

**(SCHOOL DISTRICT)
TRANSPORTATION DEPARTMENT**

EMPLOYEE HANDBOOK

(YEAR – YEAR)

DISTRICT MISSION STATEMENT

The mission of (School District) is to ensure that all students receive the educational and life skills necessary to be successful in today's ever-changing society.

TRANSPORTATION DEPARTMENT

The primary function of the Transportation Department is the safe and efficient transportation of the district's students, to and from school and school events. Each year, the department transports approximately 700 students over 138 square miles, three times a day. This department is responsible for the operation and maintenance of a fleet of 18 buses.

The department currently consists of bus drivers, transportation dispatcher/relief driver and supervisor. The drivers in this department work during the school year.

TRANSPORTATION ADMINISTRATION

The (School District) Board of Education assumes the responsibility of providing safe and economical transportation of all eligible students in the (School District). The general transportation policies of the district shall be in keeping with the recommended practices of the State Department of Education, the Michigan Motor Vehicle Code, and the Michigan Pupil Transportation Manual.

The safe transportation of the districts students shall be of primary concern and importance to school officials in the administration of the transportation program. Drivers, students and other district personnel shall observe all state laws and regulations pertaining to the use of the districts buses and other vehicles.

The transportation of students to and from school shall be considered an auxiliary service and subject to availability of operational funds.

The Board of Education pledges the use of district school buses for evacuation or other emergency purposes to the County of (County of School District) in the event of natural or man-made disasters. The county will equip each bus with the necessary equipment to become a part of the Emergency Preparedness Communication Network.

DRIVER QUALIFICATIONS

The safety and economy of pupil transportation depends to a great degree on the ability of the bus driver and the relief driver. In the selection and retention of drivers the following characteristics shall be considered: character, emotional stability, physical requirements, physical examination, experience, training, knowledge, skill and traffic record.

DRIVER WORK RULES

1. Drivers are responsible for checking the memo board.
 - A. Drivers must check the memo board before and after each run.
 - B. Drivers must read each posted memo and obtain their personal copy from the office.
 - C. Drivers will initial a form in the office acknowledging receiving each memo.

2. Drivers must conduct pre-trip inspections of the school bus prior to every route/trip as prescribed.
 - A. A.M. pre-trip inspections may be completed with the aid of a flashlight provided by the district.
 - B. Drivers must inspect their bus daily for routine safety according to a checklist provided by the administration.
 - C. Drivers will post the white copy of the pre-trip form in the designated pre-trip form area prior to their run/trip.
 - D. Drivers will ensure all vehicles have proof of insurance and registration.
 - E. Drivers will ensure all snow, ice, dirt, etc. is removed from windows.
 - F. Drivers will ensure the following items are secured in the driver's compartment:
 - a. Copy of pre-trip inspection
 - b. 4-Ranger folder
 - c. Monthly fuel/mileage sheet
 - d. Trip sheet if bus is being used for a trip
 - e. Route folder with updated and accurate road-to-road and route list information
 - f. Student medical information
 - G. Drivers will ensure the driver's compartment is free of coffee cups, pop, food, candy, sharp items, etc.
 - H. Drivers will ensure the wastebasket, broom, ice scraper, etc. is properly secured. Check with the mechanic for securing these items.
 - I. Drivers will return the "tire thumpers" to their designated area in the transportation center prior to leaving on run/trip.
 - J. Drivers are responsible for fueling any bus they use for a run/trip as necessary. Fuel level must maintain $\frac{3}{4}$ full.
 - K. Drivers must ensure the bus has a working radio.
 - L. Drivers will ensure the bus has a working camera and properly loaded tape.

3. Drivers must conduct a post-trip inspection of the school bus at the conclusion of the run/trip.
 - A. Afternoon kindergarten pick up drivers must check the bus before returning to the transportation center after dropping off students at the building to ensure there are no students remaining on the bus.
 - B. Drivers will leave the engine running and check for students as they walk to the rear of the bus.
 - C. Drivers will push the Child Check Mate system button and hold in for 3 seconds.
 - D. Drivers will place the "empty" sign in the back window.
 - E. Drivers will again check for students as they walk back to the front of the bus.
 - F. Drivers will turn off the engine and place the "empty" sign in the front windshield.
 - G. Drivers will sweep the bus and empty the trash from the wastebasket.
 - H. Drivers will complete vehicle maintenance form as necessary.

