

**LENNOX SCHOOL DISTRICT 41-1**

**TRANSPORTATION HANDBOOK**



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### ***Bus Driver Responsibilities***

A school bus driver is responsible for the operation of the driver's bus and the safety of the students in and around the bus from the time the driver reports to the bus garage until the run is finished and the driver returns to the garage.

The responsibilities for the bus driver will vary from time to time; however, there are some duties that all drivers are expected to perform. These duties will be:

1. Completing training programs in a manner judged satisfactory by the Director of Transportation.
2. Operating vehicles in a safe, efficient manner.
3. Conducting pre-trip and post-trip inspections of the vehicle and special equipment.
4. Establishing and maintaining good relations with passengers, parents, and school personnel.
5. Maintaining and supervising discipline among passengers
6. Know and understand procedures for handling emergencies.
7. Complete reports in the prescribed manner.
8. Maintain accurate student roster for assigned route.
9. Maintaining a list of students known to have medical problems (diabetes, epilepsy, nervous problems, etc.)
10. Working full-time means that you are available for driving your designated duties for the entire school term. Exceptions will be made by the Director of Transportation in case of emergencies.

### ***Job Description-School Bus Driver***

All bus drivers report to the Director of Transportation. Typical job duties include the following:

1. Obeys all traffic laws
2. Observes all safety regulations for school buses.
3. Performs daily pre-trip and post-trip inspections.
4. Maintains student discipline on the bus.
5. Keeps to assigned schedules
6. Receives and discharges passengers only at authorized stops
7. Exercises responsible leadership with advisors, coaches, or directors when on out-of-district school trips.
8. Keeps assigned bus clean
9. Reports all accidents and completes required reports
10. Enforces district regulations regarding conduct on the bus.
11. Attends required training classes, workshops and quarterly meetings.

### *Qualifications*

The bus driver seeking employment must maintain the appropriate CDL (Commercial Driver License). Class B license includes single vehicles over 26001 pounds with designations for school bus passenger transport and/or air brakes.

Fees for taking the written test involved in obtaining the license will be the responsibility of the school, as well as fees for the third party testing and D. O. T. physical to be paid by the Lennox School District 41-4. Drivers must take the D.O.T. physical when required. If the doctor/clinic will not bill the school, the receipt for the cost of the physical may be submitted with an employee voucher for repayment to the driver.

### *Pre-Trip Inspections*

A daily pre-trip inspection is required by law before a driver can begin that first route of the day. Follow such pre-inspection as found in the SD Commercial Driver's License Manual.

**Note: If any equipment is damaged, operating below normal standards, or broken, submit a report in writing to the Director of Transportation immediately.**

### *Operation of Bus*

Do not turn front wheels on the lot when the bus is not moving. This action is hard on bus tires and steering components and on the blacktop surface.

Engines should not be idled at low RPM's for long periods of time. If the weather is cold and you feel it is best to leave the bus running, it is best to put the engine in high idle.

Driver must stay with bus when fueling. Make sure you are at the right pump (gas/diesel). Your fuel should never go below one-fourth of a tank. If you are assigned a spare, the same principal pertains. If you are assigned a spare to drive and the gauge reads quarter tank or less, report to Director of Transportation.

Each regular route bus should have a notebook in it containing the following items:

- A. Roster of students
- B. Map of route
- C. Fuel book
- D. Emergency procedure checklist
- E. Highway Patrol inspection form
- F. Insurance card
- G. Transportation change forms
- H. Student conduct report forms

The roster of students, highway patrol inspection form, and insurance card are required to be carried at all times.

### *Winter Weather Operation*

Each bus shall have a winter front installed by the Director of Transportation. The opening and closing of that winter front will be monitored by the driver according to outside temperature and engine temperature.

Buses warming up should use minimum number of heaters and then only on low. Engine heat will build faster if no heaters are turned on.

