components of total stopping distance:

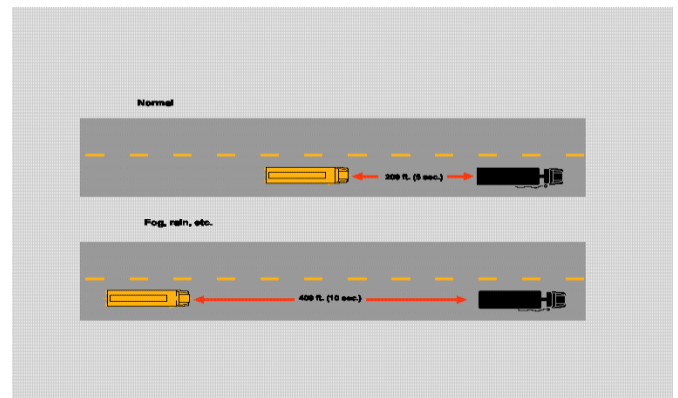
Perception distance

Reaction distance

Brake lag distance (for vehicles with air brakes)

+ Effective braking distance

= Total stopping distance

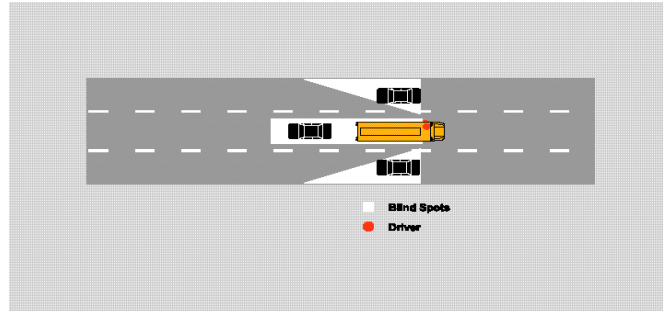


School Bus Safety

Changing Lanes

When you drive a school bus in an urban/suburban area you must frequently change lanes. Changing lanes with a school bus requires greater concentration and more careful use of mirrors than changing lanes with a car. To change lanes with a school bus, you should signal early, thoroughly check mirrors and blind spots and gradually move into the new lane. When you have positioned the bus in the new lane, remember to disengage the turning signal.

The three cars in this illustration cannot be seen by the bus driver.



Turning the Bus

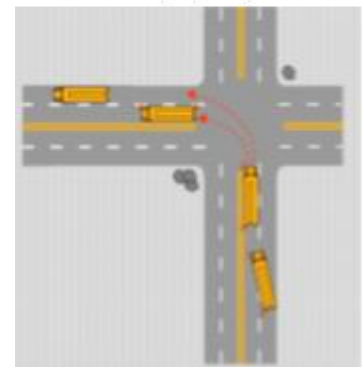
Many collisions result from improper and unsafe turns. Errors such as moving too fast; turning too soon; striking an object on the right or left; turning from the wrong lane and failing to yield right of way are common contributors to collisions. Many of these mistakes can be prevented by following safe driving habits such as knowing in advance where you are going and getting into the proper lane well in advance of the turn, turning carefully and deliberately using handover-hand steering, and always being prepared to stop or yield the right of way. Be sure to turn into a lane that is both lawfully available and the one that will benefit you the most down the road. In addition to these preventive measures, the following standard procedure should be used in making a safe turn:

Get in the proper lane well in advance of the turn!

1. Check traffic (to the front, rear, and sides).
2. Engage the turn signal 300 feet in advance.
3. Slow gradually to 10 mph or less at least 50 feet before the turn.
4. Check traffic (to the front, rear, and sides).
5. Check clearance while turning.
6. Straighten the bus and check traffic (to the front, rear, and sides).
7. Check that signal cancelled.



A safe and proper right turn



A safe and proper left turn

School Bus Safety

Backing

Never back the school bus unless it is absolutely necessary.

But if you must, remember that there are several things you can do to insure safety. Approaching traffic may not know that you are backing, so using the hazard lights (four-way flashers) and blowing the horn will help alert them to your maneuver. Since there are blind spots that your mirrors cannot show you, appoint a responsible person to be a monitor at the inside rear of the bus to help you see what is behind the bus. Verbally communicate with the monitor before you begin and while backing. Check traffic to the front, rear, and sides both before and throughout the maneuver, using mirrors as needed. Many collisions happen because a driver is backing too fast. Therefore, always back at a slow, idle speed without using the accelerator and be prepared to stop for problems or improper position. Repositioning the bus may sometimes be necessary.