4. Drivers will use only established routes and designated stops.
 - A. Drivers will not permit students to leave the bus unless at their designated bus stop, unless approved by the administration.
 - B. Drivers must stop for students only at their designated stops, except when specifically approved by the administration or when necessitated by construction.
 - C. Drivers must notify the transportation office by radio of any changes to their established road-to-road and give reason for the change, which will be noted on the daily radio log.
 - D. Drivers must notify the transportation office by radio when it is necessary to make a TA that is not a routine TA for that particular route.

5. Drivers operate the buses or any district vehicle on approved time schedules.
 - A. Drivers must maintain an established time schedule on his/her route, except when adverse weather or road conditions do not permit.
 - B. Drivers must stop at every designated stop unless notified by the transportation office or unless the designated has been established as a “will call” for ride stop. We cannot always rely on porch lights or other means of communication. If a stop is missed the driver must notify the transportation office by radio. The office will then have information for parents if they call. Do not back up if you miss a stop.
 - C. Drivers will remain at each stop until the designated departure time for that stop.
 - D. Drivers may not stop their bus at any time during their regular run for the purpose of personal convenience.
 - a. For the purpose of this work rule, regular runs are interpreted to begin at the time the driver leaves the transportation center, and end with their return to the transportation center.
 - b. This rule includes, but is not limited to, the prohibition of stops made for food, beverage, personal purchases, personal errands or deliveries.
 - c. Exception to this rule will be during the course of regular runs when situations of extreme emergency occur.
 - d. In the event of an extreme emergency the driver will attempt to notify the transportation office. All unsuccessful attempts to notify the office must be recorded by the driver in writing and turned in to the office upon arrival at the transportation center.
6. Drivers obey all traffic and state laws.
 - A. Drivers will observe the maximum legal speed limit of 50 miles per hour.
 - B. Drivers will maintain a valid CDL license with B-P-S endorsements.
 - C. Drivers must provide a copy of valid CDL license with required endorsements to be maintained in the transportation office.
 - D. Certificates for school bus driving must be up-dated and maintained in the transportation office.
7. It is the driver’s responsibility to observe all traffic and safety laws and regulations, especially with regard to the school bus stops visibility and procedure requirements. Drivers that have any questions may consult the transportation supervisor and/or refer to P.A. 187.
8. Drivers will observe all mandatory safety and radio check regulations and procedures.
 - A. Radio checks for all radio equipment must be completed daily to ensure functioning of the equipment. Drivers should call in to BASE for a radio check and GET A REPLY before leaving the transportation center. The office may conduct additional radio checks once the fleet is in route. The drivers may conduct additional radio checks, as they deem necessary.
 - B. Drivers will report any malfunctions as soon as possible to the office and complete a service request form.
 - C. Radios MUST NOT be used for anything other than essential department communications. Other communications will be reported to the office when the driver returns to the transportation center.
 - D. Concerns that cannot be handled by the driver shall be reported by radio for assistance from the transportation office.
9. Drivers must maintain discipline of the students on the bus.
 - A. Assign seats to all students to produce the least amount of confusion in loading and unloading and as a means of eliminating unacceptable behavior.
 - B. Use the “Angel” seating method for boarding and debarking.

10. Drivers report bus accidents and pupil injuries to authorities and complete required reports/forms.
 - A. Drivers will report promptly any school bus accident to the Transportation Supervisor or his/her designee who will report immediately to the insurance carrier.
 - B. Any student injury that may require medical attention or observation of the building staff must be reported to the transportation office. The driver will be required to complete a student injury form.

11. Drivers conduct emergency evacuation drills in keeping with school policies and other requirements.
 - A. Emergency evacuation procedures may be tested and performed once a month. The transportation supervisor may require additional evacuations.
 - B. Drivers are required to perform a minimum of 3 emergency evacuation drills per school year.
 - C. Evacuation drills will be performed on school property.
 - D. Driver must inform the transportation office prior to conducting an evacuation drill.
 - E. Drivers will complete an emergency evacuation form to be turned in to the transportation office for record maintenance.

12. Drivers instruct bus riders regarding their responsibilities as passengers on the district school buses. The drivers will explain to each student that receives a bus misconduct form the students' inappropriate behavior and conduct that resulted in processing a bus misconduct form.

