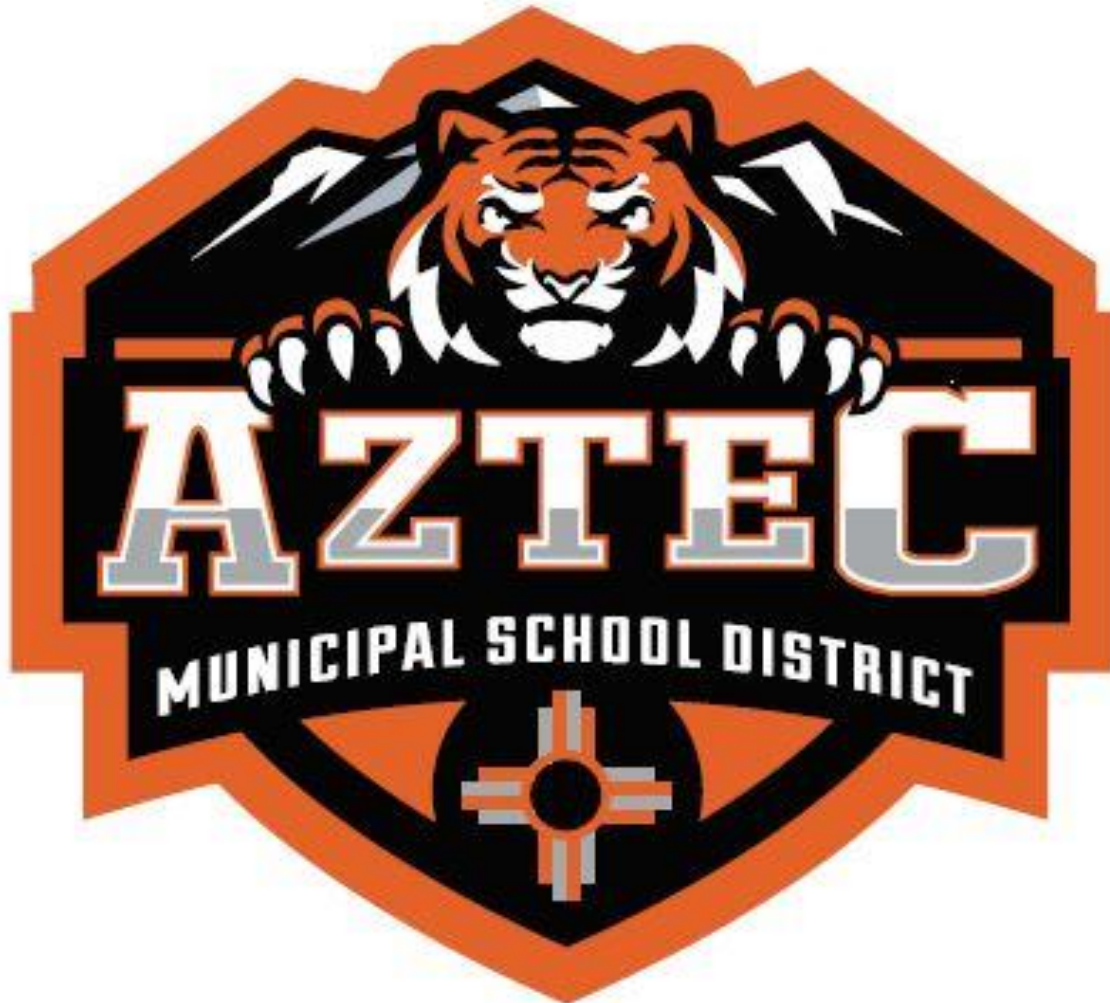


**AZTEC MUNICIPAL SCHOOL DISTRICT
STAFF HANDBOOK**



TRANSPORTATION DEPARTMENT

(Revised 2023)

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Aztec Municipal School District Transportation Handbook has been developed in accordance with the New Mexico State Public Education Department rules and regulations (6.41.4) and the Aztec Municipal School Board Policy.

The purpose of this handbook is to provide school bus drivers, transportation personnel, school officials and parents, with rules, regulations and operating procedures for Aztec Municipal School District Transportation Department.

All policies and standards contained herein are subject to change. In the event a State or Federal mandate is more extreme than the standards contained herein, the State or Federal policy will take precedence

Director	599-4303
Dispatcher/Secretary	599-4303
Mechanics Shop.....	599-4303

All Rules and Regulations set forth in this document are intended to assure each student in the Aztec Municipal School District receives a safe and reliable school bus transportation to and from school and school related activity trips.

The Aztec Municipal School District Board of Education recognizes and accepts all rules and regulations promulgated by the State Department of Education, Transportation Division. All persons involved with the pupil transportation program are responsible to become thoroughly familiar with all policies and procedures.

A copy of this signed page will be placed on file to indicate that the AMSD Transportation Staff Employee named below did receive a copy of these procedures and the date of receipt.

Employee's Printed Name

Employee's Signature

Date

Supervisor's Signature

Date

DEPARTMENT PROCEDURES

1. Buses will be assigned to routes based on dependability, type of route, road conditions, the number of students, mileage and rotation of fleet. All drivers must be capable of driving any bus in the fleet.
2. Open Routes will be advertised for 5 business days. Route assignment is the sole responsibility of the Transportation Director. Driving skill, ability, seniority, and performance are major factors in assignment. Regular route assignments are subject to change due to route conditions and/or efficiency.
3. Salary for all transportation staff pay will be based on the district approved salary schedule. No additional time will be allowed without prior approval by the Transportation Director. Routes and hours worked are subject to change at any time due to student loads or rerouting for efficiency.
4. The Transportation Director or designee will schedule substitutes to ensure route coverage. The transportation office must be notified in cases of last minute emergency situations.
5. Medical appointments and personal business should be scheduled between bus runs. School Board Policy allows supervisors to require doctor statements for extended or frequent use of sick leave.
6. In-service training sessions will be set up during the course of the school year. You are required to attend a minimum of eight (8) hours per semester totaling sixteen (16) hours of instruction per school year. Any driver not completing the required training will not be eligible for re-employment. It is the driver's responsibility to maintain training requirements.
7. Classroom and Behind-The-Wheel training will be paid to all new trainees 30 days after receiving their CDL license.
8. All transportation staff is expected to dress appropriately according to Dress Code in Section 5.
9. Drivers must park in assigned areas away from the busses to minimize personal vehicle damage.
10. Buses are required to be parked in their assigned spaces until ready to leave the lot.
11. Drivers will complete and document a thorough daily pre-trip inspection of your bus must be performed prior to transporting students and a post-trip inspection at the completion of each route.
12. A situation that results in a child left on the bus due to improper or lack of post- trip inspection is subject to disciplinary action up to and including termination.

13. It is driver's responsibility to ensure adequate fuel levels.
14. Route drivers will update; maps, bus stop time schedules, seating charts, and registrations every semester or as necessary and submit them to the office.
15. Use of two-way radios is to be limited to official or emergency use only.
16. It is prohibited to use head/ear phones, cell phones, or portable electronic devices, even when equipped with hands free devices.
 - a. The only exceptions are emergencies or job related communication where radio coverage is sporadic or non-existent. Park the bus in a safe location if phone usage is necessary. Turn off the cell phone when not in use. Violations will lead to disciplinary action up to and including termination.
17. Any deficiencies found on the bus must be reported in writing on a work order request as soon as possible.
18. School vehicles shall not be used for personal business.
19. Designated transportation personnel will fuel route buses. Activity drivers are responsible for fueling prior to and at the completion of each trip.
20. Drivers will not be allowed to transport their own children on the bus unless they are enrolled in the Aztec Municipal School District. Driver's own children are expected to follow the same AMSD bus rules and expectations of student riders.
21. For your safety, drivers are not allowed to enter the restricted areas of the shop.
22. Activity Trips
 - a. Activity trip driver pay is calculated and paid at the district rate.
 - b. Activity drivers will stay in compliance with DOT regulations and hours on duty.
 - c. Meals will be provided for the driver during overnight trips. If meals are not furnished the driver will be compensated and the amount charged to the activity.
 - d. If possible, all daytime activity/field trips are to be scheduled between morning and afternoon routes. The transportation office must receive trip requests a minimum of five (5) working days in advance. Trips are scheduled in the order received. Scheduled sports trips have priority over classroom trips due to advance scheduling of athletic programs.
23. Activity trip tickets should be turned in after completion of trip. Trips taken on Saturday or Sunday will be turned in on the following business day.
24. When using a credit card, all receipts must be attached to the trip ticket.
25. The gate to the yard will be locked each evening. Drivers entering and leaving the yard after hours or on weekends must make sure the gate is secured at all times.

26. In the event of a personal injury while on the job, please fill out the appropriate forms for workman's compensation claims and notify your supervisor immediately.

27. District Board Policies: All AMSD district staff are responsible to uphold and enforce to AMSD School Board Policies and District Policies, which can be found on the district web site www.aztecschools.com. These are also available in hard copy for review in Central Office.

SECTION 1 - SCHOOL BUS DRIVER QUALIFICATIONS AND TRAINING

(NMAC 6.41.4.11 & 6.41.4.13)

Job Description

There are certain duties that all school bus drivers are required to perform.

These include:

1. Must know and be able to comply with the federal, state and local school district rules, regulations, procedures and laws as they relate to the operation of a passenger vehicle.
2. Must be able to safely and efficiently transport students to and from school as well as related activities.
3. Must conduct thorough pre-trip and post-trip inspections on school bus and special equipment.
4. Must have interest in and empathy for children.
5. Must possess comprehensive knowledge of driving safety and courtesy.
6. Must have a valid New Mexico commercial driver's license with appropriate endorsements.
7. Must be able to meet or exceed the state required physical examination.
8. Must have the ability to understand and carry out written and oral instructions.
9. Must have the ability to maintain effective student behavior management control over groups of children.
10. Must be able to meet emergency situations in accordance with operating procedures.
11. Must be willing and able to submit to and pass substance abuse testing as prescribed by the school board policy.
12. Must have and maintain a satisfactory driving and criminal background that reflects a professional driver and which meets all school district, state and federal requirements.
13. Must possess oral, written, math and communication skills to accurately complete the assigned forms and reports.
14. Must be able to drive all district route buses and possess the ability to operate lift equipment and securement devices on special needs equipment.

15. Must be at least twenty one (21) years of age.
16. Must attend in-service training classes and safety meetings as required by the district, state, and federal government.
17. Must be able to read and interpret schedules and forms as well as read and use a map.
18. Must be physically able to climb out of the school bus emergency door to evacuate the bus in an emergency.
19. Must possess working knowledge of how to care for students with disabilities and special transportation needs.
20. Must possess comprehensive knowledge of driving safety and courtesy.
21. Must complete bus evacuation drills and school bus safety training to meet district and state standards.
22. Must be able and willing to complete and turn in all required documentation in a timely and accurate manner or as instructed.
23. Must be able to lift up to 50 pounds.

Job Duties

1. Safe and efficient operation of the school bus in accordance with federal, state, and local statutes and regulations.
2. Maintain good work habits through timeliness and low absenteeism for daily assignment and extra trips.
3. Properly report any and all mechanical concerns for vehicle and its component parts to minimize wear and to extend its useful life.
4. Exercise student management through correct use of communication and discipline and report discipline problems through proper district procedures.
5. Control emergency situations in a proper manner and in accordance with established federal, state, and local operating procedures.
6. Effective and professional communications with students, parents, district personnel and the public.
7. Implementation of maximum safety procedures for all passengers while on the bus and during loading and unloading activities.

8. Maintain a safe and clean working environment including bus, yard, and facilities.
9. Maintain current route sheets with bus stops/times, bus rosters, and special instructions if necessary. Notify supervisor immediately of any deviations or possible route revisions.
10. Maintain current seating charts.
11. Attend all required in-service training as well as any other required meetings.
12. Perform other duties as assigned by director or designee.

Working Conditions

Conditions include operating in inclement weather, heat, cold and exposure to possible injury due to traffic accidents. Exposure to dust, traffic fumes and high noise level from both outside traffic as well as from passengers. On occasion psychological factors may include working with students with disabilities, dealing with life threatening emergencies as well as coping with children. The above statements are intended to describe the general nature and level of work. They are not intended to be construed as a complete list of all responsibilities, duties and skills required.

Background Investigations

1. Applicants recommended for employment with the Aztec Municipal School District (AMSD) are subject to work history and reference investigations. Individuals recommended for employment will be subject to a criminal background investigation including mandatory fingerprinting at the candidate's expense, as a condition of further consideration for employment. Public School Code 22-10-3.5 requires fingerprinting.
2. All offers of employment are contingent upon the satisfactory completion of background investigations. Criminal convictions will not automatically bar an applicant from obtaining employment with Aztec Municipal School District, but pursuant to the Criminal Offender Act, NMSA 1978 " 28-24 and 28-2-5, may be the basis for refusing employment.
3. The administration may also conduct a background investigation of current employees if it becomes aware of facts, circumstances or conduct that give rise to a reasonable suspicion that undisclosed aspects of the employee's background might disqualify him or her to continue in employment with district.
4. Information from background investigations will not be disclosed to persons not directly involved in the certification or employment decision affecting the applicant or employee.

