

# Sheridan Community Schools

# Transportation Handbook



## Board of School Trustees

Todd Roberts - Todd Burtron - Randy Brimberry - Alan Lyon - Jim Hopkins

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## **Introduction**

Successful organizations depend upon a clear understanding of philosophies, policies, rules, roles, and relationships for general working knowledge to cause proper system operation. This manual will evolve and change in its ongoing role to contain the procedures and information necessary to smooth operation of our very important student transportation system.

This booklet, to be reviewed and enhanced periodically through driver, administrator, and Board of School Trustees interaction, is a signal of cooperation and mutual interest in the safety of students—and the importance of an efficiently run public school system of quality.

Each Transportation employee should review the contents of this manual carefully. Suggestions are encouraged.

**Dr. Dave Mundy**  
**Superintendent**

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## Driver Responsibility: An Overview

Lives depend upon the driver's experience, skill, judgment, and attitude. Drivers must insure they are in the proper mental and physical condition each day and:

1. be free from the effects of drugs, medication, or alcohol,
2. be emotionally stable and professional in all interactions decisions, demonstrate interest in the welfare and needs of students, and maintain good personal appearance and grooming.

Bus drivers face routine situations that require them to use basic procedures like loading and unloading students, setting the lights, brakes, stop arm, and so on when required. Bus drivers also face situations that are non-routine requiring common sense, judgment, or the use of the transportation radio system to ensure that proper approaches are taken in non-routine situations.

Each school bus driver is an important member of the educational team. Drivers have more contact with the public than most other school employees since large numbers of students are transported by each driver each day. A school bus driver is usually the first and last adult (outside of the family) the student sees each day; and consequently, each driver can and should play a major role in the development of students' attitudes about schooling. It is essential that school bus drivers establish good rapport with students, colleagues (all school employees), and members of the school community.

## Daily Time Schedule

Based on operational factors, the daily time schedule is subject to change. The Transportation Assistant will communicate any changes to drivers.

Routes should be started so the time schedule can be met. Once a suitable time schedule and the order of pickup on the route are determined, the routine should be maintained. Drivers should arrive at school within a reasonable number of minutes prior to the time students are allowed to enter the building. Changes in time and routing must be approved by the Transportation Assistant and communicated to students and parents in writing at least 48 hours prior to implementation of a change. Emergencies that require immediate changes will not be subject to the 48-hours advance notice requirement. During inclement weather or extreme cold, additional flexibility might be necessary. When establishing pickup points, safety, student needs and fairness must be maintained. The age of the student and the traffic conditions must be considered when establishing pickup points.

## Daily Procedures/Practices

1. **STROBE LIGHTS:** When weather mandates (low visibility as often coincides with fog, rain, snow, etc.) and you are transporting students, the strobe light is to be in the **ON** position. Strobe lights are to be in the **OFF** position once the bus enters school property.
2. **HEADLIGHTS:** The headlight switch must be **in the on position** (so that tail lights are illuminated as well) at all times when transporting students.

3. **UNIVERSAL PRECAUTIONS:** When a body spill situation arises, drivers are required to exercise (and model for students) the use of universal precautions as follows:

## **UNIVERSAL PRECAUTIONS**

### Procedures for Handling Spilled

#### Blood and Body Fluids

- STEP 1 Put on disposable gloves (latex or vinyl).
- STEP 2 Use paper towels to absorb spill.
- STEP 3 Place used towel in leak-proof plastic bag. (For extensive spills, use bag labeled with biohazard symbol.)
- STEP 4 Flood area with bleach solution\*, alcohol or a sanitary absorbent agent.
- STEP 5 Clean area with paper towels, vacuum (dry agent only), or broom and dustpan.
- STEP 6 Place used towel, vacuum cleaner bag, or waste in a leak-proof bag.
- STEP 7 Remove gloves – pull inside out.
- STEP 8 Place gloves in bag and tie.
- STEP 9 Wash hands with soap and water for at least 10 seconds.

\*Bleach solution = 1 part bleach to 10 parts water; solution is effective for only 24 hours

***Indiana State Board of Health • Indiana AIDS Hotline: 1-800-848-AIDS***

### **Radio Usage**

Radios are to be used for school transportation business purposes only. The radio is a device to assist drivers and administrators in the transporting of students to and from school. The Transportation Assistant and office personnel at the various schools monitor radio traffic during times that students are transported. Members of the community often monitor radio traffic. Drivers who misuse the radio may be disciplined or terminated.

### **Cellular Phones**

If a driver has a cellular phone in his or her possession, it must be turned off at all times while he or she is operating the bus. A driver may use a cellular phone in the case of an emergency, but only while the bus is safely stopped and safely off the roadway.

### **Delays, Cancellations, Snow Make-up, and Lost Instruction Days**

Drivers are to ensure that the Transportation Assistant or his/her designee has complete, up-to-date contact information in the event of schedule changes due to school delay, cancellation, or early dismissal. The Transportation Assistant or his/her designee will notify drivers as soon as possible when a delay, cancellation, or early dismissal is called. Drivers are to

operate the telephone chain/tree so that all are notified timely. School days cancelled due to inclement weather or other reasons will be rescheduled. Under Indiana statute, drivers and teachers shall work any rescheduled day without additional compensation.

