

CLARK-PLEASANT COMMUNITY SCHOOL CORPORATION

TRANSPORTATION DEPARTMENT MANUAL



2019-20

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Mission Statement

The mission of the Clark-Pleasant Community School Corporation Transportation Department is to provide the safest most efficient transportation of students through the following commitments to the community it serves:

- *Maintaining the transportation system as an integral part of the Corporation's educational programming*
- *Working in collaboration with our school community to provide service in accordance with state requirements*
- *Promoting open and continuous communication between the transportation system and the community it serves*
- *Continually reviewing performance standards and pursuit of standards that exceed local, state, and national requirements*
- *Development of staff to achieve their greatest potential and recognize their accomplishments*
- *Operating in a cost effective manner realizing the resource limitation of the district*

Clark-Pleasant School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indian Civil Rights Act (I.C.22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

*** Please refer to the Classified Handbook found on our website under *District Offices/Human Resources* for all employee related information. This manual refers to regulations unique to transportation employees.**

Transportation Department Emergency Phone Contacts

In the event you have an emergency, use the following contact numbers in the order they are listed.

Between 6:00am-4: 30pm	Office & Dispatch	317-535-7255
Night/Weekend Emergencies	Robert Downin	317-474-3833
	Lynn Ryle	317-417-7224
	Lora Gibson	317-408-1296

Clark-Pleasant Community School Corporation School Directory

Break-O-Day Elementary (K-5) Laura Shipp, Principal Brent Schmidt, Asst. Principal 900 Sawmill Rd., New Whiteland 46184 317-535-7536	Sawmill Woods Preschool Terry Magnuson, Coordinator 700 Sawmill Rd. New Whiteland 46184 317-535-2069
Clark Elementary (K-5) Jenni Baker, Principal Kurt Saugstad, Assistant Principal 5764 E. 700 N, Franklin 46131 317-535-8503	Whiteland Elementary (K-5) Cirsten Lewis, Principal Brent Schmidt, Asst. Principal 120 Center St. Whiteland 317-535-4211
Grassy Creek Elementary (K-5) Trina Lake, Principal Erin Tilley, Asst. Principal Patrick Guilfooy, Asst. Principal 2111 Sheek Rd., Greenwood 46184 317-535-3980	<u>Middle School (6-8)</u> Clark-Pleasant Middle School Tim Rinehold, Principal Brad Arbuckle, Asst. Principal Brian Lovell, Asst. Principal 222 Tracy St., Whiteland 46184 317-535-7121
Pleasant Crossing Elementary (K-5) Abbie Oliver, Principal Bethany Guilfooy, Assistant Principal 3030 County Rd. 125 W. Whiteland, IN 46184 317-535-3244	<u>High School (9-12)</u> Whiteland Community High School Benji Betts, Assoc. Principal Brent Holman, Asst. Principal 300 Main St., Whiteland 46184 317-535-7562

Policies and Procedures Manual

The Transportation Department maintains a vital role in the corporation's educational programs. The policies and procedures manual should be viewed as a formal guideline of expectations that **must be adhered to at all times**.

Although not every possible situation will have a policy or procedure set forth, it will be expected, when in doubt of a situation, one should use common sense. Common sense can be viewed as making a decision that is in the best interest of the corporation and the community.

All employees will be required to electronically sign an acknowledgement form stating they have received their policies and procedures for the upcoming school year. All employees will be given a period of time to read through the online handbook and acknowledge their understanding and adherence to all policies and procedures. (Computers are available to all employees during operating hours for school related activities at the Operations Center.)

Throughout the course of the school year, memos, additional policies, regulations, or corporation decisions may involve adding or deleting items from the handbook. If this event takes place, management will instruct exactly what actions employees must take to update their handbook. A committee will be involved in the process as the handbook is updated.

New Driver

The district's application system is an electronic submission for employment which is available on the school corporation web-site. The prospective school bus driver will fulfill the following requirements before being accepted as an employee:

1. Sign releases allowing the district to obtain a criminal history and a BMV driver's license history.
2. If the applicant has a current CDL (Commercial Driver's
i. License), a release will be sent to previous employers asking if the applicant has failed any drug test or refused to submit to a drug test.
3. Take a pre-employment drug test at Community Occupational Health Center
4. Go to any license branch and pass these four written tests in order to obtain a learner's permit.
 - a. General Knowledge
 - b. Air Brake
 - c. Public Passenger Endorsement
 - d. School Bus Endorsement
5. Take a DOT physical at Dixon Chiropractic (to make an appointment, call 535-7507).
6. Return to the License Branch to obtain your CDL permit.
7. An appointment will be scheduled with administration to have an Administrative Interview and Payroll Completion.

DRIVER TRAINING

1. You will be assigned a trainer by the Transportation Coordinator.
2. Attend 8-10 hours of classroom training and 20 hours behind the wheel training.
3. The trainer will teach the prospective driver everything needed to pass a Skills Test including: Pre-trip Inspection and Driving Skills tests conducted by the State of Indiana.
4. With a learner's permit and blue card, ride 4 routes (4 hours) to observe proper procedures- either a.m., midday, or p.m.

5. Upon completion of training, take your Skills Test at an approved site.
6. Obtain a CDL, with Class B with S and P endorsements, and bring it to the Transportation Office Manager to be copied.
7. Once CDL is obtained, drive 8 routes (8 hours) for observation with a designated driver.
8. Attend all necessary classes presented by the State of Indiana in order to be certified to drive a school bus in this state.

The driver will be reimbursed for the following costs incurred in becoming a certified school bus driver:

1.	Classes	\$100.00
2.	Observation 4 routes	\$ 40.00
3.	Drive 8 routes	\$ 80.00

These costs will be reimbursed when the driver's license is presented or by the next appropriate pay period.

4.	Learner's permit	\$ 17.00
5.	CDL	\$ 37.00
6.	Skills Test	\$100.00 (Paid by driver at time of appt.)

These costs will be paid at the end of the next semester of school. To qualify for reimbursement, you must drive for Clark-Pleasant for one semester.

