

# CENTRAL SCHOOL DISTRICT #4

## TRANSPORTATION HANDBOOK

2009-2010



## **WELCOME**

As an employee of Central School District #4, please use this handbook as a guide to understanding aspects of the transportation department. Any questions regarding this handbook should be addressed to the Transportation Director. It is expected that this policy be read, understood and followed by all transportation personnel.

The Board of Education and the District Office reserve the right to change, add to or delete any portion of this document at anytime. Should any portion of this document be in conflict with the currently adopted policies of the Board of Education, the Board of Education policies supersede this handbook.

## **AWARENESS OF DISTRICT RULES**

This manual is published for several reasons:

1. To inform employees about what is expected of them.
2. To help improve district operations and safety.
3. To improve community relations.

## **OPERATION SERVICES**

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. Non-public school students shall be transported in accordance with State law.

At least annually, the Transportation Director shall establish and publish bus schedules and routes. Except for specified exceptions contained in this policy, students shall be picked up and dropped off at the same location each day in order to promote student safety, cost effectiveness, efficiency and consistency. In fixing the routes, the pick-up and discharge points should be safe and reasonably convenient for students.

The Transportation Director, in the exercise of sound discretion, may alter the established bus schedules and routes to conform to the following exceptions:

1. The student meets the criteria for homelessness pursuant to the McKinney Homeless Assistance Act, 42 U.S.C. §§11431 et. seq.
2. Divorced parents, who both currently reside within the corporate boundaries of Central Community Unit School District No. 4 and who have entered into a Court approved Joint Parenting Agreement pursuant to the Illinois Marriage and Dissolution of Marriage Act (750 ILCS 5/101, et. seq.) that establishes each parent's district residence as a primary legal residence for the parents' children, may request free transportation from either residence to the child's attendance center according to the custodial schedule specified in the parents' Joint Parenting Agreement. An initial written request to alter the established bus pick up and drop off schedule because of a Joint Parenting Agreement shall be submitted to the Director of Transportation at least 5 school days prior to the effective date of the change and must set forth the altered schedule for at least 30 days or longer. This initial written request must also include an official copy of the Joint Parenting Agreement and the Court Order approving it. Before implementing the initial request, the Director of Transportation shall determine that both parents concur in the bus route schedule alteration.

Subsequent requests by the same parents to alter the established bus pick up and drop off schedule must be submitted at least 5 school days before the requested change date, but they do not have to submit another copy of the Joint Parenting Agreement and Court Order if there is no change in those documents. Parents have the duty to promptly notify the Director of Transportation if there is any address or residency change of either parent or any modification to the Court approved Joint Parenting Agreement.

The Director of Transportation may deny any written request for an alteration in a bus schedule for pick up and drop off points if the request fails to meet the conditions

of this policy, or because the safety of the child is reasonably at risk, or fails to meet any other legal requirement.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting erratic driving reports.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

## JOB DESCRIPTIONS

*Superintendent* – Oversees all transportation issues including the transportation budget.

*Transportation Director* – Oversees all transportation issues and works directly with the Superintendent, Transportation Supervisor, Transportation Mechanic, Bus Drivers, and Transportation Aides. Organizes all routes and inputs the data in the student management system.

*Transportation Supervisor* – Works directly with the Transportation Director, Transportation Mechanic, and bus drivers. This person organizes the extra curricular schedule, secure the daily sub drivers, and provide the data for tracking miles, attendance, & extra pay. The Supervisor works directly with the Transportation Director to organize all the routes.

*Transportation Mechanic* – Maintains the fleet. Works directly with the Superintendent about the purchase of the fuel and other transportation needs. Supports the bus drivers in ensuring the buses are operating safely. Transports buses as needed.

*Bus Drivers* – Transport students safely to and from school. This entire document will explain in more details the expectations of this job.

*Transportation Aide* – Assists students and drivers with transportation needs. Aides are provided at the Civic Center, Ashkum Grade School, Clifton Grade School, Chebanse Grade School, and the MS/HS complex. Some aides may ride a bus to provide individual assistance to a student and/or to promote positive behaviors by all students.

### **EMERGENCY PHONE NUMBERS**

Bus Garage – Mike Benscoter	815-694-2023
Transportation Office – Cindy Seibring	815-694-2321 ext. 2132
High School Office	815-694-2321
Middle School Office	815-694-2323
Chebanse Elementary Office	815-697-2642
District Office	815-698-2212

### **REGULARLY SCHEDULED BUS ROUTES**

All drivers with regularly scheduled routes are responsible for keeping their route description, route maps, phone trees, student listings, and seating charts current. This information is to be kept up to date in the bus binder, which should be kept on the bus at all times. A copy of any updates should be given to the Transportation Supervisor. The first copies of the above information are due on September 8<sup>th</sup> of each year. The drivers are to review their bus folder and identify any revisions on the last Wednesday of the month. Any revisions can be turned into the Transportation Supervisor with the end of the month paperwork.

### **BUS ROUTES**

The Transportation Director, along with suggestions from the Transportation Supervisor and bus drivers, will establish the daily bus routes. Each driver will be given route information including a map and student data in the bus binder at the beginning of the school year. Any changes to the routes must be discussed with the Transportation Director.

Routes will be determined using the following criteria:

1. Number of students
2. Time on the route
3. Bus stops with large number of students
4. Miles driven

5. Safety of the students
6. Number of transfers
7. Distance students must walk (no more than 1 ½ miles as is allowed)
8. At no time can a family request a certain driver

Routes which include subdivisions will consider the following criteria:

1. No turnarounds
2. No backing up
3. No repeating the same miles

### **ONE BUS STOP POLICY**

All students have one stop in the morning and one stop in the afternoon. Drivers are not allowed to transport students who are not on their route sheets.

No bus passes will be issued except for the students of an athletic team to a practice facility such as Clifton Elementary or Ashkum Elementary. Students should have an athletic pass (Appendix) provided by the coach. The building administrators & Superintendent are the only people that may approve an emergency bus pass.

Drivers are not allowed to return to a bus stop for students who have missed the bus or forgot an item for school.

Drivers are not allowed to pick up or drop off students at a bus stop that is not the student's designated stop. All exceptions must be approved through the Bus Director. If a student has missed his morning bus stop, it is the family's responsibility to transport the student to school. On the afternoon route if a parent requests their child in person, then the driver must release the student to the parent even though they are not using the student's designated bus stop.

Drivers are not plan B for our students. Families are responsible to be at the appropriate bus stops on time. Families are responsible for teaching their children the procedures which they should follow if an adult is not present.

What we do for one family we must do for all. Therefore the district employees do not make exceptions to the "One Bus Stop Policy".

Changes to a bus stop must be made using the Request for Bus Transportation Form (Appendix). The process of changing a bus stop will be 24-48 hours (upon the form being received by the Transportation Supervisor) before the change is official. The Transportation Supervisor and/or Director will notify the bus drivers and the building administrators of the change date. The building administrators will notify the parents of the change date. If a new student desires to start the following day after registration, the parents are asked to provide transportation to school the first day of attendance and then we will transport home in the evening.