## **Additional Routes**

The basic route for all drivers will be a double route. However, other routes will also exist. These include single routes and mid-day flex routes.

Single routes will be bid like all other routes, with the highest seniority person who desires the job being assigned the position. If no other driver bids on the route, then one of the substitute drivers will be assigned to the route.

Triple routes may occur when a flex route is established. A flex route may change from day to day, and it will generally operate during the mid-day period. It may include transportation of students between schools or to and from school and work places or to and from schools outside of the school district. Such routes may be established for a short period of time or may exist for an entire school year. Flex routes will not necessarily run each day of the week. At the end of each school year, drivers will have the opportunity to put their names on the list for consideration of flex routes. Any driver who does not put their name in for consideration will not be allowed to join the list until all drivers on the list have been given, and are currently assigned, a flex route. Of those that put their names on the list, the highest seniority person will be given first choice of the flex routes, then the next highest seniority person will be given their choice.

Flex routes will not be student or program specific. When a driver is assigned a flex route, they will be given the task of driving to and from places as the district finds necessary. Additional flex routes will be opened when the school district determines that a driver who has been assigned to the route cannot take additional tasks.

If a driver takes a flex route and is sick or unable to make the route, then the substitute driver will be selected from the list of drivers who have expressed a desire to operate a flex route. Selection of substitutes will be done on a rotating basis. If a driver on the list is assigned a flex route and that route is no longer needed, the driver will enter the substitute rotation at the furthest point from the current top of the rotating list.

Flex routes are not certain, and given the fact that they may change on a daily basis, it will be the desire of the Assistant to establish routes that will have continuous operation. However, if a flex route is established, and for some reason the route is no longer needed, the driver assigned to the flex route will be put on the rotating list for filling absences.

Flex routes will be bid on the basis of seniority. Any driver who has put their name on the flex route list at the end of the previous year will be eligible to bid on a flex route. Their current position in rotation on the list will not be considered when making assignments for a new flex route. However, no driver who currently has a flex route may bid on an open flex route. If a driver accepts a flex route, and then declines it for any other reason, the driver will lose their ability to bid on future routes for the current year, and will be removed from the substitute flex route list.

Only drivers who initially signed up for a flex route, and who are currently unassigned, may bid on an open flex route.

If a driver accepts a flex route, and is then absent for more than ten (10) contract days without good cause (i.e. death in family, serious illness), the driver will lose their ability to be on

the flex route schedule for the remainder of the school year, and for the next school year. That driver will also not be allowed to be on the flex route substitute driver list.

## Special Education

At various times, the Special Education Department may determine that a specific driver is required for a specific event, field trip, or route. Should this occur, the driver will be assigned to the field trip, event, or route, regardless of their standing on a seniority list.

## Best Interest of the Child

Occasionally, district administrators may determine that a particular driver is required for a particular child or event. In cases where this occurs, the driver will be selected for the task without regard to seniority or placement on any list.

**Any driver may be transferred or reassigned to any open route, or be reclassified to be an unassigned driver at any time that a particular situation is deemed to be in the best interest of a child or the school district. Such an assignment may be made without regard to seniority or placement on any list.**

## Assignment of Routes and Drivers

Routes will be selected on the basis of a bidding procedure. All routes that become available during a school year will be filled with a temporary driver or a permanent substitute until such time as a bidding process can be employed to identify the route assignment.

Routes will be bid within a reasonable amount of time as they become open or available, unless a special situation arises that involves Special Education or a district administrator determines that a student or group of students would be better served by a permanent driver. Once a driver relinquishes a route, he/she may not bid on that route again for a period of ninety (90) days.

All temporary assignments will remain temporary until routes can be logically bid. All available positions will be posted and all drivers will have the opportunity to bid on those routes. All routes will have a beginning and ending time to bid with notice provided via drivers' mailboxes in writing. A reasonable amount of time will be allowed for drivers' responses. This period, in a perfect world, would be one to two full weeks during the school year—a goal to which the Transportation Assistant will strive. The transportation Assistant will have discretion to shorten or elongate this posting period according to factors such as the time of year, nature of the route, and availability of, and demand for, personnel.

Drivers who bid will have to list their route choice in order of preference. In the event of multiple route openings, the route the driver wants most shall be listed as number 1; second most, number 2; etc. The driver who has the highest seniority and who has submitted a timely bid will be considered first. He or she will be given first choice of routes, absent some special circumstance not contemplated by this writing. The driver with the second highest seniority will be considered next. His or her highest route choice will then be assigned, again, absent some special circumstance unknown as of this writing.

After all routes are assigned in the first pass, then additional openings will be posted for bid. Any driver who has not already changed or been assigned a route will have the ability to bid

in the next round. Again, all available routes will be posted and all drivers who have not already changed routes once will be allowed to bid on a route. This process will continue until all routes are filled. When a route is opened after bidding has commenced, a driver will be assigned to the route. However, that driver will not be considered as holding that route until after the formal bidding occurs the next time.

Only open routes and new routes will be considered for this bidding procedure. Any route that is currently occupied will not be bid unless the driver is removed for disciplinary reasons or the driver voluntarily changes status within the unit. If a driver is disciplined, the school may reserve the right to prevent that driver from applying for certain routes.

