



***SWEETWATER SCHOOL DISTRICT #2  
TRANSPORTATION HANDBOOK***

***2022-2023***

**CONTENTS:**

Subjects:	Page
Introduction_____	3-4
District Vehicle Operation_____	4
Accident Reporting Procedure _____	5
Accidents occurring on an activity _____	6
Emergency School Bus Evacuation _____	6-7
Employee Responsibilities _____	7
Appearance and Conduct_____	7
Public Relations _____	7-8
House Keeping _____	8
Driving Time _____	8
Leave Requests _____	8-9
Bus Operations _____	9-10
Drivers Tips On Disciplining _____	10
Routing _____	11
Annual Evaluation _____	11
Time Clock Procedure _____	11-12
Assignment Procedure _____	12
Identification & Notifications _____	12-13
Drug Testing _____	13
Transportation Accident/Incident/Injury/Near Miss Classification_____	13-14-15
Safety Program _____	15
Disciplinary Actions _____	15-16
Acknowledgement _____	17

## PURPOSE AND CONDITIONS

### SECTION I GENERAL INFORMATION

#### INTRODUCTION:

This handbook is not intended to be an exclusive manual to train personnel. It is intended to be an information guide for prospective applicants, route drivers, activity bus drivers, bus aides, bus attendants, substitutes, and other district employees that transport students.

The following are rules, regulations, procedures, and best practices of Sweetwater County School District 2, State of Wyoming, applicable to all persons who operate and assist with school transportation of students and/or faculty of the District.

Sweetwater County School District 2 transports enrolled students on regular routes to and from school, on special education assignments, on shuttle buses between schools, on field trips, and on activity trips on a daily basis. Students and staff transportation is a necessary service and an integral part of the total educational program. Major objectives of the District's transportation program are to:

1. Provide safe transportation.
2. Operate an efficient, economical transportation system.
3. Adapt transportation to the requirements of the instructional program.
4. Provide transportation which will ensure a safe environment that prepares students for their school day of learning.
5. Furnish transportation to those students residing outside the city limits as well as other eligible students.
6. Furnish transportation for student field trips and/or extracurricular activities in school buses

Being a school bus driver requires more than picking up students and delivering them to school. A school bus driver must be responsible for the safety and welfare of the students. He/she must promote good public relations for the School District, know and meet the intentions of School Board regulations and procedures, maintain discipline with the students, operate an expensive and complicated piece of machinery, **and perform daily cleaning and pre- and post-trip inspections**. These are the responsibilities of school bus drivers to and from their destinations, whether they are assigned routes, activities or field trips.

“Safety First” is the primary goal in all cases. The safety and welfare of each student depends upon the skill and good judgement of each school bus driver. **The person who is qualified and willing to take this type of responsibility is the person who should be a Sweetwater County School District 2 bus driver.**

Copies of Board regulations and procedures can be found on District website for your information and guidance. Drivers, from time to time, will need to make decisions not covered by this Handbook. **These regulations and guidelines present boundaries for these decisions.**

**AT-WILL EMPLOYEES**- This group, which includes District Support Staff, refers to employees who have the right to end their employment relationship with the District at any time, with or without cause, upon providing 14 days written notice. The District retains the same rights as the employees, however. In other words, the District can end their employment relationship with at-will employees at any time, with or without cause, upon providing 14 days written notice.

### **DISTRICT VEHICLE OPERATIONS:**

The commitment to safe operations and maintenance of all School District #2 vehicles is paramount in providing safe transportation to our students and staff. The transportation of students in district vehicles will be restricted to that of a yellow school bus. All yellow school buses are equipped with video surveillance and may be used to help resolve issues as they arise.

#### **Motor Vehicle Records Check (MVR):**

- Motor vehicle checks are required for all applicants and employees where motor vehicle operations are a requirement of the job.
- Annual MVR checks must be completed for all employees who drive any SW#2 motor vehicle.
- A job change where vehicle operation is required.

#### **Driver Requirements:**

- Valid Wyoming driver's license or equivalent.
- Correct operator's classification.
- Current medical certificate (if required.)
- Insurable by SW#2 designated Insurance Company.