One en route, the most efficient heat will be attained when heater motors are operated on low. High speeds tends to cause a cooling effect on the heater cores. High speed may still be necessary for defrost unless a combination of low speed defrost and auxiliary fans are used. Defrosting may also be assisted by slightly opening the driver's window to draw more fresh air.

Those buses equipped with auxiliary water pumps should make use of them during the heating season to help water flow. The faster the water circulation the less temperature loss enabling the engine to reheat more quickly.

### *Parking*

Vehicles of any kind should never park crosswise to any storage door. Likewise, the entrance to the maintenance shop shall remain clear at ALL times.

### *Rules and Regulations for Route Travel*

Refer to Policy Series 900.7

### *Railroad Crossings*

Follow all applicable Federal, State and Local laws regarding railroad crossings. Also follow all rules from the SD Commercial Driver's License Manual.

### *Cleanliness of Buses*

Please refer to Policy Series 900.7

### *Activity Trips Responsibilities*

Please refer to Policy Series 900.3

### *Handling Accidents and Injuries*

Depending on the severity of the accident and injuries, weather conditions, and position of the bus, the order in which the procedures are administered may be changed. Since each occurrence will be different, common sense must dictate.

Above all, remember that your worst enemy is fear. Keep a clear, cool head, and do not panic.

Bus driver procedures following an accident are as follows:

- A. Turn off ignition, and activate four-way hazard warning lights. In cold weather, the ignition may be left on unless there is doubt of fire occurring. You must carefully analyze the condition of your bus and the damage that has occurred before making this decision.
- B. Keep your students in the bus unless there is obvious danger. If a fire or traffic hazard is apparent, evacuate all passengers to safe place immediately-at least 100 feet away from the bus.
- C. Check your passengers for physical injury
- D. If another vehicle is involved, check to see if there are any injuries to the individuals in that vehicle.
- E. Protect the scene of the emergency from accidents or injuries. Immediately place red triangular reflectors upon the highway in accordance with the regulations in your CDL manual, in all instances where the bus is stopped on the highway or blocking traffic lanes.
- F. Call the bus garage to notify of an accident. You will need to relay the following information:
  1. Identification of yourself and bus number
  2. Location-as definite as possible
  3. Severity of accident and injuries. This must be done so that it is known how urgent your emergency is and what emergency vehicles/personnel need to be dispatched.

If the radio is not working, send two responsible students (not younger than 7<sup>th</sup> grade) to make the call to the bus garage or the business office. Write the information that you need to relate to the bus garage/business office on paper and tell the students to return to the bus when they have completed the telephone call. On long trips, cell phone will be available-for emergency use only.

- G. In case of an accident, do not move the vehicle until a law enforcement officer advises you to do so. Exception to this ONLY if the accident has placed your vehicle in a precarious situation due to traffic/weather to create a safety issue for the driver, students, or others.
- H. Do not admit liability or responsibility, or apologize for the accident. Answer questions asked of you only by law enforcement officers, the school district's insurance representative or a school district supervisor ONLY. You are not to answer questions from other persons. Any phone calls or correspondence which you receive an accident must be referred to the Director of Transportation or superintendent.
- I. Get the name and address of the other driver involved, the names and addresses of all witnesses. Also gather pertinent accident information.
  1. Follow the detailed instructions on driver's report of accident form found in the school bus records book.
  2. Get names and seating location of all students on the bus at the time of the accident. Use the student roster (which you are required to have on your bus during routes) to facilitate this process. This must be completed before

leaving the accident site or before transferring students to another bus if yours is disabled. A form will be found in the school bus records book.

- J. Fill out the prescribed accident reports and submit to the Director of Transportation the same day. If the accident happens at night, you may fill out the forms the first thing the next morning. Include a sketch of the accident scene and position of the vehicles. It is important that you complete the report in detail, including such information as direction, time, speed, number of passengers, weather conditions, terrain, other vehicles involved, damage, injuries, etc.
- K. Report all accidents, especially if there is injury to any student or driver, no matter how slight the injury may seem. Include name, address, type of injury, date and time the accident occurred.