### **ARRIVAL AND DEPARTURE**

Drivers must start in the morning with plenty of time to pre-trip their bus. In the afternoon, drivers must be at the schools with adequate time to be lined up prior to student dismissal time (2:50 p.m. in Chebanse & 3:10 at the MS/HS complex). Drivers are not to leave from designated stops before the time indicated on their route sheets.

Drivers may begin releasing students at 7:40 am at their assigned buildings and proceed to their shuttle runs. The Ashkum shuttles may not leave Ashkum prior to 7:30 a.m. In the evening, the Chebanse Grade School will begin releasing at 3:00 p.m. Chebanse students will be released individually and checked by specific shuttle routes. The MS/HS complex will release at 3:20 p.m.

Elementary students will be issued a nametag which will include the am & pm bus routes. It is the responsibility of the families to keep the nametag secured to the right side of the book bag.

Elementary teachers will ride each shuttle departing Chebanse Elementary School for the first three days of student attendance and the first day back after Labor Day weekend.

### **TRANSPORTATION AIDES**

The transportation aide has an important role assisting students and bus drivers with transportation needs. Excellent communication between the aide, the bus driver, and the office staff is necessary to ensure the safety of students. Expectations of a transportation aide are:

1. Preventing discipline issues

2. Wear the orange vest provided (MS/HS afternoon aide may not wear the vest as the aide is to blend in with the students)
3. Wear a photo ID tag
4. Carry the portable radio
5. Train students about proper bus stop procedures
6. Encourage community members to use proper bus stop procedures
7. Assist students boarding and exiting the school bus
8. Maintaining reasonable order on and/or off the school bus
9. Continually being alert to student needs
10. Properly secure students in Child Safety Restraint Systems and wheelchair tie downs
11. Maintain a professional and positive attitude with students, parents, drivers, staff, and the public at large

## **SCHOOL BUS DISCIPLINE**

### **Behavior Rules for Students**

The Central Community School District is obligated to provide a safe, pleasant and efficient transportation system for all students. All students have a right to ride a school bus without fear of unsafe operation, intimidation, abuse, injury, harassment or insult from other students. To insure that all of our students receive this treatment, rules (Appendix) will apply to all students who use the regular or extracurricular buses. The complete cooperation of all students, parents and guardians is needed and expected. A progressive discipline for failing to cooperate fully with the school bus driver and other school employees has been established.

### **Rules for Drivers**

Drivers should strive to build morale and foster cooperation in a group of students. Accomplishment can be achieved by being friendly, courteous, and helpful. In the course of time, the pupil's morale will be a great help in controlling the worst offenders. When pupils discover that improper conduct is not acceptable to the group, offenders will hesitate to do those things, which cause them to lose prestige among their fellow students.

If a driver overlooks violations of conduct by one pupil, they lose the respect of the other pupils. The driver must be careful to strike a happy medium by not being too lenient or too harsh. Both extremes are equally bad for the morale of the students.

When immediate disciplinary action is necessary, the driver should stop the bus. The driver should never attempt to perform disciplinary functions while the bus is in operation. The very act of stopping the bus to change a pupil's behavior lends emphasis to the situation. When speaking to the offender, the driver should speak in a courteous manner but with a firm voice. There should be no anger involved. A driver should not let personal problems reflect his/her dealing with passengers. If discipline is necessary, the child should be moved to a seat near the driver. Contacting parents as a proactive intervention is encouraged. Blatant or repeat offenses must result in a bus discipline referral. Referrals need to be turned in immediately following the incident to the building administration.

Remember school administrators and/or the police departments are the only agencies with the authority to remove a student from the bus.

### Tips for Maintaining Discipline

1. Never give an order you do not mean or cannot enforce.
2. Expect, Connect, and Protect – Lessons for this may be provided by contacting the Transportation Director.
  - *Expect good behavior.* Drivers are to set high expectations for students' good behavior, have strategies for how to teach those rules, and expect students to follow them.
  - *Connect with students.* Drivers can affect the tone of the ride by building relationships with the students. These techniques are simple but important – greeting students, using names when the driver knows them, and giving positive feedback.
  - *Protect students from harm.* The all-important goal is to keep students safe at all times. Such skills are monitoring and scanning, physical presence, pre-correction, and positive practice.
3. Give a command to stimulate action, not to check it. Say "do this" rather than "don't do that." Suggest an action that can be obeyed successfully. The response of the student is an action.
4. Give the student time for reaction.
5. Have a reason for what you ask a child to do; then, take time to give the reason and restate the 2 possible choices. Do not debate with a child restate the directive as a short phrase.
6. When repeating a directive be patient and constant. Always be "firm but fair".
7. Be honest in what you say and do. A child's faith in you is a great help.
8. Be fair. It is not the punishment but it is an injustice that makes a child rebel.

9. Demonstrate friendliness. Always show and interest in what students are doing.
10. Comment good qualities and actions. Stress the Pillars of Character Education (Appendix). Use the district commendation forms.
11. Never touch or strike a student. Touching a child in any manner is grounds for suspension and/or termination.
12. Maintain poise at all times. Do not lose your temper. You are the adult.
13. Do not take out your personal feelings and prejudices on the students.
14. Listen for suggestions and complaints from the students.
15. Set a good example.
16. Never hold a student up to public ridicule. It is a sure way of creating a discipline problem. Do not embarrass the student in front of his/her peers.
17. Seating assignments are recommended and labels are to be used with the first name and the beginning letter of the last name.
18. Bus Discipline Referrals are submitted to administration promptly for corrective action.

## **Video Cameras on School Buses**

Video cameras may be used on school buses in order to monitor conduct and maintain a safe environment for students and employees.

Public Act 95-0352, effective August 23, 2007, will allow both a visual and audio recording to be made on the interior of a school bus when transportation is provided for any school-related activity. Notices of such recordings are posted on the interior and exterior of the bus.

The contents of the video recordings are student records and are subject to district policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video recordings. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Administrators, Transportation Director, or law enforcement. If the content of the video recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

## **OPERATION OF BUS**

### **Anti-idling Policy**

The operator of any school bus shall not operate the engine of any school bus for more than five consecutive minutes when the school bus is not in motion.

Drivers will shut off buses immediately on reaching their destinations. Buses will not idle while waiting for passengers. This rule applies whether you are providing home to school, activity, or field trip transportation.

Exceptions are:

1. During morning start-up, buses will idle no longer than necessary to bring them to the proper operating temperature and to defrost all windows, approximately 20 minutes.
2. When the school bus is forced to remain motionless because of traffic conditions or mechanical difficulties over which the operator has no control.
3. When it is necessary to operate heating, cooling, or auxiliary equipment is necessary to accomplish the intended use of the school bus, including, but not limited to, the operation of safety equipment.
4. When the outdoor temperature is below twenty degrees Fahrenheit.
5. When it is necessary to maintain a safe temperature for students with special needs.
6. When the bus is being repaired.
7. When the operator is in the process of receiving or discharging passengers on a public highway or public road.

## Fueling

It is against the law to fuel a bus while the engine is running or when there are students on the bus. Do not leave a bus unattended while refueling. All of these situations are dangerous and could result in severe injuries.