#### **Unacceptable Driver**

A combination of 3 or more moving violations/convictions and/ or "at fault" vehicle accidents, within a 36 month period or any of the following in the past 3 years will result in immediate dismissal. Transportation personal are required to report any moving violation to the transportation supervisor immediately following a conviction.

- Driving while intoxicated or under the influence of alcohol or drugs (DUI or DWI);
- Refusing Substance Test or not providing a specimen in the allotted time frame or leaving a test prior to completion;
- Hit and Run;
- Failure to report an accident/leaving the scene of an accident;
- Attempting to elude an officer of the law;
- Felony, assault, manslaughter or homicide arising out of the operation of a motor vehicle;
- Driving with a suspended or revoked license;
- Possession of an opened alcoholic beverage container;
- Major speeding conviction (20 mph or more over the posted speed limit where specified on the MVR);
- Current driver's license suspended, revoked or surrendered

### ACCIDENT REPORTING PROCEDURES

1. Do not move the bus until law enforcement personnel direct you to do so.
2. Call the Transportation Department on your two-way radio or cell phone to report the accident stating:
3. Your name and bus number
4. Location, and whether traffic is blocked
5. Was anyone injured—driver, passengers, persons in other vehicle or pedestrians.
6. If unable to make radio or cell contact, give a passing motorist the above information in writing, to call law enforcement and the Transportation Department (give them the phone number – **307-872-5598**)
7. If an emergency exists, evacuate the students to a safe place away from traffic.
8. Take your seating chart, i.e. a compiled list of students on the bus and take roll call.
9. Set your triangular reflectors out.
10. Upon receiving the accident information, the Transportation Supervisor will call the appropriate law enforcement agency to report the accident and give the pertinent information.
11. In an event where children are on the bus, another bus will be dispatched to pick up the students and continue the route.
12. After the law enforcement officer arrives at the scene, fill out the required forms that she/he will provide.
13. Provide factual information in response to the questions of the police officer; however, do not make any statements of speculation or opinion, especially as to whom was at fault.
14. Upon returning to the bus garage, complete a School Bus Accident Form. If the estimated damages exceed \$500.00, a Wyoming Highway Department Accident Form must be completed and submitted to the Transportation Supervisor in order to be mailed to the appropriate address within five days.
15. If the accident involves vehicles or property damage and the owner is not present, leave the school District name and address and the Transportation Department phone number in writing.
16. All vehicle incidents should be reported immediately to Department Supervisor. The Supervisor and Safety Coordinator will determine post drug/alcohol test requirements.
17. Where accident falls under Federal Post-Accident guidelines, i.e. accident involving fatality, driver receives citation and accidents where disabling damages to any motor vehicle requiring tow away. As soon as practicable driver shall be drug/alcohol tested. In such an event, Department Supervisor will dispatch a driver to replace the driver involved in accident.
18. As part of evacuation drill procedure a reliable student should be briefed in the operation of the **two-way radio** and **emergency brake** in the event that the driver is incapacitated.

### **ACCIDENTS OCCURRING ON AN ACTIVITY**

When an accident occurs, there are normally at least two adults from the District present: a bus driver, and an activity sponsor.

1. If there is no radio communication or cell reception, one of the adults will flag down a passing motorist and ask the driver to call law enforcement and the Transportation Department (give them the phone number) for help. Please give the motorist the following information:
  - a) Your name and bus number
  - b) Location and whether traffic is blocked
  - c) Was anyone injured—driver, passengers, persons in other vehicle, pedestrians. No student should be sent to seek help or be placed in jeopardy in any way. The students' safety is the responsibility of the school District. Safety must come above all else.
2. When an accident with possible injuries occurs, the driver or sponsor will call the nearest emergency service unit or have the bus garage personnel call the emergency unit. When the emergency unit responds, the emergency unit personnel will make the decision as to which students/adults need medical attention and if they need to be transported to a medical facility.
3. Driver should have seating chart available.
4. A list of names and numbers of Transportation Department personnel to contact in case of an emergency, is located in each bus binder.
5. The primary responsibility of a bus driver is to stay with the bus. The primary responsibility of a sponsor is to stay with the students. There will be times when the facts of any given situation will vary, necessitating a judgment decision on the part of the driver and sponsor as to whom should stay with the bus and who should leave to seek help.
6. All vehicle incidents should be reported to Department Supervisor. Post drug/alcohol test requirement will be determined by the Supervisor and Safety Coordinator.
7. Where accident falls under Federal Post-Accident guidelines, i.e. accident involving fatality, driver receives citation and accidents where disabling damages to any motor vehicle requiring tow away. As soon as practicable driver shall be drug/alcohol tested. In such an event, Department Supervisor will dispatch a driver to replace the driver involved in accident.