SENIORITY POLICY (effective 7/16/2018)

A driver's seniority is established from the date that they sign a contract for a route. Seniority is used by the Transportation Staff on many different occasions. There is only one Seniority list within the Transportation Department. All drivers will be listed with their Seniority date as defined above. There will be a black asterisk (if applicable) next to the driver's name when they obtain their DOE SN certification each year. A red asterisk will be next to the driver's name once SN Field Training has been completed. The Seniority list will be posted in the driver's break room and updated as needed.

USE OF SENIORITY LISTS

REGULAR EDUCATION ROUTES

Seniority is the sole determinant on who is assigned a route. Prior to the 2017-2018 school year, every route was put up for bid during the summer prior to the start of a school year. It was determined that to establish a better consistency for students and drivers that routes would not be bid out every year. Currently, if a driver has a route, that route is theirs until they give it up.

There are two times that bidding takes place. At the end of the school year, everyone has the opportunity to turn in their route if they would like to change. The pool of open routes are then posted for everyone to bid on. This is the only time of year that everyone can bid and it doesn't matter how many times you change.

Example: May 1st, 5 routes are posted

- Driver A takes Route A
- Driver B takes Route B
- Driver C takes Route C

Driver D takes Route D

Driver E takes Route E

Of the 5 drivers that took the open routes, only 3 already had routes. Now there are 3 new routes posted. Any driver may bid on these routes. Including the drivers that bid in the first round. When those 3 routes have been assigned, the bidding will continue until all routes have a driver assigned to them. There is not a limit to the number of times a driver can bid and change during the end of year open bid time.

During the school year a route may become open due to a driver leaving, a new route, or another reason. At that time the route will be posted, and any driver may bid on it. However, if another route were to come open during the school year, the driver that won the open route from earlier in the school year will not be eligible to bid on that route. A driver may only change a route 1 time during the school year. Again, this goes back to us wanting to be consistent for our students.

Example: August 5, new route posted. On August 9th, that route is assigned to Driver A. In September a driver leaves, and that driver's route is posted. Driver A, Driver B and Driver C bid on this route. Driver A has the seniority, however, that driver already changed his/her route once during that school year and is ineligible to bid on another route until Open Bid Season at the end of the school year. Driver B will get the route posted in September because they had the next highest seniority.

When routes are bid, if there is not a contracted driver to take the route, the Transportation Department will then look to our Substitute Driver pool to fill that route. The Transportation Director will determine who will get the route based on qualifications.

SPECIAL NEEDS ROUTES

Special Needs Routes follow the same rules as the Regular Education Routes, however, only drivers with both a red and black asterisk (if applicable) are eligible to bid on those routes.

TRIPS

Field trips are currently separated into two categories: General Education and Special Needs. Although trips fall into one or the other category, all trips are assigned to drivers and aides on a seniority basis. If taking the trip will cause the driver or aide to go into overtime, then it is assigned to the next highest driver/aide on the seniority list. Overtime will only be allowed in extreme circumstances with prior approval from the Director. Field Trips will only be awarded to a driver if the trip does not conflict with a previous transportation obligation (i.e. route, midday, etc.)

General Education & Special Needs Trips:

- Field trip bid sheets are distributed each week. These sheets contain a week's worth of general education trips available for drivers to bid on.
- Drivers are instructed to number the trips they are interested in (trip #1 being their 1st choice, #2 their 2nd, etc.) and to turn in their choices by a certain date.
- Bid sheets are put in order of driver seniority.
- Driver with highest seniority will be assigned their first choice and then put to the bottom of the stack.
- Driver with 2nd highest seniority will be assigned their first choice and moved to the bottom of the stack. If their first choice is no longer available, then they will be assigned their 2nd choice. If their 2nd choice is no longer available, they will be assigned to their 3rd choice and so forth.

- The selection process continues until all trips have been assigned. If there is a trip that is still available at the end of the selection, it will be posted as an “Open Trip” until it has been assigned.

Open Trips: If trips are requested with ample bidding time, all open trips will be posted at the same time, on the next available day at 9:00 a.m., will remain open for 48 hours and assigned the same process as the weekly bid sheet. Any trips that become available last minute will be posted and assigned by seniority.

Trips that fall into this category were either submitted after the weekly bid sheet was distributed or the trip wasn't assigned when it was on the weekly bid sheet. Situations arise when there is not enough time to post a trip (i.e. a driver becomes ill and is unable to drive, trip has come up hours prior to departure time, etc). In these situations, seniority may not be considered and the trip will be assigned as quickly and efficiently as possible.

If a driver wishes to be eligible to take a Special Needs trip, they must have obtained their DOE SN certification (annually) and completed their Special Needs field training. Aides have seniority over all drivers for the aide position on these trips. Once the Special Needs trip is pulled, it will be assigned to the driver(s) and aide(s) with the most seniority as long as it does not interfere with their contracted route or midday.

MIDDAYS

Currently, there are not many regular education midday opportunities. C-9, Flex, and the activity routes are about it. Those are awarded by Seniority and on a bid basis. They stay with the driver until that driver decides they do not want it anymore.

There are many special needs middays, however. Special Needs middays will be assigned on a bid basis. A driver is only eligible to bid on a special needs midday if they have both the black (if applicable) and red asterisk.

SUMMER SCHOOL

Summer school routes are usually posted sometime in mid-May. They are open to everyone. Again, they are awarded based on the Seniority list. If there is a Special Needs summer school route it is also posted, but again, only a driver with the black and red asterisk is eligible to bid on the SN summer school route.

EXTRA DUTIES

Extra duties is the one area that Seniority is not the only determining factor. With Extra duty work (i.e. Bus washing, Call Center, Bus Inspection, etc.), a specific skill set is looked for. It is left up to the discretion of the Director of Transportation or his designee to determine who will be assigned extra duty work.

CHANGE OF STATUS

In the circumstance that a driver decides to change their status from contracted to any other duty, their seniority is put on hold. If said driver wishes to return as a contracted driver their Seniority date will be adjusted by the time that they were not driving as a contract driver.

