

TRANSPORTATION EMPLOYEES HANDBOOK

Springfield Public Schools

Transportation Department

Mission

To provide safe, efficient and economical transportation

Vision

To provide safe, effective and efficient transportation and fleet maintenance services. To provide outstanding customer service to school personnel, students, and be an active partnership with parents and community.

August 2007

New Policies

The ‘Director of Transportation’ and ‘Operations Manager’ along with the TEA committee has recently reviewed the prevailing policies and procedures governing the operation of the transportation department and has determined that these policies and procedures shall be updated. The purpose of the update is to:

1. Bring policies and procedures in line with current goals of the R-12 district and the responsibilities placed upon the transportation department.
2. Clarify the duties and responsibilities of the members of the transportation department including drivers, attendants, administrative staff, mechanics and management personnel.
3. Provide clear, concise directives in the day to day operation of the department including but not limited to pay scales, work hours, fringe benefits, driver qualifications, disciplinary procedures
4. Eliminate confusion or misunderstanding resulting from previous policies, written and unwritten.

The Transportation Team Members

DRIVER / ATTENDANTS/ NURSES/MECHANICS/OFFICE STAFF/SUPERVISORS

RESPONSIBILITIES (WE ARE A TEAM)

YOU ARE IMPORTANT:

You, the school bus driver's, bus attendants and nurses have an important and responsible part to play in our educational system. In most instances, you will be the first representative the school system to meet the children in the morning, and the last to see them at night. While the children are on the bus, their safety is in your hands.

YOU ARE RESPONSIBLE:

You are responsible for the efficient and economical operation of the bus, for the safety of passengers, and the vehicle, and for good order and discipline. By successfully accomplishing this assignment, you will be respected and appreciated for performing a difficult and necessary service. You have a profound influence on a child's attitude toward school.

YOU ARE A MEMBER OF A SAFETY TEAM:

Perhaps in no other area of education, does a local board of education or school administrative staff, accept more responsibility for student life and welfare, than during the mass movement of children in school transportation. Therefore, as a member of the "safety team" it is essential not only to provide adequate safe equipment, but also to constantly strive to improve operational safety and efficiency. The health, safety, and welfare of students are at stake. You must be sure you're in the proper physical and mental condition to conduct a safe trip everyday. Safe drivers report to work well rested and mentally alert.

YOUR PASSENGERS:

As an adult professional working with many different children from different backgrounds, you are expected to have a sympathetic understanding and tolerance of problems, moods, and individual differences of students.

PARENTS:

Your communication to parents, knowledge of school policy and consistent enforcement of bus safety rules promotes a cooperative state of mind that will build safety habits in a child and help generate support and understanding by the parents.

GENERAL PUBLIC:

The community will judge the school system by your appearance the appearance of the bus and by the way you drive. Neat, clean, well-groomed personal appearance is essential. You are a Public Relations agent for the school system.

YOUR EMPLOYER:

The School District has responsibility for hiring you, and monitoring your work as you carry out your responsibility. The School District has the responsibility for compensating you fairly for your work, within the limitations of its fiscal resources.

YOUR SUPERVISORS:

You are expected to cooperate with, and support your supervisors as a team member; as you should expect the cooperation and support of your supervisors in helping you perform your duties.

YOUR FELLOW EMPLOYEES:

You should sincerely respect other employees as individuals, and be cooperative in your relationship to those with whom you work. Remember, gossip says much more about the person gossiping than it does about the subject of the gossip.

DRIVER CONDUCT

You, as a school bus driver, have more contact with the public than any other representative of the Springfield R-12 School District. Your dress, behavior, and professionalism directly reflect on the school district. You must dress neatly and conservatively. Your clothes should neither carry messages for liquor or tobacco, nor inappropriate language. Hair should be clean, well groomed, and away from the eyes. Your language must always be appropriate. Hold yourself to the highest standards.

A driver's behavior will set the tone for conduct on the bus. You must be in control. Apply all rules equally and never lose your temper. Students should never be labeled, told to shut up, or treated differently due to individual characteristics. Should a student become disruptive, defuse the situation, if possible, but never argue. Repeat directions calmly and clearly. If you become angry, remove yourself from the situation and call for assistance immediately. NEVER TOUCH A STUDENT. Younger students may seek comfort from you, but touching should be limited with these students also. Consoling on your part is subject to misinterpretation by a third party.

You are placed in a position of great responsibility. Other people trust you with their children. Decisions you make in your personal life with medication and social drinking can create problems with your driving abilities. Remember, your mistake can greatly affect a child's life.

Cultural Diversity

Because of the cultural diversity of students being transported, school bus drivers must realize that students' language, slang expressions, or body language are not necessarily personal attacks on drivers or other students. A driver need not have a comprehensive knowledge of all cultural dialects and mannerisms, but drivers must respect the differences without creating a hostile or confrontational situation when dealing with students. The driver should react or discipline based on the students' actions rather than the ethnicity of the individual.

The School Bus Is an Extension of the Classroom

Take time to think about your bus as a classroom and what you are teaching your passengers. Are you courteous by using please and thank you? Are you concerned about the well-being and safety of your passengers by enforcing the student bus-riding rules in a positive manner? Do you obey the speed limit and all other traffic signs? Do you yield the right of way and are not rushed from the start? Do you keep the bus clean and in good condition?

The school bus is the perfect environment for teaching real-life situations. Take this opportunity to make it enriching.

**SCHOOL DISTRICT OF SPRINGFIELD R-12
SPRINGFIELD, MISSOURI**

**REGULATIONS GOVERNING SCHOOL TRANSPORTATION SERVICES
WITH EMPHASIS UPON PUPIL RESPONSIBILITY**

Authority and control of student groups transported in school buses are vested in the licensed driver. The driver is an appointed member of the school staff and has the same authority and responsibility for the safety and conduct of the pupils on the bus as is vested in the classroom teacher. It is important that both pupils and parents understand this basic statement.

The driver is responsible to the school administration for seeing that the following regulations are enforced. Regulations covering public school transportation have been carefully worked out for the State of Missouri and constitute the basis for safe and efficient transportation of public school pupils. All students eligible for transportation is based on being transported to and from their home residence. Safety comes first in pupil transportation.

1. The driver is in charge of all riders on the bus. Pupils must obey the driver promptly. The driver has a great responsibility and deserves the cooperation of the pupils and the parents.
2. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus. Loading points will be designated by the transportation department in terms of safety and efficiency.
4. Unnecessary conversation with the driver is prohibited
5. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. Moving about while the bus is in motion is forbidden.
6. The use of tobacco on the bus is forbidden
7. Pupils are expected to do their part in keeping the bus neat and clean
8. Pupils must not at any time extend arms or head out of the bus window
9. Pupils should remain seated while the bus is in motion
10. Safety regulations demand that pupils observe directions of the driver when boarding and leaving the bus. In unloading, when children need to cross the roadway, they must cross in front of the bus at the signal of the driver
11. Any damage to the bus by a student must be paid for by the student responsible for the damage or by the parents
12. Pupils entering the bus should proceed to rear and fill seats promptly
13. The driver will not discharge riders at places other than the regular bus stop near the home or at school, unless proper authorization from parent and principal of the school
14. Pupils who refuse to conform to these rules and regulations may be denied transportation services

PERSONEL CONDUCT

The Springfield Public School System, Transportation Department, will provide a work environment, which promotes the general welfare of its employees. Employees will be expected to conduct themselves in a respectful manner toward their fellow employees and the public they serve. Conduct that is considered objectionable will not be tolerated and will result in disciplinary action. Conduct considered inappropriate includes:

1. Language which is considered unacceptable *in this community* including references to deity, references to various human body parts, references to various sexual acts, references to acts of violence toward any person, references demeaning to persons or groups, threatening, or abusive speech.
2. Physical actions including assault and any touching deemed to be sexual in nature.
3. Personal hygiene, which is offensive to co-workers, including natural body odors or excessive perfumes.
4. All employees, but especially persons who come in contact with students will not discuss with or make reference to religious issues or beliefs.
5. Employees should refrain from repeating stories concerning fellow employees of the Springfield R-12 Schools District.

TRANSPORTATION EMPLOYEES RULES OF CONDUCT:

(Open Door Policy)

Free, easy, and effective communication between drivers, assistants, nurses, and supervisors is a mutually important objective. Timely communications may occasionally be delayed due to situations requiring immediate attention, but problems need to be addressed as soon as possible. Your supervisor is usually available sometime before the end of his/ her workday, and will welcome the opportunity to discuss your questions or concerns. Don't depend upon the rumor mill.

When problems arise, good morale is best maintained by sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation.

So far as it is humanly possible, the transportation staff will avoid any violation or misapplication of adopted policy or applicable state laws. Recognizing, however, that reasonable persons may differ in this regard, the School Board has adopted a formal grievance procedure in the hope that any differences will be aired quickly and fairly and that due process will be afforded grievant. (See Personnel Handbook for further information.)

STATE TRANSPORTATION LAWS AND REGULATIONS

The following paragraphs outline the numerous responsibilities of the school bus driver. A number of these responsibilities come directly or indirectly under the jurisdiction of several state agencies. The primary concern of each agency is to improve the safety of pupil transportation.

The Missouri Legislature has enacted several laws concerning pupil transportation. These laws give the Department of Elementary and Secondary Education, through the State Board of Education, legal authority to adopt rules and regulations to govern the transportation of pupils for educational purposes. The Missouri State Highway Patrol is empowered to enforce all motor vehicle laws within the state, and the Department of Revenue issues all driver and Commercial Drivers License (CDL) and school bus permit, as mandated by law.

The Missouri Legislature has enacted the following motor vehicle laws that apply to school bus drivers.