Any driver who does not have permanent route status will be considered unassigned. Any unassigned driver may be placed in any open position that is deemed to be in the best interest of the school system. All drivers who enter the school system following the start of the school year will be considered unassigned drivers until the next round of assignments are determined via bidding.

In any case, the Transportation Assistant or his/her designee's decision regarding route assignment shall be final. In every case, the Superintendent or his/her designee shall serve in the Transportation Supervisor's stead as needed.

To the extent permissible by the Family Medical Leave Act (FMLA), assigned drivers who take an unpaid leave day that was not previously approved in writing by the Superintendent or his designee may lose their route assignment. If a driver loses his/her route assignment as a result of taking an unpaid day, the driver will become an unassigned driver. A driver who loses his/her route assignment will not be eligible to be placed back on the route that was forfeited for a period of at least one full year following removal from the route. However, the driver may bid on and be placed on other routes that become available. Loss of route may take place if one of the following occurs:

1. The Superintendent makes a written determination that the reassignment is in the best interest of the school system, or
2. The driver is on an unapproved leave of absence.

To the extent permissible by the Family Medical Leave Act (FMLA), the School Corporation will dismiss any unassigned driver who takes an unpaid day that was not previously approved in writing by the Superintendent or his designee.

Any driver who accepts a route and then relinquishes it will become an unassigned driver until the next bidding cycle. That driver may choose to bid on another route once bidding is opened. Until that time, they will be considered unassigned.

## **Field Trip Assignments**

Field trips will be assigned based on a combination of:

1. driver interest in driving (as evidenced by the willingness to sign-up each summer to indicate interest)\*
2. wishes of the field trip sponsoring person (teacher, coach or administrator)
3. availability
4. reliability
5. seniority
6. special circumstances



This combination of factors will determine which drivers are assigned. The Transportation Assistant will assign all field trips on the basis of a rotation through a seniority list, much as is the case for route assignment, but for special circumstances that may be encountered in numbers 1, 2, 3, 4, and 6, above. When all matters are equal in consideration, seniority will prevail.

A core of professional bus drivers is a key school district asset. Special circumstances will occasionally involve trips driven by coaches/sponsors licensed for and using approved equipment. It is not the intent of the Board or Administration to utilize volunteer drivers on any routine basis that would impinge upon the district's regular drivers' supplemental income derived from driving field trip assignments. However, an occasional offer by fully licensed, gainfully employed professional drivers who are parents in the district may present a cost savings opportunity to the district. In such cases, district drivers will be given a first opportunity to drive the trip as volunteers so as to save the district the same amount of money as if the volunteer parents were driving. In all cases involving non-Transportation department employees driving district students, such non-employee drivers must become part of the district's random drug testing pool (prior to driving) and must have a criminal background check completed, confirmed by Central Office.

\* Any driver may have his or her name added to the field trip assignment/interest list at any time during the year so as to facilitate the maintenance of a robust pool of field trip drivers.

## **Annual State Meetings**

Drivers are required to attend Annual School Bus Driver Safety meetings. The Division of School Safety and Traffic will assign the school district a location for the annual meeting. Bus drivers must attend the safety meeting to remain certified. Should a driver miss the assigned annual meeting, he or she may attend a meeting held at another site.

## **Grooming and Dress**

Drivers should use good judgment regarding the type of clothing worn to work each day. Drivers may not wear short-shorts, halter-tops, shirts with inappropriate or unprofessional slogans, or any other item worn in a way that is inconsistent with proper role modeling of school children and the inappropriate or unprofessional representation of the school district/employer. Shoes that completely enclose the driver's feet must be worn while driving a school bus. No flip-flops or sandals without toe and heel covering are allowed.

## **Crimes and Offenses: Reporting Requirements**

School employees who witness acts relating to drug usage are required by Indiana law to report the violation in writing to a member or the administrative team. The report should include:

1. A general description of the violation.
2. Name or general description of each violator.
3. Names of other individuals who witnessed the act.
4. A general description of the location of any property involved in the violation.

All reports relating to drug usage shall be submitted to the Superintendent. The employee who witnessed the activity shall sign each report. The original signed document will be given to the Superintendent. Based upon the information submitted, a report will be filed with the appropriate law enforcement authorities.

It is also imperative that any activity commonly known to be, or likely to be, illegal must be reported to the proper authority. School bus drivers who witness illegal activity should follow steps 1-4 again in reporting the matter or matters to the Superintendent or school administrator.

## **Discipline Overview**

Minor discipline infractions must be handled before escalating into major problems. Simply talking to a student in private before he or she gets off the bus may help to modify the student's behavior. When talking to a student it is important to be firm and businesslike, but never threatening or bullying. The student should be made aware that additional misbehavior would result in an assigned seat, a telephone call to parents, or referral to a building administrator. If the behavior problem is serious and/or the student fails to respond to warnings and reporting to the student's parent, the bus driver must complete a Bus Conduct Report and forward the completed form to the appropriate building administrator or the Transportation Supervisor for consideration of further action.

A driver reporting a behavioral incident to a student's parent as a first line of intervention after speaking calmly, kindly, and firmly with the student, should notify the appropriate school administrator of the phone call using a Bus Conduct Report. The driver should indicate that consideration of further action is not yet needed. The report to an administrator documents the driver's diligent efforts to help the student comply with bus rules. This documentation is often helpful if a situation persists- and the filing of such documentation protects the driver from the parents who wish to blame a student's chronic misbehavior on a lack of notice about bus rules infractions. Additional Bus Conduct Reports should be filed with the administrator as needed to correct student misbehavior. Disruptive students may face temporary suspension, or as a last resort, withdrawal of bus privileges. The key is for the driver, administrator, and parent to work together to modify student behavior.