Example:

Driver A has a Seniority date of 9/15/2010. On 8/6/2016, Driver A drops from contracted to substitute status. Driver A works periodically as a substitute driver for two years. On 7/6/2018, Driver A wishes to return as a contracted driver. Driver A may bid on an open route when available. Their order will reflect the time off when determining where they will fall in seniority among anyone else who may bid on that route. Once they are assigned the route, Driver A will be on the Seniority List with a date of 9/15/2012. Driver A did not have to start over completely with the new contract, however they were not given credit for the two years they were not a contracted driver.

Disciplinary Action

The following guidelines will be used when disciplinary action is warranted for situations or violations of laws, policies, rules, and regulations or other department guidelines/directives at the discretion of Administration over a cumulative period of employment with CPCSC and may be reflected on your annual evaluation. Management has the right to discharge an employee at any time without regard to the following steps, if in management's judgment, the employee's continued presence would be contrary to the well-being of the district or any of its students or employees.

First Violation: *(Verbal and/or Written Warning)*

Management will counsel the employee and issue a verbal/written warning. Every effort will be made to determine and resolve the cause of the problem. The employee will be notified they are receiving a verbal/written warning. A memo describing the incident and action taken will be placed in the employee's file. A copy of the informal memo will be distributed to the driver. The memo will be kept on file in the driver's personnel file at the Transportation Department.

Second Violation: *(Written Reprimand)*

Management will meet with the employee. The nature of the offense will be explained and disciplinary action will be decided. Management will explain to the employee that continued offenses might result in progressive discipline action, up to including termination of employment. Management will counsel the employee to resolve the problem. Disciplinary Action will be issued on an Employee Disciplinary Report/Written Reprimand and one copy will be given to the employee and one copy will be kept in the personnel file at the Transportation Department. (See 3rd Violation)

Third Violation: *(Written Reprimand/ Suspension/Probation)*

Management will meet with the employee. The nature of the offense will be explained and a written warning and/or suspension will be issued. Management will explain to the employee that continued offenses may result in progressive discipline action, up to and including termination of employment. Management will continue to counsel the employee to resolve the issue. Written documentation will be issued on an Employee Disciplinary Report/Written Reprimand. One copy will be given to the employee and one copy will be kept in the personnel file at the Transportation Department. (See 4th Violation)

Fourth Violation: *(1, 3, or 5-day suspension/Termination/Probation)*

Management will meet with the employee. The nature of the offense will be explained and an appropriate suspension of one, three, or five days without pay will be issued (depending upon the severity of the offense). The employee will be warned that even a single further offenses may lead to termination of employment. The one, three, or five-day suspension without pay will be recorded on an Employee Discipline Report and placed in their personnel file. One copy will be given to the employee at the Transportation Department. (See Final Violation)

Final Violation: *(Termination of Employment)*

Management will meet with the employee to offer due process. If this meeting cannot be held immediately, the employee may be suspended immediately pending the investigation.

Discharge AT ANY TIME:

Management also has the right to forego any preceding steps and proceed to whatever disciplinary step is deemed appropriate for any severe violation.

Employee Parking

Personal vehicle parking will be in designated area and vehicles must remain secure and locked at all times to minimize theft and to protect your personal belongings. Access to the bus lot is for school vehicles only. Drivers that do not park in the designated area will be subject to disciplinary action.

Attendance

Transportation is an integral part of the school system, and is crucial to the efficient operation of the department and the district. Most importantly, our students and parents depend on our timely service. It may be unhealthy, unsafe, and unfair to leave school children standing at bus stops. Late arrival invites problems such as inclement weather endurance, increased chance of accidents or abductions, tardiness to school, or tardiness for work. ***We need you here.***

- Employees must contact the Office Manager (if after hours, texting is ok at any time) to schedule a substitute driver. Then call the Director of Transportation (TEXTING THE DIRECTOR IS NOT OK AT ANY TIME) directly.
- Morning absences must be called in **NO LATER** than 5:00a.m., and Afternoon absences must be call in **NO LATER** than 12:00p.m. Except in dire emergencies, employees are expected to call in their own absence.
- No authorization will be granted for absence on the **first or last week of school.**
- Tardiness and late call-ins will not be tolerated. Employees who violate this policy will be disciplined, up to and including termination of employment from Clark-Pleasant Community Schools. Any employee who is tardy on his/her run shall be subject to disciplinary action beginning at step 3.
- Planned absences must be requested on an Employee Time off Request and submitted to the Office Manager as far in advance as possible, with two weeks being the minimum. Final approval will come from the Director of Transportation. If we do not have coverage, it will not be approved. No planned absences will be approved the day before or after a break or the first and last week of school.

Licensing, Certification, and Personal Information

It is the responsibility of each employee to keep all licensing and certification current and on record in our office.

- Drivers must renew their CDL license prior to expiration and provide a copy to the Transportation Department.
- Drivers must renew their bi-annual physical examination and provide the medical cards and papers to our office to photocopy.
- Drivers that already have a CDL license or have obtained one must complete an annual state recertification course within the time restraints as required by the State of Indiana.
- Any and all changes in your status (name change, address change, phone change, emergency contact, etc.) must be reported to our office and administration immediately.

Route Sheets

All drivers must drive the routes as designed/approved by the Director of Transportation and the Transportation Coordinator. FAILURE TO KEEP ROUTE SHEETS CURRENT AND UP TO DATE MAY LEAD TO A FATALITY OR SERIOUS ACCIDENT. Failure to comply will result in disciplinary action.

Mirror Adjustment

One of the major violations found nationwide in school transportation is improper mirror adjustment. It is the driver's responsibility to make sure their mirrors are adjusted correctly. If you are involved in an accident and investigators find that your mirrors were not properly adjusted, investigators will hold you accountable for this action.

Our mirror standards are as follows:

From a normal seated position, you must be able to observe an object in the roadway in front of and on the sides of the vehicle inside a continuously visible rectangle which includes the length of the vehicle PLUS:

- 18 Feet in front of the vehicle
- 6 Feet on the driver's side of the vehicle
- 12 Feet on the passenger side of the vehicle

Using the right crossover mirrors, you should be able to see:

- a. All the way across the front bumper of the bus plus not less than 2 feet from either side from the ground to the point where direct observation is possible and not less than 18 feet in front of the school bus.