MOTOR VEHICLE LAWS AND SUMMARIES

I. Licensing

a. **Section 302.010, RSMo Definitions** –

- 1) "Commercial motor vehicle", a motor vehicle designed or regularly used for carrying freight and merchandise, or more than fifteen passengers.
- 2) "School bus", when used in sections 302.010 to 302.450 RSMo, means any motor vehicle, either publicly or privately owned, used to transport students to and from school, or to transport pupils properly chaperoned to and from any place within the state for educational purposes. The term "school bus" shall not include a bus operated by a public utility, municipal corporation or common carrier authorized to conduct local or interstate transportation of passengers when such bus is not traveling a specific school bus route but is:
 - i. On a regularly scheduled route for the transportation of fare-paying passengers; or
 - ii. Furnishing charter service for the transportation of persons enrolled as students on field trips or other special trips or in connection with other special events;
 - iii. "School bus operator", an operator who operates a school bus as defined in subdivision (17) of this section in the transportation of any school children and who receives compensation for such service. The term "school bus operator" shall not include any person who transports school children as an incident to his employment with the school or school district, such as a teacher, coach, administrator, secretary, school nurse, or janitor unless such person is under contract with or employed by a school or school district as a school bus operator.

- b. **Section 302.060, RSMo** License not to be issued to whom, exceptions. - The director shall not issue any license hereunder:
- 1) To any person who is under the age of eighteen years, if such person operates a motor vehicle in the transportation of persons or property as classified in section 302.015.
 - 2) To any person who is under to age of sixteen years, except as hereinafter provided;
 - 3) To any person whose license has been suspended, during such suspension, or to any person whose license has been revoked, until the expiration of one year after such license was revoked.
 - 4) To any person who is a habitual drunkard or is addicted to the use of narcotic drugs.
 - 5) To any person who has previously been adjudged to be incapacitated and who at the time of application has been restored to partial capacity;
 - 6) To any person who, when required by this law to take an examination, has failed to pass such examination.
 - 7) To any person who has an unsatisfied judgment against him, as defined in chapter 303, RSMo, until such judgment has been satisfied or the financial responsibility of such person, as defined in section 303.120, RSMo, has been established;
 - 8) To any person whose application shows that he has been convicted within one year prior to such application of violating the laws of this state relating to failure to stop after an accident and to disclose his identity or driving a motor vehicle without the owner's consent.
 - 9) To any person who has been convicted more than twice of violating the laws of this state relating to driving while intoxicated; except that, after the expiration of ten years from the date of conviction of the last offense of violating the laws of this state relating to driving while intoxicated, a person who was so convicted may petition the circuit court of the county in which such last conviction was rendered and the court shall review the person's habits and conduct since such conviction. If the court finds that the petitioner has not been convicted of any offense related to alcohol, controlled substances or drugs during the preceding ten years and that his habits and conduct show him to no longer pose a threat to the public safety of this state, the court may order the director to issue a license to the petitioner if he is otherwise qualified under the provisions of sections 302. 101 to 302.540 RSMo. No person may obtain a license under the provisions of this subdivision through court action more than one time.
 - 10) To any person who has been convicted twice within a five-year period of violating the laws of this state relating to driving while intoxicated, or who has been convicted of the crime of involuntary manslaughter while operating a motor vehicle in an intoxicated condition. The director shall not issue a license to such person for five years from the date such person was convicted for involuntary manslaughter while operating a motor vehicle in an intoxicated condition or for driving while intoxicated for the second time. Any person who has been denied a license for two convictions of driving while intoxicated prior to the effective date of this subdivision shall have their license issued, upon application, unless the to convictions occurred within a five-year period, in which case, no license shall be issued to the person for five years from the date of the second conviction.
 - 11) To any person who is otherwise disqualified under the provisions of sections 302.010 to 302.780, RSMo, or chapter 303, RSMo, or section 544.046, RSMo.
- c. **Section 302.260, RSMo** Unlicensed person operating motor vehicle prohibited. - No person shall authorize or knowingly permit a motor vehic le owned by him or under his control to be driven upon any highway by any person who is not authorized hereunder or in violation of any of the provisions of section 302.010, RSMo to 302.260, RSMo.
- 1) The applicant has a valid state license issued under this chapter or has a license valid in any other state;

- 2) The applicant shall be at least twenty-one years of age.
- 3) The applicant shall have passed a medical examination, including vision and hearing tests, as prescribed by the director of revenue; and if the applicant is at least seventy (70) years of age, the applicant shall pass the medical examination annually to maintain or renew the permit; and
- 4) The applicant shall have successfully passed an examination for operation of a school bus as prescribed by the director of revenue. The examination shall include, but need not be limited to, a written skills examination of applicable laws, rules and procedures, and a driving test in the type of vehicle to be operated. The test shall be completed in the appropriate class of vehicle to be driven. For purposes of this section, classes of school buses shall comply with the Commercial Motor Vehicle Safety Act of 1986 (Title XII of Public Law 99-570).
- 5) Whose driving record shows that such applicant's privilege to operate a motor vehicle has been suspended, disqualified, or revoked or whose driving record shows a history of moving vehicle violations;
- 6) Who has pled guilty to or been found guilty of any felony or misdemeanor for violation of drug regulations as defined in chapter 195, RSMo; of any felony for an offense against the person involving the endangerment of a child as prescribed by law; of any misdemeanor or felony for a sexual offense as defined by chapter 566, RSMo; of any misdemeanor or felony for prostitution as defined by chapter 567, RSMo; of any misdemeanor or felony for an offense against the family as defined in chapter 568, RSMo; of any felony or misdemeanor for a weapons offense as defined by chapter 571, RSMo; of any misdemeanor or felony for pornography or related offense as defined by chapter 573, RSMo; or of any similar crime in a any federal, state, municipal or other court of similar jurisdiction of which the director has knowledge;
- 7) Who has been convicted of any felony involving robbery, arson, burglary or a related offense as defined by chapter 569, RSMo; any felony or misdemeanor for violation of drug regulations as defined in chapter 195, RSMo or any similar crime in any federal, state, municipal or other court of similar jurisdiction within the preceding ten years of which he has knowledge.
- 8) The department of social services or the Missouri Highway Patrol, whichever has access to applicable records, shall provide a record of clearance or denial of clearance for any applicant for a school bus permit for the convictions specified in subdivision (2) and (3) of subsection 5 of this section. The Missouri Highway Patrol in providing the record of clearance or denial of clearance for any such applicant is authorized to obtain from the Federal Bureau of Investigation any information, which might aid the Missouri Highway Patrol in providing such record of clearance or denial of clearance. The department of social services or the Missouri Highway Patrol shall provide the record of clearance or denial of clearance within thirty days of the date requested, relying on information available at that time, except that the department of social services or the Missouri Highway Patrol shall provide any information subsequently discovered to the Department of Revenue.

School bus endorsement, qualifications--grounds for refusal to issue or renew endorsement--rulemaking authority--reciprocity.

302.272. 1. No person shall operate any school bus owned by or under contract with a public school or the state board of education unless such driver has qualified for a school bus endorsement under this section and complied with the pertinent rules and regulations of the department of revenue and any final rule issued by the secretary of the United States Department of Transportation or has a valid school bus endorsement on a valid commercial driver's license issued by another state. A school bus endorsement shall be issued to any applicant who meets the following qualifications:

(1) The applicant has a valid state license issued under this chapter;

(2) The applicant is at least twenty-one years of age; and

(3) The applicant has successfully passed an examination for the operation of a school bus as prescribed by the director of revenue. The examination shall include any examinations prescribed by the secretary of the United States Department of Transportation, and a driving test in the type of vehicle to be operated. The test shall be completed in the appropriate class of vehicle to be driven. For purposes of this section classes of school buses shall comply with the Commercial Motor Vehicle Safety Act of 1986 (Title XII of Pub. Law 99-570). For drivers who are at least seventy years of age, such examination shall be completed annually.

2. The director of revenue, to the best of the director's knowledge, shall not issue or renew a school bus endorsement to any applicant whose driving record shows that such applicant's privilege to operate a motor vehicle has been suspended, revoked or disqualified or whose driving record shows a history of moving vehicle violations.

3. The director may adopt any rules and regulations necessary to carry out the provisions of this section. Any rule or portion of a rule, as that term is defined in section 536.010, RSMo, that is created under the authority delegated in this section shall become effective only if it complies with and is subject to all of the provisions of chapter 536, RSMo, and, if applicable, section 536.028, RSMo. This section and chapter 536, RSMo, are not severable and if any of the powers vested with the general assembly pursuant to chapter 536, RSMo, to review, to delay the effective date, or to disapprove and annul a rule are subsequently held unconstitutional, then the grant of rulemaking authority and any rule proposed or adopted after August 28, 2004, shall be invalid and void.

4. Notwithstanding the requirements of this section, an applicant who resides in another state and possesses a valid driver's license from his or her state of residence with a valid school bus endorsement for the type of vehicle being operated shall not be required to obtain a Missouri driver's license with a school bus endorsement.