Buses have a 100 gallon fuel tank. Because of the bus body design, the filler neck must be on the side of the tank.

At neck level the tank has approximately 100 gallons of diesel. Half a tank should take you at least 300 miles depending on road conditions.

Drivers should have a minimum of a  $\frac{1}{4}$  of a tank of diesel before driving the bus anywhere.

When a driver bends over and looks into the neck of the fuel chamber, if fuel is up to the bottom of your filler neck your bus is full. Stop filling at this point and prevent fuel spills. Log your fueling information on the log sheet.

### **Pre and Post-Trip Inspections**

1. Prior to driving a bus each day, the driver shall perform a pre-trip inspection.
2. When performing the bus inspection, place a check mark in the appropriate box "S" for satisfactory or "U" for unsatisfactory. Inspect each component carefully and individually. If an item on the pre-trip sheet does not apply, write N/A. Any damage to the bus must also be reported. A school bus driver's daily pre-trip inspection report book is kept on the bus. The driver is to fill out the sheet in duplicate every day when he/she initially takes out the bus. The yellow copy stays in the book on the bus, and the white copy is turned in. There should always be 30 days of inspection reports kept on the bus-all other books should be turned in to the bus mechanic.
3. Any damage to the bus must be reported immediately to the Transportation Mechanic.
4. Should a driver detect any mechanical defects (steering, gauges, suspension, braking, unusual engine noises, etc.) while driving the bus, report them immediately to the Transportation Mechanic.
5. Driver's route pay grants sufficient time to inspect the vehicle at the beginning of each day, and to clean and fuel the vehicle at the end of the day. Record date, bus number, mileage, number of gallons of fuel used on the posted Fuel Log. Anyone failing to properly inspect, fuel and clean their vehicle shall be disciplined. Inspecting your bus is a state law. Every driver is expected to properly inspect their vehicle immediately before and after their route and when the bus is parked.

**MAKE SURE NO STUDENT IS LEFT ON THE BUS AT THE END OF EACH RUN OF YOUR ROUTE!**

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### **PRE TRIP SCENARIO**

*APPROACHING THE BUS;*

*CHECK THE FOLLOWING FOR:*

1. Windshield (not cracked safety sticker up to date, nothing blocking view)

2. Wiper blades (secure)
3. Headlights, clearance lights, mirrors, reflectors (no cracks, none missing, clean and secure)
4. Hood latch (fastened)
5. Check for leaks under front (windshield washer fluid, power steering, engine oil, brake fluid, radiator and transmission fluid)
6. Axle (not bent or broken)
7. School Bus Lettering (at least 8" high)

#### *ENTERING THE BUS:*

1. Check door and glass (clean and not broken)
2. Check hand rail (secure)
3. Check each step (bounce to make sure it is not weak)
4. Reflectors (3 triangles)
5. Fire extinguisher (properly charged, not out dated and pin in place)
6. Glove box
7. Biohazard Kit
8. Registration & insurance card (current)
9. First aid kit (7 unopened boxes – 1 box band aid bandages, 1 box with wire splint, 1 box-triangle bandage with pins, 2 boxes – 2" bandage compress, 2 boxes – 4" bandage compress.

#### *DRIVER' S SEAT:*

1. Seat belt
2. Neutral safety switch (working)
3. Start bus (listen for any unusual noises)
4. Turn on headlights
5. Inside windshield and driver's window (clean, not broken, safety sticker mileage)
6. Step light (secure and lit)

#### *INSIDE THE BUS:*

1. Seat backs (secure)
2. Check emergency windows and hatch (buzzer won't sound unless bus is running)
3. Check emergency door and light above door
4. On the way to the front, check the seat bottoms
5. Metal strip and rubber mat on floor (secure and not loose)
6. Nothing on the floor by driver's station
7. Instrument panel (check switches independently)

8. Wipers (should not be used without fluid)
9. Dash (check gauges, in normal position)
10. Steering wheel (no more than 2" of play)
11. Horn
12. Check turn signals (hazard and student lights)
13. Open door (check stop arm, crossing arms, & reds)
14. Cancel cross arm

### *EXIT BUS*

### *MOVING COUNTERCLOCKWISE AROUND THE BUS*

Check for body damage on your walk around the bus. This is very important. Report damage immediately to the Transportation Coordinator and Bus Mechanic.

### *RIGHT FRONT TIRE:*

1. Check tire (4/32 tread depth, no cracks, cuts or bulges, no recaps)
2. Rim (no cracks, dents or signs of welding)
3. Lug nuts (secure and no signs of welding)
4. Valve stem (not cracked or broken, capped)
5. Hub (secure and not leaking)
6. Brake rotor (doesn't look warped or grooved)
7. Leaf hangers
8. Leaf springs, U-bolts (stacked properly, none broken or missing)
9. Shock (not leaking or broken)
10. Brake line (not leaking)
11. Castle nut & cotter pins

### *FRONT OF BUS:*

#### *Check Outside Lights:*

1. Clip Lights
2. Student Lights
3. Hazard Lights
4. Headlights
5. License plate (in place and secure)

### *LEFT FRONT:*

1. Check steering box
2. Pitman Arm
3. Drag link

4. Steering knuckle
5. Brake Line (not leaking)
6. Leaf hangers
7. Leaf springs, U-bolts (stacked properly, none missing or broken)
8. Shock (not leaking or broken)
9. Castle nuts & cotter pins

*LEFT FRONT TIRE:*

1. Check tire (4/32 tread depth, no cracks, cuts or bulges, no recaps)
2. Rim (no cracks, dents or signs of welding)
3. Lug nuts (secure and no signs of welding)
4. Valve stem (not cracked or broken, capped)
5. Hub (secure and not leaking)
6. Brake rotor (doesn't look warped or grooved)

*LEFT SIDE:*

1. Battery (Cables are fastened & secure)
2. Battery door (secure)
3. Stop arm and lens
4. Molding (secure and not loose)
5. Check windows
6. Clearance lights & reflectors
7. School Bus ID

*LEFT REAR DUALS:*

1. Tires (identical, 2/32 tread depth, evenly worn, no bulges or cracks)
2. Bud wheel (nothing lodged in between and evenly spaced)
3. Lug nuts (secure and no rust trail)
4. Valve stems (not cracked or broken on both tires)
5. Bearing cover (not a hub on the back, no leaks & secure)
6. Brake rotor (doesn't look warped or grooved)
7. Shackles (secure)
8. Leaf springs (properly stacked, not broken, non missing, U-bolts are in place)
9. Mud flap (secure)

*BACK OF BUS:*

1. Check all lights, reflectors and windows
2. License plate (secure and valid sticker)
3. Emergency door (opens and closes, reflective tape)
4. Tail pipe (kick or tap, make sure it is secure, no cracks)

5. Exhaust system (nothing touching it, secure, no cracks)
6. Axle (no puddles)
7. Check rear shocks (not leaking or broken)