5. Any person initially applying for full or part time employment with the district to operate a school bus or school owned activity vehicle used to transport students shall not be eligible to operate such a vehicle if they have:
 - a. been convicted for driving a vehicle while under the influence of intoxicating liquor or drugs (DWI or DUI) within ten (10) years of the date of application;
 - b. been convicted for DWI beyond ten (10) years from the date of application unless they provide written verification from a licensed counselor or physician that they successfully completed an alcohol or drug abuse program;
 - c. been convicted two (2) times for DWI or DUI;
 - d. had their drivers' license suspended or revoked within the previous five- years for serious traffic offense;
 - e. been convicted of more than three (3) serious traffic offenses within three (3) years since the date of application;
 - f. been convicted of any felony within the previous ten (10) years since the date of application;
 - g. a conviction for any violation of the Controlled Substance Act [30-31-1 to 30-31-25, 30-31-26 to 31-28, 30-31-30 to 30-31-40, NMSA 1978];
 - h. been convicted of child abuse pursuant to Section [30-6-1, NMSA 1978];
 - i. been convicted of any criminal offense in which a child was a victim as required by the offense.
6. All drivers will be of good moral character and conduct themselves in such a manner as to exercise a positive influence over their passengers.

Serious Traffic Offenses

1. Serious traffic offenses mean a conviction of any of the following offenses contained in the Motor Vehicle Code [Articles 1 through 8 of Chapter 66 NMSA 1978]:
 - a. speeding in excess of 15 miles per hour above posted speed limit;
 - b. reckless driving;
 - c. careless driving;
 - d. passing a school bus;
 - e. following too close;
 - f. operating a commercial motor vehicle without holding a valid Commercial Driver's License (CDL) along with the proper endorsements;
 - g. racing on a highway;
 - h. homicide or great bodily harm by vehicle;
 - i. injury to a pregnant woman;
 - j. failing to stop after an accident involving death or personal injury;
 - k. operating a vehicle after suspension or revocation of a driver's license.

Physical Qualifications

1. A school bus driver shall be in good physical and mental health. As evidence of his/her physical fitness and mental alertness, a school bus driver is required to have a physical examination.

All physical examinations shall be conducted by a licensed physician approved by the district and/or the State Transportation Director.

The physical examination form must be completed, signed and dated by the examining physician certifying that the individual is physically and mentally qualified to drive a school bus and must be on file at the district transportation office before students are transported by the driver. The examination form must be retained for a minimum of one year after expiration.

A physical examination is required for all drivers every 24 months from the date of their last school bus physical examination. Additional examinations may be required at another time as per the request of the school district, State Transportation Director, or the physician.

2. The examination shall include, but is not limited to, all items shown on the physical examination form provided by the Department of Transportation (DOT).

Physical requirements shall include but not be limited to the following tasks:

- a. Getting on and off bus to assist students with special needs.
 - b. Walking - walk to the vehicle in parking lot, walk in aisles on board bus, walk around for inspections.
 - c. Pulling/pushing - closing door, pushing wheelchairs, opening emergency door.
 - d. Gripping – setting and releasing the park brake and opening and closing the emergency hatches.
 - e. Climbing Reaching - opening and closing door.
 - f. Repetitive Motions - turning the steering wheel, shifting the transmission and opening the closing doors.
 - g. Sitting - driving the vehicle, attending meetings.
 - h. Talking - announcing streets/stops, talking with passengers, talking on the radio.
 - i. Seeing - keeping aware of general traffic conditions, stopped vehicles, traffic signals, viewing color of traffic lights, inspecting vehicle, monitoring passengers.
 - j. Hearing - listening to traffic sounds for emergency vehicles, passenger inquiries, monitor the radio, detect mechanical problems.
 - k. Stooping/Stretching - securing young or challenged passengers, securing wheelchairs, inspecting under the bus.
 - l. Lifting - assisting students with disabilities into their seats, wheel chairs and securement devices and lifting the hood for inspections.
 - m. Must be able to lift up to 50 pounds.
3. The District and/or the State Transportation Director have the right to require re-examination or verification by a licensed physician in a specialized field as a condition of employment.

One or more of the following deficiencies if by medical determination that the individual is not capable of safe and competent driving shall disqualify a person as a school bus driver unless a waiver is obtained:

- a. Visual acuity (either without glasses or by correction) of less than 20/20 in one eye and 20/40 in the other eye; peripheral vision, horizontal field of less than 150. Individual shall have normal vertical balance, horizontal balance, depth perception and the ability to recognize and differentiate the colors red, green, yellow and blue.
- b. A speech reception threshold, corrected or uncorrected, in the better ear outside of the hearing range of -10dBHL to 20dBHL.
- c. Addiction by medical determination to use of narcotics, habit-forming drugs, or the excessive use of alcohol.
- d. Any indication of coronary or heart ailment likely to interfere with safe driving. (Electrocardiogram is required when other findings indicate desirability.)
- e. Loss of foot, leg, hand, arm or other defect or limitation of movement likely to interfere with safe driving.
- f. Any mental, nervous, organic or functional disease likely to interfere with safe driving, such as paralysis, diabetes, abnormal blood pressure.
- g. Epilepsy or other episodic (paroxysmal) periods of unconsciousness, unless the condition is arrested.
- h. Use of medication, which the examining physician determines, is likely to interfere with safe driving.
- i. Poor general health as determined by a physician.

Controlled Substance and Tobacco Restrictions

1. All school buses and district vehicles will be alcohol, drug and tobacco free areas (Appendix D). The driver or the bus assistant will not use alcoholic beverages, illegal substances, prior to or during duty hours which would impair the driver's ability to drive the school bus or the bus assistant's ability to perform the required duties.
2. All bus drivers, vehicle activity drivers, and staff operating district vehicles on a daily basis will be drug tested for controlled substances as requirements of the Controlled Substances and Alcohol Use and Testing in accordance with 49 CFR Part 32.

Instructional Programs for School Bus Drivers

Training requirements for bus drivers and certification for first-time drivers will be completed as outlined in the Standards for Providing Transportation for Eligible Students Compliance Manual. (Standards for Providing Transportation 6.41.4.13.)

New Training Applicant

A trainee will be paid for training time after he/she has completed the training program and has received their CDL.

Individual Circumstances

A driver who has had previous certification and employment experience as a school bus driver in New Mexico, but has not been employed as a school bus driver for two (2) or more years, shall take an eight (8) hour refresher course, to include at a minimum two (2) hours behind the wheel, observation time and classroom instruction. The driver shall complete the required 16 hours of in-service training during the first year of re-employment.

A driver who has a class B CDL from out of state will have to complete the full New Mexico State school bus training program.

Substitute Drivers

A regular substitute is any person certified by the Transportation Department to operate a school bus on a regular to-and-from route. This person will be required to meet all qualifications and licensing requirements of the regular driver.

License Requirements

1. Pursuant to the Motor Vehicle Code, an operator of a school bus will possess a Commercial Driver License (CDL), Class B with the appropriate Passenger & School Bus (P & S) endorsements. School bus drivers are required to meet all current Motor Vehicle regulations.
2. Each applicant for a CDL with P & S endorsements shall:
 - a. Be a legal resident of the United States and/or currently processing for naturalization.
 - b. Pass a CDL school bus driver written examination covering knowledge of school bus operation administered by the Motor Vehicle Division, as well as any other tests prescribed by the Director of the Motor Vehicle Division.
 - c. Pass a road test administered by a State Certified Commercial Driver's License Examiner. The road test must be given in the size vehicle the person will be operating.
 - d. Pass a CDL pre-trip examination given by a State Certified Commercial Driver's License Examiner. The test must be given in the size vehicle the person will be operating.
 - e. Complete the minimum requirements for instructional programs for School Bus Drivers.
 - f. A monthly license check is completed through the New Mexico Public Schools Insurance Authority

SECTION 2 – RESPONSIBILITY OF SCHOOL BUS DRIVER

(NMAC 6.41.4.11 & 6.41.4.13)

Accidents and Emergencies

1. In case of any accident involving a school transportation vehicle, the following procedures shall be observed:
 - a. STOP immediately.
 - b. Protect accident scene so that it does not become worse.
 - c. Remain at the scene of the accident. Do not move the vehicle.
 - d. Render reasonable assistance to any person injured in the accident.
 - e. Notify police, the appropriate administrator, and the superintendent.
 - f. If necessary to evacuate students, make certain that all students are in a safe location away from traffic and that they are not permitted to leave the scene of the accident on their own.
 - g. Flags, flares, and/or reflectors should be placed appropriately to warn traffic.
 - h. If a school vehicle is involved in an accident which results in serious injury or hospitalization of any student passenger, bus driver, pedestrian, or other vehicle occupant, the Transportation Director shall notify the Public Education Department Transportation Division office as soon as possible by telephone.
 - i. If a school bus is involved in an accident in which a possible mechanical failure on the school bus is a contributing factor, the Transportation Director will notify the Public Education Department Transportation Division office as soon as possible. The possible defective part(s) should be protected until directions are provided by the School Transportation Division office.
 - j. If a school bus is involved in an accident which results in the death of a student passenger, bus driver, pedestrian or other vehicle occupant, the Public Education Department Transportation Division office shall be notified immediately by telephone.
 - k. Information such as names, license numbers, registration numbers, location, time, road and weather conditions, and a listing of all student passengers (including their seating location) should be obtained. Make no admission of liability or assume responsibility for the accident.
 - l. Provisions for transporting students to their homes or to school may be made through the use of another school bus.
 - m. In accidents involving a school transportation vehicle, the Transportation Department is required to fill out a school Bus Accident Report Form and send it to the Public Education Department Transportation Division of the State Department of Education within seven calendar days. All school bus accidents must be reported, regardless of how minor, including on-board accidents and accidents involving students approaching or leaving the school bus as observed by the driver.
 - n. In addition to the school bus accident report and pursuant to state statute, the Transportation Department is to immediately report to the Public Education Department Transportation Division an accident resulting in the hospitalization and/or serious injury to, or death of any person.

- o. In accident cases involving serious injury or death, a complete investigation will be conducted by the Public Education Department Transportation Division and the vehicle will be impounded until the investigation is complete. If a student passenger is killed within the school bus, the United States Department of Transportation may also conduct an investigation.

Post-Accident

It will be the employee's responsibility to report any accident to a supervisor who will initiate the drug testing process. A post-accident drug test is required for all accidents involving a district vehicle. In the event that an employee fails to contact a supervisor immediately it will be considered a refusal to take the drug tests unless injuries prevent such from happening.

Plan of Action for Emergencies

1. Vehicle Trouble Requiring Evacuation
 - a. Stop the bus in a safe location if possible.
 - b. Secure the bus: shut off the motor, set the brake, & remove the keys. Activate 4 way flashers if required.
 - c. Radio/Call Transportation office for assistance. State your location and mechanical issue.
 - d. Make the decision to evacuate or keep the students on the bus. If it appears safe to do so, keep your students on the bus unless you need to evacuate for safety reasons. If you choose to evacuate, follow evacuation procedures.
 - e. Put out warning triangles if required. This is especially important if you are on a blind corner. If you are the only adult on the bus, you may decide to wait to do this until assistance arrives to avoid leaving students unsupervised.
 - f. Reassure students. Remain calm and in control. Account for and supervise students until Transportation Staff arrives with a transfer bus.
 - g. When the transfer bus arrives, tell students they are required to move to that bus in a single file and orderly manner.
 - h. Both drivers and any additional Transportation Staff are to stand by their doors and maintain visual contact with each other and students until the transfer is complete.
2. Vehicle Trouble Not Requiring Evacuation
 - a. Stop the bus in a safe location if possible.
 - b. Secure the bus: shut off the motor, set the brake, & remove the keys. Activate 4 way flashers if required.
 - c. Radio/Call Transportation office for assistance. State your location and mechanical issue.
 - d. Put out warning triangles if required. This is especially important if you are on a blind corner. If you are the only adult on the bus, you may decide to wait to do this until assistance arrives to avoid leaving students unsupervised.

- e. Reassure students. Remain calm and in control. Account for and supervise students until mechanics arrive if needed.
3. Passenger Trouble Requiring Transportation Personnel Intervention
 - a. Pull over and stop the bus in a safe location. Secure the bus: set the brake, shut off the motor, & remove the keys. Activate 4-way flashers if required.
 - b. Radio/Call the Transportation office. State your location and situation.
 - c. Utilize De-escalation strategies and separate students if necessary.
 - d. Reassure students. Remain calm and in control. Account for and supervise students until Transportation Staff arrives.
 - e. Immediately document the incident at the end of the route.
 4. Passenger Trouble Requiring Police Intervention
 - a. Stay Calm. Avoid creating a more dangerous situation.
 - b. Radio/Call the Transportation office as soon as safely possible. State your location and situation.
 - c. Make a Plan. Decide to continue your route, modify the route or stop the bus.
 - d. If your decision is to stop the bus, you may decide to mimic mechanical trouble. Pull over and stop the bus in a safe location.
 - e. Utilize De-escalation strategies and separate students if possible.
 - f. Reassure students. Remain calm and in control. Account for and supervise students until the authorities arrive.
 - g. Immediately document the incident at the end of the route.
 5. Passenger Trouble Requiring Medical Intervention
 - a. Pull over and stop the bus in a safe location. Secure the bus: shut off the motor, set the brake, & remove the keys. Activate 4-way flashers if required.
 - b. Radio/Call Transportation office. State your location and medical emergency.
 - c. Evaluate first aid needs. Implement first aid procedures.
 - d. Consider relocating non-injured students to another area on the bus in order to
 - a) make space to provide first aid, b) protect others from bodily fluids, and c) reduce bystander trauma.
 - e. Account for and supervise students until emergency crews arrive.
 - f. Provide information to emergency responders as needed.
 - g. District Staff needs to accompany student until Parent/Guardian arrives.

Emergency Exit Drills

Student emergency drills or adequate alternate instruction shall be conducted twice a year on school property for school buses.