### *Passenger Conduct*

#### School Vehicle Regulations (Rules) For All Riders

1. The driver is in full charge of the students and the school vehicle. The driver's relationship with the students should be on the same level as that of a teacher in the classroom. School vehicle transportation for students is not a right but a privilege, conditioned upon courteous behavior and obedience to the established regulations. The safety of the students and the school vehicle demands complete cooperation from all the students.

It shall be the duty of the school vehicle driver to report to the school administration, in writing, the names of any students who persist in violating the regulations. The administrator may withhold the privilege of riding in a school vehicle from those students who fail to cooperate accordingly (see Bus Discipline Policy below).

2. Students shall obey all instructions from the school vehicle driver, or other individual so authorized.
3. Students MUST ride on assigned school vehicles and MUST sit in the seat at all times.
4. The same courteous conduct code, as expected in the classroom or on school property, must also be observed while riding in a school vehicle. Ordinary conversation is permitted. Loud and/or vulgar language is NOT PERMITTED.
5. Students must refrain from unnecessary conversation with the driver. The driver's main responsibility of driving safely requires his/her full attention.
6. Students must be on time at the designated school vehicle stops; the school vehicle cannot wait beyond the regular time schedule for tardy students. If more than one child from each family rides, they should all be on time, and not come out of the house one at a time.

7. Students will assist the bus driver in keeping the interior of the school vehicle clean, sanitary and in orderly condition. Students shall not throw waste paper or rubbish on the floor, or out of the window of the school vehicle.
8. Students will not open or close the windows of the school vehicle without the permission of the driver.
9. Students shall not, at any time, put their hands, arms or heads out of the school vehicle window.
10. Students shall not move about inside of the school vehicle or try to get on or off while the vehicle is in motion.
11. Students will immediately report to the driver any damage occurring to the school vehicle. Students, or their parents, will be held responsible to pay for any damage done by that student.
12. Students must follow the instructions of the driver when entering or exiting the school vehicle, and when the student needs to cross the street, road or highway.
13. Students must await the signal from the driver to cross a street, road or highway. When the driver has indicated it is okay to cross, the student must cross promptly, taking care to look both ways before moving. The crossing should be made approximately ten (10) feet in front of the school vehicle, in full view of the driver.
14. Students desiring to exit the school vehicle at another stop other than their designated stop MUST present the driver with written permission to do so from their parent /guardian.
15. Students will be courteous to the driver, fellow students, and the general public. No pushing, shoving or hitting will be tolerated on a school vehicle. Fighting or physical threats will result in an immediate ten (10) day school vehicle riding suspension.
16. Soft drinks and candy are not permitted on the school vehicle, unless prior permission is given by the school vehicle driver, and approved by the students' supervisor.
17. Alcohol and drugs shall not be in possession or used on a school vehicle. If a student is found to be in possession or in use of said alcohol and/or drugs, said student shall be suspended for school vehicle riding privileges and/or possible expulsion.



## Bus Discipline

- First Incident: School vehicle drivers will give students a verbal warning for inappropriate behavior. The driver will give the student a written warning for the second warning. The second warning will result in the student's loss of riding privileges for one (1) day. Parents, administrator, and driver will discuss the situation before the student's riding privileges are suspended.
- Second Incident: If the disciplinary action described in the first incident is not sufficient to encourage proper student conduct, the driver will involve the administrator from the beginning of the incident. The administrator will suspend the student from riding a school vehicle for up to three (3) days. Parents, driver, student, and administrator will be informed of the principal's actions in writing.
- Third Incident: If further disciplinary action is required, the student will lose riding privileges for five (5) days without exception. A meeting will be held with the student, parents, driver and principal.
- Fourth Incident: If disciplinary action is taken by the school at this level, there will be the loss of ridership of not less than twenty (20) days, up to the remainder of the year, as determined by the superintendent of schools.

