

Chattahoochee County Board of Education



Bus Driver Handbook

2020- 2021



Chattahoochee County Board of Education
326 Broad Street
Cusseta, Georgia 31805
706-989-3775

Subject: Driver of Excellence Bonus Pay

Driver of Excellence Bonus Pay up to a sum of \$1000.00 per year to be paid according to the following qualifications and rules:

Excellence is defined as follows:

No Safety Violations

No Reprimands

95% attendance as computed by the following formula:

$165 \times 95\% = 156.75$ days present (Head Start Driver Only)

$180 \times 95\% = 171$ days present

Employee must make the majority of their salary driving the bus (51% or more).

Employee must be a Full-Time Bus Driver.

Bonus is payable upon completion of the third fiscal school year of excellence and every year thereafter if excellence is maintained.

If a driver does not meet criteria, they would have to wait one complete school year to re-establish excellence.

Fiscal year is defined as July 1 – June 30.

Bonus pay will not be rewarded until the last pay period of the fiscal year (June Check).

Current employees as of July 2012 will be grandfathered.

Phase 1	3-5 years of service	\$300.00
Phase 2	6-10 years of service	\$600.00
Phase 3	11-20 years and above	\$1,000.00

Chattahoochee County School District Mission Statement

Our mission at Chattahoochee County School District is to prepare all students for college and career readiness as they grow to be productive contributors in society.



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Subject: Bus Discipline

Riding the bus is a privilege. Students transported to school are expected to behave in a manner which is conducive to the safety and welfare of all riders. Drivers will insure that students follow all bus rules and regulations. Violators will be reported to the principal or their designee using a bus discipline form. Drivers do not have the authority to remove a student from the bus or deny bus privileges to any student.

Principals or their designee will act on all discipline referrals and support bus drivers to insure that students behave appropriately on the bus. Students who violate bus conduct regulations will be disciplined per applicable discipline policies and could be suspended from bus transportation privileges.

Discipline issues and problems will be discussed in monthly bus driver meetings. Principals or their designee are always invited to attend these meetings.

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Subject: Bus Stops

Bus transportation will be provided for all students desiring service. Transportation Director will develop bus stops based on transportation requirements.

Students will be at their designated bus stop up to 10 minutes prior to pick up. Parents may check with the local school or the Transportation Department for bus stop schedules and associated problems. Bus will not stop if student is not at stop. Bus driver is not required to stop and blow the horn to alert parents that the bus is there to pick up student.

Students will only be dropped off at their designated bus stop. Students desiring to get off at a stop other than their stop must have a bus pass signed by school administrative personnel. Bus pass should include a physical street address.

Pre-K and Kindergarten parents shall be at the bus stop to receive their child. Otherwise students will be returned to school and the parent will be responsible to pick up the child at the school.

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Subject: Dissemination of Information

Transportation Director will develop bus stops based on transportation requirements and school enrollment. School principals or designee will provide Transportation Director with an initial student list and will provide an updated student roster as needed. Changes will be made to bus routes as required and will only be made by Transportation Director.

Principals or designee will provide the Transportation Director with the names of all students having an IEP or 504 plan. Transportation Director will provide bus drivers with the names of those students that might require special transportation services. Transportation requirements should be included on all IEP's and/or 504 plans.

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Subject: Inclement Weather

The Chattahoochee County Board of Education is concerned for the safety of all students, to include those students riding the bus.

The Transportation Director will develop a calling tree to insure that all drivers are called in a timely manner.

In the case of inclement weather, the Transportation Director will inform all bus drivers using the telephone calling tree to notify them that school has been cancelled or delayed.

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Subject: Responsibilities of Bus Driver

Transportation Director will develop and disseminate responsibilities of bus drivers at the start of each school year and as needed throughout the year.

Transportation Director will develop a bus driver training plan. Meetings will be held on a monthly basis with dissemination of safety and other information being made to attendees.

(See attached for Bus Driver Responsibilities - Page 1 General and Specific Duties)

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Panther Pride!