(L. 1986 S.B. 707 § 302.270, A.L. 1987 H.B. 384 Revision merged with S.B. 3, A.L. 1989 1st Ex. Sess. H.B. 3, A.L. 1996 H.B. 1301 & 1298 merged with H.B. 1441, A.L. 2004 H.B. 1453 merged with S.B. 968 and S.B. 969 merged with S.B. 1233, et al., A.L. 2005 H.B. 487)

Effective 7-6-05

II. Rules of the Road

- a. Section 304.030, RSMo Certain buses and trucks to stop at railroad crossing, when- Every motor ... every school bus ... whether loaded or empty, shall, upon approaching any railroad grade crossing, be brought to a full stop within 50 feet, but not less than 15 feet, from the nearest rail of such railroad grade crossing, and shall not proceed until due caution has been taken to ascertain that the course is clear; provided, that such full stop shall not be required at a streetcar crossing within a business or residence district, nor at a railroad grade crossing protected by a watchman.
- b. Section 304.044, RSMo Buses and trucks not to follow within 300 feet - penalty.
 1. The following terms as used in this section shall mean:
 - a) "Bus" ... Any vehicle or motorcar designed and used for the purpose of carrying more than seven people.
 2. The driver of any truck or bus, when traveling upon a public highway of this state outside of a business or residential district, shall not follow within three hundred feet of another such vehicle; provided, the provisions of this section shall not be construed to prevent the overtaking and passing, by any such truck or bus, of another similar vehicle.
 3. Any person who shall violate the provisions of this section shall be deemed guilty of a class C misdemeanor and upon conviction; thereof, shall be punished accordingly.
- c. Section 304.050, RSMo School buses, drivers to stop for, when-signs required on buses-bus driver responsibilities-driver identity rebuttable presumption, when.
 1. The driver of a vehicle upon a highway upon meeting or overtaking from either direction any school bus which has stopped on the highway for the purpose of receiving or discharging any school children and whose driver has in the manner prescribed by law given the signal to stop, shall stop the vehicle before reaching such school bus and shall not proceed until such school bus resumes motion, or until signaled by its driver to proceed.
 2. Every bus used for the transportation of school children shall bear upon the front and rear thereon a plainly visible sign containing the words "SCHOOL BUS" in letters not less than eight inches in height. Each bus shall have lettered on the rear in plain and distinct type the following: "State Law: Stop while bus is loading or unloading". Each school bus subject to the provisions of section 304.050 to 304.070 shall be equipped with a mechanical and electrical signaling device approved by the state board of education, which will display a signal plainly visible from the front and rear and indicating intention to stop.
 3. The driver of a school bus in the process of loading or unloading students upon a street or highway shall activate the mechanical and electrical signaling devices, in the manner prescribed by the state board of education, to communicate to drivers of other vehicles that students are loading or unloading. No driver of a school bus shall take on or discharge passengers at any location upon a highway consisting of four or more lanes of traffic; whether or not divided by a median or barrier, in such manner as to require the passengers to cross more than two lanes of traffic; nor shall he take on or discharge passengers while the vehicle is upon the road or highway proper unless the vehicle so stopped is plainly visible for at least three hundred feet in each direction to drivers of other vehicles upon the highway and then only for such time as is actually necessary to take on and discharge passengers.

4. The driver of a vehicle upon a highway with separate roadways need not stop upon meeting or overtaking a school bus which is on a different roadway, which is proceeding in the opposite direction on a highway containing four or more lanes of traffic, or which is stopped in a loading zone constituting a part of, or adjacent to, a limited or controlled access highway at a point where pedestrians are not permitted to cross the roadway.
 5. The driver of any school bus driving upon the highways of this state after loading or unloading school children, should remain stopped if the bus is followed by three or more vehicles, until such vehicles have been permitted to pass the school bus, if the conditions prevailing make it safe to do so.
 6. If any vehicle is witnessed by a peace officer or the driver of a school bus to have violated the provisions of this section and the identity of the operator is not otherwise apparent, it shall be a rebuttable presumption that the person in whose name such vehicle is registered committed the violation. Notwithstanding the provisions in section 301.130, RSMo, every school bus shall be required to have two license plates. In the event that charges are filed against multiple owners of a motor vehicle, only one of the owners may be convicted and court costs may be assessed against only one of the owners. If the vehicle which is involved in the violation is registered in the name of a rental or leasing company and the vehicle is rented or leased to another person at the time of the violation, the rental or leasing company may rebut the presumption by providing the peace officer or prosecuting authority with a copy of the rental or lease agreement in effect at the time of the violation. No prosecuting authority may bring any legal proceedings against a rental or leasing company under this section unless prior written notice of the violation has been given to that rental or leasing company by registered mail at the address appearing on the registration and the rental or leasing company has failed to provide the rental or lease agreement copy within fifteen days of receipt of such notice.
- d. Section 304.060, RSMo School buses and other district vehicles, use to be regulated by board-field trips in common carriers regulation authorized-violation by employee, effect design of school buses, regulated by board-St. Louis County buses may use word "special"
1. The state board of education shall adopt and enforce regulations not inconsistent with law to cover the design and operation of all school buses used for the transportation of school children when owned and operated by any school district or privately owned and operated under contract with any school district in this state, and such regulations shall by reference be made a part of any such contract with a school district. The state board of education may adopt rules and regulations governing the use of other vehicles owned by a district or operated under contract with any school district in this state and used for the purpose of transporting school children (but except for common carriers, such other vehicles shall not transport more than four school children at any one time and the operator shall be licensed in accordance with section 302.272). The state board of education may also adopt rules and regulations governing the use of authorized common carriers for the transportation of students on field trips or other special trips for educational purposes. Every school district, its officers and employees, and every person employed under contract by a school district shall be subject to such regulations. The state board of education shall cooperate with the state highways and transportation department and the state highway patrol in placing suitable warning signs at intervals on the highways of the state. Any officer or employee of any school district who violates any of the regulations or fails to include obligation to comply with such regulations in any contract executed by him on behalf of a school district shall be guilty of misconduct and subject to removal from office or employment. Any person operating a school bus under contract with a school district who fails to comply with any such regulations shall
 2. Be guilty of breach of contract and such contract shall be canceled after notice and hearing by the responsible officers of such school district.

3. Any other provision of the law to the contrary notwithstanding, in any county of the first class with a charter form of government adjoining a city not within a county school, buses may bear the word "special".
- e. Section 304.070: Violation of section 304.050, a misdemeanor - Any person who violates any of the provisions of subsections 1-3 of section 304.050 is guilty of a Class A misdemeanor.
- f. Section 304.075. School bus signs to be removed, when -misdemeanor.
 1. Any motor vehicle, which is not regularly being operated by a school district or under contract with a school district or by private schools for the transportation of school children, shall not bear signs indicating that it is a school bus. When any person operating a school bus under contract with a school district uses it for purposes other than for the transportation of school children, the person shall cover the signs thereon in such manner that it will not appear on the highways as a school bus. Any person violating this section is guilty of a class C misdemeanor.
- g. Section 307.140: safety glass on vehicles for hire and school buses. It shall be unlawful to operate on any public highway or street in this state, a motor vehicle registered in the state of Missouri designed or used for the purpose of carrying school children shall be equipped in all doors, windows, and windshields with safety glass.
- h. Section 307.375: Inspection of school buses – items covered – violations, when corrected, notice to patrol – spot checks authorized.
 1. The owner of every bus used to transport children to or from school in addition to any other inspection required by law shall submit the vehicle to an official inspection station and obtain a certificate of inspection, sticker, seal or other device annually during the month of August or prior to operating the vehicle during the school year. The inspection shall, in addition to the inspection of the mechanism and equipment required for all motor vehicles under the provisions of sections 307.350 to 307.390, RSMo include an inspection to ascertain that the following items are correctly fitted, adjusted, and in good working order:
 - a) All mirrors, including cross view, inside and outside;
 - b) The front and rear warning flashers;
 - c) The stop signal arm; and cross gate arm (if equipped)
 - d) The rear bumper to determine that it is flush with the bus so that hitching of rides does not occur;
 - e) The exhaust tail pipe to determine that it does not protrude from the bus;
 - f) The emergency door to determine that it is unlocked and easily opened as required;
 - g) The lettering and signing on the front, side, and rear of the bus;
 - h) The service door;
 - i) The step treads;
 - j) The aisle mats or aisle runners;
 - k) The emergency equipment which shall include as a minimum a first aid kit, flares or fuses, and a fire extinguisher;
 - l) The seats, including a determination they are securely fastened to the floor;
 - m) The emergency door buzzer;
 - n) All hand hold grips;
 - o) The interior glazing of the bus

2. In addition to the inspection required by subsection 1, the Missouri State Highway Patrol shall conduct an inspection after February 1 of each school year of all vehicles required to be marked as school buses under section 304.050 RSMo. This inspection shall be conducted by the Missouri Highway Patrol in cooperation with the Department of Elementary and Secondary Education and shall include, as a minimum, items in Subsection I and the following:
 - a) The driver seat belts;
 - b) The heating and defrosting systems;
 - c) The reflectors;
 - d) The bus steps;
 - e) The aisles.
3. If upon inspection, conditions, which violate the standards in subsection 2, are found, the owner or operator shall have them corrected in ten (10) days and notify the superintendent of the Missouri State Highway Patrol or those persons authorized by the superintendent. If the defects or unsafe conditions found constitute an immediate danger, the bus shall not be used until corrections are made and the superintendent of the Missouri state Highway Patrol or those person authorized by the superintendent are notified.
4. The Missouri Highway Patrol may inspect any school bus at any time and if such inspection reveals a deficiency affecting the safe operation of the bus, the provisions of subsection three shall be applicable.

III. School Bus Drivers

- a. Section 304.010: Drive in a safe manner – Every person operating a motor vehicle on the highways of the state shall drive the vehicle in a careful and prudent manner and at a rate of speed so as not to endanger the property of another or the life or limb of any person and shall exercise the highest degree of care.
- b. Section 304.014: Rules of the Road and Traffic Regulations – Every person operating or driving a vehicle upon the highways of this state shall observe and comply with the following rules of the road.
- c. Section 304.015: All vehicles not in motion shall be placed with their right side as near the right-hand side of the highway as practicable, except on streets of municipalities where vehicles are obliged to move in one direction only or parking of motor vehicles is regulated by ordinance.
- d. Section 304.016: No vehicle shall at any time be driven to the left side of the roadway under the following conditions:
 - 1) When approaching the crest of a grade or upon a curve of the highway where the drivers view is obstructed within such distance as to create a hazard in the event another vehicle might approach from the opposite direction;
 - 2) When the view is obstructed upon approaching within one hundred feet of any bridge, viaduct, tunnel, or when approaching within one hundred feet of or at any intersection or railroad grade crossing.
- e. Section 304.044: Buses and trucks not to follow within 300 feet The driver of any truck or bus, when traveling upon a public highway of this state outside of a business or residential district, shall not follow within three hundred feet of another such vehicle; provided, the provisions of this section shall not be construed to prevent the overtaking and passing, by any such truck or bus, of another similar vehicle.