In instances where students are removed from a bus, the reporting driver must communicate with other drivers to prevent the student from switching buses to avoid the discipline. Similarly, if a student is assigned by an administrator to change buses as part of a disciplinary intervention, the reporting driver must communicate with the receiving driver about past incidents in dealing with the student.

## **Tips for Contacting Parents**

Parents usually appreciate being notified about their child's misbehavior. When contacting a parent, indicate you need their help in modifying the child's behavior. Calls to parents that carry a tone of cooperation and a desire to help the child handle the situation with independence and class are likely to move the situation toward resolution. Drivers should focus on the facts of infractions involving the parent's child- and not any other children. A parent's request to know names of other students or the discipline measures taken with other students should be diplomatically deflected or avoided.

## Successful Discipline

Student behavioral guidelines and an effective routine for dealing with misbehavior must be established the first day of school. Drivers should discuss rules with students and strive to enforce rules fairly and consistently. The development of positive rapport with students is often the best first “dose” of prevention that one can apply. There is an important fine line, however. Drivers must build positive relationships with students while using caution to keep from being seen as students’ buddy or friend. A bus driver is a professional with a very, very serious life and death responsibility for every passenger. Knowing how to carefully walk the line of professionalism while maintaining an interested, caring, personable level of interaction with students is absolutely key to a driver’s success in establishing a livable, cooperative atmosphere of bus decorum/student behavior.

Student misbehavior cannot be tolerated over a long period of time without taking action. Sudden enforcement of rules after a long period of lax expectations will result in additional complications and conflicts among the driver, student, parent, and administrator. Friendly, firm, professional consistency is absolutely essential.

Serious infractions endangering the safety, immoral or belligerent actions, and/or inappropriate language, may result in the driver suspending privileges for one day until the matter has been reviewed and considered by a school administrator. If the driver must notify the student’s parent(s) of the incident and next-day suspension of bus privileges- and that the matter will be reviewed by an administrator on the next school day. The student should be made aware of why privileges are being suspended. A Bus Conduct Report must be completed and submitted to the building principal at the start of the next school day. A copy of the report will be forwarded to parents. Whenever suspension of student’s bus privilege occurs, the principal, assistant principal should be notified. In all cases where riding privileges are suspended, parents must be notified prior to the suspension becoming effective.

Drivers are encouraged to enlist the aid of the school administrator to help resolve serious problems. The principal’s office is better than a crowded bus for discussion of student discipline. Discussion with an administrator about matters of bus discipline should occur after the route segment (AM or PM) has been completed. The driver must be willing to meet with the principal, parent, and student to discuss discipline problems. Proper documentation of student behavior (date, nature of incident, warnings, or actions by driver) will facilitate the process.

To reinforce the counsel provided above, the bus driver will find a good rapport with students is helpful in establishing and maintaining student discipline. The driver should be firm, but polite, impartial, and fair to all, granting special privileges to none. Every effort should be made to acquaint students with the type of conduct desired. Follow these steps:

1. Talk with the student, explaining the desired conduct and the importance of good conduct to the safety of all students riding the bus.
2. Assign the misbehaving student to another seat or take other action that appears to have promise of securing better behavior.
3. Talk with the parent or guardian explaining the behavior problems and enlist their support.
4. Maintain a record of the student misbehavior including the date, time, brief account of the student’s behavior, and action taken.

## **For Continuous Misbehavior**

1. Provide the name of the offender, support documentation, and a School Bus Conduct Report to the principal or Superintendent upon completion of a route segment.
2. If a Student faces the loss of riding privileges, the parent must be given notice, except in cases of flagrant violation, such as the use of profane language, fighting, or damaging school property. In such cases, the driver may suspend the student immediately for one full day and then notify a building administrator and Superintendent of action taken.
3. After one notice has been given to the parent, the student may be denied transportation for a period of time as determined by the Principal and Superintendent with the assistance of if the school bus driver.
4. Students may not be put off the bus at a place other than their school or regularly established disembarkment place.
5. Denial of transportation is subject to provisions of Indiana Code 20-8.1-51 through 20-8.1-5-16. In short, the student must be made aware of charges and provided the opportunity to give a statement of facts of the incident. Parents should also be provided with a copy of the School Bus Conduct Report.

## **Vandalism**

If damage of any type occurs, such as marked or torn seats, consideration should be given to assigning each student at seat so that violators can be identified. Drivers should inspect the bus interior after each trip. Students should be asked to report any damage to the driver. In situations where student involvement in destruction of property can be substantiated, the student will be required to pay for damage.

## **Do's and Don'ts for Good Discipline**

### **DO'S:**

1. Always be courteous to students.
2. Always control your temper.
3. Act the part of a person in a responsible position. Be conscious of your role as a driver.
4. Convey to students they have important responsibilities in assuring safety on the bus.
5. Maintain close contact with principals and the Transportation Director and seek their assistance on any problem.
6. When you identify the problem students, ask them for suggestions on how to modify student behavior.
7. Be firm, but kind in dealing with students.
8. Should a student complain of being harassed by another student, be proactive, take action, and inform the principal and Superintendent.