### **EMERGENCY SCHOOL BUS EVACUATION**

Federal and State laws require School Districts to practice school bus evacuation drills twice a year. The procedure for drills will be as follows:

1. The drills will be conducted beginning of 1<sup>st</sup> and 4<sup>th</sup> quarters. Two drills will be conducted, one each for front door and rear door evacuation.
2. Ensure that there is no danger to the pupils from other vehicles and you're not on private property.
3. Appoint at least one pupil to assist; two is ideal, especially in aiding pupils exiting the bus by the rear door to prevent injury.
4. An Evacuation Form is to be completed for each evacuation drill conducted by each bus. Completed forms are to be turned in to the Transportation Supervisor.

5. Explain/show **ALL** students how to operate the 2-way radio and emergency brake in the event driver is incapacitated. Appoint a reliable student to be responsible for the 2-way radio and emergency brake in the event driver is incapacitated.

### **EMPLOYEE RESPONSIBILITIES**

As Per **GBC–Staff Ethics Guidelines under SWCSD2 policies**; “All District employees serve as role models to students and, as such, are expected to model positive, healthy human behavior and relationships that are emotionally, physically and intellectually safe. Such safe and healthy relationships are to be evidenced by Staff through appropriate boundaries in their relationships with students on and off District property, appropriate usage of technology, and respectful interactions with others.

For purposes of this policy, Staff includes any District employee, including administrators, certified staff, and support staff. Staff have a responsibility to maintain an atmosphere conducive to learning, modeling self-control, understanding, respect and cooperation.

Staff should be professional at all times in their relationships with other staff members, students, and student guardians. For purposes of this policy, professionalism means the display of respect and work ethic, within our job roles and throughout our work hours, to teach, model and encourage honesty, productivity, the honoring of confidentiality, and the acceptance of differences.”

All employees are required to review the message board, check their mailbox, and update information prior to A.M. runs, mid-day runs, and P.M. runs

### **Appearance and Conduct of all Transportation Employees**

While on duty, staff have an ethical responsibility to model appropriate dress, manners, and behavior on school property and while performing school duties. The use of the following guidelines will ensure the proper attire is worn and follow all other school guidelines:

**Shoes** – solid toe type, must have toes covered with heel strap and suited for current weather conditions.

**Jeans/ slacks** -- no holes or rips of an exposing nature

**Shorts** – no higher than six inches above the bend in the back of the knee

**Skirts/sundresses** – must cover undergarments including shoulders and midriff

**Shirts** – must cover undergarments and midriff and not display sexually explicit language/pictures, advertisement of controlled or uncontrolled substance, language or pictures that suggest violence

**More formal wear is always acceptable. Please remember that there are kids watching everything you do and wear.**

### **Public Relations, Parents and the Community**

Do not argue with parents or patrons of the District. Explain courteously that you have to follow instructions and your current schedules. If they are not satisfied, then please refer them to the transportation supervisor. Each employee is a representative of the school system to the public. How you act or drive can help formulate a positive or a negative opinion. Please remember that

good performance is all so often expected and not reported, but poor performance is quick to complain about and usually reported immediately. Drivers are the first and last school personnel that a student or parent will see, so please try to always leave a positive impact as they start or end their day with our school district. Please remember to treat your fellow employees with respect.