13. Drivers report student discipline to the proper administration. Drivers will administer disciplinary procedures in keeping with school policies.
 - A. All unusual or hazardous behavior involving students or school employees must be reported to the Transportation Supervisor as soon as possible.
 - B. Drivers are responsible for completing the bus misconduct forms for students' unacceptable behavior.
 - a. A.M. runs should be reported by 9:00 A.M. the same day.
 - b. Mid-day runs should be reported at the conclusion of the mid-day run.
 - c. P.M. runs should be reported by 9:00 A.M. the next school day.
 - C. Drivers are responsible for maintaining the students' behavior and following through with the consequences of unacceptable behavior.
 - D. The parent/guardian of the student will be notified by telephone if possible if the loss of the privilege of transportation is part of the misconduct discipline. The Transportation Supervisor will make the initial call with the driver present, if the driver requests their presence.
 - E. In the absence of the Transportation Supervisor, the Director of Operations or his/her designee will initiate the call to parents.
 - F. Drivers should have the Transportation Supervisor or his/her designee present when drivers have telephone conversations with parents.

14. Drivers will drive defensively, especially under varying traffic conditions and inclement weather.

15. Drivers will drive all districts vehicles with the **safety** of the students as their **first priority**.

BOARD AND DEBOARDING PROCEDURES:

 - A. Check mirrors and traffic
 - B. Apply brakes lightly and slow down
 - C. Activate eight light systems at least 200 feet in advance of the stop
 - D. Activate right turn signal 100 feet in advance of the student stop
 - E. Pull as far to the right as safely possible and stop unless the student stop is a front cross. If so the driver will stop the bus in the roadway.
 - F. Do not pull up any closer than 10-20 feet from the waiting students
 - G. Apply the parking brake and shift the bus to neutral

- H. Cancel signal, check mirrors and traffic
- I. Open the door (8 light system will change from yellow to red) as signal for students to enter the bus. (Students crossing the roadway will require an additional signal) NOTE: signal must be uniform and consistent within the district. See boarding and deboarding below.
- J. Have students enter or leave the bus in an orderly manner. **Make sure all students are accounted for.**
- K. Check to see that the students are seated and close the door. (This will deactivate the red lights on the 8 light system buses)
- L. Allow traffic to clear if possible
- M. Activate left turn signal
- N. Check mirrors and traffic
- O. Enter the traffic lane
- P. Cancel left turn signal

FRONT CROSSING STUDENTS:

Boarding with hand motion – When it is safe to cross, the driver will signal with their hand with one motion from the left of the windshield to the right. When it is safe to do so, the student may cross the roadway. Drivers must watch for oncoming traffic during this procedure. The driver will blow the horn if there is potential danger to alert the crossing student.

Deboarding with hand motion – When it is safe to exit, the students will stop at the last step of the bus, with right hand on the handrail, look outside the bus to the left and right for oncoming traffic. The student will step two – four steps away from the bus. Students will turn left and take 10 giant steps (18 feet), stop and turn left. Students will make eye contact with the driver. The driver will check mirrors and when safe, will motion with hand. The student will walk to the drivers' side of the bus and stop. The student will look at the driver for the signal. When it is safe the driver will signal with his/her right hand with one motion from right of the windshield to the left. Student will check traffic before crossing roadway.

Using the hand motion must be uniform and consistent with all drivers within the district. Drivers will not leave a bus when the engine is running and/or children are on the bus. Drivers will not leave the bus to front cross any students.

Drivers will be responsible for assisting with the supervision of students boarding at all buildings. Upon arrival at the buildings, the drivers will park their buses in their designated order. They will leave their engines running and wait until the bus on the right, or at their rear, is parked. They will then load/unload their students at the designated times. Drivers will remain parked until all buses are loaded or until authorized to depart by their supervisor or administrator or designee.

Drivers will turn off their buses and take the keys with them if they must enter the building to call the transportation office or use the restroom. No students may remain on the bus at this time unless supervised by an administrator or designee. The driver must return to their bus as soon as possible.

All 4-Ranger students will be assisted on and off the buses by the program director and/or their designee. 4-Ranger students will load the buses 5 minutes prior to the dismissal of the other elementary students in the afternoon.