- f. Section 304.030: Certain buses and trucks to stop at railroad crossings, when. - Every motor vehicle transporting passengers, for hire, every school bus, and every motor vehicle transporting high explosives, or poisonous or compressed inflammable gases, and every motor vehicle used for the transportation of inflammable or corrosive liquids in bulk, whether loaded or empty, shall, upon approaching any railroad grade crossing, be brought to a full stop within fifty feet, but not less than fifteen feet, from the nearest rail of such railroad grade crossing, and shall not proceed until due caution has been taken to ascertain that the course is clear; provided, that such full stop shall not be required at a streetcar crossing within a business or residence district, nor at a railroad grade crossing protected by a watchman or traffic officer on duty or by a traffic control "stop and go" signal (not railroad flashing signal) giving positive indication to approaching vehicles to proceed.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division 30--Division of Administration --School Services

Chapter 261--Pupil Transportation

CSR 30-261.010 Requirements for the Operation of School Buses Purpose: The State Board of Education has the authority to adopt and enforce regulations for the operation of all school buses. This rule establishes regulations for the safe, efficient and economical operation of school buses.

1. General requirements for approval of school bus transportation
 - a. All transportation of pupils furnished by a school district shall be authorized in accordance with the law.
 - b. School bus routes over which school buses travel shall be approved and maps of approved routes filed with the State Board of Education as may be required.
 - c. All vehicles used to transport pupils shall comply with the requirements of the law and with standards and safety regulations as adopted by the State Board of Education. All vehicles transporting pupils shall be approved by the State Board of Education. Bus inspections shall be conducted as provided by law before the approval of the bus routes.
 - d. All vehicles used for transporting pupils shall carry liability and property damage insurance.
 - e. There shall be on file in the appropriate school district office copies of current contracts, bonds, drivers' physical examination certificates, school bus permit numbers, maps of bus routes, and transportation reports.
 - f. Boards of education shall provide for proper accounting of pupil transportation data and shall prepare and submit to the State Board of Education necessary reports for apportioning state transportation aid and for statistical purposes.
 - 1) An accurate count of pupils transported on the second Wednesday of the month for each month, September through May, shall be made.
 - 2) The count must be taken on either the a.m. or p.m. run. The count must be taken on the same run for all count days and all routes. The driver of the vehicle must sign the pupil count record.
 - 3) If all schools within the district are not in session a full day on the second Wednesday of the months specified in paragraph (1)(F) I., the count of the pupils transported shall be taken within the next three (3) days that all schools within the district are in session a full day.
 - 4) If the school term is completed prior to the second Wednesday in May, the count shall be taken on the last Wednesday in May that all schools within the district are in session a full day.

- g. No school district shall receive state transportation aid for any pupil transported in a vehicle or over a school bus route which has not been approved by the State Board of Education or for any pupil transported in a vehicle whose driver does not meet the school bus driver qualifications as stated in section (2) of this rule.
 - 1) After receiving the recommendation of the commissioner and providing the school district notice and opportunity for a hearing, the State Board of Education shall determine whether state transportation aid or any part thereof shall be withheld from a district because it operates an unapproved bus route or vehicle or a vehicle driven by an unqualified driver.
 - 2) The secretary of the State Board of Education board of education and the superintendent of the district notice of the date, time, and place of the hearing at least fourteen (14) days before the hearing.
 - h. If a board of education allows a lock to be placed on an emergency exit of a school bus, it shall be designed in such a manner that the engine cannot be started with the emergency exit locked.
 - i. Boards of education shall forbid drivers to pull any type of trailer behind a school bus.
 - j. Only those signs and lettering allowed by law or rule written on or attached to a school bus, except for safety- related signs or lettering which, if used, shall be placed on the rear of the bus, in no way obstructing the driver's view. No sign or lettering is allowed to be placed on any window of the school bus.
 - k. Emergency evacuation drills are required for all students in grades K-6 once per semester. The first drill must be prior to October 3 1. Local boards of education to prescribe evacuation drills for students in grades 7-12.
 - l. Boards of education shall maintain a record of driver's daily pre-trip inspections for a period of at least one (1) year. The one (1) year period shall be determined by the month of the school district's Missouri State Highway Patrol Spring School Bus Inspection.
2. School Bus Driver Qualifications
- a. All school bus drivers shall be duly licensed in accordance with Missouri statutes, and local board policy.
 - b. A driver shall
 - 1) Be in good physical and mental health;
 - 2) Be free from communicable disease;
 - 3) Possess and have normal use of both arms, hands, legs, feet and eyes;
 - 4) Have at least 20/40 in each eye with correction if necessary. Field of vision shall be at least seventy degrees in the horizontal meridian in each eye.
 - 5) Be able to distinguish the colors of red, green, and yellow;
 - 6) First perceive a forced whispered voice in the better ear at not less than five (5) feet with or without the use of a hearing aid, or if tested by use of an audiometric device, not have an average loss in the better ear greater than 40 decibels at 500 Hz, 1000 Hz and 2000 Hz with or without a hearing aid. If a hearing aid is worn to meet this requirement it must be worn at all times when operating the school bus;

- 7) Undergo a physical examination annually by a physician licensed in medicine or osteopathy and present a signed physical examination certificate to the employer. School bus drivers required by section 302.272, RSMo, or by local board policy to obtain a school bus permit shall be required to undergo an annual physical examination, except in the year of initial issuance or renewal of the school bus permit, provided the physical examination to obtain the school bus permit has been completed within ninety (90) days of the beginning of the next school year. School bus drivers whose ability to safely operate a school bus has been impaired by a physical or mental injury or disease as determined by the local board of education, must submit a release by the attending physician prior to resuming school bus operation. Not use tobacco products at any time in the school bus;
- 8) Not use tobacco products at any time in the school bus;
- 9) Not operate a school bus while under the influence of intoxicants, narcotics, or drugs;
- 10) Drivers may be required to undergo testing for drug and alcohol use/abuse when
 - a) Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug;
 - b) Abnormal conduct or erratic behavior while at work or deterioration in work performance;
 - c) A report of drug use provided by reliable and credible sources and which has been independently corroborated;
 - d) Evidence that an individual has tampered with a drug test during his/her employ with the current employer;
 - e) Evidence that a school bus operator has caused or contributed to an accident while at work; or
 - f) Evidence that a school bus operator is involved in the use, possession, sale, solicitation or transfer of drugs while working, or while on the employer's premises or operating the employers school bus; and
- 11) Be neat, clean and display appropriate conducts.

3. Driver Operation

a. School bus drivers shall:

- 1) Observe carefully all signs, signals, and rules of the road as provided by the Missouri Motor Vehicle Laws.
- 2) Follow these loading and unloading procedures:
 - a) If school bus is equipped with a master switch, make sure the master switch is in the "on" position.
 - b) Activate pre-warning amber flasher lights at least five hundred (500) feet before designated stop;
 - c) When stopping for a designated stop, apply brakes hard enough to light up the brake lights so that vehicles behind the school bus will know it is slowing down;
 - d) Stay in lane at a location so that the school bus is visible for at least three hundred (300) feet in both directions. Check all mirrors to see that traffic is clear and it is safe to stop.
 - e) Approach waiting students with extreme care, paying attention to the surface on which the school will stop (dry, slippery, slopes right, rough ground, etc). Bring the school bus to a complete stop so that the closest part of the school bus is not less than six feet (6) and not more than ten feet (10) from the closest student;
 - f) Deactivate the pre-warning amber flashing signals and activate the red flashing warning lights and the stop arm, and the crossing gate (if so equipped), when opening the service door after stopping.

- g) Check traffic in front and rear of school bus before giving the students a hand signal that it is okay to cross the road. Drivers should train students not to approach the school bus until given a signal and to check traffic before crossing the roadway;
 - h) Require students who must cross the roadway after leaving the bus or before boarding the bus to cross a minimum of ten (10) feet in front of the bus and only upon a signal given by the driver, monitor, or bus patrol when organized bus patrols are used. (Driver shall NOT move the bus until students are safely ten (10) feet away from the bus in all directions).
 - i) Have students go directly to their seats and if seat belts are available, encourage students to fasten the seat belt before proceeding. When students are seated, check traffic and close the front door to deactivate the red flashing warning lights and stop arm.
- 3) Perform and prepare written documentation of the daily pre-trip inspection, which is to be submitted to the transportation administrator. Pre-trip inspection of vehicles shall include brakes, steering components, lights, signaling devices, emergency door, tires, and safety equipment as a minimum. Any defects or deficiencies that may affect the safety of the vehicle operation or result in mechanical breakdown shall be reported immediately in writing and driver shall not operate school bus until the defect or deficiency has been corrected;
 - 4) Activate the pre-warning amber flashing lights if a school bus stop must be made in close proximity to the crest of a hill or on curves with limited sight distance, activate the amber alternately flashing signals approximately one hundred (100) feet before passing the crest so that vehicles following to the rear shall be made aware the bus is preparing to stop for the purpose of loading or unloading pupils.
 - 5) Assume control of all children while they are being transported requiring from them respectable and orderly behavior. Particular attention should be given to the care and protection of the younger pupils. Any continued disorderly conduct should be reported to the proper school authorities.
 - 6) Not back school bus on school grounds unless rear is guarded by school patrol or adult and driver is advised that the way is clear. Backing the bus at any time shall be avoided if at all possible.
 - 7) Use the strobe light, if the bus is equipped with a strobe light, to supplement other school bus lamps and signals, but only when visibility is so severely limited due to fog, heavy snowfall or other atmospheric driving conditions, as to require the distinctive flashers of the strobe lamp to alert motorists to the presence of a school bus. The strobe lamp may be lighted while the bus is slowing for a turn or stop, while turning or stopped and while regaining speed from a turn or stop. The strobe lamp may be lighted only when the school bus is being operated as a school bus.
 - 8) Follow these procedures when a school bus is disabled:
 - a. Stop the bus as far to the right as possible (on shoulder if available).
 - b. Secure the bus; activate the hazard/warning lights and set parking brake.
 - c. Keep children in bus. If location of the bus is unsafe, remove the children to a safer location.
 - d. Place triangle reflectors a minimum of one hundred feet (100') in both the front and rear of the bus.
 - e. Telephone, radio, or send capable student to call authorities, giving bus location and description of breakdown.
 - f. See that all pupils are delivered to their destinations.
 - 9) Keep inside of vehicle clean and comfortable at all times.