Types of drills are:

- a. Everyone exits through the rear emergency door.
- b. Everyone exits through the front service door.
- c. Students sitting in the front half of the bus exit through the front service door and students sitting in the back half of the bus exit through the rear emergency door.
- d. If emergency doors are located mid-bus, students exit through the closest door.

- e. On buses with roof hatches, give instruction on their proper use.

Reasons for Actual Emergency Evacuation

1. Fire or danger of fire. A bus or vehicle will be stopped and evacuated immediately if the engine or any other portion of the bus is on fire. Passengers should move a safe distance away from the bus and remain there until the driver of the bus or vehicle has determined that no danger remains. A bus or vehicle that is located near an existing fire and unable to move, or is near the presence of gasoline or other combustible material should be considered in "danger of fire," and students should be evacuated immediately.
2. Unsafe position. If a bus or vehicle is stopped due to an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for passengers to remain in the bus/vehicle or to evacuate.
3. The driver must evacuate if:
 - a. The bus stops in the path of any train or adjacent to any railroad tracks.
 - b. The stopping position of the bus is subject to change and thus increases the danger to passengers. For example, if a bus/vehicle should come to rest near a body of water where it could still move and go into the water or over a cliff, it should be evacuated. The driver should be certain that the evacuation is carried out in a manner that affords maximum safety for the students.
 - c. The stopping position of the bus/vehicle is such that there is danger of collision. In normal traffic conditions, the bus/vehicle should be visible for a distance of 300 feet or more in all directions. A position just over a hill or around a curve, where such visibility is limited, should be considered reason for evacuation.

Important Factors Pertaining to School Bus Evacuation Drills

1. Safety of students is of the utmost importance and must be considered first.
2. All drills should be supervised by the Transportation Department.
3. The bus driver is responsible for the safety of the students; however, in an emergency, the driver might be incapacitated so that he/she would not be able to direct the student emergency evacuation.
4. In an emergency, the driver might be incapacitated. Students should know how to:
 - a. Turn off the engine and set the brake
 - b. Use the radio to contact the bus yard (have students use the radio)
 - Bus Number
 - Location
 - What happened
 - c. Understand how to evacuate the bus on your own

5. School bus drills should be held on school property and not on the bus route.
6. The driver should stay in the bus during emergency evacuation drills. Be sure that the emergency brake is set, ignition is off, and the transmission is in gear.
7. Do not permit students to take lunch boxes, books, etc., with them when they leave the bus. Getting the student off the bus safely in the shortest time possible and in an orderly fashion is the objective of a school bus evacuation drill.
8. The students should move to a safe distance of at least 100 feet away from the bus in an emergency drill and remain there in a group until given further directions. The driver, aide or sponsor will stay with the students.
9. All students should be given an opportunity to participate, including those students who only ride a bus on special trips.

Procedures when Approached by Authorized Emergency Vehicles

1. The following procedure is developed to eliminate possible accidents involving school buses and emergency vehicles. In order to protect all parties concerned, it is necessary for everyone to exercise due caution. Children generally become very excited when emergency vehicles approach, and many will do things they normally would not do.
 - a. When a school bus driver observes an emergency vehicle approaching, with emergency equipment in operation, the following action should be taken: The driver should yield the right-of-way and immediately drive to a position parallel to, and as close as possible to, the right hand edge or curb of the roadway, clear of any intersection and will stop and remain in such position until the emergency vehicle has safely passed except when otherwise directed by a police officer. In the case of a school bus operating on a narrow road, the driver must make sure he does not pull off in an area that would constitute a hazard to his vehicle or passengers, such as an unstable shoulder. In the case of a volunteer fire department, if the bus is in a safe spot, it should remain there until the driver is reasonably sure that all volunteer vehicles have passed before pulling back into the roadway.
 - b. If a school bus is stopped in the roadway, loading or unloading students, the following procedure should be used:
 - If stopped in the roadway with school bus flashers in operation to unload students and they have not started to depart from the bus, the service door should be kept closed, the school bus flashers turned off and the emergency equipment waved by. If students are already out of the bus, keep the flashers in operation until they have safely crossed the roadway. The emergency vehicles should not pass the stopped bus until safe to do so.

- If the bus is stopped to load students and the flashers are in operation and students have started to cross the road or highway, leave the flashers on and get students loaded as quickly as possible. When the driver is sure that there are no students running toward the bus, turn off flashers and wave by the emergency equipment. In instructions to students on safe loading and unloading, the driver should caution them about emergency vehicles and to stay on the edge of the roadway so they can pass safely.
- At no time should the driver leave the seat of the bus.

Passenger Management

1. It is the duty of the school bus driver to enforce all regulations governing the conduct of students from the time the students enter the bus in the morning until they depart from it at the school building, and from the time they enter the bus at the school building until they depart at their regular assigned stop.
2. The driver will assign seats to students, and a copy of a current roster will be on file in the transportation office as well as in the bus. This will be updated quarterly or as needed.
3. A school bus driver should not knowingly permit a student off the bus at any point other than at their regular assigned stop without the permission of proper school authorities.
4. Occasional riders are allowed when there is a valid note from the student's guardian that has been approved by the Principal and presented to the bus driver.
5. The driver will not permit students to place heads, arms, or other parts of their bodies out of the bus; nor will any person be permitted to ride on the outside of the bus.
6. The driver will report all serious discipline cases to the proper administrator. All state and local disciplinary regulations will be observed.
7. The driver will not permit any passengers to occupy any area in front of the passenger-seating area. Standing while the bus is in motion is not permitted.

Student Safety

1. The driver and/or assistant will meet all needs identified in a student's IEP.
2. No vehicle shall carry more than the rated seating capacity. All students will be seated when the bus is in motion.
3. The driver will not carry on any unnecessary conversations with students while driving.

4. The driver will not permit the transportation of firearms, knives, explosives, breakable glass, skateboards, or other dangerous objects, reptiles, or animals, except those service animals authorized by an IEP.
5. Driver and /or Assistant will be responsible for the safety and orderly conduct of the passengers on their assigned bus routes.
6. Pre-K & Kindergarten students will not be allowed off at a bus stop without a parent/ guardian present, unless they have permission to go home with an older sibling that rides the same bus.

School Bus Inspections

The semi-annual D.O.T., any other state, or local inspections do not relieve the owner or operator of regular daily scheduled inspections and maintenance to ensure that each bus is in continual safe operating condition.

Pre-trip and Post-trip Inspection

1. All school bus drivers and activity vehicle drivers must perform a pre- and post- trip inspection before departure and upon return. All drivers are required to perform, at a minimum, the following duties:
 - a. Safe and efficient operation of the school bus in accordance with federal, state, and local statutes and regulations.
 - b. A daily pre-trip operational check of the school bus and special equipment.
2. A documented pre-trip inspection shall be conducted which shall cover at a minimum:

Outside the vehicle

- a. Wheels, tires, lug bolts and nuts for serviceability.
- b. All exterior lights for serviceability and operation.
- c. All glass, mirrors, windshields (clean and unbroken and mirrors adjusted for the driver).
- d. Exhaust system for leaks, looseness, etc.
- e. Open engine and battery compartment when conducting pre-trip inspection: Oil, water, and any other fluid leaks (power steering, power brakes, transmission, differential, etc.).
- f. Service door, emergency exits, and buzzers.
- g. Stop arm and signs.
- h. Engine compartments for serviceability, battery, belts, wiring, proper oil and water levels.
- i. Lift system for those vehicles equipped.
- j. Fuel filler cap.

Inside the vehicle

- a. All gauges, seats, and interior lights.
- b. Horn and windshield wipers.
- c. Emergency equipment i.e., first aid kit, fire extinguisher, reflectors, and body fluid clean-up kit.
- d. Emergency exits and buzzers.
- e. Parking brake and service brake.
- f. Interior mirror.
- g. Cleanliness of vehicle.
- h. Heaters and defrosters.

The driver will not operate any bus/vehicle that does not meet the pre-trip inspection requirements. The driver will need to discuss the out of service issue with the Transportation Maintenance staff and the Transportation Maintenance staff will determine what bus the driver can take. The driver will, as part of each post-trip inspection, ensure that no student remains on the bus/vehicle at the conclusion of the trip.

3. After returning to the bus barn bus drivers must put out their pink flag in the rear emergency exit door and complete a back door child check.

Use of Two-Way Radios

The district has provided two-way radios to ensure safety and to facilitate expedited assistance, when necessary, and as stated above, the two-way radios are for school business only. Make sure the frequency is not in use before attempting to transmit. Unless necessary, students' names should not be transmitted over the radios.

FCC regulations require English language only be used.

Use of Cellular Telephone and Head/Ear phones

Head/Ear phones and Cell phone usage while on duty on the bus is prohibited this includes the use of hands free equipment (Appendix E). Any employee using a cell phone while on duty is subject to disciplinary action. Usage is allowed only in cases of an extreme emergency and the bus must be stopped and secured in a safe location.

Driver Procedures for Inclement Weather

1. Assess your situation and consider reducing your speed, braking distance, following distance, stopping in a safe location, modifying your route, and/or using alternate bus stops for children.
2. Contact Transportation office if you need assistance or to inform them of unusually hazardous conditions.
3. If it is not safe to continue, stop the bus in a safe location and contact Transportation office for guidance.

SECTION 3 – SCHOOL BUS OPERATION REGULATIONS

(NMAC 6.41.4.12)

Route Requirements

1. On morning routes or mid-day pickups, a complete stop will be made at all established school bus stops whether students are present or not, unless a parent or guardian, school administrator or transportation provider has notified the driver that the student will be absent. The driver will not wait for students unless they are observed making a hasty effort to reach the bus or unless otherwise specified and justified in the student's IEP.
2. The bus will be brought to a complete stop with the park brake activated and bus in neutral before taking on or letting off students. The driver will use good judgment and not impede traffic unnecessarily.
3. The driver will close all doors before the bus is put in motion except when crossing railroad tracks.
4. School buses will not be driven faster than the posted speed limit. A driver receiving a traffic citation while driving a bus will be subject to disciplinary action. All moving violations, in any vehicle, must be reported to the respective supervisor within thirty (30) days. DUI or DWI must be reported immediately. Failure to report is subject to disciplinary action.
5. The driver will not leave the driver's seat without stopping the engine, setting the park brake, putting the bus in neutral and removing the keys. If a bus is equipped with a diesel engine and/or automatic transmission, the driver will follow the manufacturer's recommendation for parking in gear.
6. The driver will keep the bus clean, well ventilated and properly heated when necessary.
7. The driver, if traveling in convoy, will stay on the same route as the lead vehicle and will maintain proper distance between vehicles.
8. The driver will not permit the use of the bus outside regular-to-and-from transportation or a school-sponsored activity without the approval of the Transportation Director or designee.
9. The driver will obey all traffic laws, ordinances and rules of the road. The driver will not operate the bus in such a manner as to cause on-board accidents by jerking, stopping suddenly or swerving unnecessarily. Report all hazards, whether potential or existing, on the route and all causes for failure to operate on schedule to the Transportation Director or designee.
10. The school bus will not be filled with fuel while the motor is running and/or while students are on the bus.

11. A period of one (1) school day may be required to reconfigure a route after the IEP committee has decided upon the type of transportation service.
12. School buses will not turn right on a red light. (Exception; activity buses)

Bus Stops

1. All school bus stops will be established by a coordinated effort between the Transportation Director or designee and when appropriate the IEP team. The local public safety organization having jurisdiction will also be included whenever necessary. Services will be designed safely, efficiently, and economically transport a student in a manner, which supports the student's educational program.
2. The District will review for safety each school bus stop on a school district approved cycle. The review cycle will not exceed five years.
3. No school bus stop will be established where the view is obstructed to motorists for 500 feet in either direction. If because of natural conditions, a stop must be established with a view of less than 500 feet, the state highway department or other agency having jurisdiction will establish special highway signing and operational procedures.
4. No school bus stop will be established on any interstate highway with a controlled access. If necessary, stops will be established on service or frontage roads adjacent to the interstate.
5. School bus stops will, whenever possible, be established so that students do not have to cross the roadway.
6. No school bus stop will be made at:
 - a. A streetcar crossing, or railroad crossing used exclusively for industrial switching purposes, within a business district as defined in Section 66-7-1 NMSA 1978;
 - b. A railroad grade crossing where a stop-and-go traffic light controls movement of traffic;
 - c. An abandoned railroad grade crossing, which is marked with a sign indicating that the railroad is abandoned;
 - d. An industrial or spur line railroad crossing marked with a sign read "EXEMPT CROSSING"; or
 - e. Within 25 feet of any intersection.

Loading and Unloading at Schools

1. When loading and unloading, buses will be parked bumper-to- bumper or as close as possible to avoid students from going between the buses. In loading, buses will be parked prior to dismissal time, if possible. School buses will be parked into position in the order that they arrive at the school.

2. Whenever possible, loading and unloading at schools will be completed on school premises, away from regular vehicular traffic and playground areas. All school bus loading zones will be properly marked by use of signs and pavement markings. The bus-loading zone will be adequately staffed with administrative personnel or designee to monitor the loading and unloading of students.
3. If loading or unloading on the street, the bus will be stopped parallel to the curb bumper-to-bumper or as close as possible to avoid students from going between the buses and in a single file on the side of the street nearest the school. Alternating flashers will not be activated unless the bus is stopped on the traveled portion on the roadway.
4. The school bus engine must be off, the transmission in neutral, and the park brake activated while students are loading and unloading from school buses. Should the driver be required to leave the driver's seat, the keys will be removed from the ignition switch unless the driver is operating a lift or disengaging the no child left behind alarm (passenger door must be closed).
5. The Driver will stay with their bus and will allow students to load as soon as they come to the bus.
6. The local school district will review for safety on each school bus loading and unloading area at each school on a school district approved cycle. The review cycle will not exceed five years.