16. Drivers notify supervisor of designee in cases of tardiness.
 - A. Drivers will report at their designated daily schedule times for each run; A.M., Mid-day, P.M. Any driver that cannot report at those times must contact the supervisor.
 - B. Drivers who are absent at the designated reporting time without valid and acceptable reasons will be subject to discipline.
 - C. Repetitive tardiness will result in disciplinary actions, up to and including termination.
 - D. Drivers who are more than five (5) minutes late, without notifying the transportation office, may be declared absent and a substitute/relief driver may be placed on the run. Once a substitute/relief driver has been committed, the regular driver will be sent home with loss of pay until the next scheduled reporting time.
 - E. The amount of time a driver is late arriving on site for their designated report time, will be deducted from the driver's regular hours.

17. Drivers report personal absence with sufficient time for supervisor or designee to secure a substitute/relief driver.
 - A. Request for excused absence due to illness must be made by calling the transportation office between 5:15 A.M. and **no later than 5:30 A.M. Driver must not leave a message on the answering machine;** they must speak to the supervisor or designated office personnel.
 - B. Requests for leave of absence due to reasons other than illness must be made in accordance with the master agreement.
 - C. Unauthorized breaks and/or altered work schedules are not permitted unless expressly approved by the transportation supervisor or designee.

18. Drivers are responsible for fueling the buses daily or as directed by the supervisor or designee.
 - A. All drivers must fuel after their morning run as long as it DOES NOT interfere with any mandatory or prescheduled meetings, etc. Buses may also be fueled before or after mid-day runs, or before P.M. run as time allows. **No drivers may fuel after P.M. runs** unless they have prior approval from the supervisor or designee.
 - B. Each bus must be fueled before the fuel gauge reads less than $\frac{3}{4}$ full.
 - C. Fuel must be recorded on the form provided to ensure accurate recording maintenance for reporting purposes for state reimbursement.
 - D. Drivers are responsible to ensure no bus/district vehicle will run out of fuel.
 - E. Drivers that are assigned a bus/vehicle other than their regular assigned bus/vehicle must fuel and sweep that vehicle in accordance with all guidelines and procedures.
 - F. Drivers will record the date, vehicle number, odometer reading, amount of fuel and the drivers' initials on the Monthly Log Sheet provided by the transportation office, on a daily basis. All data entered must be accurate and complete. Completed forms must be returned to the transportation office at the end of each month.
 - G. It is the responsibility of the drivers to record all fuel/gasoline he/she pumps into any school vehicle. Failure to do so will be considered a violation of work rules.
 - H. Under no circumstances is anyone allowed to pump fuel/gasoline into a non-school owned vehicle. Any witnessed activity should be reported to the Transportation Supervisor or Director of Operations.
 - I. Drivers must fuel diesel vehicles with only diesel fuel and no lead vehicles only with no-lead gasoline.
 - J. All vehicles must be turned off when being fueled.
 - K. No one shall smoke at or by the fuel pump stations.

19. Drivers report district vehicle defects to the mechanic/mechanic helper in writing.
 - A. Drivers must report mechanical failures or problems on the maintenance request form provided by the department as soon as the driver is aware of the concern. Delays in reporting cannot be tolerated and could be extremely hazardous.
 - B. Buses shall undergo a periodic vehicle mechanical inspection and corrections of any defects will be made immediately.
 - C. All buses shall be available and ready for annual State Inspection and any defects indicated shall be remedied immediately. Any bus that is “red tagged” by the state police inspector shall not be used to transport students until the indicated defects are corrected and the bus is re-inspected.
 - D. A list of “red tag” items will be available upon request from the office.
20. Drivers are responsible for keeping their designated and temporarily assigned vehicles clean by performing daily housekeeping duties both inside and outside on the vehicle.
 - A. Drivers may clean their bus between the seats on a regular basis.
 - B. Drivers must sweep the floor on a daily basis.
 - C. Drivers are responsible for the thorough washing the inside and outside of their assigned vehicle once a month as provided in the master agreement. Dirty and non-maintained vehicles present a poor image of the school district and the drivers.
21. Drivers establish favorable working relationships with other drivers, maintenance personnel, teachers, students, principals, and total school staff.
 - A. The successful operations of any program depend upon helpful, supportive and loyal attitudes of all members of the team conducting the program.
 - B. It is expected that all personnel connected with the transportation program will treat each other with courtesy, respect, and a positive, supportive attitude.
22. Drivers exercise responsible leadership and are an example when on out-of-district trips.
 - A. The bus drivers are responsible for maintaining the safety and well being of all passengers on the buses. The driver may request assistance from the adults in charge of the activity event with the behavior of the passengers. The driver, with the joint cooperation and efforts of the adult in charge of the activity event can, ensure an enjoyable and safe experience.
 - B. The drivers are not responsible to chaperone the students.
 - C. Drivers must check the bus/vehicle before and after trip for any vandalism.
23. Drivers will exhibit a positive image as a representative of the school district.
24. Drivers will only transport authorized persons on regular runs or extracurricular trips. Driver’s children or student’s friends, parents, or other adults are not allowed on any school district vehicle unless they are specifically assigned as part of the regular run or as part of the extra curricular trip or event, or have been given approval by the Transportation Supervisor or Director of Operations.
25. Drivers must be alert and exercise good judgment concerning emergencies, disabled vehicles and irregular special requests by parents and/or riders.
26. Drivers must have the ability to, and be capable of operating all vehicle types used in transporting pupils in the school district.
27. Drivers perform other duties as assigned.