*RIGHT REAR DUALS:*

1. Tires (identical, 2/32 tread depth, evenly worn, no bulges or cracks)
2. Bud wheel (nothing lodged in between and evenly spaced)
3. Lug nuts (secure and no rust trail)
4. Valve stems (not cracked or broken on both tires)
5. Bearing cover (not a hub on the back, no leaks & secure)
6. Brake rotor (doesn't look warped or grooved)
7. Shackles (secure)
8. Leaf springs (properly stacked, not broken, non missing, U-bolts are in place)
9. Mud flap (secure)

*RIGHT SIDE:*

1. Molding (secure and not loose)
2. Check windows
3. Clearance lights and reflectors
4. Gas tank (cap is secure and no leaks)
5. School Bus ID

*RE-ENTER BUS:*

1. Sit down in driver's seat
2. Secure seat belt
3. Hazards
4. Turn signals
5. Headlights (regular and brights)
6. Brake lights
7. Back up lights
8. Check brake and accelerator pedals (secure and rubber not worn or torn)
9. Check brakes (pump 3 times, hold 5 seconds)
10. Check emergency brake (make sure it holds, put in gear and slightly accelerate & apply brake)
11. Put in gear and take emergency brake off, accelerate and brake (should not pull to either side)
12. Put in reverse, check back up beeper (put bus back in place)
13. Secure Bus
14. Fill out daily log, pre-trip sheet & sign

15. Turn in before leaving the bus yard

## **Securing the Bus**

Before exiting the bus be sure to:

1. Check the bus for any passengers. In compliance with Public Act 95-0260, effective 8-17-07, requires each school district and contractor in Illinois to have a policy in place that requires the driver to shut off the ignition, activate the interior lights and walk to the rear of the bus to check for children still on board. Our new leased buses should have the interior light automatically stay on when the ignition is turned off. Proceed to walk the bus and cancel the alarm.
2. Shut windows and lock back door.
3. Check for damage on the bus. Any damage needs to be written up and reported to the Transportation Mechanic and Building Administration.
4. Floor is to be swept thoroughly.
5. Garbage is to be emptied daily.
6. First Aid Kit is to be properly supplied.
7. Make sure lights, radio, and engine are shut off.
8. Take keys and lock front door.

Never leave the bus unlocked outside. This is to ensure confidentiality of student data and to deter theft liability.

## **Strobe Light Regulation**

The proper use of strobe lights is as follows: Public Act 95-0319, effective August 21, 2007, allows the strobe light on a school bus to be illuminated at any time a bus is being used as a school bus and is bearing one of more students.

## **Stop Arm**

The stop arm must be extended whenever loading or unloading students; this also means in school bus lanes.

Use the Stop Arm Violation Form (Appendix) to report the information. It is advised to turn in the stop arm violation on the day of the occurrence. Turn the form into the Transportation Director. The Transportation Director will fax the information into with the Kankakee or Iroquois County Sheriff's Office, depending on where the violation occurred.

## Vehicle Responsibilities

1. Keeping the inside of the bus clean is the driver's responsibility. If a child gets sick on the bus it will be the driver's responsibility to clean up the mess that the child may have made. Clean up material should be kept on the bus for such emergencies. If that isn't adequate, the driver may stop by the bus garage where a hose, water, and soap will be provided.
2. No driver is to intentionally damage any part of the bus. Abuse of district equipment will not be tolerated under any conditions.
3. Report mechanically defective equipment and conditions promptly to the bus mechanic. The Transportation Mechanic's workday is completed by 2:30 p.m. Therefore, the Transportation Mechanic would greatly appreciate the contact wait till morning unless it is an emergency.
4. Drivers need to follow all reasonable requests from the Transportation Mechanic.
5. Equipment is to be kept in good appearance, clean, and orderly.
6. Items cannot be displayed in the windows.
7. Items cannot be on the dash of the bus.
8. Obey all state and local laws and regulations.
9. Each bus is equipped with a properly rated fire extinguisher. If during a trip a driver must use the fire extinguisher and it is discharged, remove it from the bus and bring it to the garage for a replacement. If at the beginning of the trip, a driver finds that an extinguisher is discharged on the pre-trip inspection, remove it from the bus and request a new one. Do not leave the premises with an invalid fire extinguisher.

## Winter Starting Procedures

The Transportation Mechanic will determine when it is necessary to plug in buses during extremely cold weather. Normally, this will occur at 20 degrees or less. A bus should be plugged in for at least 2 hours prior to starting. If a bus will be sitting for more than 90 minutes, the bus should be plugged in again.

Proper starting procedure for diesel buses:

1. Turn off all accessories before starting motor.
2. Activate key to "on" position.
3. Watch glow plug wait light. Do not crank until light goes off. If engine is warm, light may not come on.
4. When light goes out turn the key to "start" position and release key once the engine has started.
5. Buses should run approximately 5-10 minutes prior to moving.

When the driver parks the bus, all lights and heaters should be shut off. Be sure all switches are off. Be sure to let the motor run for 2 minutes, then shut off the motor. With motor off, listen for heater or fan motors running.

## ROAD COURTESY

Our district insists that drivers exhibit road courtesy. Drivers must adhere to courtesy in order to achieve a favorable safety record. We can best define the principle of road safety the district desires by stating that a courteous driver is one who goes beyond the rules of the road. Examples would be to adhere to the red and green stoplights (no cheating at the light), extends additional acts of courtesy to other drivers and pedestrians, and is considerate when pulling out on a busy road if a bus stop is immediate. *We insist that our drivers always drive defensively.*

## DISTRICT RULES AND REGULATIONS

As our society changes, so must the policies of our district. Our policies must expand to meet new situations as they arise. We gain flexibility by passing on new ideas to the drivers through safety bulletins, meetings, and memos. As a bus driver protect your job and the district by following the changes.

### **Attitude toward the District**

Words or actions hostile to the district are harmful to the employee as well as the employer. Keep your criticism in the office, not on the street. Any criticism, constructive or otherwise, shall be made to the Transportation Director, not to other employees. It is also required that discussions regarding procedure be conducted in an orderly and courteous manner. Refer to the classified handbook for more information.

### **Attendance**

Attendance is an important part of the job. Without the bus driver, the students would not get to and from school. The driver's consistent attendance provides stability for students and promotes more positive behaviors.

Drivers should schedule personal appointments during hours when the driver is not on

duty. If a driver must be absent, then the appropriate leave request should be sent to the Transportation Director and the driver must contact the Transportation Supervisor. For smooth operation of the transportation system, we ask that drivers inform the Transportation Supervisor immediately with absent information (prior to 5:45 on a morning route). We realize emergencies do exist but they should not become a pattern.

Drivers are responsible for delivering the bus to the garage or one of the building complexes when absent.

Drivers are allowed 11 sick days per year and unused sick days accumulate. Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness or death in the immediate family or household.

Drivers are allowed 2 personal days. These personal days shall be submitted at least three days in advance of the leave whenever possible. Personal leave may not be used in increments of less than one-half day at a time and any unused days shall accumulate as sick leave. Personal leave shall not be granted on the day immediately preceding or following a legal holiday or the first or last student attendance day of the school term.