### **House Keeping**

- It is everyone's responsibility to assist in keeping the lounge area clean. Please pick up after yourself, push your chair in, clean your dishes, and monitor the food you leave in the refrigerator.
- All employees on a bus are equally responsible to ensure any bus you are using is swept and kept neat and clean. All routes have the allotted time and are expected to sweep the bus after each route and in between routes to ensure no items are left behind for another child to accidentally find.
- All aisles and exits are to be kept clear and used as a pathway, not a storage area for luggage, instruments, equipment, etc.
- Employees need to ensure that all windows have a clear vision path prior to departure.
- All mirrors, lights, and cameras are adjusted and cleaned prior to departure.

### **Driving Time**

- No driver shall remain on duty longer than fifteen (15) hours in a twenty-four (24) hour period.
- No driver shall drive more than ten (10) hours of a fifteen (15) hour shift.
- When the above restrictions have been met, no driver will drive again without eight consecutive hours of rest.
- All employees should be off of the road between the hours of 2:00 am and 5:00 am. If driving time will exceed 2:00 am or start prior to 5:00am, it must be approved through the transportation supervisor prior to driving during this three (3) hour window. This means that future planning will have to take place prior to starting out on a trip knowing that the allotted time left is not enough to reach or start your destination during the time restrictions.

### **Leave Requests**

**\*\*\*\*All leave requests are converted from days into hours based on your route times each year. These hours are evaluated and changed if needed by the payroll department every semester. All leave request will be approved through the transportation supervisor and in person whenever possible.**

- Sick Leave – this is available to all regular route and floating drivers/aides, along with any employee that works in a full time status. If an employee must use more than three consecutive sick days, you must fill out FMLA paperwork to accompany your sick leave request.
- Personal Days – two personal days are allotted each year to all regular route, floating employees, and full time positions. After your two days have been used, then you are allowed to trade one sick day for one personal day on two separate occurrences for a total of two extra personal days. After your two days of one for one exchange have been used, you are allowed to exchange three sick days for one personal day
- Dock Days – dock days are for extreme circumstances and need prior approval. These days will not be accepted or approved via a voicemail. The transportation supervisor may approve



up to three (3) dock days per year. Any additional days requested must be approved by the Superintendent.

- Coverage for Leave Requests – all sick leave, dock days, personal days, or any time off of work will become the employee’s responsibility to find coverage and notify the transportation office of who will be covering the daily duties prior to the beginning of the shift.
- Absenteeism -- continuous absenteeism and tardiness may lead to disciplinary action. Sweetwater County School District #2 has the right to expect its employees to be at work and on time. When requesting time off, remember to complete the Leave Request Form prior to taking the time off unless it was an emergency. In order to be paid, a leave request form must be filled out.

### Bus Operations

- Pre-trip inspections – all drivers are expected to make a safety inspection of their vehicle before receiving passengers. All pre-trip inspections will be documented on the designated forms and kept on the bus for your entire shift. All completed inspection books will be turned into the transportation office and filed for future audits. Fuel must be above a half of a tank, or it needs fueled. Check fluids, once a week and if they are low, please write it up and give it to the Shop Manager. If it is windshield washer fluid, please top it off with the jug by the fuel station.
- Students / Staff – A current route sheet that lists the occupants on the bus, roster of students on a trip, or staff members must be kept during the entire trip/route until the bus has returned back to the transportation office. All routes are required to take roll and document (seating chart) who is on each bus daily, in compliance with accident procedure. Drivers are expected to turn in seating chart/roster every quarter and keep office updated as changes occur with seating arrangements on the bus.
- While in motion, the doors will remain closed at all times, the headlights in the on position, and seatbelts shall be worn if so equipped. All occupants will remain behind the driver’s area and seated at all times. Avoid jerky or sudden stops, and never turn or swerve suddenly unless you are avoiding an accident.
- Loading/Unloading – always place the bus in neutral, set the parking brake, and the 8 ways/red lights will be used regardless of whether it is a bus full of students or staff or just one person. When at a school, you will always load/unload in the bus loading zones, and while on a route you are required to load/unload at the designated bus stops. We only unload two buses at a time, so keep an eye on any buses ahead of and behind you. Never over load a bus or exceed the maximum number of occupants allowed (every bus is different, so you need to know what that number is and where to find it).
- More than one bus – when traveling in a group of buses for a designated trip, please try to stay together. If that is not possible, please communicate with each other.
- Weather conditions – buses shall not travel while there is a “no unnecessary travel”, “chain law 2” in effect, or “No High Profile Vehicle” wind warning in effect. The Transportation Supervisor and driver will make the final decision when it is safe or not safe to continue on a trip including when chain law “1” is in effect. **Notify Transportation Supervisor or Safety Coordinator via phone for any related issues with weather and road conditions.**