- 10) Keep lettering and lights on front and rear of bus clean so markings are clearly visible.
 - 11) Keep service door closed at all times when bus is in motion.
 - 12) Not leave a loaded bus while motor is running.
 - 13) Fill the fuel tank only when there are no children in the bus.
 - 14) Not allow animals on the school bus except for Seeing Eye dogs or other specially trained animals necessary to furnishing special education services for handicapped children to comply with section 162.710, RSMo.
 - 15) Not allow weapons or explosive material on the school bus.
 - 16) Not allow items carried on the school bus to protrude into or block the aisle or be left in the driver or exit areas.
 - 17) Make and file promptly all daily, weekly, and monthly reports, which may be required.
 - 18) Use seat belt whenever the bus is in motion.
 - 19) Not drive any school bus
 - a. For more than eight (8) consecutive hours. Hours will be consecutive unless individual ceases operation of the vehicle for at least sixty (60) minutes; or
 - b. For more than an aggregate of twelve (12) hours in any twenty-four (24) hour period;
 - 20) Not operate a school bus in excess of posted limits or existing policies; and
 - 21) Illuminate headlights whenever students are being transported.
4. Passenger Seating
 - a. Bus routing and seating plans shall be coordinated so that there are no Standers and every passenger is provided a seat.
 - b. The seating space provided each passenger must be sufficient to ensure that the back of each passenger may come into full contact with the seat back.
 5. Reporting of School Bus Accidents
 - a. All school bus accident, which results in personal injury or property damage, must be reported immediately following the accident.
 6. School Bus Routes
 - a. General Definitions
 - 1) School bus routes - A bus route begins when a bus leaves a point (home, school, etc) empty and proceeds on a predetermined route, picking Up pupils and then traveling to a school until the bus is empty; and returning the pupils to a designated point after school. If more than one route is run by the same bus, each additional route begins when the bus is empty after discharging all the pupils from a previous route and proceeds along another predetermined route, picking up pupils and discharging all of them at their attendance center(s) and returning them home.
 - 2) Eligible miles – Those miles traveled from where the bus is kept at night until it returns to the same location after the pupils have been returned home, as long as it is used solely to transport pupils to and from school, are eligible for state transportation aid.
 - 3) Ineligible miles – All miles that are driven for any purpose other than transporting students to and from school during the school term are ineligible for state transportation aid. Field trips, athletic trips and other extra-curricular activity trips are examples of ineligible miles. Miles traveled to rerun a route or part of a route to transport students participating in before school or after-school activities or training is also ineligible miles. All ineligible miles shall be recorded and subsequently reported on the application for state transportation aid.

- b. All school bus routes shall be shown on the Pupil transportation Route Approval Form (3-260.004). This form shall be submitted annually prior to the last day of October. Routes submitted on this form shall be approved or disapproved by the director of pupil transportation under the direction of the State Board of Education on the basis of the most effective and economic route to transport students.
- c. All routes that are substantially modified during a school year shall be reported to the director of pupil transportation prior to June 30 by submitting a revised Pupil Transportation Route Approval Form (3-260.044)
- d. Each school district shall keep on file an up-to-date map showing the location and length of each school bus route. These maps shall be submitted to the Department of Elementary and Secondary Education upon request.
- e. A district which transports nonresident pupils not legally assigned or through an interdistrict contract, shall not claim any additional miles as eligible miles and the pupils shall be reported as ineligible pupils.
 - 1) High school pupils from elementary school districts – High school pupils residing in an elementary school district are to be claimed only by the elementary district. The elementary district shall claim mileage from where the bus enters the elementary district, including miles traveled within the elementary district and the most direct route to the school of attendance. When more than one (1) bus from the same high school district enters an elementary district to transport the high school pupils, miles driven within the elementary district may be counted on each bus, but only the miles traveled by one (1) bus from the elementary district boundary line back to the high school may be counted, unless there is a sufficient number of high school pupils in the elementary district to fill more than one (1) bus. The director of pupil transportation will make final decision.

CSR 30-261.045 Pupil Transportation in Vehicles Other Than School Buses

PURPOSE: This rule establishes standard for transportation in other than approved school buses.

- 1. Requirements for Transportation of Students in Motor Vehicles That Are Not Licensed as School Buses Owned by a School District or Operated Under Contract With Any School District.
 - a. The number of passengers, including students and driver, that may be transported at any one (1) time shall be limited to the number the manufacturer suggests as appropriate for that vehicle or, if not posted in the vehicle, then limited to the number of seat belts in the vehicle in accordance with section 304.060, RSMo.
 - b. Motor vehicles designed for enclosed passenger transportation maybe used subject to approval by the local board of education.
 - c. Motor vehicles shall be licensed according to law and shall display a current state safety inspection sticker.
 - d. When the driver is not under contract with the school district to provide transportation, the driver shall have a valid Missouri operator's license for the motor vehicle. When the driver is under contract with the school district to provide the transportation, the driver shall have a valid Missouri operator's license for the motor vehicle and be licensed in accordance with section 302.272, RSMo.
 - e. The motor vehicles shall have liability insurance coverage in accordance with section 537.610, RSMo and as required by the local board of education.
 - f. When transportation service in motor vehicles other than those licensed as school buses is contracted, there shall be a written contract between the district and the individual or firm providing the service.

- g. When the driver is not under contract with the school district to provide the transportation, the school district shall ensure that the driver meets the driver qualifications in 5 CSR 30-261.010 subsections (2) (A) and paragraphs (B) (1.)- (6.) , (9).
 - h. The school district shall ensure that drivers not under contract with school district are at least twenty one (21) years of age.
2. Requirements for Transportation of Students in Motor Vehicles Not Licensed as School Buses Not Owned by a School District or Operated Under Contract With Any School District.
- a. The number of passengers, including students and driver that may be transported at any one (1) time shall be limited to the number the manufacturer suggests as appropriate for that vehicle or, if not posted in the vehicle, then limited to the number of seat belts in the vehicle in accordance with section 304.060, RSMo.
 - b. Motor vehicles designed for enclosed passenger transportation may be used subject to approval by the local board of education.
 - c. Motor vehicles shall be licensed according to law and shall display a current state safety inspection sticker.
 - d. The driver of a privately owned motor vehicle that is not licensed as a school bus and not paid to transport students to and from school or school activities shall have a valid Missouri operator's license.
 - e. Motor vehicles shall have liability insurance coverage in accordance with section 537.610, RSMo and as required by the local board of education.
 - f. The school district shall ensure that the driver meets the driver qualifications in 5 CSR 30-261.010 (2) (A) and (B) (1) - (6), (9).
 - g. The school district shall ensure that drivers not under contract with school district are at least twenty one (21) years of age and not over seventy (70) years of age.
3. Requirements for Transportation of Students in Authorized Common Carriers.
- a. Authorized common carriers shall only be used to transport students to and from field trips or other special trips for education purposes and shall not be used to transport and shall not be used to transport students to and from school. Authorized common carriers, as used in this regulation, are over-the-road intercity type coaches equipped with reclining seats, air conditioning and rest room facilities and holding authority from the Missouri Division of Transportation or the Interstate Commerce Commission.
 - b. There shall be a written contract between the district and individual or firm providing the vehicle.
 - c. All contracts with authorized common carriers shall include:
 - 1) Proof of liability insurance in the amount of five (5) million dollars per accident; and
 - 2) Proof of safety inspections and compliance with applicable Federal Motor Carrier Safety Regulations.
 - d. A driver of an authorized common carrier shall hold a valid Missouri commercial driver's license or a similar license valid in any other state and shall comply with all applicable driver qualification of the Federal Motor Carrier Safety Regulations.

5 CSR 30-261.050 Pupil Transportation Hardships

PURPOSE: This rule establishes guidelines for the assignment of pupils based upon the finding of an unusual or unreasonable transportation hardship pursuant to section 167.121, RSMo.

1. For the purpose of this rule, the following terms shall mean:
 - a. Information request - the forms submitted to the designated review officer by the petitioner or the affected districts to document the existence of an unusual or unreasonable transportation hardship.
 - b. Natural barriers - Obstructions to school bus routes, for students who are required by law to be transported or students who are transported as a result of school district practice or policy, caused by streams, rivers, lakes and multi-lane highways with limited access;
 - c. Petitioned district - That district to which the pupil will be assigned should the petition for assignment be granted;
 - d. Petitioner - A parent or guardian of a pupil or, if eighteen (18) years of age or otherwise emancipated, the pupil who has petitioned for assignment pursuant to section 167.12 1, RSMo;
 - e. Resident district - The district where the pupil resides at the time a petition for assignment is submitted;
 - f. Review officer - That individual designated by the commissioner of education to review the request for assignment based upon the finding of an unusual or unreasonable transportation hardship;
 - g. Travel distance - The distance traveled to transport a pupil from the pupil's place of residence or other designated pickup point to the site of the pupil's educational placement; and
 - h. Travel time - That period of time required to transport a pupil from the pupil's place of residence or other designated pickup point to the site of the pupil's educational placement;
2. A petition may be filed with the commissioner of education to assign a pupil to another district based upon the existence of an unusual or unreasonable transportation hardship. This petition must outline the basis for the request for assignment and be signed by the petitioning party.
3. Upon receipt of a petition for assignment, the commissioner of education shall designate a review officer to make findings and a decision as to the existence of an unusual or unreasonable transportation hardship. The designated review officer shall notify both the resident district and the petitioned district of the contents of the petition and shall forward to those districts relevant information requests.
4. The review officer shall make findings and a decision relating to the existence of a transportation hardship based upon the petition for assignment and responses to the information request submitted by the affected district. In addition, the review officer, at his/her discretion, may elect to make a visual inspection of the transportation routes in question and use those findings in his/her determination. Assignment requests based upon documented travel time of less than seventy-five (75) minutes shall be granted only upon the demonstration of special circumstances or transportation hardships caused by natural barriers.
5. The findings and decision of the review officer relating to the petition for assignment shall be made in writing and submitted to the petitioner, the resident district and the petitioned district. If it is the decision of the review officer that an unusual or unreasonable transportation hardship exists, then the pupil shall be assigned to the petitioned school district. The board of education of the resident district shall be responsible for paying the tuition and, when appropriate, transportation costs of the pupil assigned consistent with the provisions of sections 167.121 and 167.241, RSMo.