Loading and Unloading on Route

1. Buses will be loaded or unloaded at established school bus stops only, unless an emergency dictates otherwise.
2. No school bus stop will be changed or time schedule altered by the school bus driver without the approval of the Transportation Director or designee.
3. Drivers will not grant permission for a student to load or unload except at the student's regular stop without written approval from the Transportation Director or designee.
4. Loading and unloading will occur, whenever possible, off the traveled portion of the roadway and so that students do not have to cross the roadway.
5. When it is impossible for a bus to completely pull off the roadway, the driver will remain on the roadway and use procedures outlined in New Mexico State Standards.

Loading or Unloading on the Traveled Portion of the Roadway

1. Use rear view mirrors to check traffic.

2. Reduce speed.
3. Activate the amber flashers not less than 300 feet nor more than 1,000 feet in rural areas, or not less than 100 feet nor more than 300 feet in urban areas to warn motorists that the bus is about to stop. The alternating red flasher lights will be activated automatically when the service doors are opened.
4. Bring the bus to a full stop, set the parking brake, and shift the transmission to neutral before opening service door to load or unload students.
5. Check rear-view mirrors, etc. and all traffic lanes to ensure that all required traffic is stopped before allowing students on or off the bus.
6. Students required to cross the road will walk a distance of approximately ten (10) feet in front of the bus before starting to cross. They should not cross until they have checked traffic and the driver has indicated it is safe to cross. The driver will again check rear-view mirrors and all traffic lanes to ensure all required traffic is stopped before signaling students to proceed. The driver will check to be sure that all students have crossed the roadway safely, by use of the crossover mirror and student count.
7. The driver will shut the service door, disengaging the alternating red flashers, only when all the students have either boarded the bus and are seated, completely crossed the roadway, or moved to a safe distance away from the bus. The bus will then be put in gear and parking brake released to resume travel.
8. If a bus is following or meeting another bus stopped to load or unload students with school bus flashers in operation, it is permissible for the bus not unloading or loading students to use school bus flashers.

Loading and Unloading on Multiple or Divided Roadway

Whenever possible all loading and unloading will be performed off the traveled portion of the roadway.

1. If stopping on the roadway is necessary, the bus will stop in the right-hand or outside traffic lane.
2. When stopped on the roadway, buses will load or unload in the right lane of the roadway. In no event will students be loaded or unloaded in a designated turn lane or in a lane immediately adjacent to a designated turn lane.
3. On a highway with divided and/or multiple traffic lanes in each direction, school buses will load and unload students only on the side of the highway on which they live.

School Buses Operating on Interstate Highways

On interstate highways, school buses will be operated according to the following procedures:

1. The bus will not make any stops except in an emergency, nor will any student load or unload while the bus is on the interstate. All loading or unloading will be done at points off the interstate, either at an interchange, service, or frontage road.
2. No school bus will cross over to the opposite roadway or make any other similar maneuver except at interchanges and then only in a manner consistent with the proper procedures at any given interchange.
3. School buses using portions of the interstate will operate only as “express” or “through” buses between two given points.

Railroad Crossings

The following procedures will apply at railroad crossings:

1. When students are on board the school bus driver will, before crossing any track or tracks of a railroad, activate the four-way hazard lights and will bring the bus to a full and complete stop not less than 15 feet or more than 50 feet from the rail nearest the front of the bus. If the school bus is required to stop after the school bus has crossed the railroad tracks, the rear portion of the school bus will not be positioned less than 15 feet from the rail nearest the bus.
2. When stopped for a railroad crossing, the driver will carefully observe traffic and reduce speed in advance of the stop. On multiple lane roadways, all stops will be made in the extreme right traffic lane.
3. While completely stopped, the driver will fully open the service door and will listen and look in both directions along the track or tracks for approaching trains or other vehicles. The service door will remain open until the rear of the bus clears all tracks.
4. The side window to the driver’s immediate left will be opened, and all noisy equipment (radio, fans, etc.) will be shut off until the bus has cleared the railroad crossing.
5. If the view in either direction is unclear or is obstructed in any way, no portion of the bus will be moved onto the tracks until, by personal visual inspection, and after parking and securing the vehicle, the driver is certain that no train is approaching. In no instance will a signal indicating safety be considered as conclusive or serve to abrogate this precaution.

6. Drivers will, in every instance, cross in a gear that does not necessitate changing gears while traversing the railroad crossing, and will not under any circumstances shift gears when the bus is actually crossing the railroad tracks.
7. In the event a train has just passed through the crossing, no bus driver will drive the bus onto the track or tracks until the train has sufficiently cleared the crossing and the driver is certain that no other train is approaching on an adjacent track.
8. In stopping at any railroad track at which there is no operational flashing red lights and/or bell, the driver will not proceed across the track unless by direction from a law enforcement officer or railroad personnel. The driver is still responsible for the safe movement of the bus.
9. If a stop and go traffic light controls the movement of traffic at the railroad crossing, the driver need not stop unless the traffic light indicates to stop.
10. No school bus driver will drive the bus through, around, or under any crossing gate or barrier while the barrier is closed or in the process of being opened or closed unless instructed to do so by the proper authority.
11. No part of the bus will be placed near the tracks until the driver knows conclusively that the crossing can be made safely.
12. When a bus stops adjacent to a railroad track, the driver will not proceed until all passengers are silent.

School Bus Alternating Flashers Will NOT Be Used

1. When the school bus is completely off the traveled portion of the roadway or on school grounds to load or unload students.
2. At railroad crossings and at traffic lights.

School Bus Safety Equipment

All school buses used to transport students on regular to and from routes and district-sponsored activities will meet New Mexico School Bus Construction Standards and the New Mexico School Bus Inspection requirements.

1. All school bus drivers will use the seat belt at all times when the vehicle is in motion. Seat belts are required of students only on buses of Gross Vehicle Weight of 10,000 pounds or less, or when a specific student requires a seat belt.
2. Each school bus will carry a first aid kit with contents as specified in New Mexico School Bus Construction Standards.

3. Each school bus will be equipped with at least one UL-approved pressurized dry-chemical fire extinguisher complete with hose. The fire extinguisher will have a total rating of 2A10BC or greater and meet New Mexico School Bus Construction Standards. The extinguisher will be kept in the driver's compartment, fully charged, and in good working condition. Each driver will be familiar with operating the fire extinguisher.
4. Each school bus will be equipped with a minimum of three triangular warning reflectors, and the driver will be knowledgeable as to their operation and proper placement.
5. Each driver will use reflectors in the event of prolonged stops on the roadway as follows:
 - a. Place at approximately 100 feet in front and back of the disabled vehicle in the center of the traffic lane occupied by the disabled vehicle.
 - b. Place at the traffic side of the disabled vehicle, not less than 10 feet from the front or rear.
 - c. If the vehicle is disabled within 500 feet of a curve, crest of a hill, or other obstruction to view, the driver will place the warning device in that direction to afford ample warning. The warning device must not be less than 100 feet or more than 500 feet from the disabled vehicle.
6. The hazard mode warning lights will be used when necessary to stop on the shoulder or the traveled portion of the roadway if the bus is temporarily disabled or it is necessary to stop for any reason other than loading and unloading operations. Hazard mode warning lights will also be used when the speed of the bus is less than one-half of the posted speed limit.
7. No item that will block the aisle or exits will be permitted on the bus.
8. Students are allowed to transport items, including musical instruments that can be placed on their lap or on the floor in front of the student.
 - a. All items, including but not limited to instruments, that are carried by students will be under their control at all times.
 - b. Instruments must be carried on the student's lap or resting on the floor between the student's legs, the instrument may not block aisles or exits.
9. No articles may be placed in the driver's compartment. Articles may not block aisles or exits. No item shall require additional seating space.
10. The emergency door and/or windows will not be fastened or wired in any fashion as to prevent opening from the inside or outside while the vehicle is in operation.
 - a. Loose items such as tools or brooms, etc. will be securely stored or fastened if carried inside the bus.
 - b. Trailers will not be attached to a school bus at any time.

Lighted Headlamp

It is recommended that the low beam headlamp be displayed during daylight hours when transporting students on routes or activity trips.

Right Turn on Red

A right turn on a red light at any intersection is prohibited except if operating an activity bus.

Running Alternating Red Flasher Lights at Crosswalks

It is recommended to activate alternating red flasher lights at all crosswalks for pedestrians to cross.

SECTION 4 – SCHOOL ACTIVITY/FIELD TRIPS

(NMAC 6.41.4.11 & 6.41.4.13)

Distance

1. Local – Field trips which do not require students to be away overnight may be approved by the school building administrator
2. Extended – Field trips longer than a school day, and/or more than 100 miles one way, and/or an overnight stay must be approved by the Aztec School Board or designee.
3. Unique – It is the policy of the board to discourage field trips requiring extensive travel, extended absences from school and/or excessive cost.
4. Buses will not travel more than 500 miles from Aztec

Funding

School activity trips shall be paid from budgeted activity funds and not from “to and from” transportation funds.

Activity/Field Trips

1. Conditions – The ability of a student to pay costs of the trip must not be a factor in determining participation in trips during school time. Schools may organize voluntary field trips outside of school time in which student ability to pay is a factor in determining participation.
2. The written consent from parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:
 - a. Name, location, and date(s) of the event
 - b. Cost to the student
 - c. Mode of transportation to be used
 - d. Name of the supervisor overseeing the activity
 - e. Parents’ responsibility
3. No student may participate unless a signed parent permission slip for the specific event is on file with the building administrator.
4. The sponsor must provide the driver and/or chaperone a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is recommended.

5. Coaches, sponsors, and drivers cannot take family members on activity trips, unless they are approved by the school site or department administrator as an additional or alternate sponsor.
6. A passenger manifest must be left at the school before departure for a field trip, and two copies must be taken on the bus. (Give one copy to the driver before departure)

Overnight Trips

Field trips requiring an overnight stay, or of a unique nature in destination or activity will be referred to the board for approval.

1. Approval of Intent by the Superintendent – Approval of intent must be received before announcement to parents and students and prior to fund raising activities. Request for preliminary approval must include:
 - a. A statement of educational objectives of the trip.
 - b. A proposed budget including costs to students and sources of finance.
 - c. An estimate of the number of students participating.
 - d. A general plan or schedule for the trip.
 - e. A time schedule listing time of departures, travel, arrival, and activities.
2. Final Approval by the Board – Requests for final approval must be addressed to the Superintendent, be submitted for approval at that month’s School Board Meeting and include:
 - a. A detailed itinerary of the Trip including educational activities, accommodations and travel arrangements.
 - b. Planned adult supervision.
 - c. A detailed budget including receipts and disbursements anticipated.
 - d. Assurance that the above details have been provided to parents and that written parental authorization for the trip has been documented.
3. Arrangements for supervision of students on extended or unique field trips are subject to approval by the Superintendent.

Qualifications of School Activity Bus Driver

1. Activity bus drivers operating a school bus shall meet all school bus driver qualifications and licensing requirements.
2. The sponsor will not have the additional responsibility of driving the activity bus.

On Duty and Driving Time

1. The maximum driving time and on-duty time applies to drivers of school- sponsored activity vehicles:

- a. A driver operating a motor vehicle for the purpose of transporting students to or from a school-sponsored activity shall not have more than ten (10) hours total driving time or more than eight (8) hours continuous driving time. A driver shall not be permitted to be on-duty a total of more than 15 hours in a 24-hour period or following eight (8) consecutive hours off duty.
- b. The following conditions shall be met in order for a driver to be considered "off duty":
 - The driver is relieved of duty and all responsibility for the care and custody of the vehicle, its accessories, or any cargo or passengers.
 - The duration of the driver's relief from duty is a specified, adequate period of time to allow the driver to rest and to pursue activities of his/her choosing off the premises where the vehicle is located.

2. Length of Trip

Federal and state laws must be strictly adhered to, as to the length of workday and amount of rest for the activity bus driver. As stated in the U.S. Department of Transportation Federal Highway Administration Regulation Fair Labor Standards Act and New Mexico State Board of Education Regulation.

3. The following requirements apply to drivers of school-sponsored activity vehicles:
 - a. A driver operating a motor vehicle for the purpose of transporting students to or from a school sponsored activity shall not have more than ten (10) hours driving time, or more than eight (8) hours continuous driving time. A driver shall not be permitted to be on-duty a total of more than 15 hours in a 24- hour period.
 - b. "On duty" time is defined as that time related to the servicing or operation of the vehicle, or those duties assigned or necessary that are related to a specific activity trip such as staying with the bus for security purposes or assisting with the supervision of students. If two (2) drivers are assigned to a bus the time spent as a passenger is considered "on duty".
 - c. "Off duty" time is defined as the period(s) of time when a driver is not on duty, is not required to be in readiness to work, or is not under any responsibility for performing work. However, it does not include "sleeper berth time". BSD standard is a minimum of 30 minutes to qualify for "off duty" time credit.
 - d. "Sleeper berth time" is defined as the period(s) of time a driver spends in a motel room and the driver(s) is not "on duty".
 - e. Drivers reporting for work driving vehicles to be occupied by school children shall have had at least eight (8) hours sleep in the 24-hour period immediately preceding reporting for such duty.

Responsibilities of Activity Bus Drivers

The activity trip bus driver is responsible for the bus/vehicle at all times in addition to the following responsibilities:

1. Compliance with all federal, state, and local regulation.
2. Adhere to on duty and driving time and complete activity trip log.