## **DON'Ts:**

1. Don't play favorites.
2. Don't be too lenient at first – it's hard to get tougher later.
3. Don't make sarcastic remarks to students. These comments will often become the major issue at conferences pertaining to student discipline.
4. Don't threaten action you may not be willing or able to take.
5. Don't shout.
6. Don't argue with students. This will often result in the student's peer group becoming involved in the conflict.
7. Don't use physical force or corporal punishment on the bus. When that kind of punishment is needed, it is much better to refer the student to the principal's office or seek assistance by radio, without using the student's name.
8. Do not allow students off the bus at a place other than their regular destination. If a problem needs immediate attention, stop the bus and radio the Transportation Director for assistance, if possible, then proceed to discipline.
9. Don't lose your temper; remain calm and cool.

## **Bus Maintenance and Inspection**

1. Maintain your bus in a clean, sanitary condition
  - a) Perform these 4 tasks at the end of each route:
    - i) Check for students on the bus.
    - ii) Check the inside of the bus for mislaid books and clothing.
    - iii) Check seats for damages. Check back of seats for marks. Clean marks off as soon as they are found.
    - iv) Check to insure that all lights are turned off to prevent dead batteries.
  - b) Perform these tasks not less than weekly as needed:
    - i) Wash windows and windshield.
    - ii) Clean dust from interior surface such as instrument panel and windowsills.
2. Maintain your bus in good operating condition.
  - a) Perform these tasks daily, if needed:
    - i) Check engine oil.
    - ii) Check all tires.
    - iii) Check mirrors and adjust as necessary.
    - iv) Check lights, interior and exterior and have bulbs replaced that day.
    - v) Check emergency exits to insure proper opening and closing.
    - vi) Check first aid kit and other emergency equipment.
    - vii) Check outside of bus for damage and report to Transportation Assistant.
    - viii) Check fuel on a regular basis.
    - ix) Check wheels for loose lug nuts.
    - x) Check holding power of parking brake.
    - xi) Check windshield wipers, washer and fill.
    - xii) Check operation condition and visibility of all gauges.
    - xiii) Check horn.
    - xiv) Check exhaust system for leaks and loose hangers by listening to sound of bus and looking for tail pipe sagging or hanging down.

- b) Be alert at all times for unusual noise or improper functioning of:
  - i) Steering components- stiffness - loose movement - loss of power.
  - j) Brakes – uneven braking – noise in the brakes – braking power that fades.
  - k) Automatic transmissions – unusual noise – improper shift points.

## Maintenance Procedures

When an item on the bus is defective, inform the Transportation Assistant as soon as possible. Every attempt will be made to complete repairs within a reasonable amount of time. When items are defective, **use the BUS REPAIR form** (see Appendix) and place in the Transportation Assistant’s mailbox.

## Oil Change and Lubrication

Engine oil must be changed per the Transportation Assistant’s recommendation. Each bus carries a card denoting the last oil and lubrication. Drivers must monitor mileage and notify the Transportation Director of service required. Drivers must complete and submit a **BUS REPAIR FORM** three (3) days in advance of the approximate mileage oil/lubrication will be due according to the service card.

## Year End Cleaning

All bus drivers are needed to assist with the monumental task for preparing for state school bus inspection. Basic cleaning tasks are therefore expected at the end of each spring school term. All cleaning supplies will be provided, and these basic tasks must be completed by the end of business on Friday of the first full week after school is out for the summer.

1. Wash inside of all windows.
2. Flip up all seats to aid in completing the following:
  - a. Scrape all seat rails to remove gum, food, etc.
  - b. Wipe off all seat rails
3. Clean driver area and remove all personal belongings.
  - a. Personal items not removed will be discarded during final prep for inspection
4. Clean out trash cans and insert clean liners
5. Sweep the floor and steps

## Accident Prevention – Student Loading and Drop-Off

Drivers must be on guard at all times to prevent accidents. The most common mechanical failures cause a very low percentage of accidents. Drivers must be very alert to the dangers present when students are approaching or leaving the bus. Approach the bus stop in a safe manner and instruct students beforehand to remain on the edge of the road surface until the bus is stopped and the door is open. When students leave the bus, wait until they are across the road or street before starting the bus in motion. Always know where every student is located after exiting the bus before continuing.

Good judgment must be used in determining loading and unloading points. On heavily traveled highways, all loading points should be selected so students do not have to cross the road to reach their home or the bus. On lesser-traveled roads, keep in mind the age of students crossing the road. The younger the child, the more care you are expected to exercise to insure student safety. Stop as far right as possible. If the road is heavily traveled and there are no sidewalks, or if the children are young, you may need to stop in front of each house. In rural areas where the traffic is light, you might reasonably expect the students to walk to a boarding point. In housing developments where sidewalks exist, boarding points may be farther apart.