6. Not later than thirty (30) days from receipt of notice of the decision of the review officer, the petitioned district shall provide information to the resident district indicating the tuition amount and, if appropriate, transportation costs to be paid by the resident district consistent with the provisions of section 167.121 and 167.241, RSMo, for the pupil that has been assigned. If the resident district disagrees to the amount of the tuition or the transportation costs to be paid, the resident district shall indicate this disagreement to the review officer no later than forty five (45) days from the date of notice that the pupil was assigned to the petitioned district. The review officer shall determine the appropriate amount of tuition cost to be paid by the resident district and, if appropriate, transportation costs, within fifteen (15) days, and shall notify the resident district and the petitioned district.
7. Findings and/or decisions of the review officer as described in sections (5) and (6) may be affirmed, rescinded or modified by the commissioner of education upon request of the petitioner, resident district or petitioned. Requests to affirm, rescind, or modify a finding and/or decision of the review officer shall be placed before the commissioner of education by the petitioner, resident district within ten (10) days from notification of the findings and decisions of the review officer as described in sections (5) and (6).
8. Decisions of the commissioner of education as provided in section (7) may be appealed to the State Board of Education upon a written notice of intent to appeal by the petitioner, resident district or petitioned district. These appeals to the State Board of Education shall be limited to written information provided by the petitioner, resident district or petitioned district as to why the decision of the commissioner of education was in error. The intent to appeal shall be indicated in writing to the commissioner of education within ten (10) days from receipt of the commissioner of education's decisions as provided in section (7).
9. As soon as reasonably possible after the commissioner of education receives the intent to appeal as provided in section (8), the appeal shall be placed on the agenda of the State Board of Education. The commissioner of education shall notify the petitioner, resident district and petitioned district of the date the appeal is to be considered by the State Board of Education. Upon an adjudication of the appeal, the State Board of Education shall notify the petitioner, resident district and petitioned district of its decision.
10. Should the resident district refuse or otherwise fail to make payment of the tuition amount and, if appropriate, transportation costs for the pupil that has been assigned consistent with the provisions of sections 167.121 and 167.241, RSMo, as of June 30 following the date the pupil was assigned to the petitioned district, and if requested by the petitioned district, and assuming the petitioned district has provided accurate and complete attendance data to the resident district for the pupil as determined by the Department of Elementary and Secondary Education, the Department of Elementary and Secondary Education shall be authorized to withhold that amount from subsequent state aid payments to the resident district and transfer the amount withheld to the petitioned district.
11. Any final decision of assignment made during the course of any school semester, or any other term in which classes are held, shall remain in place until the end of that semester or term. Any petition for review of an existing assignment must be received by the Commissioner of Education thirty (30) days prior to the beginning of the semester in which rescinding of the assignment would take place.

a. Section 191.775, RSMo Public schools and school buses, smoking or tobacco use prohibited, penalty, permission use of tobacco, where - No person shall smoke or otherwise use tobacco or tobacco products in any indoor area of a public elementary or secondary school building or educational facility, excluding institutions of higher education, or on buses used solely to transport students to or from school or to transport students to and from any place for educational purposes. Any school board of any school district may set policy on the permissible uses of tobacco products in any other non-classroom or non-student occupant facility and on the school grounds or outdoor facility areas as the school board deems proper. Any person who violates the provision of this section shall be guilty of an infraction.

POSITION DESCRIPTION

Title: Bus Driver

Basic Function:

Operates school bus transporting students to/from school, on field trips, and to from extra-curricular activities. Conducts pre-trip inspections reporting malfunction and/or unsafe operating conditions of bus. Completes and updates reports as required.

Specific Function:

Performs pre-trip safety inspections prior to transporting students.

Inspects bus for cleanliness, condition of windows, seats, and door operation.

Adjusts driver's seat, mirrors, and safety belt.

Departs bus transportation center at appointed time to arrive at first stop as indicated on route sheet.

Completes all scheduled routes on schedule as safety allows, and returns vehicle to bus center.

Cleans bus at end of each day and otherwise as required.

Completes periodic student count sheets, mileage trip sheets, and other reports as requested.

Reports any malfunction and/or unsafe operating condition of vehicle.

Recommends for administrative consideration, any route changes deemed appropriate for greater safety and/or route efficiency.

Reports discipline problems to the responsible principal on forms provided.

Maintains control of student on the bus.

Performs other related duties as assigned.

POSITION DESCRIPTION

Title: School Bus Attendant

PRIMARY TASKS:

To supervise students to and from school safely.

To assist driver in checking bus after each route and trip. Completes and updates reports as required.

SECONDARY TASKS:

Responsible for providing one-on-one supervision of a child with special needs.

Assist in loading or unloading at all times.

To be able to physically secure wheelchair.

To assist to handle emergencies and supervise children.

Responsible that all students are seated before and while the bus is in motion.

Supervise students to avoid or sticks head, arm, or leg out a bus window at any time.

Responsible to assist the bus driver in training children in safe riding, safe loading and unloading and crossing, and emergency evacuation procedures; assists the bus driver in conducting bus safety drill.

Responsible to check the entire bus for children at the end of each run - "post-check."

Helping a child fasten their seatbelt or car seat harness, and loading and securing of wheelchair students or students using other adaptive equipment.

Know the route, location of stops and students names, in order to help substitute drivers or to assist in an emergency.

Responsible to use any or all equipment as required: fire extinguisher, body fluid clean-up kit, and seatbelt cutter; wheelchair lift, powered and manual back-up; wheelchair brakes and wheelchair securing systems such as tie-downs; seatbelts, car seats, harnesses, and other types of passenger restraints; bus two-way radio; bus door controls and emergency window and roof hatch exit latches; bus brakes, both service and emergency, to help stop and secure the bus in an emergency.

To help supervise students on extra-curricular activity trips.

Foster teamwork between driver, attendant, and nurse.

Performs other related duties as assigned.

POSITION DESCRIPTION

Title: School Bus Nurse

PRIMARY TASKS:

- To monitor and respond to the medical needs of students.
- To administer medication when needed.
- Responsible for transporting medicines on the bus.
- To Supervise Students to and from school safely.
- To assist driver in checking bus after each route and trip.

SECONDARY TASKS:

- To supervise students on Extra-Curricular Activity trips.

- To assist driver in daily paperwork as expected.

- To attend training as offered

- To be able to physically get in a stoop position or able to get down on hands and knees for proper wheel chair securing.

- To assist to handle emergencies and supervise children.

- Responsible to assist the bus driver in training children in safe riding, safe loading and unloading and crossing, and emergency evacuation procedures; assists the bus driver in conducting bus safety drill.

- Responsible to use any or all equipment as required: fire extinguisher, body fluid clean-up kit, and seatbelt cutter; wheelchair lift, powered and manual back-up; wheelchair brakes and wheelchair securing systems such as tie-downs; seatbelts, car seats, harnesses, and other types of passenger restraints; bus two-way radio; bus door controls and emergency window and roof hatch exit latches; bus brakes, both service and emergency, to help stop and secure the bus in an emergency.

- Performs other related duties as assigned.

POSITION DESCRIPTION

Lead Yard Attendant

Be available for early morning and late evening calls depending on inclement weather.

Be able to work well with others and supervise their work.

Be able to follow instructions.

Check with shop supervisor for any repairs needed.

Assign work to yard Personnel.

Must be able to lift 50lbs. And move around up to 80 lbs.

Operate a Consew sewing machine model 206RB-4.

(AND DO MINOR ADJUSTMENTS) or able to train to use.

Make seat covers, blanket bags, strap bags as needed.

Will need to be able to do the following repairs:

Repair or replace floors in buses and treads.

Repair service doors.

Repair seat covers as needed.

Be responsible for walking the lot to check on buses for broken mirrors, worn wipers, and low tires.

Randomly check inside buses for seat and floor damage.

Wash Buses.

Keep wash bay area clean and organized.

Order supplies as needed: Towels, washer fluid, paints, & coolants.

Deliver and pick-up buses at repair shops.

Paint wheels, bumpers, etc as needed.

Install seats and seat belts as needed

Prep buses for out of town trips.

*Other duties as assigned

POSITION DESCRIPTION

Lot attendant

Be available for early morning and late evening calls depending on inclement weather.

Be able to work well with others.

Be able to follow instructions.

Check with Lead Yard Person for any repairs needed.

Must be able to lift 50lbs. And move around up to 80 lbs.

Check oil/fluids

Will need to be able to do the following repairs:

Repair or replace floors in buses and treads.

Repair service doors.

Repair seats needed.

Be responsible for walking the lot to check on buses for broken mirrors, worn wipers, and low tires.

Randomly check inside buses for seat and floor damage.

Wash Buses.

Keep wash bay area clean and organized.

Deliver and pick-up buses at repair shops.

Paint wheels, bumpers, etc as needed.