3. Maintain an open line of communication with sponsor.
4. Assure that the sponsor is aware of departure time, etc.
5. Clarify trip expectations with the sponsor prior to departure.
6. Prior to trip departure review emergency evacuation instructions with passengers and have sponsor sign trip log stating that evacuation instructions were given.
7. Completion of a trip ticket approved by the Transportation Director when applicable.
8. Assumption of safety responsibilities for all passengers while they are in the vehicle.
9. Will not participate in an activity that may jeopardize their ability to drive.
10. Notify the Transportation Director of all emergencies that arise.
11. Maintain and complete all records pertinent to the trip, including accurate driving time, miles, meals, etc.
12. Ensure that prior to departure and the return journey, the bus is clean and completely serviced and inspected.
13. Notify the Transportation Director of any damage that occurred while on an activity/field trip.
14. Buses/vehicles will not be fueled while students are on board except in circumstances when it is impractical to unload.
15. If weather conditions are such that the bus driver has concerns about road conditions the bus driver may shut the bus down in a safe place and wait until conditions improve.

Responsibilities of Sponsors

Activity sponsors shall be responsible for students on and off the vehicle and for the following:

1. A Trip Request must be submitted five (5) working days prior to the date of departure of the trip.
2. Preparation and submission of itinerary and trip requests in accordance with the Board of Education's policy.
3. Assure that the students are at the departure point at the appointed time.
4. Supervise the loading and unloading of the vehicle.

5. Assure that bus rules are followed.
6. In an evacuation of the bus/vehicle, supervision of students and keeping them together.
7. All arrangements on overnight trips for meals and lodging, including that of the driver (drivers require their own room.)
8. Provide for adequate rest stops.
9. Maintenance of a student roster and seating chart and taking roll each time students load and unload the bus.
10. The sponsor shall not have the additional responsibility of driving the activity bus.
11. The sponsor will travel on the activity bus/vehicle.
12. Ensure that there is a school employee, other than the driver(s) on each bus while students are present.
13. If accommodations such as a lift are required, the sponsor must notify the transportation department by making the notation on the trip ticket.
14. Assist in maintaining a clean bus. If the bus is returned dirty a cleaning charge will be assessed to the trip.
15. Monitor and assure that appropriate music/material is played on the media.

Activity/Field Trip Requests and Tickets

1. No travel will be scheduled without Administrative approval and a plan to incorporate opportunities for rest and relaxation for students, support personnel, and drivers.
2. The electronic request must be signed by the, A. Sponsor or coach requesting the trip, B. site administrator or designee, and C. the Transportation Director or designee. Only school sponsored trips as defined above qualify for such trip tickets.
3. The activity trip ticket must be signed by transportation office staff prior to departure.

4. The activity trip ticket must be carried on the bus/vehicle for trips outside the district boundaries. Any vehicle on an activity trip without an activity trip ticket would then fall under the jurisdiction of the State Corporation Commission regulations, enforceable by responsible state agencies.
5. Upon request the driver must present the activity trip ticket to any State Police Officer, Department of Transportation officer, or staff member of the Public Education Department.
6. An activity trip ticket is not required if a commercial common carrier is used to transport students.
7. When a shuttle is requested, the sponsor should indicate on the trip ticket whether the driver should remain on-call. The driver can either remain with the group or be available by phone. In either case the time will be charged for the entire trip.
8. A trip request must be in the transportation office, (5) calendar days prior to trip.
9. Buses will not travel more than 500 miles from Aztec.

Local Boards of Education on Activity Trips

Each local board of education will adopt policies covering the safety and welfare of students participating in school-sponsored activities. Policies must cover at least the following:

1. Provisions for rest and relaxation for students and driver(s) during trip;
2. Procedures governing the use of private vehicles for transportation of students to and from such activities;
3. Policy regarding insurance coverage for personnel, vehicles, and student passengers;
4. Provisions for off-duty time for the driver on any trip which requires in excess of ten hours continuous driving time;
5. Provisions governing procedures to be followed if and when emergencies arise, including, but not limited to, notification of parents.

Activity Trip Expenses and Procedures for Drivers

1. Drivers Pay
 - a. Driver will be paid per district salary schedule for Activity/field trips.
 - b. Timesheet starts with pre-trip and ends with post-trip at the end of the day.
 - c. Time will not be charged to the trip or be paid to the driver if the bus was returned _____ to the bus barn if the trip is a “drop off and pick up.”

2. Responsibilities
 - a. It is the driver's responsibility to adhere to on duty time and driving time DOT regulations. In addition to the activity trip ticket for billing purposes, it is required that a driver fill out an activity trip log.
 - b. Drivers and sponsors must have an open line of communication.
 - c. The driver should make sure the sponsor knows when they need to leave, etc.
 - d. Prior to trip departure review emergency evacuation instructions with passengers and have sponsor sign trip log stating that evacuation instructions were given.
 - e. If there is a problem and it looks like the driver may go over on time, the driver needs to contact their supervisor or dispatcher.
 - f. Drivers will be responsible for keeping accurate records of their driving time, miles, meals, etc.
 - g. Drivers need to clarify all expectations of the trips with the sponsor before leaving the school (Rules, rosters, times, etc.).
 - h. Drivers who do not adhere to procedures will not be given any more trips.
3. Meals and Overnight Lodging
 - a. Sponsors must supply the driver with meals and overnight lodging (driver requires their own room) for out of district travel, or the sponsor or activity will be charged.
 - b. A minimum lunch break of 30 minutes is required.

School Activity Vehicles

1. A school bus assigned to a regular bus route during route times will not be diverted to provide transportation for activity purposes.
2. Activity transportation will be scheduled at times that do not conflict with school buses fulfilling the primary obligation of providing transportation to and from school.
3. Overcrowding of regular school buses will not be permitted in order to free certain vehicles for activity trips.
4. Vehicles purchased for the purpose of transporting students on school sponsored activities shall meet all applicable United States Department of Transportation Federal Motor Vehicle Standard.
5. All vehicles with the rated seating capacity of ten (10) or more occupants will meet all applicable requirements for the Federal Motor Vehicle Safety Standards for bus bodies and chassis and New Mexico Minimum standards for School Buses.

6. The use of school-owned vehicles with a rated seating capacity of nine (9) or fewer are not required to meet federal and state standards for school buses. However, it is permitted under federal law provided they meet Federal Motor Vehicle Safety Standard for their category.
 - a. The vehicle shall not carry more than the manufacturer-rated seating capacity.
 - b. The vehicle shall not be vans or mini-vans.
 - c. The vehicle shall not seat less than six and no more than nine people including the driver.
 - d. The vehicle shall have seat belts available for all occupants, and all occupants are required to wear them while the vehicle is in motion.

7. If a school vehicle, other than the activity bus is needed to transport equipment, the sponsor will make arrangements for that vehicle to be driven by another district employee. The sponsor will travel on the activity bus.
 - a. The vehicle shall have available a cargo net or other adequate tie-down for securing items in the vehicle; excluding hitched trailers.
 - b. Trailers shall not be hitched to school-owned activity vehicles while the vehicle is transporting students.

8. If an approved school bus with a qualified driver for the activity trip is not used, the district should consider the value of the activity against the risks involved in transporting students. Although qualifying and certifying staff members through additional training may require time and some cost, the benefits of increased safety and reduced liability are critical.

Activity Driver

Activity drivers operating a district vehicle for school sponsored activities will comply with the following:

1. A new driver who has not been previously employed or certified will be required to successfully complete a minimum of 12 hours of training.
2. The pre-service training will be completed by a bus driver instructor certified by the state school Transportation Director.
3. Pre-service training will include the following:
 - a. Classroom – 4 hours. One hour on familiarization with the vehicle and equipment. The remaining hours will include a review of standards for providing transportation services to eligible students, safety policies and regulations, general motor vehicle operating procedures and passenger management. 8 hours of classroom driver training is required each semester to maintain eligibility to transport students.
 - b. First Aid and CPR – 6 hours. (Will accept documentation of previous training.)
 - c. Nationally recognized or state approved defensive driving course. (Will accept documentation of previous training.)
 - d. It is the driver's responsibility to adhere to on duty time and driving time.

4. Training Renewal
 - a. A current First Aid and CPR card is required.
 - b. A current medical examiners certificate is required.

Bus Driver Assistants

The bus driver assistant will be paid according to the current bus driver assistant salary schedule and will follow the same guidelines as driver's expenses.

Use of District Vehicle by District Employee.

1. Before any district employee can drive a district owned vehicle they shall have completed a Defensive Driving Course and have a record of their attendance on file with the transportation department. They will need to provide a copy of their driver's license and be entered into EMBARK (DMV driving record monitoring system).
2. It will be the employee's responsibility to report any accident to a supervisor who will initiate the drug testing process. A post-accident drug test is required for all accidents involving a district vehicle. In the event that an employee fails to contact a supervisor immediately it will be considered a refusal to take the drug tests unless injuries prevent such from happening.

Private Vehicles

1. All district employees who are operating private vehicles for district business are encouraged to complete a certified Defensive Driving Course and have a copy of their certificate of completion on file with the Transportation Department.
2. The use of private vehicles to transport students is prohibited.

SECTION 5 – DEPARTMENT OPERATIONS

Vacant Route Procedures

1. Position vacancies will be posted on the transportation bulletin board for five (5) business days. When a route becomes available, drivers and assistants may sign up for any and all available routes if they choose to do so.
2. Driver /assistant selection is based on the following:
 - a. Seniority – based on continuous contracted employment with AMSD as a regular bus driver, bus assistant, or continuous service as an activity bus driver.

Leave Request Process

1. It is the responsibility of the employee requesting leave to complete a Leave Request Form. The leave request form indicates the following:
 - a. Type of leave
 - b. Reason for leave
 - c. Duration of leave
2. The employee should confirm with the transportation office in advance to assure that the requested leave is still available.
 - a. At any time, but no more than one year in advance, employees may request leave. Such requests shall be in writing and shall be approved/denied by the Supervisor within five (5) days of the initial request. If the request is made within the five (5) days of the requested leave date, the leave must be approved/denied at least one day in advance.
 - b. Once leave is approved it may not be rescinded for any reason.
3. Assignment of substitutes will be granted in the following order:
 - a. Emergency sick leave
 - b. Family emergency
 - c. Medical appointments - depending on circumstances
 - d. Personal leave

Sick Leave

1. Sick leave for medical appointments should be requested at least five (5) days in advance. All medical appointments that require time off of work will require a doctor's excuse. This excuse should include the time that the employee left the doctor's office.
 - a. Sick leave for a doctor's appointment is not permitted before or after a school holiday without prior approval.
 - b. A doctor's excuse is required for sick leave taken for three (3) consecutive days or more. If sick leave is required for more than five (5) consecutive days a return to work release is required.

- c. A doctor's excuse may be required for frequent intermittent use of sick leave
- d. If a driver/assistant becomes ill and needs to take emergency sick leave, the driver or assistant must notify the transportation office as soon as possible before their scheduled bus run so that arrangements can be made for a substitute.
- e. Sick leave is accumulated as per District policy.

Personal Leave

1. At any time, but no more than one year in advance, employees may request leave. Such requests shall be in writing and shall be approved/denied by the supervisor within five (5) days of the request. If request is made within five (5) days of the requested leave date, the leave must be approved/denied at least one (1) day in advance.
 - a. Once leave is approved it may not be rescinded for any reason.

Dress Code

While you are driving a bus for Aztec Municipal Schools you are representing the entire District. Further, you are the first point of contact for the district with the many parents who entrust us with the care of their children. It is for this reason (as well as safety) that it is important that you dress in a professional manner. Therefore, transportation employees will follow the same dress code as a teacher in the classroom.

All clothing needs to be clean and in good condition. Clothes that are in disrepair, even due to current styles, are not allowed while on route or during required trainings. Clothing which reveals undergarments or clothing of a similar nature is unacceptable. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn by the driver.

1. Footwear
 - a. Every driver will wear shoes while driving a school bus. For safety reasons, all shoes must be secured to the feet at both the heel and the toe. Therefore, flip flops and slippers are not acceptable.
 - b. During cold temperatures or rainy weather, drivers should not wear boots that may interfere with driving controls of the bus.

Discipline Procedures

1. In the event of a violation of policy, the following will be taken into consideration:
 - a. Student or employee safety was compromised.
 - b. Seriousness of the incident.
 - c. The employee's previous job performance.
 - d. The circumstances surrounding the incident.
2. For most violations a progressive discipline process will be applied, including oral warning, written warning, final written warning and a performance growth plan (if applicable). For cases involving serious misconduct, the employee may be immediately disciplined up to and including termination.

3. The violation of any policy/procedure herein is cause for disciplinary action up to and including termination.

Workers' Compensation

1. Reporting Accidents

The employee must report to their supervisor an on-the-job accident or injury as soon as possible. A "Notice of Accident Form" must be completed and returned to the supervisor or designee (Appendix C).

2. Compensation

Medical, surgical and drug expenses are paid for on-the-job injuries or occupational diseases incurred while working for the District subject to approval by the district's insurance carrier.

- a. The New Mexico Workers' Compensation Act, 1991, provides:

- Wage disability benefits are not paid for an injury that results in seven (7) or less days of lost work time. If the injury results in more than seven (7) days, benefits are paid at 66 2/3 percent of the average weekly wage to a maximum established by law.

- b. Return to Work

- It is the responsibility of the immediate supervisor to inform the human resources office of the dates the employee is off from work and when he/she is scheduled to return. When possible, the injured employee will be urged to return to work at the earliest possible date.
- Before the injured employee may return to work, A "Return to Work" release from the medical provider must be returned to the supervisor and the human resources office. The form will indicate whether the employee is able to return to work, may return on light duty, or may return to full duty, along with a return to work date.
- A "light duty" return to work restriction will be accommodated whenever possible dependent upon the type of restriction.