Greater potential for injury exists on the bus if proper discipline is not maintained or if the driver does not use proper care in starting or stopping the bus. The following points need to be considered in the prevention of accidents or injury:

1. Always insure all students are seated before starting the bus in motion.
2. Insist all students remain seated at all times the bus is in motion.
3. Students must be seated on the seat, not up on their knees, on the floor, or sitting on the back of the seats. Students must not have objects out that might cause injury, such as rulers, pens, or items with sharp points (i.e. school compass). School equipment should be carried in a case or book bag. Non-school items that are dangerous to carry should not be allowed on the bus. If these items are brought aboard, the driver should confiscate and turn them over to school officials.
4. Do not allow pushing or fighting on the bus. Tripping or other hazardous actions should be dealt with immediately.
5. Always start and stop the bus in a smooth, controlled manner. Sudden stops or starts may cause injury.
6. **Never leave bus running with students on bus. If you must leave your bus, shut it off remove key and take the key with you.**

## Accident/Emergency Procedures

**In the event of an accident the following procedure should be followed:**

1. Remain calm, check for injury, and reassure passengers.
2. Check for possible hazard from fire. If there is leaking fuel or chance of any fire, evacuate students and move passengers to a safe location.
3. Notify central office/bus garage by radio or phone and provide as complete accident information as to bus driver, number, location, extent of injury, and type and amount of assistance needed.
4. Place reflector/flags out in proper location to protect accident scene in accordance with state law.
5. Account for all students.
6. Students should remain on the bus unless danger of fire or further collision exists. If student evacuation is necessary, move students far away from the roadway to avoid traffic.
7. Do not move the bus unless directed to do so by a law enforcement officer.

8. Provide all necessary information to law enforcement officers, but do not discuss the facts of the accident with other motorists.
9. During the investigation remain as calm as possible. Listen to questions carefully and give clear, concise answers.
10. The driver is required to provide name, address, driver's license number, and vehicle information to the other driver. The same information should be acquired from the other individual(s) involved in the accident.
11. If witnesses are present other than passengers, obtain names, addresses, and license numbers.
12. During the investigation of an accident, do not release non-injured students to anyone unless told to do so by the school administrator in charge. Injured students may be released for transportation to a medical facility by ambulance.
13. Decisions regarding transporting students to medical destinations will be made by school administration, law enforcement officers, and paramedics at the scene of the accident. A child's safety and well being is the most important issue. Parents of the injured are to be notified by school officials as quickly as possible about the accident and where their child has been transported.
14. The school official at the scene may sign off with the paramedics and or law enforcement officers to make arrangements to transport non-injured students to their given destination.
15. Non-injured students (going to school) should be given the opportunity to personally call their parents or guardian regarding the accident upon arriving at school. Elementary student's parents should be notified by the school office staff as they arrive at their school destination. If the accident occurs while on the way home, school officials should contact the parents of all students on the bus and inform the parents of their child's status as best as they presently know. Care should be given when giving information of a serious nature.
16. The bus driver must make a written report of any accident regardless of the severity of damage. (State Accident Report Form)

\* It is suggested that student helpers be in-serviced to assist in bus emergencies.

## **Emergency Evacuations**

Emergency evacuations will be performed two times a year with all grade levels. The Transportation Assistant will set the times and dates. The Transportation Assistant will oversee the evacuations. The School Bus Drivers will give instructions to the students on their bus before the evacuation begins.

## **Reporting Safety Concerns**

Safety concerns should be reported to the Transportation Assistant. If imminent danger is present, please report the concern by radio. Rough roads, tree growth that impairs vision, unsafe loading and drop off areas, and other problems should be forwarded to the Transportation



Director in writing. An effort will then be made to address the problem working with state and local government officials.

Should an individual in an automobile fail to stop when the driver has signaled, attempt to get the license number and report the infraction to the Transportation Director who will notify the appropriate authorities.

## **FEDERAL DRUG AND ALCOHOL TESTING POLICY**

### **Purpose**

It is the policy of SHERIDAN COMMUNITY SCHOOLS that its drivers (CDL Drivers) and employees in safety sensitive positions be free of substance abuse and alcohol abuse. Federal Regulations (49CFR40, Part 382) requires all CDL drivers to submit to drug and alcohol testing, (Consequently, the use of illegal drugs by employees is prohibited. Further, employees shall not use alcohol or engage in "prohibited conduct" as defined herein. The overall goal of this policy is to ensure a drug and alcohol-free environment and to reduce accidents, injuries, and fatalities. A copy of this policy and information packet regarding the harmful effects of drugs and alcohol (Drivers Packet) will be provided to all employees. The Transportation Director and/or Superintendent is designated as the person to answer questions regarding this policy.

### **Safety Sensitive Function**

Definition: Safety-sensitive function is all time spent either waiting to be dispatched; inspecting equipment or otherwise inspecting, servicing, and/or conditioning any commercial motor vehicle; driving/in or upon a commercial motor vehicle; loading/unloading a vehicle, supervising or assisting In the loading/unloading process, attending a vehicle being loaded/unloaded, remaining in readiness to operate a vehicle, or giving or receiving receipts for shipments loaded/unloaded; performing accident-related duties; or repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. A supervisor, mechanic or clerk, etc., who is on call to perform safety-sensitive functions may be tested at any time they are on call, ready to be dispatched while on-duty (§382.305).

#### Types of Tests

Pursuant to regulations promulgated by the Federal Motor Carrier Safety Administration (FMCSA) and the Department of Transportation (DOT), the Company has implemented six circumstances for drug and alcohol tests: (1) Pre-Employment Testing, (2) Reasonable Suspicion, (3) Random Testing, (4) Post-Accident Testing, (5) Return-To-Duty Testing (6)Follow-Up Testing.