**\*\*In the event that alcohol, drugs, damage and/or fighting occurs on the school vehicle or at the school vehicle stops, the principal may immediately move ahead to incident levels three or four to take appropriate action\*\***

### SCHOOL VEHICLE CONDUCT REPORT

This is a report to inform you of a disciplinary incident involving the above-named student on a school vehicle.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date of Incident

\_\_\_\_\_  
School Vehicle Driver's Name

\_\_\_\_\_  
Time of Incident (hour)

Violation of Safety Procedures \_\_\_\_\_  
(sitting/standing in isle, no  
seatbelt, hanging out of window, etc.)

Littering \_\_\_\_\_

Destruction of Property \_\_\_\_\_

Fighting/Pushing/Tripping \_\_\_\_\_

Rude/Discourteous/Annoying \_\_\_\_\_

Other(s) \_\_\_\_\_

Excessive Mischief \_\_\_\_\_

Distracting Driver \_\_\_\_\_

Back Talking \_\_\_\_\_

Unacceptable \_\_\_\_\_

Language \_\_\_\_\_

Controlled \_\_\_\_\_

Substances \_\_\_\_\_

#### PRELIMINARY ACTION:

Held Conference With Student \_\_\_\_\_ Date \_\_\_\_\_ Comment \_\_\_\_\_

Telephoned Parents \_\_\_\_\_ Date \_\_\_\_\_ Comment \_\_\_\_\_

Informed Principal \_\_\_\_\_ Date \_\_\_\_\_ Comment \_\_\_\_\_

Other \_\_\_\_\_ Date \_\_\_\_\_ Comment \_\_\_\_\_

#### PRESENT ACTION AND RECOMMENDATION(S):

Student was cooperative in ending negative behavior(s) \_\_\_\_\_ Date \_\_\_\_\_

Comment \_\_\_\_\_

Conference With Parents By Phone \_\_\_\_\_ In Person \_\_\_\_\_ Date \_\_\_\_\_

Comment \_\_\_\_\_

Recurring Incidents Reported in Writing and will be Addressed According to the *School Vehicle Regulations*  
for Riders \_\_\_\_\_ Date \_\_\_\_\_

Student Denied School Vehicle Riding Privileges \_\_\_\_\_ Date \_\_\_\_\_

Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Comment \_\_\_\_\_

Letter Sent to Parents \_\_\_\_\_ Date \_\_\_\_\_

Comment \_\_\_\_\_

\_\_\_\_\_  
School Vehicle Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's/Chaperon's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

(revised 02-99)

## LENNOX SCHOOL DISTRICT 41-4

### SCHOOL VEHICLE ACCIDENT REPORT

#### Instructions:

All district drivers shall complete this report in duplicate - one copy for the school district business manager and the other copy for the Transportation Director. All accidents which result in damage to a bus, car, van, truck, or other property; including injuries to students or others, must be reported in writing within forty-eight (48) hours of the accident. This applies both to district owned vehicles and to private owned vehicles under contract.

Location of Accident \_\_\_\_\_ Vehicle License # \_\_\_\_\_

Bus Route \_\_\_\_\_ Date of Accident \_\_\_\_\_

# of Students in Vehicle \_\_\_\_\_ Time of Accident \_\_\_\_\_  
(hour)

# of Others in Vehicle \_\_\_\_\_ # of Others in Other Vehicle \_\_\_\_\_  
(adults, coaches, etc.) (adults, coaches, students, etc.)

List Each Injured Individual by Name & Type of Injury: \_\_\_\_\_ # of Others Injured in Other Vehicle \_\_\_\_\_

Injured's Name:

Type of Injury:

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(USE ADDITIONAL SHEET FORM TO LIST INJURED NAMES AND INJURIES)

1. Was a Law Enforcement Officer Called ? \_\_\_\_\_ Name: \_\_\_\_\_

Official Title: \_\_\_\_\_

2. Describe Damage Done to School Vehicle \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Police Dollar Amount Estimate of Damage to School Vehicle \$ \_\_\_\_\_