- Back your bus only when absolutely necessary and only when you have an adult spotter present unless you are backing out of your parking spot at the transportation shop. Before backing your bus or any vehicle out of the shop or your parking spot, please sound the horn twice prior to any movement to warn others that movement is about to occur. A bus that is backing will always have the right of way and must use the hazard warning lights while backing.
- Prior to leaving a bus, place bus in neutral, set the parking brake, and remove the keys. A bus will not be left unattended whenever students are aboard.
- Idling policy – Per Federal/State law, no bus will be allowed to sit idle when the temperature is above 32 degrees. Shut the bus engine off while waiting for students. If the temperature is below 32 degrees, then you may idle a bus for up to 10 minutes and shut it off once it is warm. We need to keep in mind of all the exhaust fumes we are pushing into our schools and neighboring buildings.
- Fueling – all drivers are responsible for ensuring their assigned vehicle has no less than one-half tank of fuel at any time. When required to fuel your vehicle, please ensure no students are on or near your vehicle. Cell phone use is prohibited during fueling
- Post Trip inspection – drivers are to inspect for any remaining students, lost articles, vandalism, etc. Inspect every time you are dropping students off and after the completion of each route performed that day. Lost items will immediately be returned to the student’s home school. If an expensive item is found and the owner is unknown, it must be turned into the transportation office to find the proper owner.
- Post Trip expectations of Activity/Field Trip Drivers – it is expected that when a driver returns from a “over the road” trip, the bus must be swept, garbage removed and bus fueled.
- Cell phone use -- Handheld cell phones use is against the law in the City of Green River and prohibited while the bus is in motion. This includes the use of Bluetooth or any hands free cellular devices. Drivers may pull over bus to a safe location, when it is safe to do so, and use a call phone to contact Transportation Office or 911. **Staff cell phone usage is prohibited on bus unless for emergency use only.** All cell phone use should be restricted to official district business while any employee is on duty.
- Food Consumption – students will not be allowed to eat on a school bus unless there is a designated chaperone or coach that knows CPR/First Aid and a plan is formulated prior to departing on a trip. When a driver is alone on a bus full of students, there is no way for that driver to save a child if they were to choke on something or know if they are allergic to foods around them.

### DRIVERS TIPS ON DISCIPLINE

Never make a statement you do not mean to enforce. Give a child time to react. Be honest in what you say and do. Be fair; it is not punishment, but injustice, that makes a child rebel against you. Be friendly; show an interest in what a child is doing. Never strike a child. Do not judge misconduct on how it annoys you. Do not take your personal feelings and prejudices out on the children. Maintain your poise at all times. Do not lose your temper. Look for good qualities – all children have them. Be receptive to suggestions and complaints from the children. Never hold a child up to public ridicule. Commend good behavior.

### **Routing**

- No change will be made on bus routes unless authorized by the transportation office. A new route sheet will be issued and reviewed with the driver prior to any changes are finalized.
- No student will be allowed to ride a school bus, other than those on the route sheet, unless authorized with the Transportation office. \*If a new student is at a bus stop, it is the driver's responsibility to check with the Transportation office to make corrections to the route sheets. Do not transport students that are not enrolled in school programs. Do not stop and pick up or discharge students at locations other than their assigned bus stop unless authorized by the transportation office.
- A current copy of the bus assigned route sheet shall be kept on that bus at all times, along with a current student list, and an attendance check list for all K-4 routes.

### **Annual Evaluation Procedures**

- Every employee will be evaluated during the course of the calendar school year.
- All evaluations will be conducted by the Supervisor and/or Assistant Supervisor
- Assistant Supervisor will be evaluated by Supervisor
- Supervisor will be evaluated by Activities Director, as that is the Department Head.
- As there are cameras on the buses, in the garage and in the parking lot, any video/audio footage that is viewed for any purpose, may be used in any evaluation or disciplinary issue.
- All evaluations will be reviewed by Department Head, and kept in personnel file held in the Transportation Department. (Any employee can see their own personnel file upon request.)