Install seats and seat belts as needed

Prep buses for out of town trips.

*Other duties as assigned

APPLICATION REQUIREMENTS FOR DRIVERS

Persons under consideration for employment as a school bus driver must meet the following requirements

1. Complete an application for employment approved by the R-12 school system with an attached Motor Vehicle Record (MVR) from the State of Missouri, issued within the last two (2) weeks.
2. Have a current Class "B" Commercial Drivers License (CDL) issued by the State of Missouri, in good standing, with air brake and passenger endorsement, or be able to obtain such a license after proper training
3. If the drivers license from the State of Missouri is less than one (1) year old, it must be accompanied by an MVR from the state which licensed the applicant prior to Missouri
4. Applicants with the following traffic violations or criminal records will not be considered for employment:
 - a. DWI or DUI in the last 10 years or more than one such violation (Robbery Larson).
 - b. Speeding violations more than 20 MPH over the posted limit or more than 1 speeding violation in the last 5 years.
 - c. Any person convicted of a felony.
 - d. Any person convicted of a crime involving sexual misconduct
5. Pass a drug screen before employment is offered
6. Applicant must be able to pass a driving test administered by the Springfield R-12 School District after training.

The above qualifications are required to have an application accepted for consideration and do not constitute an offer of employment, temporary or permanent.

Persons who are offered and accept employment but resign within 60 days of employment will be charged for the following expenses. (1) Drug Screen \$65.00 (2) Physical exam \$45.00 (3) Driver training \$100.00 (4) Fingerprints \$52.50 these charges will be deducted from the final check.

EMPLOYEE INFORMATION FILES AND RECORDS:

The Transportation and Personnel Offices must be advised as to any personal change of status with transportation employees including:

- Marital status
- Address and phone
- License changes and expirations
- Medical examinations, releases, etc.
- Emergency information**

DRIVERS PHYSICAL EXAMINATION

All persons who drive an R-12 school bus will be required to submit to a physical examination outlined by the Federal Department of Transportation CDL guidelines as adopted by the State of Missouri. This examination will be conducted PRIOR to driving an R-12 bus. All drivers are required to report any changes in their health condition and take a physical to get back to driving their route successfully. All drivers are required to get their annual physical from the medical professional determined by the district transportation department.

DRUG TESTING REQUIREMENTS

Drug testing is a continuing condition of employment and is strictly enforced. Drugs include, but are not limited to, all substances held to be illegal by Federal, State or local statutes, ordinances and regulations, substances controlled by the FDA, or requiring a prescription by a licensed physician or medical practitioner, herbal substances which may cause physical and/or mental impairment and specialized substances manufactured by unknown parties.

Persons who are taking ANY kind of medication, which may impair performance or judgment, including prescription and non-prescription medications such as antihistamines and painkillers should not drive unless approved by their physician.

Drug testing procedures are controlled by FHWA guidelines for holders of CDL driver's license. As such, drivers will be subject to drug screenings before employment, on a random basis during employment and following qualifying motor vehicle accidents as defined by the FHWA.

PERIODIC RANDOM DRUG SCREENING

Drivers are required to participate in random drug screens throughout their employment. Each year a 50 percentage of drivers will be required to submit to a drug test at an unannounced time. Drivers will be REQUIRED to report for the screening immediately upon request at a specified location. Failure to report as requested will result in termination. Drivers who are involved in a traffic accident, which qualifies under FHWA guidelines, will submit to a drug screen. Any driver who fails to comply with FHWA screening rules will be terminated.

DRUG TESTING WAGE CALCULATIONS

When an employee is requested to take a drug screen, they will be given a form, which includes the time of the request. Employees will be paid a set fee of \$25.00 for drug testing.

“S” ENDORSEMENT AND COMMERCIAL DRIVER'S LICENSE

It will be the responsibility of each driver to maintain current Commercial Driver's License with “S” endorsement as required by law. Information and training tapes are available to all drivers. Contact the transportation office for information. State and federal laws require that drivers notify their employer at the earliest practical time of any moving traffic violation, expiration, or surrendering of “S” endorsement or license. Drivers will not be allowed to drive without a current “S” endorsement and commercial driver's license.

CONDITIONS REQUIRING DRIVER SUSPENSION OR TERMINATION

1. Conviction of a felony or act involving sexual misconduct. (Termination)
2. Conviction of DWI, DUI, while in private vehicle (Termination)
3. Conviction of DWI, DUI, while driving school vehicle. (Permanent Termination)
4. Speeding more than 20MPH over posted speed limit while transporting passengers. (Termination)
5. Railroad Crossing Violations (Varies)
6. Failing to notify supervisor of change in health conditions, which could impair you in your job performance. (Suspension or termination)
7. Failing to notify supervisor of suspension or revocation of CDL (Termination)
8. Failure of required drug testing. (Termination) Failure or refusal to take a drug test as required.
9. Drivers who are convicted of a traffic violation in connection with a fatality. (Terminated).

REINSTATEMENT PROCEDURES

Failure to report moving violation with any motor vehicle (Suspension)

Probationary Period – Length of Service

All new employees are considered “on probation” for the first 60 days. In addition, any employee hired for a limited period of time such as for the summer, will be considered “temporary”. Temporary employees do not participate in benefits.

COMPENSATION

Hours of Service

The transportation department operates on a split shift schedule. Drivers are classified as either “non-benefited” or “benefited”.

“Non-benefited drivers” are employees who do not receive “fringe payroll benefits” as regular employees and are not guaranteed a set number of work hours per week. “Non-benefited drivers” are however, guaranteed a minimum work period of 2 hours with the provision that they must be on the clock for the full 2 hours, engaged in such activities as cleaning their bus or doing required paperwork. Sitting in their car is not acceptable.

“Benefited drivers” receive payroll “fringe benefits” and are guaranteed a set number of daily hours. “Benefited drivers” are guaranteed a minimum work period and management will attempt to make shift splits a minimum of 2 hours. Only hours actually on the clock are accrued towards the daily guarantee. Employees must remain either on the bus or in the building, working.

Drivers, who are guaranteed a specified number of hours weekly, do so under the following guidelines.

- (1) Guaranteed hours are accumulated as worked on the clock.
- (2) The proper supervisor, BEFORE the fact, must approve overtime. Routine duties such as route reports should be included in regular hours unless approved before hand.

The following pay categories will NOT be considered when calculating hours accumulating towards overtime.

- (1) Sick Pay
- (2) Funeral Pay
- (3) Jury Duty
- (4) Personal Time
- (5) Family Leave Time
- (6) Workman’s Comp Time
- (7) Military Leave
- (8) Holiday (Must work day before and day after)

Use of the Time Clock

Each person is required to clock in at the work site as close to scheduled time as possible. You are allowed to clock in up to 7 minutes prior to their scheduled clock in time. Time is rounded to the closest 15 minutes from your clock in time. It is the responsibility of the driver to bring the provided employee badge used with the time clock.

Early / Late Punches

Employees are to clock in not more than 7 minutes before the scheduled clock in time. Employees who habitually clock early will be subject to disciplinary action.

Any person who clocks in or out in an attempt to defraud the school system, for his benefit or another person will be terminated. Persons who habitually fail to punch at the required times will be subject to the graduated discipline system outlined elsewhere in this document

Eligibility for holiday pay

An employee, who is absent the day before or the day after a recognized holiday, must have prior approval from the director, in order to receive holiday pay.

Attendance and Punctuality

Absence other than for sickness or emergency requires advance approval from your supervisor. If you have an emergency or become sick, call the office as soon as possible but at least one (1) hour before your scheduled shift. If you are out more than one day, you should call in every day or as directed by your supervisor. If you are on official sick leave, you should report weekly.

PAY DAY

Paychecks will be distributed once a month, normally the last working day of the month. All regular, full-time, benefited employees will receive compensation via free direct deposit service to your designated bank, savings and loan or credit union. You may contact the transportation office for more information. Substitute employees not yet participating in the free direct deposit plan will have their checks mailed to the last address on file.

EMPLOYEE BENEFITS:

Employees regularly assigned to a 20-hour per-week or greater work schedule will participate in a comprehensive benefit program. In addition to the legally required benefits (Social Security, Non-Teacher Retirement and Workers' Compensation insurance), employees will participate in paid holidays, paid medical, dental, life and disability insurance and paid leave benefits (personal illness, family illness/death and personal business).

OVERTIME PAY

The normal workweek shall consist of seven consecutive days - Sunday through Saturday. Employees who work more than 40 hours in any week shall be paid one and one-half times the employee's regular hourly rate of pay for the activity which takes them over 40 hours.

EMERGENCY DISMISSAL OF SCHOOL

Procedure for Snow Days:

Each bus driver shall be excused on days when schools are closed due to inclement weather which results in dangerous driving conditions. Bus drivers will be notified of inclement weather through the Emergency Phone Chain, and should also monitor the radio for possible emergency dismissal days.

LEAVE BENEFITS:

Personal Illness: All days accumulated can be used for this purpose.

Family Illness/Death: A maximum of 10 days of the total accumulated for personal illness can be used per school year.

Personal Business: Personal business days are provided to allow employees to receive paid time off for urgent business that must be transacted during regular working hours. Personal business days are not allowed for personal convenience or recreational purposes.

The policy provides that: Employees will receive one personal day per year and carry forward any unused days up to a maximum of three available days annually. The days available (one, two or three) will be paid leave.

Workman Compensation:

On-The-Job-Injury: The School District has contracted with a commercial insurance company to provide Workers' Compensation Insurance coverage to employees. Beginning with the 4th day of absence for OJI (On the Job Injury), compensation will be from the insurance company rather than the School District. Pay will be deducted as follows:

Day of Injury: No Pay Deducted.

First 3 Days of OJI: No Pay Deducted. (Days will be deducted from your sick leave balances)

4th Day until Returned to Work: All days absent will be deducted at your daily rate of pay with payments to be made by the insurance company.