28. Backing up – Drivers must notify the transportation office if it becomes necessary to back up in a bus. Never back up on school property. Do not back up if you miss a student stop. The office will supply assistance or give you direction in backing up. When out of the district, use extreme caution if it is necessary to back up.
29. All policies of the Board of Education apply to you as an employee of the district. You should familiarize yourself with those policies.

WORK RULE AMENDMENT PROCEDURES

Employee work rules are written statements of the procedures and requirements associated with your position. They are developed as a method of fairly and accurately communicating what is expected of you in the performance of your position.

No one minds abiding by the rules when they are reasonable expectations of performance and they are clearly communicated. On the other hand, it is frustrating for anyone when judged by standards that are vague or by rules that are not clear and not communicated.

To assure accurate and complete communication with the employees, the (School District) Administration will from time to time develop and distribute work rules for each of the employee groups or departments. These rules will be communicated in written form. Any work rule is to clarify a work requirement, or to clarify specific questions or concerns to employees and management.

EXTRA CURRICULAR TRIPS

See Master Agreement for outlined procedures. In the event a driver is ill or has an emergency and is unable to fulfill a trip that is not scheduled during a regular school day, i.e. Saturday, Sunday, Spring Break, Christmas Break, Summer Break, etc. the following procedures **must be followed, with no exceptions.**

1. Contact the Transportation Supervisor, or
2. Director of Operations

The Transportation Supervisor or Director of Operations will implement procedures to obtain another driver.

ASSIGNED TRIPS:

It is the intent of the administration not to assign trips that have been posted for days designated as no school attendance on the district school calendar.

This procedure for refusal of an assigned trip will be administered annually:

- a. 1st refusal (1) day off without pay
- b. 2nd refusal (3) days off without pay
- c. 3rd refusal extended time off without pay or possible discharge of employment

If time allows, each driver assigned a trip will be given written notice of the assignment. If you have to be skipped over for an assigned trip i.e., you already have a trip or you are absent, you will be assigned to the next assigned trip.

AWARDED TRIPS:

Declining/refusal of an awarded trip will result in the following disciplinary steps:

- a. 1st refusal (1) day off without pay
- b. 2nd refusal (3) days off without pay
- c. 3rd refusal extended time off without pay or possible discharge of employment

MANDATORY MEETINGS/IN-SERVICES:

Not attending a mandatory meeting/in-service will result in the following disciplinary steps:

- a. 1st offense (1) day off without pay
- b. 2nd offense (3) days off without pay
- c. 3rd offense extended time off without pay or possible discharge of employment

STUDENT DISCIPLINE

PHILOSOPHY OF DISCIPLINE:

- a. Always be consistent and fair.
- b. Always discipline behavior - Never discipline the child.
- c. Always discipline – Letting behavior slide, gives mixed messages and causes confusion and resentment.
- d. Never threaten - Discipline should be straight forward and according to policy.
- e. Discipline is most effective when it is not done in anger.
- f. Whenever possible, discipline in private - Speak with the student(s) as they exit the bus at the buildings in the A.M. or at their stop in the P.M.