Using the right convex mirror, you should be able to see:

- a. The right front tires making contact with the ground, and
- b. The entrance door area, and
- c. Along the side of the rear of the school bus.

Using the left convex mirror, you should be able to see:

- a. The left front tires making contact with the ground, and
- b. Along the side to the rear of the bus to reduce the left side blind spot.

Using the left flat mirrors (west coast), you should be able to see:

- a. The side of the bus in the edge of the mirror but not enough to enable you to count the windows.
- b. Parallel to the sides of the bus at least one traffic lane.
- c. The ground within approximately 6 inches of the rear dual wheel, and
- d. Approximately 4 (four) bus lengths behind the school bus.

Using your interior rearview mirror, you should be able to see:

- a. The students inside the bus, and any traffic directly behind the bus.

If you cannot adjust your mirrors to your satisfaction, you need to ask a mechanic for assistance.

Seat Belts:

All occupants must wear a seatbelt if one is available in a seatbelt equipped bus.

Dress Code

Transportation employees, including drivers and aides, are expected to wear appropriate attire throughout the year for health, safety and public relations purposes. All Transportation employees shall adhere to the following dress code.

Shorts, Skirts, or Dresses: **NO SHORT SHORTS, DRESSES OR SKIRTS.** Shorts must be no shorter than the tips of the fingertips.

Tops: Must come to at least the waist. No bare midriffs, halter-tops, low-cut tops, see through tops or spaghetti straps.

Shoes: Must have toes and backs. **NO CROCS, FLIP-FLOPS OR SANDALS.**

Message Attire: No attire may be worn that advertises drugs, alcohol, tobacco, or sex in any matter.

Undergarments: Must be worn during all work hours and **NOT VISIBLE.**

Employees who violate this policy may be sent home, sent to change, and/or subject to progressive disciplinary measures up to and including termination of employment with the Clark-Pleasant Community School Corporation.

Personal Phone Calls/Cell Phones

All office and inside phone calls are only for incoming calls. Family emergency, bus garage business, or employment related calls only would be accepted.

No employee of the Transportation Department shall operate any school vehicle while using a cell phone.

Any employee of the Transportation Department that is observed driving a school vehicle while using a cell phone will be subject to discipline. Drivers may use cell phones when not responsible for any driver duties and the bus is secured.

In the event of an emergency in which an employee believes they need to use a cell phone they need to follow the steps listed:

1. Find a location safe to park and secure the bus.
2. Apply parking brake.
3. Shift transmission to neutral.
4. Turn engine off and remove key.
5. Stay in driver's seat.
6. Make phone call.
7. Once call has ended, phone must be put away.
8. Bus may be started.
9. Shift bus to drive.
10. Release parking brake.
11. Proceed with traffic safely.

Tobacco Products

The use of tobacco products and e-cigarettes is prohibited and our Corporation Policy will be strictly enforced.

Care of School Bus

Return of vehicles to the Operation Center between routes

All buses are to report back to the Operation Center between morning, mid-day, and afternoon routes. Unless the bus is scheduled for a trip, they will all need to be present on the lot. While operating a corporation bus it is strictly prohibited to stop for refreshments, unless on an approved field trip.

Fueling buses

All buses will be required to be fueled only when your fuel gauge reads $\frac{1}{2}$ tank. Drivers are encouraged to fuel buses between morning and afternoon routes. If you drive a sub bus, it is your responsibility to fill it if it is below $\frac{1}{2}$ tank.

Buses that have scheduled trips over the weekend need to be fueled Friday before afternoon routes.

Interior Bus Care

During the regular school year, each driver is responsible for cleaning the interior of the vehicle he/she is assigned. During summer break only buses scheduled for summer school or trips will be cleaned routinely.

If it is necessary to clean or mop the floor, please make arrangements with a garage staff member to use the hose and disinfectant if necessary.

All drivers and substitutes are expected to clean the vehicle they are using. The cleanliness of your assigned vehicle is your responsibility. Substitutes will be responsible for returning the vehicles they use in the condition in which they were received.

Random bus inspections will take place throughout the school year.

Failure to maintain a good standard of housekeeping inside your bus will result in disciplinary action.

At the end of each school year, each driver will be given a checklist of required cleaning items that will be due by the last day of school. The Director of Transportation will check that they are completed, and if not done to his satisfaction the driver will need to come back to finish cleaning the bus.

Pre-Trip

All drivers are required to pre-trip his or her bus before any route, trip, or any event that requires the bus to leave the Operation Center. The pre-trip sheet must be in the designated boxes before the bus leaves the lot for their first run.

Student Loading/Unloading

The loading and unloading of passengers presents the driver with tremendous responsibilities and requires the use of sound judgment. The driver must execute proper procedures for interacting with other vehicular traffic, in directing pupils crossing the roadway and in managing pupils who are loading and unloading from the bus.

A school bus is a moving traffic signal. It is extremely important that drivers know the proper use of alternately flashing lights. It is the driver's responsibility to provide adequate warning to other traffic that they are going to stop for loading and unloading. There are legal requirements and recommendations, and local district policies that govern the location of bus stops. As an important member of the school bus safety team, one of the driver's tasks is to investigate the desirability of stop locations. Often times

environmental or road repair conditions require route or stop locations to change. Drivers must prepare and supply the transportation office staff with descriptions of any problems.

Steps to a proper bus stop

1. Check mirrors and traffic.
2. Apply brakes lightly and slow down.
3. Activate alternately flashing light system at least 400 feet in advance of the stop.
4. Pull as far to the right as possible and stop.
5. Put the transmission in neutral and set the parking brake.

At the bus stop

6. Do not pull up any closer than 10 to 20 feet from waiting students.
7. Open the door (changes alternately flashing amber lights to red) as a signal for students to board (students crossing will need a universal signal to cross in front of the bus).
8. Have students load or unload in an orderly manner. Count all students.
9. Check that all students are seated and close the door (this turns off the red warning lights).