#### Refusal to Test

Substitution, adulteration, or refusal to submit to the types of drug and alcohol tests employed by the School will be grounds for refusal to hire employee/applicants and to terminate employment of existing employees. A refusal to test is defined to be conduct, which would obstruct the proper administration of a test. A delay in providing a urine or breath sample could be considered a

refusal. If an employee cannot provide a sufficient urine specimen or adequate breath sample he/she will be evaluated by a physician of the Company's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either urine or breath), it will be considered a refusal to test. In that circumstance, the employee has violated one of the prohibitions of the regulations.

Refuse to submit {to an alcohol or controlled substances test) means:

1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see § 40.61(a) of this title) ;
2. Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences (see § 40.63 (c) of this title) a pre-employment test is not deemed to have refused to test;
3. Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see § 40.63(c) of this title) for a pre-employment test is not deemed to have refused to test;
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen (see §§ 40.67(1) and 40.69(g) of this title);
5. Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure see § 40.193(d)(2) of this title);
6. Fail or declines to take a second test the employer or collector has directed the driver to take;
7. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DBR under § 40.193(d) of this title. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
8. Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); Is reported by the MRO as having a verified adulterated or substituted test result.

Consequences of Policy Violation

Any employee who becomes unqualified or engages in prohibited conduct as set forth herein may be subject to termination of employment.

### Pre-Employment Testing

All applicants for driving and/or safety sensitive positions must submit to urine drug tests. The School must also ensure that no prior employer of the employee has knowledge or records of a violation of the FMCSA/DOT ALCOHOL rules within the previous three (3) years.

### Random Testing

The School conducts random drug/alcohol testing. The School or its agents will submit all mandated employees to a computerized random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The School will drug test, at a minimum, 50 percent of the average number of safety sensitive/mandated positions in each calendar year. The School will select, at a minimum, 10 percent of the average number of safety sensitive/mandated positions for random alcohol testing. Random selection, by its very nature, may result in employees being selected in successive selections or more than once a calendar year. Alternatively, some employees may not be selected in a calendar year.

If an employee is selected at random, for either drug or alcohol testing, a School official will notify the employee. Once notified, every action the employee takes must lead to a collection. If the employee engages in conduct that does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test.

### Post-Accident Testing

When an employee is involved in an accident where a fatality is involved, the employee shall submit to post-accident drug/alcohol testing. When an employee is involved in a recordable accident and receives a citation for a moving violation arising from the accident, the employee also must submit to a drug/alcohol test. Following any accident, the employee must contact the School as soon as possible.

The FMCSA/DOT requires that any time a post-accident drug or alcohol test is required, that it be performed as soon as possible following the accident. An alcohol collection should be made within two (2) hours. If no alcohol collection can be made within eight (8) hours, attempts to collect a breath sample shall cease. A urine drug collection should be made within two (2) hours. If no urine collection can be obtained for purposes of post-accident drug testing within thirty-two (32) hours, attempts to make such a collection shall cease. All attempts shall be documented.

In the event that federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, these tests shall be considered to meet the requirements of this section, provided the tests conform to applicable federal, state, or local requirements. The employee will sign a release allowing the School to obtain the test results from federal, state, or local officials.

In the event an employee is so seriously injured that the employee cannot provide a urine specimen or breath sample at the time of the accident, the employee must provide necessary authorization for the School to obtain hospital records or other documents that would indicate whether there were controlled substances or alcohol in the employee system at the time of the accident.

### Reasonable Suspicion Testing

A covered employee must be tested for alcohol misuse when the School has reasonable suspicion to believe that the employee has violated the rules regarding use of alcohol. A determination that reasonable suspicion exists must be based on specific, contemporaneous, observations concerning the appearance, behavior, speech, or body odors of the employee. Reasonable suspicion testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day that the covered employee is performing a safety-sensitive function. The observation and determination that a reasonable suspicion exists must be made by a supervisor trained in detecting the symptoms of alcohol misuse; however, the supervisor making the determination is not to conduct the reasonable suspicion test on that employee. 382.603. A written record of the observations leading to a controlled substance reasonable suspicion test must be made and signed by the supervisor who made the observations. This record must be made within 24 hours of the observed behavior or before the results of the controlled substance test are released, whichever is earlier.

### Prohibited Conduct

The following shall be considered "prohibited conduct" for purposes of this policy:

No employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater.

No employee shall be on duty or operate a commercial motor vehicle while the employee possesses alcohol unless the alcohol is manifested and transported as part of a shipment.

No employee shall use alcohol while performing safety-sensitive functions.

No employee shall perform safety-sensitive functions within eight (8) hours after using alcohol.

No employee required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No employee shall refuse to submit to a post-accident, a random, a reasonable suspicion, return-to-duty, follow-up, or post-injury breath alcohol or urine drug test.

No employee shall report for duty or remain on duty when the employee uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to operate a commercial motor vehicle or perform a safety sensitive function.