Using these safe driving practices, the following procedures will help insure safety while backing:

1. Check traffic (front, rear, and sides).
2. Engage hazard lights (four-way flashers).
3. Communicate with monitor.
4. Blow horn.
5. Back slowly, with no acceleration.
6. Continue to check traffic and with monitor.

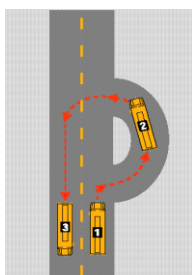
Never back the bus to pick up passengers!

Turning the Bus Around

A safe place for turning around should have at least 500 feet of unobstructed visibility in both directions and plenty of clearance for all sides of the bus. Using an unsafe place for turning around could eventually lead to a collision. Report any unsafe conditions at a turnaround point to the Transportation Director and/or Principal. **There are three methods of turning the bus around: the forward turn around, right side road turn around and left side -road turn around.**

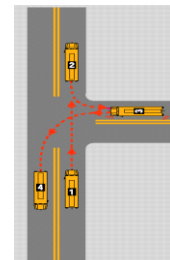
1. Forward turn around: Because backing the bus is an extremely dangerous procedure, the safest way to turn around is to avoid backing and use a forward turn-around instead. To perform the forward turn around, you select an adequately sized, safe area away from the road, such as a parking lot, where you can slowly move the bus forward in a wide circle to turn around.

2. Right side road turn around: The second safest method for turning the bus around is to use a side road on the driver's right side. To perform the right side road turn around, select a safe, intersecting side road on the right. Drive far enough past the side road to clearly see it behind and to the right of the bus. Activate your hazard lights, sound your horn, and use a monitor. To turn around, cautiously back the bus onto the side road and then turn left into the correct lane of travel.



**Forward Turn
(no backing)**

Side Road (right)



School Bus Safety

3. **Left side road turn around:** Sometimes you might have no choice for turning the bus around except to use a side road on the left. To perform the left side road turn around, you should make a standard left turn onto a safe, intersecting side road. Activate your hazard lights, sound your horn, and use a monitor. Then cautiously back right onto the main road to turn the bus around. **If you must perform this maneuver, move cautiously: Backing onto a main road is very dangerous. For safety, remember these important rules for turning the school bus around:**

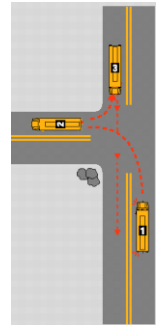
- Turn around only at places designated by the District.
- Always keep the bus in the proper lane of travel.
- Observe all the precautions for backing.
- If you must turn the bus around by backing at a passenger stop, make sure all the passengers are on the bus while you are backing. If you are loading passengers at the turn around point, load them onto the bus before you back. If you are unloading passengers at the turn around point, back the bus before they are unloaded.**
- On a divided highway, the bus may not be able to make a U-turn from one inside lane to the opposite inside lane. Because divided highways are often heavily traveled, a U-turn at a median crossover point is extremely hazardous.
- Inform the school principal and transportation director of any turnaround problems you might notice on your route.

Railroad Crossing

School buses and school activity buses must stop at all railroad crossings. Some tragic collisions involving school buses have occurred at railroad grade crossings. Bus drivers and passengers should follow proper procedures at all times when crossing tracks. The school bus driver should:

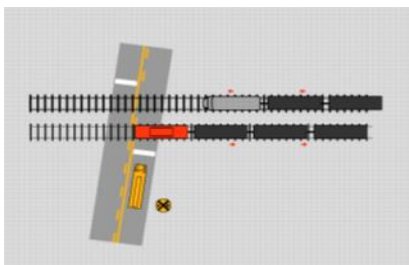
- Check traffic and turn on hazard lights.
- Stop at least 15 feet, but not more than 50 feet from the track.
- Turn off any accessories that prevent good hearing, open window and door, look and listen.
- Close door, recheck track(s), and proceed if safe.
- After crossing tracks, turn off hazard lights, close window.

Side Road (left)



Additional Safe Driving Tips at Railroad Crossings are as follows:

- If you see or hear a train approaching, or the lights are flashing and/or the crossing gates are down, do not cross the tracks; shift to neutral, set the parking brake, and keep firm pressure on the foot brake.
- Be sure to look carefully in both directions. Look carefully at double tracks. One train might hide another.
- Never drive onto a track until you can drive all the way across.
- Accelerate enough so that the bus does not stall on the tracks.
- Never stop the bus on the track for any reason.
- When turning near a track, a turn signal should be used instead of the hazard lights.



Federal law requires that school buses, and activity buses must stop at all railroad crossings within 50 feet of the nearest rail but no closer than 15

School Bus Safety

Road Surfaces

It takes longer to stop when the road surface is slippery. It is also harder to turn your bus. If you are to control your bus, slow down when the road is slippery. This is called managing your speed.