Leaving the bus stop

10. Release the parking brake and put the transmission in drive.
11. Allow traffic to clear.
12. Check mirrors and traffic.
11. Enter traffic lane.

Unauthorized Bus Stops

There are times when a bus driver must make a route decision based on weather, traffic, or special situations. However, as a rule, you are expected to follow the route sheet you are given at the beginning of the school year.

When you make stops other than those authorized, you assume the liability on behalf of the school district for assuring it is a safe and legal stop. If these stops are not written on your route sheet, you jeopardize the reputation of the substitute driver and the school district. You also could be placing the child's life in danger. Drivers who wish to add, delete, or move a stop must get permission from the Transportation Coordinator.

Drivers that are found making stops not authorized by the office will be disciplined.

Administering Medication to Students

If you have a student on a bus that requires medication, or an emergency event takes place that would require the administering of medication, then authorization must first be given to the driver by the office.

Failure to do so will result in disciplinary action.

Coaches and Athletes Code of Conduct

The coach and sponsor must be present at all times when athletes are on the bus. The coaches/sponsors must cooperate with the driver to help maintain proper conduct by the athletes. The driver has the authority and is the primary person in charge on the bus followed by the coach/sponsor.

Emergency exits shall not be blocked by any equipment.

Driver has final say on ALL safety precautions.

All school rules apply and are enforced on athletic trips.

Field Trips/Athletic Trips

All employees must follow the same guidelines while driving a field trip. Every group must have an adult on the bus to assist in student behavior. Prior to leaving the location of pick-up every driver must explain the location of emergency exits, how they operate, and general practices to emergency evacuations. The driver is the primary person in charge of the bus followed by the sponsor.

Upon arrival to the destination a driver may leave the group providing she/he has

1. Asked permission from the group to leave.
2. Give the group leader/head coach a cell phone number to contact the driver.
3. Give a return time of at least one-half hour (30 minutes) prior to the group being done with their event.
4. Does not travel more than 15 minutes from the group's location.
5. Anytime the driver exits the bus, the keys must be removed and kept in the possession of the driver at all times.
6. **If the trip is a special needs trip, the driver is required to stay on premises or with the group at all times.**

In the event that the bus should break down or is in any type of accident, the driver needs to contact dispatch immediately. If this occurs after office hours, contact emergency phone numbers provided. The driver will also be expected to keep the group informed of any and all information.

Disciplinary Action Regarding Missed Trips

Drivers that give up trips that have been assigned to them create extra work for the entire department. If a driver relinquishes a trip, it has to be re-bid if possible, or the office has to quickly find a replacement. If a driver gives up a trip (barring personal illness where work had to be missed or an emergency situation):

1. The first time is simply a warning
2. The second time a trip is given up, the driver will miss one rotation of bids and not allowed to get open bids for one week
3. The third time a trip is given up, the driver will miss two rotations of bids and not allowed to get open bids for two weeks.
4. If a driver gives up a trip four times in one year, they will be removed from eligibility for trips.

Two-Way Radio Operations

The following guidelines are to be used when operating the two-way radios.

Calling base or another bus

1. State your bus number or unit number and to whom you are calling
 - i. Bus 25 to Bus 40
2. The bus you are calling will respond with their number
 - i. Bus 40

3. State your message
 4. When both transmissions are complete you need to clear your unit number
 - i. Bus 25 clear
 - ii. Bus 40 clear
 5. Radio is open to anyone now.
- *Do not key up your microphone until all conversations are completed.*

The following guidelines must be followed at all times:

Communication between a bus and the Transportation Department must be maintained at all times. Radio volume is to be maintained at an audible level. Radios are only to facilitate transportation operations and not personal business.

Foul and obscene language will not be tolerated. When using the microphone, speak slowly and distinctly when transmitting messages. Always count to three before releasing the microphone to ensure no part of the message is cut off.

As an emergency situation warrants, or if dispatch or emergency personnel requests, drivers are not permitted to use the radio. Radio checks are to be done anytime the bus is going out of the lot.

10-codes

SIGNAL 15	HOLD ALL RADIO TRAFFIC
10-4	Message Received Okay
10-7	Out of service
10-8	Back in service
10-9	Repeat-poor transmission
10-20	Location
10-36	Time check request
10-50	Accident-you have been involved

Mobile Codes

Mobile 1	Bob Downin
Mobile 2	Mark Howe

In the event of an accident be sure to notify base immediately. Announce on the radio:

1. Unit number and you have been involved in a 10-50
2. Exact Location
3. If students are on board
4. If injuries are sustained
5. Any other vehicles involved.
6. All non-emergency communications must halt until dispatch gives the all clear.

Spare Buses

Any driver that is required to drive a spare bus or has no bus assignment must see the office to receive a bus assignment.

No driver is to take a bus without following the guidelines as indicated above.

Spare buses or taking buses that are not your scheduled buses are to be treated as your regular assigned bus. They need to be swept upon return, fueled, and maintained as all buses on the lot.

If a bus is missing anything, report it immediately to the Transportation Fleet Manager.

If a bus is not returned in good housekeeping standards, the driver responsible will be required to clean the bus. Failure to return the bus in good condition may result in disciplinary action.

Backing

Backing a school bus is extremely dangerous and is very hard to see what is behind the bus. Most school buses have a blind spot of over 200 ft. directly behind the rear bumper. Unfortunately, many drivers often take the risk of backing up not knowing what is behind the bus.

It is determined through best practices to do the following anytime you need to back your bus:

1. Radio base and explain your situation identifying location, group, and request permission to back up. If dispatcher is not available, it is encouraged that driver discretion be used with the following best practices.
2. Explain to your students/passengers that you need to get out of the bus and scan the area for safety.
3. Remove bus key after base grants permission to back vehicle up.
4. Get out of the bus and walk around all four sides looking under the bus, around all tires, and any blind spots that cannot be seen in the mirror.
5. Ask an adult or responsible child to assist in backing the bus (they are not responsible if you hit something).
6. Get back in the driver's seat.
7. Activate hazard lights.
8. Honk horn twice.
9. Check mirrors and scan blind spots.
10. Back bus up.