### **Time Clock Procedures**

- Each employee is responsible to clock in at the designated route times and clock out when your shift has completed.
- When you sub for another employee, please use the designated codes that correspond to your sub duties.
- Missed punch forms are in the black bin on lounge wall below the window of the front office, and must be filled out if you forget to clock in or out at the beginning or end of a shift. If an employee does not fill out a missed punch form and does not punch in, then time will be completed based on the scheduled route times you are driving.
- As soon as a field trip or activity trip is completed, turn in your completed trip sheet into the supervisor's mail box. Make sure you fill out the trip sheets completely (bus #, hours, and if you have a 2 or 3 day trip make sure you write down your time & mileage for each day on each page, not just on one page. Time and all relative information will be input into Time Center based on the information the employee provides on the trip sheets.
- Route drivers/aides sick leave, dock days, and personal leave: fill out the leave request form and turn it into the transportation supervisor, even if you have called in sick and have to come in the next day to do it. Ensure you write in who your sub driver/aide is on the form in the comment section of this form.

- Transportation Supervisor will provide printed time sheets to all employees after each pay period. Please review your time and advise the transportation supervisor of any discrepancies prior to payroll going out (1-day maximum from the time you receive your printout or review it on the computer).
- Drivers' workweek will start on Friday at 00:01 am and end on Thursday evening at 23:59. Bus Aides and office staff will follow a normal work week (Monday through Sunday)

### Assignment Procedures:

- Route driver – will be interviewed in accordance to Sweetwater County School District 2 Policy and Procedures. All interviews will be rated according to experience, length of employment, interview quality, any previous performance reviews, accidents or injuries, and prior public comments.
- Field trips – all field trips are assigned according to the rotation list. The rotation list is developed from the applicants that sign up and start with the highest seniority as the first on the list. The list will continually rotate from top to bottom as trips are received. Any driver that is committed to an activity the same day of a field trip will be skipped on the rotation list due to the activity trip commitment. **Please check your mailbox daily and make your decision in a timely manner so trips do not go unassigned.**
- Activity trips – all trips are assigned by seniority as the sports season change. All drivers interested in activity trips will be called when it is their turn on the seniority list. Activity drivers must be committed to their activity and they can only refuse (turn in) one trip per season. Drivers are allowed to refuse a second trip, but this will cost them the activity driver safety point bonus. Any additional absences will result in the loss of the remainder of the trips for that season and directly affect your ability to apply for the next activity season (i.e.: fall, winter, and spring sports seasons).
- Paperwork – every trip should accompany a trip sheet, an itinerary, a roster of students, seating chart and hotel information if needed. A coach or teacher will set the time on station on their itinerary, so please ensure this is the time you use to plan your trip. All fueling will be charged to the credit card assigned to each bus. All receipts must be kept and logged with the bus number, driver name, location, and activity/field trip in which you are on. Meal allowance vouchers must be completed and turned in upon the completion of each trip. Trip sheets must document the actual time, actual mileage, and the driver's signature upon the completion of each trip and turned into the designated mailbox (supervisor's door).
- Supervisor – the supervisors and trip coordinator will assign emergency (same day) trips at their discretion to ensure coverage. These emergency assignments will have no affect on the rotation list. No trips will be traded unless the transportation supervisor has approved of the swap and the hours of each trip are equal.

### Identification / Notification

- District ID – in the vicinity of any student or staff members, all employees are required to have an identification badge visible and available to associate you as a district staff member.
- License – All drivers must carry a valid CDL license with a "P" and "S" endorsement while on duty. It is the employee's responsibility to keep track of when your license will expire and arrange to get it renewed.

- Physical Exam – Those employees required to have a CDL license must also have a valid medical examination conducted by a licensed health care professional. The employee may use one of the school districts medical providers at no expense to the employee every two years. All appointments with the school districts medical providers will be made through the transportation office. It is advised to carry the medical examination card with you while in control of a motorized vehicle, but is no longer a Wyoming Law.