In case of a death in the family of an employee, a maximum of 3 days of absence per year shall be allowed at full pay. If bereavement leave is not used, it shall not accumulate. In the case of bereavement, "family" shall include parents, spouse, children, sisters, brothers, parent-in-law, grandparents, grandchildren, brothers-in-law, sisters-in-law, aunts and uncles, aunts-in-law and uncles-in-law, and legal guardians.

Vacations are not allowed and are considered unexcused absences and are unpaid.

Employees who accumulate excessive unexcused absences will be released from employment when it exceeds more than 5 unpaid days.

All leave requests can be taken in full or half day increments.

### **Bus Driver Salary**

Route Verification Form (Appendix) must be completed by September 8<sup>th</sup> of each school year. The unit office will determine salary for the driver using the Route Verification Form and the Transportation Salary Schedule (Appendix).

Pay periods are twice a month, on the 15<sup>th</sup> and the 28<sup>th</sup>, for drivers with regular school bus routes. Extra curricular and sub trips are paid on the 10<sup>th</sup> of the month and issued in check form for the sub drivers. The district uses direct deposit for our regular bus drivers.

All extra curricular pay and mileage sheets are due to the Transportation Supervisor on the last workday of the month.

Full route pay for mid-day routes is received if a driver transports student(s) to and from school. If a driver transports student(s) only to or from school, the driver receives half route pay. An example would be the Early Child Educational program. If a driver only brings a student home from school, the driver receives ½ of the salary for the mid-day route.

Drivers are unable to “double dip”. Drivers that serve another function in the district cannot be paid for both jobs at the same time. An example would be a paraprofessional cannot drive a bus and earn both the paraprofessional salary and the bus driver salary for the same time. In addition, a coach may drive an extra trip but may only be paid the initial salary for the trip. The coach may not receive extra payment for a trip over 4 hours.

### **Cell Phone Usage**

A school bus driver may not operate a school bus while using a cell phone; this would include earpieces and headsets of any kind. We encourage drivers to have personal cell phones while transporting students but it is not required, as the bus radio can be used. If a driver must speak on the cell phone, then the driver must park the bus in a safe environment. The cell phone can be used to communicate with emergency personnel during and emergency situation. The first offense to this rule will result in a conference with the Transportation Director, followed with a letter for the personnel file. Following offenses will result in suspension without pay and possible dismissal of employment.

Illinois Vehicle Code: (625 ILCS 5/12-813.1; Sec 12-813.1)

### **Confidentiality**

Misusing confidential information about students, parents, fellow employees and other personnel associated with the school district or business affairs of the school district is prohibited. Route sheets with student details are to be kept in confidence, when

replacing route sheets, please turn discarded sheets into the office for shredding.

Families may opt not to participate in the bus phone tree to secure their phone numbers from others. Drivers are not to share those families' phone numbers.

Refer to the classified staff handbook for more details.

## **Dress Code**

All employees must be dressed neatly and be well groomed. Clothing must be appropriate for the job involved in transporting school children.

1. Must wear dark blue slacks or knee length shorts. They may be jeans.
2. Must wear a collared pullover or collared button-up shirt. The collared shirts must be worn underneath sweatshirts.
3. May wear a sleeveless shirt if the shirt has a collar and has close fitting armholes.
4. At no time should any undergarments be seen.
5. Bus drivers are to be in uniform when driving unless they are employed elsewhere in the district where something other than the bus uniform is required.
6. Proper footwear should be worn which means no flip-flops or heels.

If a driver does not comply with the dress code the guidelines below will be followed.

1. The first time this is observed or confirmed by an administrator, the driver will be given a verbal warning.
2. The second time this is observed or confirmed by an administrator, the driver will be given a written warning.
3. The third time this is observed or confirmed by an administrator, the driver will be required to see the superintendent and possibly face dismissal.

## **Driver Evaluation**

The Transportation Director completes driver evaluations once a year on job performance. The formal written evaluation (Appendix) consists of information obtained throughout the year and at least one bus observation. A post conference is scheduled after the observation to discuss the evaluation form. Additional evaluations may be conducted at the discretion of the Superintendent, Building Administrators, or Transportation Director.

## **Drug Testing**

Random drug testing occurs throughout the year. Lottery style selections of all mandatory CDL drivers are selected at any time during employment. The driver will be informed during the a.m. route. It is the driver's responsibility to complete the random drug test prior to driving their p.m. route. Drivers will be reimbursed \$25 for the random drug testing.

Testing is required for any accident involving a fatality, bodily injury, vehicle damage, or if a citation is issued to the employee.

### **Immediate Grounds for Dismissal**

A bus driver is a very important part of our school district. A driver holds the responsibility of safely transporting all our students. The district, the parents, and the community place a great deal of trust in our bus drivers. Therefore, Central School District #4 believes that only the very best people should be allowed this responsibility. Listed below are reasons for discharge, but it not all-inclusive.

1. Use of illegal drugs, drinking on the job, or intoxication while on duty is grounds for immediate dismissal. Section 6-106.1(a) states that an officer will issue a Sworn Report to any school bus driver who drives with any trace of alcohol or if the driver refuses testing, after the driver's lawful arrest for any traffic violation.
2. Use of school district vehicles or equipment without authorization.
3. Refusal to do a task or part of a job assigned by proper authorities, assuming the assignment to be neither illegal nor unethical.
4. Refusal to follow rules, regulations, directives, or procedures of the state, school district, or supervisors.
5. Dishonesty, including stealing, falsifying documentation of time worked or claiming to have performed tasks not actually done.
6. Unsatisfactory performance in the operation of vehicles, in dealing with students, teachers, or parents, or in relating to supervisory personnel.
7. Improper handling of students.
8. Negative talk, malicious gossip, or rumors about the school district, the board, its employees, students, or parents.
9. Harassment of another employee, parent, or student on the basis of race, color, sex, age, religion, ancestry, national origin, handicap, or marital status.
10. Traffic violations, including warning tickets resulting in an unacceptable driving record.

### **Mandatory Safety Meetings**

All drivers must attend a 2-hour Initial Meeting. The date and time for the Initial Meeting will be set prior to the end of the previous school year. Payment for attending the entire 2-hour training is \$20. Any driver that is unable to attend the Initial Meeting must make arrangements to receive the materials with the Transportation Director.

A mandatory Safety Meeting may occur if issues arise that need to be discussed. Drivers will be given a days notice to the 8:30 meeting. Drivers in attendance for the entire meeting will receive one-hour wage.

## **Permit and License**

A current driver's license must be on file in the District Office at all times.

School bus drivers are commercial motor vehicle operators, therefore, they are required to report out-of-state convictions to their licensing state and to their employer (other than parking violations). State forms for this purpose are on file in the District Office. Any citation, arrest and/or license change must be reported to the office immediately. Employees are required to notify their employer if their license is suspended, revoke, canceled, lost, or disqualified by this state or any other state within 30 days after the effective date of such action. Employers are not allowed to permit employees to operate a vehicle if the above condition exists.

## **Personal Contact Information**

It is the employee's responsibility to notify the office of any changes to their personal contact information currently on file (Appendix), such as home & cell phone numbers, change of address information, and change in emergency information.