Failure to observe the steps above may result in disciplinary action. Routes that include turning around or require backing as indicated on the route sheets are excluded.

Empty Bus

Anytime a driver is finished driving a route, trip, or transporting passengers they must walk their bus immediately to check for passengers. This includes all of the following steps:

1. After last passenger exists remove key from ignition
2. Walk towards the rear of the bus looking down aisle way, under seats, and on seats.
3. Double check around heaters, step wells, and wheel housing.
4. At rear be sure to check area directly behind the last seat as students may be hidden.
5. Beginning at the back of the bus, check in and under all seats as you return to the front of the bus.
6. If any passengers are found you must call base immediately with the child's name, school, and wait for additional instructions from the Transportation Department.
7. Any additional items should be picked up and brought to the front of the bus and held by the driver to return to the student or the school.

8. Once driver observes there are no passengers on the bus, the driver needs to place the “bus empty” sign on rear emergency door window. As part of pre-trip bus inspection, remove “empty bus” sign from emergency door.

Failure to comply with the steps listed above and leaving a child on the bus unattended may result in immediate dismissal.

Student Bus Rules

School bus drivers are expected to maintain control of all students transported from bus stop to school. The driver shall maintain order and discipline throughout the entire route to ensure that no passengers are mistreated while on the bus. Drivers shall always use extreme care and caution for the safety of all students at all times.

Guidelines that are to be enforced for all passengers:

1. All passengers need to be seated upon entering the bus. All safety devices are required to be used, this includes lap-shoulder belts if installed on your bus. Students must have assigned seats.
2. No student shall stand or move from their seat while the bus is in motion.
3. Inappropriate language will not be tolerated. Indecent conduct, verbal abuse, use of racial/ethnic remarks, or derogatory names is also not acceptable.
4. Smoking, e-cigarettes, or any use of tobacco substance will not be tolerated.
5. Students are to keep their body parts to themselves. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
6. The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student’s lap is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flag poles, flowers, balloons and other such items that could pose a safety problem.
7. Windows or doors are not to be opened or closed without the permission of the driver. Windows are not to be opened more than halfway.
8. Passenger’s body parts must always remain inside the vehicle.
9. Students must not get up or move until the bus has come to a complete stop and is at their scheduled stop or school.
10. Bus driver may recommend the privileges of transportation services be halted or denied for poor behavior.
11. Passengers must be at their scheduled bus stop 10 minutes prior to the time the bus arrives. The school bus driver will stop and look for students, then continue on the route.
12. Preschool and Kindergarten students will not be released from the bus without the presence of a parent, guardian, or appropriate adult caretaker at the bus stop.
13. Drivers are not permitted to allow passengers that are not scheduled to ride their bus to get on without a bus pass from the school administration.
14. Passengers may get on and off the bus at their scheduled assigned stop only.
15. Food or drink is allowed on the bus at the discretion of the driver.
16. Bus videos are for corporation use and viewing only.
17. Drivers will have radios on school approved stations.
18. Rear dome lights are to remain illuminated during runs when you cannot maintain visual contact with all passengers.
19. All school policies extend to the bus.

Injury

When an injury-producing accident or incident occurs on your school bus, it must be reported to the Transportation Department and to the Director of Transportation. A Student Injury Form must be filled out immediately. A copy must be turned into the school, mailed to the parents, and retained in your transportation file. Documentation of such accidents is extremely important for your protection should a lawsuit arise.

Employees who are personally injured in the course of work should report such accidents to our office. A report of injury form must be completed, and an appointment will be made with Community Occupational Health Center if needed or requested by the employee.

If you are involved in any kind of accident with your school bus a Bus Driver Incident Report must be completed. DO NOT LEAVE THE SCENE of any accident involving a pedestrian or any property damage.

Emergencies

Emergencies can happen while driving a bus. Only preparation, practice, and communication can assist in handling emergency situations. Emergency situations may include fires, inclement weather, accidents, or evacuations. Regardless, we want you to be prepared and have as much information as possible prior to an emergency occurring.

Fires

There are three types of fires.

Type A: Burn some sort of combustible material and leave ashes.

Type B : Flammable liquids that are generally sold in barrels or some other similar type of container.

Type C : Electrical fires that are caused by an electrical current.

During a fire it is important for the driver to be prepared and calm. The driver must first decide if there is a sense of smoke, if the bus needs to be evacuated. If so, the driver must follow through with their emergency evacuation plan and have students evacuate immediately. The driver must also notify base and make them aware of the situation. The driver should then get the fire extinguisher and proceed with the following:

Pull the pin by using a twisting motion, as there is a small wire, which must be broken. The wire will break easier if twisted.

Direct the chemical at the base of the fire where the combustion is taking place. The fire extinguisher should always be held in an upright position. There is a tendency to hold it sideways, so make a conscious effort to hold it straight up.

Squeeze the trigger level in short bursts.

Use a gradual side-to-side motion to cover entire burning area.

P-Pull pin-using a twisting motion

A-Aim (hold) in upright position

S-Squeeze trigger level

S-Sweep directly at the base of fire using side to side motion.

Tornados

In the spring, summer, and fall, bus drivers need to be alert to possible tornadoes during threatening weather. Before leaving on their route, drivers should ask about possible tornado warnings or watches if the weather looks threatening.

Tornado Watch:

Although no tornado has actually been sighted, favorable conditions exist for severe weather to develop. Tornado watches are typically two to six hours long.

Tornado Warning:

A tornado has actually been sighted, or strongly indicated by radar. Warnings usually cover up to three or four counties surrounding the sighting and are usually no longer than an hour and a half. If the severe weather pattern has been spotted near you, seek shelter immediately. Otherwise, keep a constant lookout and state of readiness to take action should the severe weather move your way.

If there is a tornado warning in effect, you may be advised not to load your students and to take shelter in the school or nearest public building.