### Drug Testing

- It is the policy (GBCD) of this School District that its bus drivers should be free from drugs and alcohol abuse. Consequently, the use of illegal drugs or improper use of alcohol by bus drivers is prohibited. The overall goal of drug and alcohol testing is to ensure a drug-free and alcohol-free transportation environment and to reduce accidents and injuries. The requirements of this policy are in addition to other requirements established by federal and state laws and board policy regarding the use of drugs and alcohol.
- Sweetwater County School District No. 2 is required under the Federal Omnibus Transportation Employee Testing Act of 1991 to implement a drug and alcohol-testing program for all employees subject to commercial driver’s license requirements. This program includes drug and alcohol testing such drivers for reasons of reasonable suspicion, random, post-accident and pre-employment. In addition, the District is responsible for maintaining appropriate records, and notifying drivers of the requirements and consequences of the program.
- Post-Accident Testing: Post-accident testing will be performed on an employee following any accident/incident which causes significant property damage to district vehicles, equipment, property, or machinery whether in town or out of town as aligned to the Drug Free Workplace Standard Operating Procedure. All employees operating SWCSD2 vehicles must notify their immediate supervisor within one (1) hour of any accident/incident involving SWCSD2 or other property. Exceptions may be granted by the Superintendent, Human Resources or designee.

### Transportation Accident/Incident/Injury/Near Miss Classification

Any event that happens while working for the transportation department should be reported immediately to the Supervisor and Safety Coordinator

### Definitions

\*\* As all buses are equipped with cameras that are audio capable, any footage reviewed will be used to determine the cause of the accident.

**Vehicle Accident** – Unexpected “**At-fault**” events that causes property and/or equipment damage and district has to pay money for the property and equipment damage.

**Not-At Fault Vehicle Accident/Incident** - Unexpected events that occurs or cause damage to our property/equipment that driver deemed “**NOT At-fault**”

**Vehicle Incident** – Unexpected **unsafe** events that may cause property and/or equipment damage but does not result the district to pay money for the property and equipment damage.

**Near Miss** – Unexpected event that does not result in injury, illness, or damage – but had the potential to do so.

**Work Related Injury** – Any unexpected work related injury that occurred while employee was on the clock.

**Driver in Training Vehicle Incident** – Any unexpected **unsafe** event during training that may cause property and/or equipment damage and district has to pay money for the damage. Supervisor and safety coordinator will **review** each event to determine severity, causal factors and consequence.

### Consequences

#### Vehicle Accident

- Requires Drug & Alcohol Test (**CDL Holder**)
- Loss of safety points (Aide will loss safety point as well unless it can be proven that they tried to prevent it)
- Resetting of Safe days count for department
- Documentation of event to be kept in driver's file (Disciplinary write up may be necessary)
- Retrain
- A day without pay
- Review during safety meeting

#### Non-at Fault Vehicle Accident/Incident

- No Drug & Alcohol Test
- No loss of safety points
- No resetting of department safe day count
- No retrain
- No Disciplinary Write Up
- Review during safety meeting

#### Vehicle Incident

- No Drug & Alcohol Test (unless there is reasonable suspicion. At that point Supervisor/HR will make that determination)
- Employee directly involved will lose 25 safety points.
- Department **will not** reset safe days count.
- No Documentation Write Up (Situation may require write up)
- Retrain
- Review during safety meeting

#### Near Miss

- No Drug & Alcohol Test
- No loss of safety points

- No resetting of department safe day count
- No retrain
- No Disciplinary Write Up
- Review during safety meeting

### **Work Related Injury**

- No Drug & Alcohol Test
- No loss of safety points
- No resetting of department safe day count
- No retrain
- No Disciplinary Write Up
- Review during safety meeting

### **Driver in Training Vehicle Incident (Consequences may vary for each event. Supervisor and safety coordinator will evaluate each incident and make determinations)**

- No Drug & Alcohol Test
- Employee directly involved will lose 25 safety points.
- No resetting of department safe day count
- Retrain
- No Disciplinary Write Up
- Review during safety meeting