## **Pre-employment Expectation**

1. Must attend a one time 8 hour bus information class. This class is offered every three months. Thereafter, every year a driver must attend a two hour refresher class to recertify their bus license. If a driver does not attend the 2-hour refresher course each year, the driver will have to start all over with 8 hour class and redo all tests. A driver must be registered for the class. The Transportation Supervisor will complete this task. This 8 hour class is good for one year.
2. A driver must go to the DMV and take a written test. A driver must remember to take a "Letter of Intent" with them. The DMV will not let a driver take a test without this letter. The letter must be signed by the Transportation Director.

3. After a driver has passed the written portion, a permit is issued to practice driving the bus. The Transportation Supervisor will schedule a bus driver to practice with the new driver.
4. A driver is allowed to practice up to 12 hours. Upon completion of the practice. The Transportation Supervisor will schedule an appointment with the DMV for the driving part of the test. A bus driver will drive the bus to the DMV.
5. During this process, contact Bill Sparenberg from the Unit Office to schedule a physical and a fingerprint/background check.
6. Paperwork from the unit office for physical/background/fingerprinting tests and the driving part of test must be given to the DMV. The DMV will not let you drive without the correct paperwork.

The district pays for the 8 hour class and all refresher classes each year, and the background/fingerprinting tests. The driver is responsible to pay their physical and for the CDL fees when going to take the tests. CDL are approx. \$54 (50-CDL 4-SB permit).

It is very important, whenever going to the DMV, a driver must have paperwork from the school. There are several sections to the written portion of the test, so if a driver takes one and has to leave, the driver must get another paper from school to return to finish the test.

A driver has 90 days to complete once the physical has been completed. If a driver has not completed the license procedure within the 90 days, then the driver will need to retake the physical.

If there are any questions about this process, please contact the Transportation Supervisor.

## **Safety Lanes**

Drivers must drive their own bus through the safety lanes as required by the Transportation Mechanic. The driver will be receiving pay on the one-hour wage base. Drivers that are unable to transport their bus because of other job responsibilities within the district will arrange transportation of their bus with the Transportation Mechanic.

## **Training New Drivers**

Employees that train new drivers for the Pre-Trip, Skills and Road tests should not

exceed 12 hours of training and testing. This should be 5 days of training including one day of training on the Bradley or Paxton DMV skills course. If a failure occurs, further evaluation will be discussed on a case to case basis. A driver training a new driver will be receiving pay on the one-hour wage base.

### **Extra – General Information**

1. Report any suspicious persons or behaviors to the Transportation Director and/or Building Administrators immediately.
2. There are no turns on red lights allowed.
3. For the safety of all students and staff members, bus drivers should never pull over if flagged down by parents, pedestrians, etc. They should contact the transportation personnel via the bus radio and report the driver description, license number and proceed to the next school/drop off point. If necessary, the bus driver may contact the police directly.
4. Students not assigned to the route, parents, or any other adult non-employee are not allowed on the bus.
5. Smoking is prohibited anywhere on school property. The bus is school property; violations will not be tolerated. Drivers should also not smoke near students on extracurricular events since the trip is school related.
6. Drivers must always follow their given route. When substitutes drive the route, they will use the map and written directions that are located in the bus binder. No changes to the route will be made without authorization from the Transportation Director. Parents need to be notified when changes are made.
7. Drivers are to check their mailboxes on a weekly basis unless notified that there is information to pick up.
8. Students are not allowed to play their CD's on the bus CD player. They may bring their own players and headsets. Drivers are to use great discretion when playing their personal CD's. Music must be appropriate.
9. Foul and/or abusive language will not be tolerated. The bus driver is a role model. Do not use the phrase "shut up".
10. In general, drivers will not be allowed to take their buses home or to another site. However, if the Transportation Director deems it advantageous to the department, it may be allowed in certain instances. Drivers found taking their buses home, or to another site without prior approval will be subject to disciplinary action. At no time will drivers be allowed to use a bus for personal reasons.
11. Forging, altering, or deliberately falsifying a document (including extra route sheets), authorization, or record that is to be used by the school district is prohibited, and will lead to disciplinary action.
12. Responding in an insubordinate manner to a directive given by a supervisor will

- lead to disciplinary action.
13. Due to insurance policies, no family members are able to ride on routes or extracurricular trips unless they are a school employee/student or have passed a volunteer background check. Extra riders need to be approved by the Transportation Director prior to riding the bus.
  14. All drivers and bus aides must have their photo taken on picture day at one of the buildings. These ID's will be worn when performing a transportation duty.

## **SPECIAL ROUTES**

### **Extra Mid-Day Routes**

Mid-day routes, when available will be given by seniority. Anticipated alternative school routes that cannot be completed by a single route driver due to time, financial or distance constraints will be at the discretion and assignment of the Transportation Director. If a mid-day route is up for bid, the next driver in line that does not have a mid-day route will be offered the said route. Drivers should realize that mid-day routes are not guaranteed to be daily routes. These routes could start/end at any time during the school year based on student attendance.

When a driver attempts to pick up students for a mid-day route and the student is a "no show", the driver will report the "no show" to the Transportation Supervisor prior to returning. The Transportation Supervisor will notify the Building Administration and the Transportation Director. The driver will be reimbursed the designated route pay for that particular time. Note that if the driver usually gets paid for a full route but the student is a "no show" in the morning, the driver will only receive the half route pay for attempting to transport the student one way. If the parent, student, or district personnel prior to arriving at the student's residence notify the driver, the driver forfeits the route pay.

### **Extracurricular Trips & Field Trips**

The Transportation Supervisor will assign extracurricular trips and field trips. Any driver is eligible for these trips. Bus drivers that have retired within the district may turn down evening trips but may still be given an opportunity to drive daytime trips. When making the trip assignment, the Transportation Supervisor will consider the participation of a driver's child in the extracurricular/field event. However, just because a child is in an extracurricular/field event does not automatically mean the bus driver will receive the trip. The trips must also be closely balanced by the end of the year. There is no guarantee the trips will be completely balanced. Timing of the trips

interferes with regular daily route or other jobs and creates unbalances. Also, denying a trip creates unbalances.

Drivers are not allowed to give up their route to take an extracurricular trip unless there is no alternative. The Transportation Supervisor will determine this extreme circumstance. If a driver must give up their regular route to drive the extra trip, the driver will fill out a leave request for an unpaid day (does not accumulate towards the 5 unpaid day restriction) and will forfeit their regular route pay for that particular day.

Buses should arrive at school fifteen minutes prior to departure time. If a driver is using a bus other than their route bus, they are allotted an additional 15 minutes for pre-trip time for non-routine vehicle.

The driver is responsible for having directions to the school and/or destination location prior to the start of the trip. Never ask a teacher if he/she has directions. It is the driver's responsibility to transport the students. If the driver does not know the location, he/she should involve the Transportation Supervisor in locating directions to the location.

No driver is to leave the extra trip destination unless he/she has permission from the teacher/coach, and an exchange of phone number for contact has occurred.

It is the driver's responsibility to make sure that occupants know and follow the bus rules. The teacher/coach should be supportive in ensuring students are following the rules. If a teacher/coach is not supportive, the driver should report this to the building administrator and the Transportation Director.