If there is a tornado spotted in the path of your route and you have students on board:

- A. Students should evacuate the bus as quickly and orderly as possible using all available emergency exits and the service door. Under no condition should they waste time taking personal belongings. You must take the first aid kit and student list.
- B. The driver should be aware of existing shelters on the route including basements, concrete bridges, hillsides, or any other substantial structure that could be used as shelter.
- C. If the school bus is caught in the open when a tornado is approaching, the students should be escorted to a nearby ditch or ravine and made to lay face down, hands overhead. They should be far enough away so the bus could not topple over them. To protect each student's face and head, use a book or magazine.
- D. It is recommended by the National Weather Service that under no conditions should the driver of the bus keep the students on the bus in the path of the tornado and thus crushed by the forces of the tornado.
- E. Radios or other communication equipment should be in operation to receive messages relating to all emergencies. If you have a personal cell phone, take it with you if you need to evacuate your bus.

Bus Evacuations

There are times when a critical situation occurs of such severity, or poses such a threat to the passengers that the best thing to do is evacuate the school bus.

A bus should always be evacuated when:

There is a fire.

There is the potential for a fire to occur.

The vehicle is in a dangerous position.

Performing bus evacuation drills is a must. Students will not know what to do or how to do it if they are not practiced.

Steps to an evacuation drill

1. Safety of children participating is of utmost importance and must be considered first. It is not the purpose to see how fast a school bus can be evacuated, but rather to serve as an education process of how and what to do in case of an emergency and to do it safely.
2. Consideration must be given to students who are not physically able to participate due to:
 - a. Illness
 - b. Physical defects
 - c. Previous injury
 - d. Any reason that would run the risk of further injury to the student
3. Do not permit children to take lunch boxes, books, book bags, etc. with them when they leave the bus. Getting the child OFF in the shortest amount of time and in an orderly fashion is the objective of a school bus evacuation drill.
4. Pupils should go to a distance of at least 100 feet, or 40 paces, from the bus and remain there in a group until given further instructions.
5. Passengers should also be reminded routinely about the various safety features of a school bus. They should know where to find the first aid kit, fire extinguisher, and two-way radio. Include instructions on use of roof hatches, emergency exit windows, doors, and evacuation ramps.
 - a. Flat, level ground should be selected if possible; free from loose material such as gravel or sand. An area large enough to allow ample room for all doors to be used and a suitable place for the children to assemble 100 feet or 40 paces from the bus.
 - b. A record-keeping system must be maintained, similar to those kept for fire drills.
 - c. **WARNING:** Do not use any window type or roof hatch emergency exit during drills. Use only floor level doors.
 - d. Each school bus should be equipped with emergency evacuation information explaining driver and student instructions on the use of each door and combination of all doors.

Accidents

As bus drivers, we must do everything we reasonably can to prevent accidents. However, if you are in an accident, whether it is your fault or not, you should be certain of what to do so that the situation is not made worse and that HELP is called immediately. Responsibility for the successful handling situations and accidents must rest with the person on the scene and that is you!

An accident is defined as any time a Clark-Pleasant vehicle comes in contact with a fixed or moving object or person.

Anytime an employee of the Transportation Department is involved in an accident, the proper staff members must be notified in addition to law enforcement agencies.

Accidents will be classified as either preventable or non-preventable.

Accident reports will be filed in the driver's personnel file as well as in an accident logbook. Preventable accidents will remain active in the driver's personnel file for a period of three years from the date of the accident. If a driver accumulates three preventable accidents at any time he/she will be terminated from employment in the Transportation Department. Any preventable accident that results in a fatality will result in termination of employment.

A driver will be suspended from his/her route, without pay, in the event of a preventable, serious (bodily injury) accident until documented retraining is completed as well as an investigation of the accident.

Accident retraining: Anytime a preventable accident occurs, the driver is required to complete up to four hours of retraining. This may consist of classroom training and/or behind-the-wheel training. If the retraining is successful, and transportation staff believes the driver is ready to return to work, he/she will assume route responsibilities with a transportation staff member riding a route as the final evaluation.

When an accident occurs, the driver will be required to take either a non-regulated or regulated (DOT) drug and alcohol post-accident test if the accident meets certain criteria.

What to do in the event of an accident:

1. Stay calm.
2. Notify dispatch immediately of the accident giving the following information:
 - a. Exact location.
 - b. If students are on board.
 - c. If another vehicle is involved.
 - d. If there are injuries.
 - e. If another bus is needed.
3. Do not move the bus until instructed by law enforcement officials, the Director of Transportation, or an appointed representative of the Director unless a threat to the passenger's safety is at risk.
4. Follow Steps as listed in your Emergency Binder.
5. If you are able to render basic first-aid to stop bleeding, restore breathing, and protect against shock, please do so.
 - a. Do not release students to anyone until law enforcement officials have authorized you to do so.
 - b. Do not discuss any details or approach anyone involved in the accident.
 - c. After returning to the Transportation Center, a Bus Incident Report must be filled out and returned to office staff immediately.
6. Follow any other instructions as stated in your Emergency Binder.

Transportation Dispatcher

1. Will notify emergency personnel, Assistant Superintendent, Superintendent and school that is affected.

Director of Transportation and/or authorized personnel

1. Will be dispatched to the accident scene.
2. Call school to give the names of students injured.
3. Take the driver for a post-accident drug and alcohol test if certain accident criteria has been met.
4. Notify the driver's family if the driver is injured.
5. Notify insurance carrier and obtain a police report for records.
6. Take photographs of all vehicles involved.
7. Notify parents.

Open Route

Any bus route that becomes vacant during the school year or prior to the start of the school year is considered an **open route**. A route may become open for the following reasons but are not limited to:

- A driver resigning from his/her position
- Termination of employment
- A driver retiring
- Opting for a different position within the corporation

A route may not become open for the following reasons but are not limited to:

- Medical leave with the driver providing a doctor's note with scheduled return date
- Military leave
- Jury duty
- Scheduled time off

When a route becomes open it will be posted for a period of three (3) working days. The route will be posted on an Open Route form and will allow any driver the opportunity to view the posting (report time, end time, bus assignment, schools, etc.). Any regular driver or sub driver interested in signing up for the route may do so in ink and must do so by the indicated deadline.

The driver awarded the route will remain at his/her hourly rate; however, will be paid the hours as posted on the open route.