## **THE SAFETY PROGRAM FOR THE TRANSPORTATION EMPLOYEES OF SWEETWATER COUNTY SCHOOL DISTRICT #2**

### **The SAFETY PROGRAM works as follows:**

- Must make one of the two weekly safety meetings (two meetings offered each week and only excused by the transportation supervisor), but required to still make up and review the material presented if you miss.
- Must remain injury and accident free each quarter.
- Must participate in the quarterly safety task (it changes every quarter.)
- If all three requirements are met each quarter then each employee will earn **25 safety points** that can be used towards a reward IN EQUITABLE VALUE FROM ONE OF THE DISTRICTS VENDORS.
- Activity Drivers who safely complete the whole season with at the most, one trip turned back in, will receive a 25 point bonus/per season if all of the requirements are met from above, with the exception of the quarter safety task.

**\*\*\*\*WEEKLY SAFETY MEETING ARE MANDATORY AND EMPLOYEES ARE ALLOWED ONE WEEK TO MAKE THEM UP IF YOU ARE EXCUSED BY THE TRANSPORTATION SUPERVISOR FROM THAT WEEK'S MEETING. IF FAILURE TO MAKE UP SAFETY MEETINGS BY THE END OF THE QUARTER, A WRITTEN REMPREMAND WILL BE ISSUED. THE REMAINDER OF THIS PROGRAM IS ALL VOLUNTERY, AS SAFETY IS YOUR RESPONSIBILITY, AND THE POINTS YOU CAN EARN ARE OPTIONAL.**

## DISCIPLINARY ACTION

### **The Discipline works as follow:**

\*\*We prefer a progressive discipline policy, however:

**SWCSD#2 AT-WILL EMPLOYEE:** AT-WILL EMPLOYEES- This group, which includes District Support Staff, refers to employees who have the right to end their employment relationship with the District at any time, with or without cause, upon providing 14 days written notice. The District retains the same rights as the employees, however. In other words, the District can end their employment relationship with at-will employees at any time, with or without cause, upon providing 14 days written notice.

\*\*If employee is given their 2 week notice by supervisor, then they will be paid for the next 14 days of scheduled work, (Excluding holidays that you would not be paid for) and any benefits with the district will expire at the end of the Month.

Therefore, we can determine necessary actions that are appropriate discipline for the infraction

\*Minor infractions (example: no show for a scheduled trip, route, consistently missing required safety meetings, mild insubordinations, or inappropriate actions) will be handled with letters of reprimand and coaching. When an employee reaches three letters within a 2-year period, the employee will be evaluated and determination will be made about future employment with the department.

\*Major infractions (examples: Minor accidents, blatant violation of policy, major insubordination, bullying of fellow staff members)

\*\*Any major accident, blatant violation of policy, major insubordination or bullying could result in progressive discipline or immediate termination of employment in accordance to the SWCSD#2 "AT-Will" policy.

- 1<sup>st</sup> minor infractions will result in the loss of safety points accumulated. Employee will be required one day of training with one day without pay.
- 2<sup>nd</sup> minor infractions in a three year period will result in the loss of safety points accumulated, and five days without pay, and retraining (if accident occurred on a sports trip, then you will lose five trips; and if the accident occurred on a route, then the employee will not be allowed to drive for five route days).
- 3<sup>rd</sup> minor infractions - Within a three-year period will result in permanent dismissal from School District #2.
- Depending on circumstances and damages, the transportation supervisor and School District #2 reserves the right to use a combination of all three to assess the proper discipline.



**ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge receipt of the Sweetwater County School District No. 2 Transportation Handbook.

I understand that the information in this Transportation Handbook **IS NOT A CONTRACT** and is subject to changes in policies or laws that may supersede, modify, or eliminate policies in this booklet. Changes in any of the policies will be communicated to me by my supervisor, and through official notices or bulletin boards. I accept responsibility for keeping informed relative to any changes.

I understand this booklet is to be used in addition to the Sweetwater County School District No. 2 Support Handbook and Activities Handbook.

**I hereby acknowledge that I have read this Transportation Handbook, understand its content, and will abide by the policies therein.**

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**Date**

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**Print Name**

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**Signature**