4. Describe Damage Done to Other Vehicle \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Police Dollar Amount Estimate of Damage to Other Vehicle \$ \_\_\_\_\_

6. Describe Damage Done to Other Property \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Police Dollar Amount Estimate of Damage to Other Property \$ \_\_\_\_\_

8. Describe Road and Weather Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Describe the Accident (Use the Diagram Sheet Form for Illustration, OR you may draw your own) (Show Roads, Direction of Travel, Location of All Vehicles and All Property Pertaining to this Accident)

\_\_\_\_\_  
School Vehicle Driver's Signature

\_\_\_\_\_  
Date

# ACCIDENT DIAGRAM ILLUSTRATION FORM

School Vehicle Driver's Name \_\_\_\_\_

Accident Date \_\_\_\_\_

North

West

East

South

School Vehicle Driver's Name: \_\_\_\_\_ Accident Date: \_\_\_\_\_

School Vehicle Driver's Name: \_\_\_\_\_ Accident Date: \_\_\_\_\_

Type of Injury:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**ACCIDENT DIAGRAM ILLUSTRATION FORM**

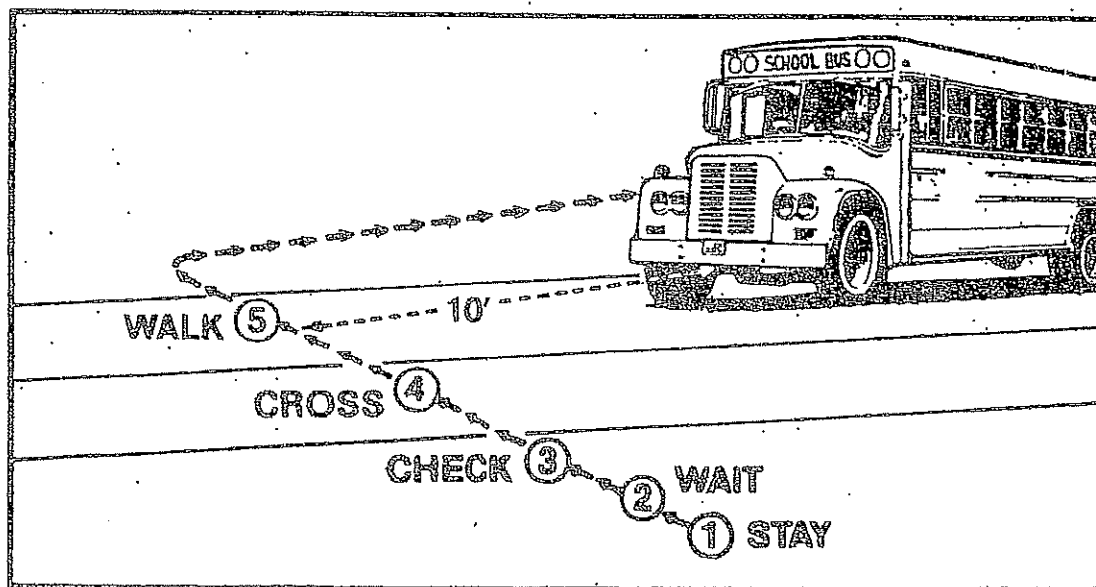
School Vehicle Driver's Name \_\_\_\_\_

Accident Date \_\_\_\_\_

# WHEN BOARDING YOUR BUS: Here's How to Cross the Road SAFELY

## FOLLOW THE 10 FOOT RULE:

- STAY**—on your side of the road—far away from the traffic
- WAIT**—for the bus to stop and for your driver's signal to cross
- CHECK**—traffic both ways—then check again
- CROSS**—walk directly across checking traffic both ways
- WALK**—approximately 10 feet ahead of the bumper and board bus quickly



## REMEMBER

- Stay on your side of the road until your driver signals you to cross
- Check and recheck for traffic
- Follow the 10 foot rule
- Board bus quickly—go directly to your seat

**Drivers SHOULD stop...But  
THEY MAY NOT!**