SECTION 6 – REGULATIONS GOVERNING STUDENTS

Student Regulations

1. Student transportation is a privilege extended to students who qualify for transportation pursuant to NMPED Standards for Providing Transportation for Eligible Students. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the district.
2. Students who are compelled to walk a distance to meet the bus must walk on the side of the road to their left facing traffic, except on divided or multi-lane roadways.
3. Students must arrive at their assigned bus stop five (5) minutes before the bus arrives; the bus will not wait.
4. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students will wait in an orderly line, avoid littering, respect private property and stay out of the street. When unloading, the students should clear the traffic area immediately.
5. The driver is in full charge of students when they are riding on the bus. The students must obey the driver promptly. In cases where a teacher or school administrator is on the bus, they are also authorized to enforce student discipline.
6. Without the advance permission of a responsible school official, students will not be permitted to leave the bus on the way to or from school except at their regular assigned stop or school.
7. Students who knowingly submit a false report or make false accusations toward district staff will be subject to discipline up to and including suspension from the bus.
8. Students will not get on or off the bus while it is in motion. Students must remain seated and the aisles and exits should be kept clear unless the bus is stopped.
9. Students must occupy the seats assigned to them by the bus driver.
10. Students will not be permitted in front of the passenger seating area while the bus is in motion.
11. Students are not to carry on unnecessary conversation with the driver.
12. Students will stay out of the driver's seat and will not tamper with any equipment.
13. Students will be courteous and obedient to the driver.
14. Students must cooperate with the bus driver in keeping the bus clean.

15. Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a low voice while in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
16. Students will not use profane language or obscene gestures.
17. Students will not chew gum, eat or drink on the bus.
18. Students should refrain from misconduct or carelessness that endangers their own safety and/or the safety of others on the bus.
19. Students must not extend their hands, arms, heads, or objects out of the bus windows.
20. Animals, firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on the bus. No item that will block the aisle or is unsecured will be carried on the bus. Skateboards, scooters, and wheeled shoes are not allowed.
21. Students are allowed to transport items, including musical instruments, which can be placed on the student's lap or on the floor in front of the student. No articles may be placed in the driver's compartment. Articles may not block aisles or exits. No item shall occupy additional seating space.
22. Students will not throw any items inside or outside the bus while boarding, riding, or leaving the bus.
23. The misuse of cell phones may result in disciplinary action.
24. The use of tobacco, drugs, alcohol, or controlled substances or possession of lighters and matches will not be permitted.
25. Students will not ride on the outside of the school bus at any time or attach any item to the outside of the bus.
26. Parents or guardians will be held financially responsible for malicious destruction to the bus.
27. Any damage to the bus from any cause will be reported by passengers to the driver and the driver will report it to the Transportation Director of designee.
28. Students who must cross the road after departing from the bus must pass far enough in front of the bus, at least ten (10) feet, so that the driver can see them. Students will look both ways and wait for the driver's instruction before crossing to the opposite side of the road. Students will not cross multi-lane roadways to meet the bus.
29. If the driver suspects that a student is under the influence of drugs or alcohol, the student will not be allowed on the bus. The driver will immediately report the incident to the School Administrator and the Transportation Director.

30. Students will look both ways before crossing to the opposite side of the road.

Student ID Scan Cards

This year students will be given ID scan cards early in the school year. Students will be required to scan on and off the bus every day they ride. This is to assist with student tracking and accountability. Again, the use of the scan cards is required if a student wants to ride the bus. If a student continues to not have their swipe card, parent/guardian will be notified and a suspension of riding privileges may result. In the event student loses the ID card, the ID card will be replaced at no cost for the first two occurrences. For each additional ID card after that, the student will be charged a \$2 fee.

Procedures for Student Misbehavior on the Bus

1. Depending on the incident, when a student misbehaves on a bus for the first time, the driver will explain to the student the necessity for good behavior.
2. If, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported. This written report will list the offense and the action taken.
3. Upon receiving a written report, the student will be warned that riding privileges will be revoked if misbehavior continues.
5. If poor conduct continues, the driver will continue to complete written reports, parents will be notified, and student may lose their bus riding privilege.
6. When a student is suspended from the school bus, a copy of the bus report will be sent to the parent stating how long the penalty will last, in addition, an attempt will be made to contact the parent by phone. In such cases, it is the parent's responsibility to assure that their child gets to and from school safely.
7. If the incident involves fighting, bullying, or other serious offences, the student may lose their bus riding privilege with the first incident.
8. In the event that a student has lost bus riding privileges, the student may not ride any other bus to and from school.

Parent Responsibilities

1. Ensure that their child arrives at the designated bus stop five (5) minutes prior to the scheduled bus arrival.
2. Provide protection or supervision for their child when unusual conditions warrant precaution beyond ordinary circumstances.

3. Cooperate with school officials and school bus operators regarding appropriate conduct of their child at bus stops and while walking to and from bus stops.
4. Assist with implementation and enforcement of bus rider safety guidelines.
5. Assure that their child gets to and from school safely during the loss of bus riding privileges.

Due Process

AMSD and NMAC 6.1.4 New Mexico Administration Codes for Schools guarantee due process rights for students and parents. School officials shall follow procedures for suspension and expulsion, as defined in NMAC 6.1.4 New Mexico Administration Code for Schools.

1. The hallmark of administrative authority shall be fairness.
2. Every effort will be made by the district to resolve problems through effective utilization of district resources in cooperation with the student and his/her parent.
3. In cases of a bus suspension, a student must be given an opportunity for a conference (in person or by telephone) with the principal and/or the Transportation Director if he/she or his/her parent indicate the desire for one in writing, or appear in person to request such a hearing.

Complaints

Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of district resources in cooperation with the student and parent.

In the event that a problem is not resolved, the student and parent will follow the following procedure:

1. A written complaint should be filed with the Deputy Superintendent.
2. The Deputy Superintendent, parent/student, or all of those named have the right to contact the Transportation Director.
3. The Transportation Director maintains the right to ask that a complaint that falls under Title JIX, VI, or Section 504 be placed in writing.
4. The Transportation Director is to provide quick and fair resolution of any complaint. In the event a resolution is not reached through investigation, the Transportation Director has the authority to bring the complaint to the Deputy Superintendent for the disposition of the grievance.

5. All complaints will be kept on file in the office of the Transportation Director.

School Schedule Changes Due to Emergency Conditions

1. Due to the complexity and size of the district, it is very difficult to make a quick decision as to whether school schedules should be altered in the event of inclement weather. Geographical considerations, large numbers of bussed students, early bus starting times, as well as difficulties in communicating with all individuals concerned must be considered in such a decision. The following procedures will maximize the information flow needed to make an early decision as to whether the normal schedule should be followed.
2. Closing or delaying the start of school
 - a. On inclement weather days the Transportation Department will check roads early in the morning to determine whether a delayed start of school is advised.
 - b. The findings will be reported to the Superintendent who will make the decision to:
 - Hold school as usual
 - Delay the bus schedule by two (2) hours
 - Delay, or cancel, one or more remote buses
 - Close school for the day
 - c. Every effort will be made to decide on a delay or closure by 5:30 a.m. or as soon as possible.
 - d. The school messaging system will be implemented.
 - e. Radio and television stations will be notified.
 - f. A delayed schedule will mean that all schools will be delayed two (2) hours.
 - g. Bus drivers must use extreme caution when returning students from a school delay or closure.
 - h. If conditions make it impractical for a bus to travel a route and students are brought to school by personal car it will be the responsibility of the parent to provide transportation home after school.
3. Early dismissal may become necessary due to the inclement weather
 - a. The superintendent or designee will be notified as early as possible with information necessitating the early dismissal.
 - b. He/she will make the determination to call for an early dismissal.
 - c. The normal schedules will be set back two (2) hours.
 - d. The school messaging system will be implemented.
 - e. Radio and television stations will be notified.

Per Capita Feeder Routes

1. The transportation department will provide per capita or per mile reimbursement to a parent or guardian in cases where regular bus transportation is impractical because of distance, road condition or sparse population.

2. The transportation department will approve all applications and agreement(s) made with parents or guardians for per capita feeder services. The agreement(s) will define the term of service, the contract amount, and the responsibilities of the parent/guardian. It will be the responsibility of the parent/guardian to transport their students to the bus stop five (5) minutes prior to the scheduled bus arrival and in the afternoon, be waiting for the bus to return.
3. A parent or guardian who has agreed to a per capita agreement must provide proof of insurance, current vehicle registration, and a valid driver's license to the Transportation Department and shall maintain the insurance for the term of the agreement. If the identity of the vehicle or driver changes, the Transportation Department must be notified. The district will not reimburse for transporting students during periods without insurance coverage.
4. The Transportation Department will use an accountability system to ensure that services are rendered according to the policy and agreement. Payment will not be made until services have been rendered.
5. Contract will begin from date application is received at the transportation office.
6. It is the responsibility of the parent or guardian to complete and submit the application to the Transportation Department.

Parent Agreement for Student Conduct

Parents are required to complete and return the Conduct for Students as Bus Passengers form within 5 business days (Appendix B).

SECTION 7 – TRANSPORTING SPECIAL EDUCATION STUDENTS

(NMAC 6.41.4.11 & 6.41.4.13)

While the following rules and regulations may not cover all situations that may exist for the various exceptionalities, they do serve as guidelines to assist in the operation of special education transportation programs. These policies serve in addition to other rules and regulations outlined in this publication.

Behavioral issues regarding special education students will be addressed as defined by the Aztec Schools Special Education Policy and Procedures.

Identification of Transportation needs for Student with Disabilities

1. Transportation needs for students with disabilities who request transportation as a related service shall be determined and specified on a individual care-by-case basis by each student's Individual Education Program (IEP) committee. The committee shall utilize evaluation information from a variety of sources, including but not limited to: parent information, other related services assessments, medical information, assistive technology assessment, and other information from the student's multidisciplinary team evaluation.
2. Decisions regarding transportation as a related service shall be guided by the principle of Least Restrictive Environment (LRE). Therefore, students with disabilities shall be transported with neighborhood peers who are not disabled unless restricted by health or safety considerations. When modification to standard transportation are necessary, transportation personnel shall be afforded the opportunity to participate in the development of the IEP. The IEP document shall clearly state the transportation needs/modifications identified by the IEP team. If future circumstances require significant changes in services, any team member, including transportation personnel, may request that the committee reconvene to consider the student's transportation needs.

Provisions of Transportation for Students with Disabilities

Students with disabilities who require transportation as a related service shall be transported with neighborhood peers who are not disabled unless restricted by health or safety considerations. Modifications to standard transportation services shall be required through the IEP process and shall be stated in the IEP document.

Student Behavior

1. When a student's behavior endangers the safety of others, the student shall be suspended from the transportation vehicle according to the Local Board of Education's Policies and State Board of Education Regulations.
2. Provisions for removal and reinstatement of transportation services for students with disabilities shall be specified in the local board of education's policies and in the student's IEP. In the interim, the student with the disability may require other means to access educational services. Any change in related service(s) transportation must be made through the IEP process, and the procedural safeguards specified in the State Board of Education Regulations shall apply.
3. Significant medical problems should be documented, especially the possibility of seizures, etc.
4. Alternate emergency drop-off points and telephone numbers of specified contact persons will be obtained.

5. Late registration or placement of a student into a different program after school usually affects routing and time schedules of one or all students on the bus. Several days may be required before all adjustments are made and the start of transportation services for a particular student. A minimum of one (1) day planning time is usually required. Changes should not be made late in the school year unless absolutely necessary.

District Administration Responsibilities

The designated school district administrator is responsible for implementing the policies set by the local board of education, and for promoting public understanding of and support for the school systems special education transportation program.

Loading and Unloading:

1. A.M. Unloading: Building administrator or designee will be on site at the a.m. unloading area. The bus driver or aide will not be allowed to leave special education students unattended.
2. P.M. Dismissal: Building administrator or designee will have the students ready at dismissal time. The bus driver will not be required to wait more than five minutes. The driver and/or bus aide will not be allowed to leave the bus to search for unaccounted students. Once the bus has departed, the driver will not be required to return to the school. The building administrator or designee will be required to make other arrangements for the student to be transported home.
 - a. The local school district will develop a policy relative to bus suspension procedures.
 - b. Upon receiving a written complaint, the appropriate school official shall respond as soon as possible. An immediate response to a problem will be of great benefit to all concerned.
 - c. Suspension from the bus does not mean that a student is suspended from school (The parent or caretaker will be responsible for transporting the student to and from school.)
 - d. In the event that it is necessary to suspend a student from school as well the bus, the local board policy on long- and short-term suspension of handicapped students will apply.
 - e. All drivers are to be informed of persons who have been designated to take custody of students. Building administrators will be responsible for providing the drivers or transportation department with names and phone numbers of these caretakers.
3. Mid-Day and Regular PM routes (Pre-school, Special Needs):
 - a. If no one is home to receive a student, the driver will contact the transportation office in an attempt to contact the parents/guardians/care takers.
 - b. If unable to make contact, the student will be brought back to the Transportation Department with an estimated time of arrival.
 - c. After completing the bus run the bus driver will deliver the student to the Transportation Department.
 - d. At this time, the Transportation Department will attempt to contact the parent/guardian/care taker to pick up the child at the transportation office or make other arrangements. (Due to the difference in PM bus schedules, mid-day students should not be placed on PM buses).