Open routes will be posted in the driver's break room.

During the time the route is open, the sub driver with the highest seniority will be temporarily assigned the route until a regular driver is awarded the route. The sub driver will be paid sub wages.

A driver will be allowed to change their route one time per school year.

Driver Rules

1. Observe parking and traffic flow regulations
2. Rear dome lights are to remain illuminated during runs when you cannot maintain visual contact with all passengers.
3. No bullying or intimidation
4. Inappropriate language will not be tolerated at any time.
5. Windows must be opened during hot weather. 70 degrees or higher
6. Drinks may be allowed at driver discretion.
7. Contribute to a positive working atmosphere, including treating supervisors and colleagues with respect.
8. Field trips are awarded on a seniority basis, except in extreme situations.
9. Drivers must arrive 15 minutes prior to the route departure time at the Operation's Center to inspect their bus and to check their mailbox in the a.m. and 20 minutes prior to the afternoon route. Drivers must be in route to the school 15 minutes prior to dismissal.
10. The use of tobacco products and e-cigarettes is strictly prohibited within all corporation owned or leased buildings, in all corporation owned or leased vehicles, and on all corporation owned or leased grounds. This policy is enforced 24 hours a day.
11. Do not report to work under the influence or in possession of alcohol or illegal drugs.
12. Do not be insubordinate.
13. Do not falsify or fail to disclose completely all information requested.
14. Do not make any false or malicious statements about colleagues, employees, supervisors, or administrators.

You are subject to **ALL** rules in the Classified Handbook as an employee of Clark-Pleasant Community School Corporation.

NATIONAL DRIVER & ATTENDANT REQUIREMENTS

Drivers safely operate school buses in all types of weather, traffic and road conditions and transport students and authorized personnel on regular and special program routes to and from school and on other authorized activity trips.

Drivers and Attendants shall be familiar with and abide by all rules, policies and procedures affecting student transportation.

Drivers and Attendants should recognize the importance of establishing rapport with parents, their supervisor, and school administrators when working to ensure appropriate student conduct.

Drivers and Attendants should establish proper rapport with students.

Drivers and Attendants should instruct students in appropriate behavior, consequences of inappropriate behavior, general procedures and evacuation drills.

Drivers and Attendants should maintain order and safety and protect the rights of others on the school bus. They should exercise good judgment in this pursuit, using appropriate verbal intervention. This includes, but is not limited to, the following:

- Minimizing interior noise
- Controlling passenger movement
- Requiring an orderly entrance and exit
- Eliminating movement or potential movement of objects
- Requiring silence at railroad crossings
- Prohibiting transportation of unauthorized materials

Drivers should handle minor infractions, on-board consequences and discussions approved by the school corporation.

Drivers, in instances of serious or recurring misconduct, should follow school district policy pertaining to the misconduct and submit written reports on appropriate forms to administrators or other persons designated to deal with discipline problems.

Drivers and Attendants should be aware that they represent the school system and should present a positive image in dress, language, and manner while on duty.

Drivers and Attendants should be familiar with the assigned routes and designated school bus stops.

STATE REQUIREMENTS INDIANA CODE 20-27-8-1

SCHOOL BUS DRIVERS OR SCHOOL BUS MONITORS & REQUIREMENTS, SECTION 1

An individual may not drive a school bus for the transportation of students or be employed as a school bus monitor unless the person satisfies the following requirements:

Is of good moral character?

Does not use intoxicating liquor during school hours?

Does not use intoxicating liquor to excess at any time?

Is not addicted to any narcotic drug?

Is at least:

. Twenty-one (21) years of age for driving a school bus: or

. Eighteen (18) years of age for employment as a school bus monitor.

In the case of a school bus driver, holds a valid public passenger chauffeur's license or commercial driver's license issued by the state or any other state. Possesses the following required physical characteristics:

- Sufficient physical ability to be a school bus driver, as determined by the committee
- The full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.
- Freedom from any communicable disease that:
 - ✓ May be transmitted through airborne or droplet means; or
 - ✓ Requires isolation of infected person under 410 IAC 1-2.3
 - ✓ Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150-degree minimum and with depth perception of at least 80%.
 - ✓ Freedom from any mental, nervous, organic or functional diseases which might impair the person's ability to properly operate a school bus.

This subsection applies to school bus monitors. Notwithstanding subsection (a) (5) (B), a school corporation or school bus operator may not employ an individual who is less than twenty-one (21) years of age as a school bus monitor unless the school corporation or school bus driver does not receive a sufficient number of qualified applications for employment as a school bus monitor who are at least twenty-one (21) years of age. A school corporation or school bus operator shall maintain a record of applicants, their ages, and their qualifications to show compliance with this subsection.

Physical Performance Standards

School bus drivers shall complete the "School Bus Driver Physical Performance Standards and Measurements" as stipulated in 575 IAC 1-8-1 through 575 IAC 1-8-6. The performance standards and measurements outlined in 575 IAC 1-8 apply to drivers who receive a State School Bus Committee Standard certificate after the effective date of the rule. (July 1, 2001).

2019-2020 Transportation Pay Schedule

POSITION	YEARS OF EXPERIENCE	HOURLY RATE
Bus Driver	0-5 Years	\$23.40
	6-10 Years	\$26.12
	11-15 Years	\$29.22
	16+ Years	\$31.42
	20+ Years	\$31.42
CDL Training		\$13.13
Substitute Driver		\$21.62
Bus Aide		\$14.41
Bus Medic		\$18.46
Central Nine Career Center (Mid-Day, Non-Attached		\$16.00
Field Trip Pay		\$15.00
Drivers Eligible for Corporation Paid Physical Examination at Designated Health Care Facility (required to renew CDL)		

Pay Scale for Additional Work

Field Trip Pay	\$ 15.00 / hr
Help with Inspection	Extra Duty (Full Driver Pay)
Washing Buses as authorized by Director	\$ 20.00 / hr
Call Center	\$ 12.00 / hr
Training	\$ 20.00 / hr
Advisory Committee	Extra Duty
Other to be determined by Director	???