If the School has actual knowledge or has reason to believe that an employee has engaged in prohibited conduct, the School may require the employee to submit to drug and/or alcohol testing. If an employee engages in prohibited conduct, the employee is not qualified to drive a commercial motor vehicle or to perform a safety sensitive function and shall be immediately removed from service. The School may in its discretion, at the request of the employee, keep the

employee's position open while such employee attempts to become re-qualified. SHERIDAN COMMUNITY SCHOOLS may also, at its discretion, take action against the employee up to and including termination.

#### Substance Abuse Evaluation

Any employee who engages in prohibited conduct shall be provided with names, addresses, and telephone numbers of qualified substance abuse professionals. If the employee desires to become re-qualified, the employee must be evaluated by a Substance Abuse Professional (SAP) and submit to any treatment prescribed by the SAP. Following evaluation and treatment, if any, in order to become re-qualified the employee must submit to and successfully complete a return-to-duty drug and/or alcohol test. Such an employee is also subject to follow-up testing.

Follow-up testing is separate from and in addition to the School's reasonable suspicion, post-accident, and random testing procedures. Follow-up testing shall be on a random basis and be in accordance with the instructions of the Substance Abuse Professional. Follow-up testing may continue for a period of up to 60 months following the employee's return to duty. No fewer than six (6) tests shall be performed in the first twelve (12) months of follow-up testing. The costs of any SAP evaluation or prescribed treatment shall be borne by the employee. The School does not guarantee or promise a position to the employee should he/she regain qualified status.

#### Authorization for Previous Test Records

Within 30 days of performing a safety-sensitive function, federal regulations require that the School obtain certain drug and alcohol testing records from employee's previous employers for the previous three years of employment. As a condition to employment, the employee shall provide the School with a written authorization for all previous employers within the past three years to release such drug and alcohol testing records as are required under federal regulation.

#### Drug Urinalysis

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, (5) phencyclidine (PCP).

The Urinalysis procedure starts with the collection of a urine specimen, urine specimens will be submitted to a SAMHSA-certified laboratory for testing. As part of the collection process, the specimen provided will be split into two vials: a primary vial and a secondary vial. The SAMHSA-certified laboratory will perform initial screenings on all primary vials. In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the MRO as a positive.

All laboratory results will be reported by the laboratory to a Medical Review Officer {MRO} designated by the School. Negative test results shall be reported by the MRO to the School. Before reporting a positive test result to the School, the MRO will attempt to contact the employee to discuss the test result. If the MRO is unable to contact the employee directly, the MRO will contact the School management official designated in advance by the School, who shall in turn contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if after the MRO's business hours

and the MRO is unavailable, at the start of the MRO's next business day. In the MRO's sole discretion, a determination will be made as to whether a result is positive or negative.

Pursuant to FMCSA/DOT regulations, individual test results for applicants and employees will be released to the School and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

An individual testing positive may make a request of the MRO to have the secondary vial tested. A different SAMHSA-certified laboratory will test the secondary vial than tested the primary specimen. The individual making the request for a test of the second specimen must pre-pay all costs associated with the test. The request for testing of a second specimen must be made to the MRO within 72 hours of the individual being notified by the MRO of a positive test result.

#### Alcohol Tests

The School will perform alcohol tests using an evidential breath-testing device. The School may provide use of an evidential breath-testing device through a vendor or agent. The employee shall report to the site of an evidential breath-testing device as notified by the School. A breath alcohol technician will operate the evidential breath-testing device. The employee shall follow all instructions given by the breath alcohol technician.

In the event that an employee, on the basis of the evidential breath test, has a blood alcohol content of 0.02 to 0.0399, the employee shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer. Employees are not medically qualified until after the 24-hour time frame expires. Employees with tests indicating a blood alcohol concentration of 0.04 or greater are considered to have prohibited conduct, which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after duty.

#### Training

For Designated Employer Representative (DER) and Supervisors

School shall ensure that Supervisors who are designated to determine whether reasonable suspicion exists to require an alcohol test must receive at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. Supervisors who are designated to determine whether reasonable suspicion exists to require a controlled substance test must receive at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable use of controlled substances under 382.307.

#### For Employees

The School shall provide educational materials that explain the requirements of 382.601, consequences of violating the regulations, materials that explain the harmful effects of alcohol and drug abuse, and the employer's policies and procedures with the respect to meeting these requirements. The materials supplied to employees may include information on additional employer policies with respect to the use or possession of alcohol or controlled substances, for

example, the consequences for an employee found to have a specified alcohol or controlled substances level based on the employer's authority independent of 382.601. School shall ensure that each employee is required to sign a statement certifying that he/she has received a copy of these materials described in 382.601. The school shall also ensure that each employee receive a drivers information packet that lists the Designated Employer Representative (DER) as the person available to answer their questions  
This policy is not intended, nor should it be construed, as a contract between the School and the employee. This policy may be changed at any time at the sole discretion of the School.

#### Pay Periods

All bus drivers and assistants receive an annual pay rate based upon the hourly wage and number of days required to work in a year. All support staff in Sheridan Community School Corporation serve on an “at will basis.” They may be terminated as set forth in the Board Policies under the heading, Dismissal of Non-Instructional Employees. Pay periods will be every two weeks or 26 times a year. All pay will be done by electronic deposit for new employees hired as of August 1, 2007. This satisfies IRS Section 409A’s regulations regarding annualization of support staff salaries. All substitutes, instructional assistants are paid every two weeks during the term of their actual employment.

#### APPENDIX