Teacher/Aide Responsibilities

1. Enhance a Safe and successful bus operation through regular and continuing education of all persons involved in the special education transportation process. The teacher, together with the bus driver and/or the bus aide, makes students aware of their responsibilities on the bus. With careful planning the special education school bus can be a valuable extension of the classroom experience.
2. Be familiar with state and local policies on special education transportation.

3. Communicate to parents or caretakers and students the state and local policies and regulations for special education transportation in order to promote understanding and support for the school systems special education transportation program.
4. Communicate regularly with the bus driver and/or bus aide regarding the special needs of students.
5. Supply information to the driver and/or bus aide regarding behavior modification so that consistency can be maintained. The teacher should explain the style of discipline used in the classroom and suggest techniques which work with specific students, realizing that the bus is an entirely different setting.
6. Discuss the teacher's expectations for bus behavior with the driver before school begins. This should be done in order to clarify the teacher's and bus driver's expectations for the students' bus behavior.
7. Establish consistent procedures for loading and unloading students:
8. Have the students ready at dismissal time.
9. Load all the students at one designated time in the afternoon. Coordinate loading times with the other teachers if there are several special education programs in the school.
10. Distribute classroom materials in the classroom before the students get on the bus to return home. Distributing materials on the bus creates an atmosphere of confusion.
11. Notify the driver when a parent has picked up a student from school so that the driver does not have an unnecessary delay. Notify the bus driver when a parent brings a student to school late. Advanced notice to the driver will reduce the possibility of a student being inadvertently left at school.
12. Give rewards which are earned in the classroom to the driver (especially if they are toys or food) in a bag marked with the student's name.
13. Tell the driver what kind of a day the student has had, especially if it has been bad. This helps alert the driver to a potential problem. It is most effective to tell the driver quietly in front of the student, so that the student realizes that the driver is aware and can make adjustment. It may be helpful to seat a student in a different place on the bus and/or alter the route slightly in order to deliver the student home as soon as possible.
14. Instruct the student on proper bus behavior and school bus safety as a part of classroom discussions and activities. The teacher should assist the student to develop an attitude of respect and courtesy toward the driver and bus aide.
15. Give the bus driver adequate notice concerning any changes in pick-up and drop-off addresses.
16. Building administrators will be responsible for providing the transportation department with names and phone numbers of person(s) who are designated to take care of students whose parents are not at home.
 - a. Refrain from asking the bus driver to change the routing pattern and pick-up or dismissal times as the driver is not allowed to change or modify bus routes.

Parent/Guardian or Caretaker Responsibility

1. Have the student ready to board the bus when the bus arrives and when necessary be with the student at the bus stop.

2. Encourage the child to obey safety rules and regulations and encourage proper bus behavior.
3. When the students are delivered to the assigned address at the end of each school day, the driver will NOT be allowed to leave the student unattended. Parents are responsible for making arrangements to have a designated person receive the student. A parent or caretaker may request permission to leave a student unattended in writing from local school officials.
4. Have all necessary supplies, materials or medications, etc., in a pouch or a packet labeled with the child's name. In consideration of student safety, large articles which block the aisles, emergency door, or service door of a school bus will not be allowed on the bus.
5. Do not allow students to drink or eat food on the bus. The danger of a student choking on food is a high risk factor.
6. Know where the student is to be picked up each morning and delivered in the afternoon. In the event that the student needs assistance to get to or from, on or off the bus, the parent cooperates by making arrangements for bringing the student to the bus, and for picking up the student on the return trip.
7. In the event that the student does not plan to attend school on a specified day, the parent/caretaker shall:
8. Notify the bus driver and/or appropriate school official in advance one full school day; or
9. Inform the bus driver when the bus arrives at the student's house; or
10. Use a pre-arranged signal with the driver.
11. Prepare a student emergency information card as required by this regulation. This card includes emergency phone numbers and/or address of a responsible person to be contacted in case of an emergency.
12. Give at least a full five-school-day notice concerning any changes in pick-up and drop-off address. The driver is not allowed to change or modify a bus route. Do not ask a driver to violate this policy.
13. Transport his or her student in the event of a necessary bus suspension.

Qualifications for Special Education School Bus Drivers

School Bus Driver Selection

1. The school district administrator or local transportation provider shall adhere to all applicable federal and state employment requirements when employing, re-employing or retaining a school bus driver. The employer shall maintain records verifying completion of the following procedures in their files:
2. Completion of an application form that meets or exceeds State and Federal requirements.
3. A check of the applicants' driving record through the New Mexico Motor Vehicle Division, or the National Driver Register or other states' Motor Vehicle Divisions. Driver record checks shall be made monthly.
4. A criminal background check in accordance with section 22-10-3, NMSA, 1978; to determine if the applicant has a record of criminal convictions. The school district and transportation provider shall

maintain an Agreement, Authorization, Waiver and Release form, in addition to a Criminal History Affidavit on any new employee working with children.

5. Satisfactory completion of a school bus driver physical examination.
6. Verification that the driver is properly licensed as a school bus driver by the Motor Vehicle Division.
7. A copy of the commercial driver's license examination, vehicle inspection, basic control skills and road test.
8. Each employer shall make available to each bus driver at the time of hiring the Standards for Providing Transportation for Eligible Students and any local handbooks.
9. Special education drivers may be required to attend other special training programs as designated by the local district.

Qualifications for Aides

1. A bus assistant shall be provided on buses equipped with a wheel chair lift, when necessary and/or required by law or regulation.
2. Bus assistants shall complete a course on providing Transportation as a Related Service to students with disabilities and an approved First Aid/CPR course.
3. Bus assistants shall have a current First Aid/CPR and CPI certification.
4. Bus assistant shall complete 16 hours in-service each year.
5. Aides will be a minimum age of 18.

Responsibilities for Drivers and Bus Aides

The following rules and regulations are applicable to drivers and aides, but do not cover all situations which exist for various exceptionalities. They do serve as guidelines for the operation of special education transportation programs. The driver and aide will:

1. Obey all regular school bus operational regulations (unless exceptions are noted), state and local policies and traffic laws.
2. Maintain and keep current transportation confidential such as emergency cards and other required reports. This information is to be maintained in accordance with the Family Education and Privacy Act and state and local special education regulations.
3. Refrain from administering any medication.
4. Withhold from a student any type of food (candy, gum, soft drink, etc.) unless the written permission of parents or caretakers is granted.
5. Exercise patience, understanding, and mature judgment in working with a handicapped student.
6. Communicate effectively with parents and school staff.
7. Utilize and safely operate the special equipment needed for each student's seating, loading and unloading.
8. Know the safest and most direct route to a hospital or recognized medical center.

9. Arrange the seating of students, where possible, to prevent emotional or physical disturbances, but allow “normal” interaction between students. The special education teacher for these students may be of great assistance in these situations.

10. Explain bus rules to students and enforce them, remembering to:
 - a. Be firm -- but gentle.
 - b. Be patient -- but persistent.
 - c. Always be consistent.

11. Maintain discipline and report to the proper school authorities and/or parents any unusual episodes, attitudes, etc., immediately and in detail, because they may have medical implications. Any student who is a threat to the safety of the other children, themselves, and/or the driver should not be permitted to ride the bus. Administrative procedures will be followed when exclusion of a child is considered.

12. Be willing to learn how to care for each student under the many circumstances that might occur while the students are on the bus. Eye contact usually reveals problems that may occur.

13. Know the appropriate procedures to take in case of a traffic accident or breakdown as they relate to the exceptionalities of the students.

14. Maintain the bus schedule for pick-up and drop-off of students as closely as safety will permit.

15. Adhere to an established route unless there is an emergency.

16. Make sure that a student is not left unattended in the bus or at the p.m. drop-off point. The driver must contact Transportation/School if no one is present at stop to meet student.

17. Communicate with school personnel and parents when a student is on medication and what possible effects the medication will have on the student being transported.

18. Record when each student is behaving abnormally for their condition and advise the appropriate officials accordingly.

19. Be mentally alert and follow the plan for emergency indicated on the student information card when problems or abnormal reactions occur.

20. Assist each student in meeting therapeutic needs as indicated by appropriate school personnel such as learning to get on and off without assistance.

21. In addition to the above requests, the special education aide will:
 - a. Assist in the loading and unloading.
 - b. Maintain control of students while on the bus.
 - c. Take care of any special needs of the students while they are on the bus and while they are being loaded and unloaded.
 - d. Assist the bus driver in times of need and during any emergency.

Loading and Unloading Students

1. The bus driver will follow the same loading and unloading procedures as regular transportation.
2. The type and severity of the exceptionality will usually determine where the actual bus stop will be located, within the following guidelines:

- a. Students who cannot be left unattended will be loaded and unloaded in front of each student's home or pick-up/drop-off point.
- b. Other students may be able to walk to and from the bus stop, and this may be required as part of their therapy. Written directions will be provided to the driver by the parent or caretaker and the school district.
- c. The bus stop will be determined by the school officials upon recommendation from the doctor, special education administrators, and parents.

Communication Equipment for Buses

Because of the inherent medical emergencies and other problems that could occur while transporting special education students, a high priority should be given for the installation and maintenance of two-way radio communication systems on special education buses.

Transportation of Medication

1. The driver and/or aide may accept the transportation of medication, pursuant to local board policy, from the parent and/or caretaker; however, the driver should have a form on which they date and sign the acceptance of the medication from the parent.
2. A secure compartment must be provided for the driver to store medication.
3. Upon arrival at the student's destination, the person receiving the medication from the driver should sign for acceptance of the medication from the driver.
4. All medication must be clearly identified with the student's name on it.
5. Should a child's IEP call for the administration of medication during a trip or on a route, the Exceptional Programs Department will provide a trained person to administer the medication. Otherwise, medication will not be administered.

Transportation Confidential Emergency Card

In order for the driver and/or aide to be generally informed by local school officials concerning the physical, mental, and/or emotional disabilities of each student, a Transportation Confidential Emergency form will be provided by the school on each student.

Each form will include, but is not limited to, the following information:

1. Student's name, date of birth, school, school year and bus number.
2. Parent's name.
3. Address, with loading and unloading instructions, for both a.m. and p.m.
4. Home telephone and emergency telephone numbers, i.e., doctor, parent(s), and teacher.
5. Nature of child's exceptionality as it pertains to transportation needs and special bus provisions.
6. Suggested steps to be taken by the driver or the aide in the event of illness, seizure, etc., while riding the bus.

7. Emergency medical information, medication student is under, and special instructions for attending physician.
8. These forms must be treated as confidential records.

Discipline and Student Rights

The following suggested procedures will protect the pupil's rights and maintain order on the bus:

1. The driver and the aide should attempt to handle infractions through discussions with pupils and/or reassignment of seats. (Sometimes a call to the parents will improve behavior).
2. First offenses require at the minimum a notification to the pupil and parent(s) by phone or in person. Second or subsequent offenses or infractions of the rules may require a conference with the pupil, parents, driver, and school administrators and could result in a period of suspension of the pupil's bus riding privileges.
3. In case of serious or recurring misconduct, a pupil's bus riding privileges may be promptly suspended for acts which jeopardize the safe operation of the bus and/or the safety of the other passengers on board.

Do Not Resuscitate (DNR) Order

All efforts to revive a student will be made including a call to "911" for emergency assistance.

Comparable Travel Time

Transportation time for students with disabilities will be comparable to that provided to their peers without disabilities. Whenever possible students will ride on regular route buses. Students with disabilities, whose I.E.P. dictates special transportation needs may require a variance to the comparable travel time policy. This shall be determined on a case-by-case basis by the student's I.E.P. committee and shall be clearly stated in the I.E.P. document.

Transportation of Special Personnel

Special personnel (i.e., licensed nurses, special education assistants, or other designated persons) will be assigned to a bus route only after a decision has been made by the I.E.P. committee to provide this type of service to a student or students.

Transportation of Animals to Accompany a Student with Disabilities

When a student's I.E.P. stipulates the need for an animal to accompany him or her to and from school, the following conditions must be met:

1. The animal must have proper certification and training.
2. The animal must have up to date immunization records.
3. The animal must be muzzled.

SECTION 9 – Appendix’s

APPENDIX A – Posted Vacancies Sample

Aztec Municipal Schools Transportation Department

John Laws, Director
1118 W. Aztec Blvd., Aztec NM, 87410
505-599-4303
trlawsjo@aztec.k12.nm.us

To: All Bus Driving Staff
From: John Laws, Director of Transportation
Date: 7/10/17
Subject: **Regular Route Opening, Route No. 6**

This notice is to offer all drivers an opportunity to sign up for an open route for the 2017-2018 School Year. Regular Bus Route **No. 6**, will be needing a driver for the upcoming school year. Current contracted time for this route is **3 hours per day**, this is subject to change. This route consists of transporting elementary aged students from Light Plant Road, Sunset Mobile Home Park, San Juan Mobile Home Park, and Lydia Shuttle Students to Park.

This position will be paid at the current driver’s rate of pay. The criteria that will be used to select a driver to fill this vacancy will include, but not be limited to, the following: applicants’ seniority with the district, relationships with students and parents, driving capabilities and overall job performance. If selected for this route, you will be expected to finish the 2017-2018 school year in the interest of consistency for the riders and their parents. The Administration reserves the right to reassign this route should this prove to not be an appropriate assignment for the selected driver.

Please print and sign below if you would like to be considered for this position. This position will be posted until **4:00 PM, Thursday, July 20th**.

Driver’s Name

Driver’s Signature

APPENDIX B – Student Code of Conduct Form Sample

Aztec Municipal School District
General Information for School Bus Transportation
2018–2019 School Year

Mr. John Laws
Director of Transportation

Dear Parents and Guardians:

We must have your understanding and cooperation in order to maximize the safety of all students while passengers in school buses. Important procedures and regulations exist which promote and help ensure the safety of each occupant of the school bus. Please discuss the following important information with your student(s). Then, complete the form at the bottom of this page and return it to your student's bus driver. If you have more than one student, it will be necessary to fill out a separate form for each student who rides in Aztec Municipal School District's (AMSD) buses.