STUDENT DISCIPLINE PROCEDURES:

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| 1 st offense | Verbal warning, using the “Note from the driver” form. An “FYI” to the parents informing them the drivers is beginning to experience some behavior concerns with their child. |
| 2 nd offense | Written warning to be sent home, using the districts bus misconduct form. The bus misconduct form should be signed by a parent and returned to the driver. |
| 3 rd offense | One-day loss of transportation. The bus misconduct form should be signed by a parent and returned to the driver when the student returns to transportation. |
| 4 th offense | Three-day loss of transportation. The bus misconduct form should be signed by the parent and returned to the driver when the student returns to transportation. |
| 5 th offense | Five-day loss of transportation. The bus misconduct form should be signed by the parent and returned to the driver when the student returns to transportation. |
| 6 th offense | Ten-day loss of transportation. The parent and student must have a conference with transportation supervisor before returning to transportation. |

7th offense Suspension from transportation for the remainder of semester or school year. Parent will be notified in writing and/or telephone by the transportation supervisor or designee.

PARENT NOTIFICATION:

It is the goal of this department to keep parents informed whenever there is a concern with student behavior. Parents generally support good discipline if they feel they have an opportunity to assist in solving the concerns before ultimate discipline is exercised.

Students respond best when they understand the reason for rules and regulations and when they feel they are being disciplined to correct behavior that will assist them in growing in maturity and to assure their safety.

PERSONNEL POLICIES

The personnel policies listed below are excerpts from the Board Policies and Procedures Manual. Copies are available in all of the District’s offices for employee referral.

OVERTIME:

All overtime for non-certified personnel must have prior approval of the Transportation Supervisor or the Director of Operations, except in emergency situations, in which case the Superintendent or a building Principal may so authorize. Such authorization shall be reported to the Transportation Supervisor or Director of Operation and the Superintendent immediately.

ABSENTEEISM:

Support staff shall notify their immediate supervisor in case of absence. If no substitute is available, and overtime of other employees is necessary to perform the duties of the absent employee, either in whole or part, the above listed overtime authorization regulations shall be observed.

USE OF TOBACCO BY SUPPORT STAFF:

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on School premises, in District vehicles, and in all school buildings owned and/or operated by the District.

NON-SCHOOL EMPLOYMENT:

Refer to the Master Agreement – Employee Conduct and Discipline.

PHYSICAL EXAMINATION:

All drivers must pass an annual physical examination as required by the Sate Department of Education.

Upon the recommendation of the Superintendent and the approval of the Board of Education, any employee may be requested to submit a special physical or psychiatric examination.

To meet the guidelines of the 4-Ranger Early Childhood Program, all drivers are required to have a TB test as deemed by the program administrator or designee.

A copy of the drivers' annual physical and required TB test must be on file in the transportation office. It is the drivers' responsibility to supply the transportation office with the required copies.

DRUG AND ALCOHOL TESTING:

All drivers possessing a CDL license will participate in the districts random drug and alcohol-testing program.

Drug and alcohol testing are required for pre-employment, post accident, random testing and reasonable suspicion.

A positive result in any drug or alcohol tests will result in the employee being prohibited from driving any school vehicle. Employee shall be subject to discipline, up to and including discharge.

An employee who refuses to submit to a drug and/or alcohol test at any time will constitute a positive result.

STAFF CONDUCT:

Dress and grooming should be clean, neat and appropriate for the position held.

Obscene language or profanities have no place in the classroom, on the playground, on the buses, during school-sponsored activities or at any time in which the student/employee relationship exists.

AM/FM radio station selection is the responsibility of the driver to make sure the content is not obscene, bizarre, or offensive.

School employees should be aware that they are in a position of influencing young people at their most formative years and their conduct and appearance should meet an accepted taste and standards of the community.

TELEPHONE SERVICE:

Telephones shall be provided in all offices for business uses only. District telephones are not to be used for personal calls except for a bona-fide emergency. Staff members may use the telephone provided in the lounge to make brief, local (non toll) calls. No long distance calls are to be made without the permission of the building principal or supervisor.

STAFF/STUDENT RELATIONSHIPS:

In the best interest of the education and welfare of students, close personal relationships between a staff member and an individual student shall be avoided. Cultivation of such relationships could lead to disciplinary action up to and including termination.

ACCIDENT/EMERGENCY RESPONSIBILITIES:

The Transportation Supervisor shall be responsible to make decisions as to emergency measures to be taken and shall identify the alternate person to make these decisions in his/her absence.

If such emergencies arise during activities, after school, off school premises, or when it is impossible to contact the school office, the person in charge of the activity or group shall assume responsibility for emergency decisions.