It is the driver's responsibility to make sure the aisle and the emergency exit is cleared and not blocked by occupants, coolers, or any other objects. There should never be students seated on the floor or aisle.

Driver's extra pay sheets for the trip should be the actual time from the pick-up at the school to the drop off back at school. It is essential the mileage and time be recorded on all trips. This information is necessary when completing state reports.

In case of student injury, drivers should not attempt to transport an injured student except where there is a clear and present life-threatening situation and an ambulance cannot be summoned in time.

If a driver has to forfeit a scheduled extra trip after acceptance, the driver needs to

report this to the Transportation Supervisor as soon as possible. The next eligible driver will be offered the trip.

After driving a spare bus it must be returned clean and filled with fuel. Any repairs needed for the spare buses are to be written up and turned into the Transportation Mechanic. Failure to follow these guidelines could lead to forfeiture of extracurricular trips.

In the instance that substantiated complaint(s) are reported to the Transportation Director due to the driver not knowing where or how to reach their destination, tardiness, or any unprofessionalism, the driver will lose the right to drive extracurricular and field trips.

### **Overnight Trips**

Drivers who are required to be on duty for less than 24 hours is working even though he/she is permitted to sleep or engage in other personal activities when not busy. The driver is considered on call at all times and should check with sponsor on duty for the schedule of the events.

Drivers who are required to be on duty for 24 hours or more may agree with the employer to exclude from hours worked bona fide regularly scheduled sleeping periods of not more than eight hours, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. No reduction is permitted unless at least five hours of sleep is taken.

Meal receipts may be kept by the driver and returned for reimbursement of no more than \$30 per day. The district will not pay for tax and tip. All district drivers are not permitted under any circumstances to consume or purchase alcohol. Therefore, the district will not reimburse such purchases.

## **BUS SAFETY PROCEDURES**

When performing a pre-trip, driver should always check safety equipment. This equipment shall consist of, one set of three reflectors, fire extinguisher, and one complete first aid and bio-hazard kit. A flashlight on the bus is advantageous.

Drivers must be familiar with the Central School District Crisis Management documentation.

## **Bloodborne Pathogens**

The purpose of the policy is to eliminate or minimize exposure to potentially infectious material in the workplace. Please refer to the classified staff handbook for district procedures.

## **First Aid & CPR Training**

The district will provide a yearly training for drivers who desire to be certified in First Aid and CPR.

## **Inclement Weather Conditions**

During the winter season be extremely careful for changing road conditions. If the road conditions are exceptionally hazardous, the driver may inform the Transportation Supervisor of the specific road condition concerns.

If a bus gets stuck in the snow with passengers, run the motor on high idle, run heaters as needed and shut off defroster fans. Keep the marker and parking lights on. Check the tailpipe for snow, clean snow away so exhaust can escape. If necessary, open one front and rear window a little. If the bus is stuck, do not abuse the motor by trying over and over to get out. Contact the Transportation Mechanic, the Transportation Supervisor, or any building office staff member immediately.

## **Emergency School Closings**

The Superintendent will determine if weather necessitates school closings. In the event that schools will be closed, the Transportation Director will call the Transportation Supervisor to implement the Bus Drivers Phone Tree. The drivers that are on the top of each column will then phone the driver directly below them. The driver below them will then in turn call the driver below them, etc. Last driver in each column should call the Transportation Supervisor back. Each driver should implement their bus route phone tree.

When there is an emergency closing, the closing will be aired on radio stations of WGFA (94.1 FM), WVLI (95.1 FM), WIVR (101.7 FM), and Shine (89.7 FM). All drivers should tune to these stations to obtain information on the school closings. We also encourage all drivers to enroll in the School Alert Program.

## Erratic Bus Driving Report

The phone number of 815-698-2212 is posted on the back of each bus. This number is posted for others to report erratic driving. When a report is taken, the following information is recorded:

1. Name of person reporting the incident
2. Phone number of person reporting the incident
3. Date of incident
4. Time of incident
5. Location of incident
6. Behavior reported about the incident
7. Any physical damage reported

Action taken after the initial report is:

1. Notify the Transportation Director with information.
2. Transportation Director will contact the person reporting the incident and obtain more details and/or verify the information given.
3. Bus driver contacted.
4. Superintendent informed.
5. Incident recorded on the Transportation Incident Report (Appendix).
6. Discipline will be issued to the driver as needed. This may range from a verbal warning, a written warning, a paid or unpaid suspension, or dismissal.

## Evacuation Drills

A bus evacuation is only used when it is safer to be off the bus than on. The bus driver makes the determination of the safety of the situation.

State law requires a mandatory bus evacuation drill be conducted every school year. Central School District requires two evacuation drills be completed by October 1<sup>st</sup> of each school year.

During a school bus evacuation drill the drivers need to express the importance of the practice drill without frightening the students. The drivers need to stress the importance of students *listening and following the driver's instructions*.

### Evacuation Procedures:

1. Secure the bus. Stop the bus, shut off the engine, set the parking brake and remove the key.
2. Face the students and explain the different evacuation procedures:

- **Rear Door**, where every one exits out the rear
  - **Front and Rear Door**, where front half exits out the front/students behind emergency windows exit out the rear
  - **Front Door**, where everyone exits out the front
  - **Fire exits**, where all exits including passenger and emergency windows would be used
  - **Bus on Side**, where the roof hatch and windows would be used as exits
3. Point out first aid kit, the fire extinguisher, the bus roster, and the reflectors location in the front of the bus. The fire extinguisher can be used as a battering ram if the window needs to be pushed out.
  4. Choose 2-3 high school leaders and share with all students who the leaders are in case the driver is unable to give directions. Teach those student leaders how to use the bus radio.
  5. The driver will walk through the bus to ensure that the bus is empty.
  6. The driver will exit the bus. If possible taking the first aid kit, the fire extinguisher, a phone, reflectors, and the bus roster. If time permits, of course, radio the district personnel.
  7. **Rear Door Procedures:**
    - Instruct the first three students who will be exiting the bus to be the helpers.
    - The first helper opens the rear emergency door when the driver instructs them to do so and *scoots* out and takes a position on one side of the door opening, facing the bus.
    - The second helper *scoots* out the rear door and takes a position on the other side of the door opening, facing the bus.
    - The first two helpers will assist *all the students* exiting the bus by using their inside hands to steady the elbows of the students as they *scoot* off the bus.
    - The third helper will lead the group to regrouping area, approximately 100 feet away from the bus.
    - Students should remain quietly in a group defined by the group leader until further directions.
  8. **Front Door Procedures:**
    - Instruct the first two students off the bus to be helpers.
    - The first helper must stand at the service door in case someone needs help.
    - The second helper will be the line leader. This helper will have the students follow him/her in an orderly pattern to a safe distance of at least 100 feet from the bus.
    - Students should remain quietly in a group defined by the group leader until further directions.

## 9. Front and Rear Door Procedures:

- The driver will walk to the center of the bus to the emergency window exit.
- The driver will then instruct the front end of the bus to exit through the front of the bus and follow the same procedures outlined in the front door evacuation.
- All the students to the rear end of the bus will exit through the rear emergency door using the same procedures outlined in the rear door evacuation.