Riding the School Bus is a Privilege not a Right

Students who persist in violating these rules and regulations risk the loss of their riding privileges. In the event of short or long term suspension of riding privileges, it will become the parent's or guardian's responsibility to transport their student. (*AMSD School Board Policy E-1950*)

School Bus Driver Authority

Bus drivers have the same authority on the bus as a classroom teacher has in the classroom. Students who ride the bus are under the direct supervision of the driver. When the bus driver reports a bus infraction, the procedures listed below will be followed. Campus administrators retain the right to use discretion interpreting policy. Consequences may vary depending on the severity of the infraction. When a Campus Administrator receives a school bus incident report, the administrator may use the following disciplinary plan:

- 1st Offense:** A warning to the student with an issued report to the parent/guardian. It is expected the parent/guardian will work with the student to help prevent a recurrence.
- 2nd Offense:** Disciplinary action will be taken at the discretion of the principal, depending on the seriousness of the infraction. A verbal or written report to the parent/guardian will be made.
- 3rd Offense:** Suspension of riding privileges will result. The length of suspension will depend on the seriousness of the infraction. A report to the parent/guardian will be made.

Please note a different sequence in handling an incident may be selected by the school or transportation department.

Kindergarten and Pre K Students

For safety, kindergarten students must be met at the bus stop by a parent/guardian, unless an older sibling rides the same bus and accompanies them home. Kindergarten students will not be left alone. They will be returned to the school or the transportation department and it will be the responsibility of the parent/guardian to pick up the child.

Unauthorized Riders, Stops, or Boarders

Any student not getting off at their designated stop will be required to have a note from their parent/guardian, signed and dated by a principal or office staff and then given to the driver. This should be used on a short term/temporary basis only (not to exceed two days). Request for a longer term must be submitted in writing to the AMSD Director of Transportation.

Bus drivers will not accept unsigned notes, phone calls, or text messages authorizing them to drop off students at a point other than the student's regular stop. If there is an emergency or a late transportation change, arrangements need to be made through the Transportation office.

Students will be picked up and dropped off only at their assigned stops.

The safety of all our riders and staff must be maintained at all times. If any member of the general public, parent/guardian, or any unassigned student enters the bus without driver permission, it will be considered a trespass of AMSD property and law enforcement and or legal consequences may be pursued. (*AMSD School Board Policy K-1700 - Public Conduct on School Property*)

For any questions concerning a student's transportation needs, please contact the Aztec Schools' Transportation office located at 1118 W. Aztec Blvd., Aztec NM, 87410 or call 505-599-4303. For further information, you may view the AMSD school board policies at www.aztecschools.com

Parents or Guardians please read and review the information printed on both sides of this letter with your student(s). After reviewing this information with your student(s), please fully complete the form below including both you and your student's signature. Please detach and return the completed section to your student's bus driver. Keep the upper portion for your and your student's reference.



2018-19 School Year Student / Contact information listed below to be returned to the driver within 3-5 days of receipt or transportation privileges will cease. (Please print neatly)

Student Name: _____ Grade: _____ Bus Number: _____

Parent/Guardian Name: _____ Phone: _____

Physical Address: _____

Other Contact Person: _____ Phone: _____

Student participates in an After School Programs? (TGIF/Boys and Girls Club/ Echo/Other): _____

Any allergies/medical condition you want us to be aware of: _____

Please initial or check the following;

_____ **I understand** that failure to comply with bus safety procedures and rules may include, but not be limited to, loss of student transportation privileges.

_____ **I understand** that severe infractions (Ex; possession of weapons, arson, assault/battery, bullying, harassment, vandalism) will include, but not be limited to, short or long term suspension or termination of student transportation privileges.

_____ **I understand** that, for the safety of all occupants of the bus, **no person (adult or non-student) may board the bus without the driver's permission.** That person will face consequences which may include, but not be limited to, law enforcement involvement, legal consequence and / or trespassing charges.

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Seating Assignments

The school bus driver will assign seats to students. The driver has the authority to reassign seats at will if he or she deems it necessary. It is the responsibility of the student to inform the driver of issues that may need to be addressed by adjusting the current seating arrangement. All students must cooperate with the driver's requests.

Bullying and Harassment

Any method of bullying or other types of harassment will not be tolerated on our school buses and will be dealt with immediate consequences. Students are responsible for communicating with the driver, or other school personnel, if this type of behavior is happening on the bus.

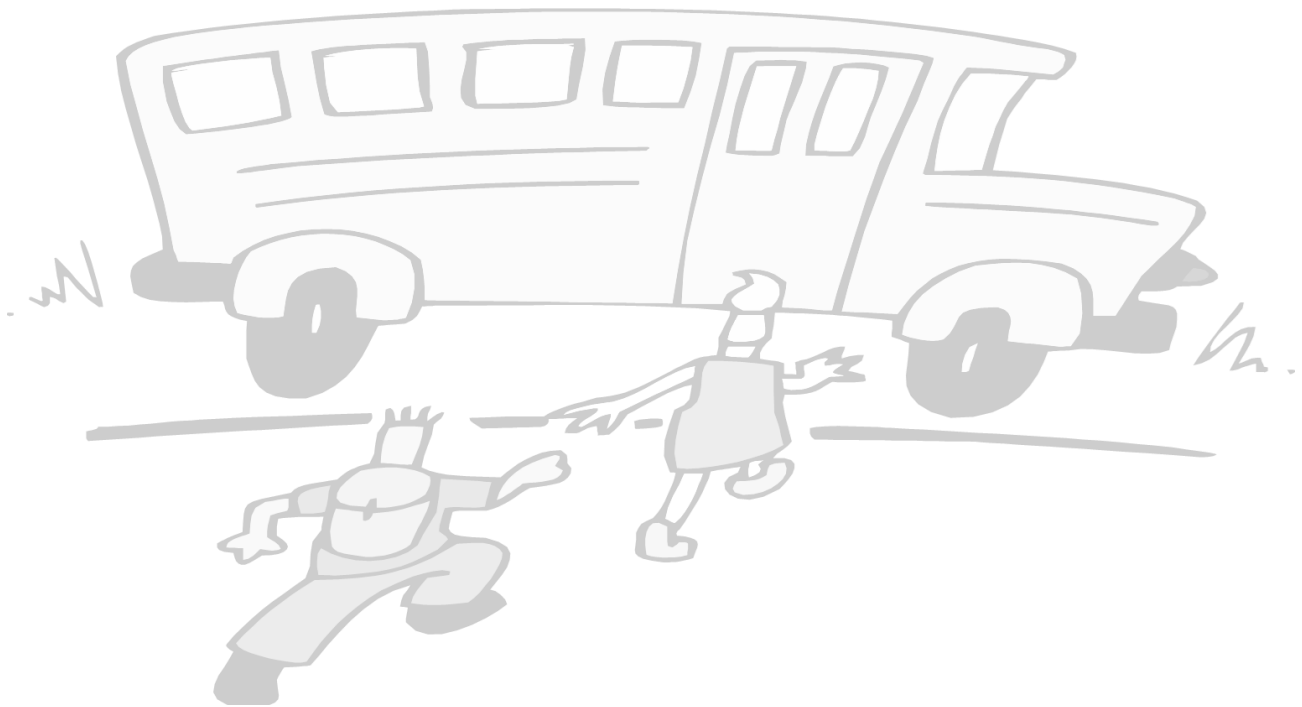
Vandalism

Vandalism such, as but not limited to, tearing or cutting seats, breaking windows, dismantling seats, writing on a bus surface, etc., will be reported to the school administrator and a "Criminal Damage to Property" report will be filed with the Aztec Police Department. Students are encouraged to report any damage to seats or to other parts of the bus to the driver. Identified students(s) will be charged for the repairs and face short or long term bus suspension.

School Bus Rules

1. Follow the driver's directions promptly and respectfully.
2. Food, candy, gum, sunflower seeds, drinks and litter will not be allowed on the bus.
3. Large items will not be allowed on the bus. Items must fit under the seat or in the student's lap.
4. Glass objects, skateboards or balloons are not allowed on the bus.
5. Students must remember that being careless not only endangers their own safety, but also endangers the safety of others.
6. Eligible bus students are only to ride the bus that serves their designated bus stop. Note: Students will not be transported to a residence other than their own for "babysitting".
7. On roads with multiple lanes, students are to load and unload on the side of the road on which they live. No student is to cross the roadway to another loading zone.
8. Students should never stand or play in the road while they are waiting for the bus. Students shall use the sidewalks to walk to the bus stop.
9. For safety consideration, students must be at their assigned bus stop ten (10) minutes before the scheduled stop time.
10. Wait until the bus comes to a complete stop and the doors are opened before approaching the bus.
11. Use the handrail. Be careful that no clothing or belongings get caught on the handrail.
12. Sit in assigned seats, facing forward, feet on the floor, and speak in a normal tone of voice.
13. Students are not to carry on unnecessary conversations with the driver while the bus is in motion.
14. Tobacco or any illegal products are not permitted on the bus. This includes matches and lighters.
15. Students must remain seated at all times unless getting on or off the bus. Students must keep the aisle clear at all times.
16. Students must occupy the seat assigned to them by a school official or the bus driver.
17. Students should not place any body part out of bus windows.
18. Students will not be permitted to throw any item on the bus or out of any window.
19. Students will not be allowed to bring any type of animal, insect or reptile on the bus.

20. Students who must cross the road shall pass **in front** of the bus and not behind the bus. Students shall cross the road only when the driver signals that all is clear.
21. Students must refrain from handling emergency exits except when an emergency exists.
22. Students must remain a safe distance from buses in loading zones when buses are entering or leaving the loading area. Pushing and crowding toward buses as they enter or leave loading zones will not be tolerated. For safety reasons, once the bus leaves the loading zone, the bus will not stop for students.
23. Unacceptable language will not be tolerated on the bus.
24. Horseplay, pushing, tripping and fighting will not be tolerated.
25. Once the student has boarded the bus at the school, he/she will not be allowed off the bus until it arrives at the student's designated bus stop, unless approved by the school principal or teacher.
26. Firearms, knives, explosives or any other dangerous objects are not allowed on the bus.
27. Any student not getting off at their designated stop will be required to have a note from their parent/guardian, signed and dated by the principal, then given to the driver. This should be used on a short term/temporary basis only, not to exceed two days. Request for a longer term must be submitted in writing to the AMSD Director of Operations.
28. All school buses are AMSD property and all applicable student behavior rules and appropriate consequences outlined in the AMSD Student Behavior Handbook will apply. (*AMSD Student Behavior Handbook Section 2.1.B or 5.8.I, AMSD School Board Policy E-2450 and J-2450*)



APPENDIX C – Notice of Accident

NOTICE OF ACCIDENT/NOTIFICACION DE ACCIDENTE

In accordance with New Mexico law, Section 52-1-29, NMSA 1978
Conforme a la Ley de la Compensación de los Trabajadores, Sección 52-1-29, NMSA 1978

I, _____, was involved in an on-the-job accident
Yo, _____ (name of employee/nombre del empleado) me lastimé en un accidente en el trabajo

at approximately _____, on _____, 20____
aproximadamente (time/s hora(s)) el (date/fecha) del 20____

What happened and where: _____
¿Qué ocurrió y dónde ocurrió? _____

Signed: _____
Firma: _____ (employee/empleado)

Signed: _____
Firma: _____ (employer or agent/empleador o agente)

Employee's social security number: _____
Número de seguro social del empleado: _____

Date: _____
Fecha: _____

Employer/employee: Each keep one copy.
Empleador/empleado: Retener una copia

For more information, call the Workers' Compensation Administration. Ask for an ombudsman.
Para más información, póngase en contacto con el Programa de Asesores (Ombudsman Program) en la Administración de la Compensación de los Trabajadores

Albuquerque: 505-600 - 1 (800) 255-7985
Form NOA -1 (5/87)

Farmington: 327-5157 - 1 (800) 568-7310
Lovington: 336-3437 - 1 (800) 904-2450

Las Vegas: 454-9251 - 1 (800) 281-7889
Las Cruces: 524-6246 - 1 (800) 874-6826

APPENDIX D – Drug Free Workplace

G-0950 © GBEC DRUG - FREE WORKPLACE

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

**Aztec Municipal Schools
Transportation Department**

SUBJECT: Cell Phone/Texting Policy

On September 27, 2010, the Federal Register issued a change in policy from the Federal Motor Carriers Safety Administration (FMCSA). This new policy limits the use of wireless communication devices by commercial motor vehicle (CMV) drivers while operating commercial motor vehicles. Wireless communication devices are listed in the policy as cell phones, hands free communication devices and sending, receiving or reading text messages. FMCSA states that research shows the odds of a CMV being involved in a near-crash or unintended land deviation increased 23.3 times greater for CMV drivers using a communication device.

This change imposes sanctions, including civil penalties and disqualifications from operating a CMV for drivers who fail to comply with this rule. The rule change became effective October 27, 2010.

The New Mexico Public Education Department remains committed to providing the safest and most reliable form of transportation for New Mexico students. District personnel that transport students in AMSD non-school bus vehicles must also comply with the above rule for their own safety and the safety of the students.

I have read and understand the Cell Phone/Texting Policy. I understand that I may be disqualified from operating a CMV or AMSD district vehicle to transport students for failing to comply with this rule.

Employee Signature

Date

This form must be returned to the Transportation Department.