All school personnel should be cautioned that immediate attention should be given to any and all accidents.

Any and all accidents or injuries shall be reported to administrative or supervisory personnel as immediately as circumstances permit.

ACCIDENT PROCEDURES

In the event of an accident, causing damage or injury, proper notification must be immediately made to the local law enforcement agency. Contact the transportation office as soon as possible. The vehicles should not be moved until authorization is given by the responding law enforcement agency.

1. The driver must make a list of students. Names on board the vehicle and any apparent injuries at the time of the accident.
2. The mechanic/bus driver will bring another bus to the accident site for the remaining students.
3. The vehicle proof of insurance and registration is maintained in each district vehicle and should be presented to authorities upon request.
4. The driver shall not continue on the run/trip unless authorized by the administration.
 - a. If authorities or administration deems necessary the driver will be removed from the vehicle.
 - b. A drug and/or alcohol post accident test may be administered.
5. As soon as possible the supervisor or designee will notify the Superintendent.

TORNADO PROCEDURES

In the event of a tornado sighting or warning, the bus driver shall:

1. Contact the transportation office.
2. Pull the bus off the roadway.
3. Evacuate the bus.
4. Take the first aid kit with you.
5. Direct students to the nearest building, if possible.
6. If there is no available building, direct students to a ditch, ravine, or embankment as far away from the bus as possible.
7. Instruct students to kneel down on their knees or lie face down with their hands clasped behind their heads.
8. Once danger has passed, assess students for any needed medical attention.
9. Contact the Transportation Supervisor or designee as soon as possible.

RAILROAD CROSSINGS

Before crossing a railroad track at grade, the driver shall:

1. Stop the vehicle within fifty (50) feet but not less than fifteen (15) feet from the nearest rail.
2. Activate hazard lights upon approach.
3. Turn off all interior switches including fans, heaters, and radios.
4. Open the passenger door and driver's side window.
5. While stopped, listen and look in both directions along the track for an approaching train or for signals indicating an approaching train.
6. Once it you have determined the tracks are clear, proceed crossing the tracks.

The driver is not required to follow these procedures if:

1. The track is abandoned.
2. There is a uniformed police officer or traffic signal directing traffic to proceed.
3. If the crossing is on a freeway or limited access highway where the crossing is protected by a clearly visible signal, crossing gate, or barrier or a time when the signal, crossing gate, or barrier are not activated.

BUS DRIVER REFERENCE MATERIALS

1. Beginning School Bus Drivers Curriculum Student Manual
2. P.A. 187
3. Board of Education Policies and Guidelines
4. Motor Vehicle Code
5. Michigan Commercial Driver License Manual

EMPLOYEE NOTES

(SCHOOL DISTRICT)

JOB DESCRIPTION FOR SCHOOL BUS DRIVER

TITLE: SCHOOL BUS DRIVER

- QUALIFICATIONS:**
1. Must meet health requirements of laws.
 2. Must be a United States Citizen.
 3. Must be able to read at a sixth grade level.
 4. Must possess a valid Michigan driver's license.
 5. Must have or be able to obtain a B, P, and S endorsement and a CDL.
 6. Must have or must attend School Bus Driver Certification Classes.
 7. Meet local or state standards for driver record check.
 8. Must meet State Requirements of a Bus Driver.

REPORTS TO: Transportation Supervisor or her/his designee

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the District's curricular and extracurricular programs.

PERFORMANCE RESPONSIBILITIES:

1. Conduct pre-trip inspection of school bus prior to every trip and route as prescribed.
2. Only use established routes and designated bus stops.
3. Operate bus/District vehicle on approved time schedule.
4. Obey all traffic laws, regulations and procedures.
5. Observe all mandatory safety and radio check regulations.
6. Maintain discipline when students are on bus.
7. Report bus accidents and pupil injuries to authorities and complete required reports.
8. Conduct emergency evacuation drills in keeping with school policies and laws.
9. Instruct riders regarding being responsible passengers.
10. Report undisciplined students to the proper authority.

DRIVER ACKNOWLEDGMENT:

I acknowledge that I have read and understand the work rules, regulations and procedures included in the Transportation Department Employee Handbook. I acknowledge that it is my obligation to abide by the same and that my failure to do so will result in my being held responsible for the consequences of my actions.

Employee Signature: _____

Date: _____