## Tornado Information

The National Weather Service will issue a Tornado Watch when the possibility of a tornado exists and a Tornado Warning (sighted) when a tornado has been spotted indicated on radar. Remember also, there may not be time for a tornado warning before a twister strikes.

Investigate and become thoroughly familiar with all roads adjoining regular routes in the event that shelter is needed. Determine any buildings, homes with basements, ditches, hills, culverts, or other places along routes where children might be evacuated and provided safety. Procedures should be discussed with students. Procedures should be developed in cooperation with school officials, realizing that the ultimate decision will, by necessity, be based on the driver's sound judgment.

1. If a driver has an emergency, the bus number and location should be given to the Transportation Mechanic, Transportation Supervisor, and/or the office staff at each building immediately.
2. Never try to outrun a tornado. No one can predict the path of a tornado. Tornadoes can skip from one area to another.
3. If a school bus is caught in the open when a tornado is approaching, the students should be evacuated from the bus and escorted to a nearby ditch, ravine, building, home basement, or place which might provide more protection than a bus. If they go to a ditch or ravine, they should be made to lie face down with hands over their heads. They should be far enough away from the bus so the bus cannot topple on them.
4. Remember tornadoes are only one of a thunderstorm's killer elements. Lightning is a major killer, heavy rains cause flash floods, very strong winds can cause major damage, and large hail can be dangerous.
5. Try to visually spot the tornado.
6. Observe what direction the tornado is moving (west to east, north to south, etc.).

7. If you observe a tornado heading in your direction, turn in a right angle away from the tornado. If the tornado is to your right, turn left, and if the tornado is to you left, turn right.
8. If possible take refuge in a building that appears to be able to withstand high winds. The school bus driver must escort the students and stay with them.
9. Avoid areas that are likely to be subjected to fallen power lines.
10. In the event of an injury remain where you are and have the emergency vehicle or police come to you.

Students will be kept at school during a Tornado Warning if the alert comes at dismissal time and students cannot reach home before the storm strikes. No bus shall be permitted to leave the school until directed by the building administration.

Procedures after the emergency are:

1. Listen to a radio for the "all clear" signal before leaving a shelter. There may be several tornadoes in the area.
2. Check for injuries and seek medical aid if necessary.
3. After the emergency, be extremely cautious and alert for weakened structures, trees, power lines, and other storm damage which may impede travel or constitute a hazard for students.
4. Be sure to account for all students after the emergency evacuation.

## **Weapons**

The driver has learned that a student possesses a firearm or other dangerous weapon on the school bus.

Response by the bus driver should be:

1. Do not confront the student.
2. Notify the transportation director via radio of the situation. If the driver is able, describe the nature of the problem, then identify the student or suspect, and furnish a location.
3. Proceed immediately to the student's regular bus stop.
4. Discharge the student from the bus, but do not allow other students to exit the bus.
5. Leave the location at once.
6. Advise the school of the student's identity and request that police be notified.
7. Return to the school with the remaining students for debriefing and parental contact.

## **Emergency Situation Procedures**

## Accident Occurs:

1. Driver after checking out situation, radio in the following information:
  - LOCATION & BE SURE YOU RECEIVE CONFIRMATION
  - Indicate your problem (accident, mechanical, medical)  
Use the following levels to rate help:
    - Level I**      Serious-people hurt-Student extremely ill needing EMS immediately  
***If it is a Level I incident and the driver has a cell phone, the driver should call 911 immediately.***
    - Level II**      No one hurt but had accident and need EMS to come, parents need to be called to release students
    - Level III**     No EMS needed, had minor accident (in ditch, hit mailbox & cannot drive bus) need another bus brought out.
2. Make sure you have a student picked out on your bus to help man your two way radio so you can help students.
3. Once we have radioed garage/office secretaries they will do the calling of EMS & Phone tree parents. If office secretaries are in, depending on time, they will do all calls so garage personnel will be able to get to scene quickly.
4. Please make sure other drivers not involved stay off radios during this time, we will instruct who needs to go help out in the situation. If you are in area and have an EMPTY bus, you can pull out of the way to help driver in need or help direct traffic.
5. No student should leave your bus without EMS checking over that student. After EMS is done and release student, parent must sign a paper with the EMS stating they are taking student from scene.
6. Each office and bus garage will have a copy of your route and phone tree that you have turned in.
7. Make sure you have your drivers license with you at all times as well as a list of students that are on your bus. You may need to hand it to EMS or police.

### After The Accident Occurs:

1. Fill out accident form
2. Do not let any student leave accident scene without EMS releasing them and parent sign student out on the Student Release Form (Appendix).
3. Driver must go to Kankakee and get a drug screen.

### COMPLETING TRANSPORTATION PAPERWORK FOR A TRIP

1. The staff member must include a state goal. We cannot seek reimbursement from the state without the trip meeting a state goal.
2. If the trip is a vocational trip such as 8<sup>th</sup> grade career day, please mark vocational underneath the goal.
3. If the trip is a special education trip, please mark special education underneath the goal.
4. If you are requesting the white activity bus, no goal is needed as we are unable to be reimbursed from the state for those miles.
5. When submitting the paperwork, please email your copy to the building administrator and Transportation Supervisor. This way the Transportation Supervisor can have a head start in making sure we can cover the transportation.

### OPERATION OF ACTIVITY VAN

1. The driver must carry a personal cell phone or check out a cell phone from the building office. The driver is responsible for returning the building office cell phone.
2. If the driver is using a personal cell phone, the driver must leave the number with the building office or garage so that they may be reached for emergency purposes.
3. The bus will be kept at the middle school behind the building in the bus parking lot. **Persons requesting the use of the bus will be responsible for making the arrangements of picking up and returning the bus. Keys need to be left directly in the key lock box unless instructed otherwise.**
4. The driver must have a valid driver's license that is produced upon request for the trip.
5. The driver is responsible for having the emergency information for the passengers on the trip.

6. The passengers and driver are responsible for cleaning the inside of the bus.
7. The passengers and driver must wear a seat belt at all times.
8. The driver needs to log the mileage and destination information before departure and after returning on the form provided.
9. **Do not use the back door unless it is an emergency. It is not to be an exit or entrance door. If you must open the door, do not push it shut. The door must be gently opened and shut.**
10. The driver is required to fuel the bus at the Clifton Gas Station and leave the receipt on the clipboard. The district has an account and the driver will be required to sign for the fuel.

## FORMS

Bus Driver Job Title  
Six Pillars of Character Chart  
Bus Discipline Procedures  
Bus Discipline Referral  
Bus Permit  
Request for Bus Transportation  
Leave Requests  
Mileage Sheet  
Extra Pay Sheet  
Seating Chart  
Route Verification Form  
Accident Report  
Stop Arm Violation  
Bus Driver Phone Tree  
Emergency Evacuation Drill  
Emergency Staff Information  
Student Release Form from an Accident  
District Route Information  
Transportation Incident Report  
Bus Driver Checkout