If your bus has antilock brakes, do not expect to stop any quicker. All antilock brakes do is allow you to stay in control while braking.

How much you slow down depends on the conditions. Refer to the following chart for approximate speed reduction under various road conditions.

Normal Driving Speed	Driving in Rain	Driving in Snow	Driving on Ice
55 mph	40 mph	28 mph	18 mph
50 mph	35 mph	25 mph	17 mph
45 mph	33 mph	23 mph	15 mph
40 mph	30 mph	20 mph	13 mph

Identifying Slippery Surfaces

Certain clues can help you identify slippery road conditions. When you see any of the following, slow down:

- **Shaded Area:** When the sun begins to melt the ice and snow, the shaded areas of the road stay icy long after the open areas are clear. Examples are around bridges and wooded areas.
- **Bridges:** Because air circulates over, under and around bridges, they tend to freeze more quickly than other parts of the road.
- **Black Ice:** This is a thin layer of ice that is clear enough to let you see the road underneath. It makes the road look wet. Any time it is below freezing and the road looks wet, watch out for black ice.
- **Just after it begins to rain:** When rain begins to fall after a period of dry weather, it mixes with dirt, grit, oil and other road particles. Then the road becomes very slippery.
- **Hydroplaning:** When water collects on the road, your wheels might lose contact with the road. A thin film of water separates the tires from the road and your bus simply slides along the water. This loss of traction is called **hydroplaning**. Under these conditions, you lose much of your ability to steer, brake and control the bus.

If you sense this occurring, gradually decelerate, but do not brake or turn the wheel.

Motor Vehicle Reporting

It is the policy of Richland County CUSD #1 that MVRs (Motor Vehicle Reports) should be obtained on all employees who operate a motor vehicle on district business and/or district time, whether operating a district vehicle or personal vehicle. MVRs will be conducted on an annual basis and will be reviewed to ascertain whether the employee holds a valid driver's license and as a foundation for selecting employees who will be allowed to operate a district vehicle within the parameters set by the district.

The review of these reports is important when hiring a new driver, as their past driving record affords one of the best clues to his/her future performance as a safe, dependable driver. Past experience has shown there is a high correlation between poor driving records and accident frequency. A new employee should not be allowed to drive a district vehicle until the MVR is obtained and favorable results are noted. Annual review of the MVR should result in the determination of whether an employee can continue to drive a district vehicle. One system of review follows:

ALL TYPE A VIOLATIONS (as defined below) WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.

ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING DISTRICT VEHICLES:

- One (1) or more type A Violations in the last 3 years
- Three (3) or more accidents (regardless of fault) in the last 3 years.
- Three (3) or more type B violations in the last 3 years
- Any combination of accidents and type B violations which equal Four (4) or more in the last three (3) years.

Type A Violations:

- Driving While Intoxicated or Under the Influence of Drugs or Alcohol and/or the Refusal to Take a Blood/Breath Test.
- Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
- Operating During a period of Suspension, Revocation, or Expiration
- Using a Motor Vehicle for the commission of a Felony
- Aggravated Assault with a Motor Vehicle
- Operating a Motor Vehicle Without the Owners Authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless, Negligent, Careless Driving
- Speed Contest (racing)
- Fleeing or Attempting to Elude the Police; Failure to Stop and Report an Accident in Which the Driver was Involved
- Hit and Run (Bodily Injury or Property Damage)

Type B Violations

- All Moving Violations not listed as type 'A' Violations

FMCSA DRUG AND ALCOHOL CLEARINGHOUSE

It is the policy of Richland County CUSD #1 that the FMCSA Drug and Alcohol Clearinghouse must be checked on all CDL license holders. The Drug and Alcohol Clearinghouse Checks will be conducted as part of the pre-employment investigation and annually on all current CDL holders, including bus drivers. The Clearinghouse will contain information on all CDL driver's drug and alcohol violations. Employers will utilize the Clearinghouse to report any drug and alcohol violations and ensure that any prospective employees are not prohibited from safety-sensitive positions due to violations. The District will obtain the consent of each driver before running the query. A new employee should not be allowed to drive a district vehicle that requires a CDL license until the FMCSA is obtained and favorable results are noted.

Emergency Contacts

Unit Office

618-395-2324

Fleet Supervisor

618-838-3627

Mechanic

618-302-1915

Police

911

Ambulance

911

Fire Department

911

Mid-West Truckers Association (If Applicable)

(217) 525-0310 (after hours number for post-accident testing)



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