On-The-Job Injuries must be reported immediately to your supervisor even if you believe the injury will NOT result in medical treatment or an absence. Deductions from School District paid wages may result in loss of retirement wage credit and have an effect on Board-paid and/or voluntary group insurance coverage. Contact the Benefits Office for information on these matters.

Probationary Period – Length of Service

All new employees are considered “on probation” for the first 60 days. In addition, any employee hired for a limited period of time such as for the summer, will be considered “temporary”. Temporary employees do not participate in benefits.

Standard Operating Procedures

Driver RESPONSIBILITIES

General Summary:

The school bus driver is responsible for the safe and efficient transportation of students. They are accountable to the Director of Transportation and/or his/her designated representatives.

1. Drive with the safety of the students as the first priority.
2. Drivers shall carefully observe all traffic signs, signals, rules of the road, and courtesies as provided for by the motor vehicle laws of the State of Missouri. Any driver convicted of a moving violation while in the bus will be suspended for 3 days.
3. Be alert and exercise good judgment concerning emergencies, disabled vehicles, and abnormal driving conditions.
4. All drivers should maintain a pleasant attitude with the students and be consistent with behavior expectations for all students.
5. Maintain good rapport with students, parents, other drivers, driver's assistants, administrators, Transportation office personnel, mechanics, teachers, principals, and members of the school Board of Education.
6. **DRESS CODE:** Appropriate and professional dress and shoes should be worn. Male drivers may wear slacks or shorts and sport shirts. Female drivers may wear dresses, slacks or shorts, sweaters that are in good taste, shirts, or blouses. Shorts should be no shorter than 3" above the top of your kneecap while standing. (This can be measured with an index card sideways.) Shirts/blouses must cover the shoulder and sleeveless should not be less than the normal seam area. Bare midriff tops are not acceptable and must not be worn while at work. *Any printing concerning alcohol, cigarettes, drugs, vulgarity, or that is of a sexual nature on clothing is not permitted.* Appropriate shoes must have a full back or a strap on the back, with the toe not open enough to interfere with the bus pedals while driving. Shoes with a high heel must not be worn at work. Appropriate shoes must be worn when reporting to work. Questions on appropriate apparel should be addressed to the Director of Transportation.
7. All drivers **must wear a watch** in order to leave on time and arrive at each stop on schedule. It is the driver's responsibility to maintain consistent bus stop time with no more than a 2- or 3- minute variance at any time. They should never arrive at stops early.
8. If you should find some major problem while making your pre-trip check, please report the trouble to the garage shop supervisor immediately. Make a note of any minor mechanical problems that occur on your regular route and report to garage as soon as you check in from your run. If a major mechanical problem should develop while bus is in service, you are to park bus and notify garage.
9. Before driving the bus from the garage area, a pre-trip inspection must be done. Turn in Pre-Trip Sheet at end of week.
10. Make sure ALL windows, mirrors, lenses, and lettering are clean.
11. Know how to use a fire extinguisher, emergency exits, and reflectors.

12. Permit no other person to drive the bus, occupy the driver's seat, or tamper with the motor or any of its controls, except a person approved and authorized to do so by the Director of Transportation.
13. Follow established routes and designated bus stops and times.
14. DRIVER'S SEAT BELT MUST BE FASTENED AND SERVICE DOOR CLOSED BEFORE MOVING BUS.
15. Attend meetings with students and parents at the request of the Director of Transportation.
16. It is expected of every driver/driver's assistant to be on time as designated by the Director of Transportation. Those who arrive late are subject to being sent home without pay or possible suspension. (See Clock-In Times)
17. If driver/driver's assistant is unable to perform work schedule due to illness or other reasons, he/she must notify the Transportation office, by calling 523-0500, after 5:00 a.m. for the morning run, 10:15 a.m. for the mid-day run, and 12:30 p.m. for the afternoon run. Failure to do so will result in a verbal warning, written warning, suspension, and/or further disciplinary action. (See Tardiness section) Management has discretion to allow a person to work if no one else is available.
18. Check bulletin board and mailbox before every A.M., Mid-day, and P.M. route for information and special instructions.
19. It is the driver's responsibility to sweep their bus daily and to keep the dash dusted and the inside windows clean.
20. If an electrical fire is suspected, notify Transportation of location, turn off the bus and evacuate if necessary.
21. No driver may leave his/her bus until: the motor is turned off, the brake is set, and wheels are turned in to the curb. Never leave keys in an occupied or unoccupied bus.
22. Do not tailgate. Keep plenty of "living room" between bus and preceding car. The "four second" rule should be used.
23. Fill the fuel tank as necessary and maintain half a tank or more at all times. Refuel only when bus has no passengers. **Running out of fuel is an automatic one-day suspension without pay.**
24. Follow department guidelines. Report bus accidents and student injuries to the transportation office on the appropriate forms as soon as the current run is completed.
25. Inform Transportation Lead Driver, Operations Manager, or Director of Transportation of any unusual incidents and/or circumstances.
26. Check for sleeping children, cut or marked seats, and any articles left behind after unloading at each school. This will help find sleeping children quickly and pinpoint a run where vandalism has occurred.

BUS MAINTENANCE PROCEDURES

1. Bus must be checked before driving to ensure safe transportation. Follow the pre-trip inspection form and turn in completed form at the end of each week.

2. No bus should be driven that the driver considers unsafe. See shop supervisor.
3. Do not let bus fuel drop below one-half tank. Do not leave the bus unattended at the pump island.
4. While sitting in front of a school or any location, the bus should be turned off. Emissions from idling busses are emitted at the ground level. These emissions could be inhaled by children or drawn into the schools ventilation system or inside the buses. This concern is for the health and welfare of all employees and students in the district.
5. **Do not let bus idle more than five minutes if the temperature is above 32 degrees.**
6. Below 32 degrees, a 15-minute idle time is allowed.
7. Garage personnel will start the buses if the temperature drops below 15 degrees.
8. Do not leave anything of value on your bus. Springfield R-12 will not be held responsible for theft of personal items.
9. The speed limit on transportation lot is **5 MPH**.

PRE-TRIP INSPECTION

Each driver is required to check their bus, “pre-trip,” before leaving the parking area for each route, and the completed form should be turned in at the end of each week. **A pre-trip inspection should be done no more than 15 minutes before the route is to leave.** If there are any major problems with the bus, they shall be reported immediately to the mechanics or shop supervisor, and on the vehicle condition report located in the driver’s room.

POST-TRIP INSPECTION

Each driver is required to check their bus, “post-trip,” before leaving the lot. When your post-trip is done following your route, make sure to check for sleeping children any damage or items left behind. The post trip includes turning off the child alarm in your bus. Once you turn off the key the alarm will make a buzzing noise. You have 1 minute to go to the back of your bus and push the red button to disarm the alarm. If you do not disarm the alarm within one minute the horn will start blowing. If this were to happen you have to turn the key back on and then off and go to the rear of the bus at press the button again. IF the alarm will not shut turn your key on and notify shop personnel immediately. **Failure to check your bus or the horn sounding and you have left the transportation facility will receive a five day suspension without pay.**

Radio Usage

General information:

1. Before using your radio, ask yourself the following questions:
 - Is this transmission necessary?
 - Is it personal?
 - Does it need immediate response?
 - Does it pertain to bus management?
 - Is it of a confidential nature?
2. It is imperative that we work together and ensure professionalism in utilizing the radio!

3. Drivers are to be sure the radio is **ON** and properly set before leaving for each trip.
4. Always identify yourself first and the unit you are calling second.
5. Always take your mic out of the holder to use it. By leaving it in the holder, it creates an echo and you are not easily understood.
6. Always monitor before transmitting so that you do not interfere with a co-channel use.
7. Use your call sign during each transmission.
8. The radio should only be operated by those who have authority to use the equipment.
9. Priority should be given to any call involving safety.
10. The radio is to be used for breakdowns or emergencies that occur on the route.
11. Make your message brief and to the point.
12. Be sure that you do not cause a “dead carrier” by accidentally pressing the transmit button or leaning against it and making the frequency unusable.

SAFETY MEETINGS

When these meetings are scheduled, they require mandatory attendance unless otherwise noted. The information given out during these meetings is important because it relates to safety, policy modification, or other matters that could affect the driver’s job performance. If a driver/assistant/nurse is absent it is their responsibility to get the information from their lead driver.

GENESIS -- INSERVICE

When these meetings are scheduled, they require mandatory attendance unless otherwise noted. All support personnel categories, including bus drivers; casual, assistants, and nurses shall have in-service related to their job function.

SENIORITY Hire/Seniority Date:

- All new Transportation employees will be given a hire/seniority date as of the first day of employment in the Transportation Department.
- If more than one employee has the same hire/seniority date, seniority order will be determined by date of application.

ROUTE BIDDING:

1. All drivers will participate in a seniority system for the selection of their assignments. A seniority roster will be maintained and published by the Transportation Office.
2. Prior to the opening of the school year, each regular driver will select a complete assignment. Each driver will select a bus, based on availability and capacity as designated by the Director of Transportation. The order of selection will be based on seniority and availability. Drivers may designate a proxy to select their assignments providing the Director of Transportation is notified, in writing, two weeks prior to selection. A driver that misses the scheduled time for picking will be placed at the bottom of the list (for picking only).

3. Bidding on new or changing of assignments will follow the following guidelines:
 - a. DNA'S may bid on any posted position.
 - b. You are only allowed to change positions if you have maintained your current position for a minimum of three months.
 - c. Are dictated by unforeseen circumstances, the Director of Transportation can make assignments for employees less then the three month period.
 - d. Are for a Temporary Bid--bid due to long-term illness of driver who will return to route. Driver must stay on the temporary route until the regular route driver returns or route becomes open. Any driver who bids on a "temporary route" and is selected by seniority has the option to take the route on a permanent basis if the permanent route driver does not return, OR the driver can return to their original route. Then the open route would be posted for bid.
 - e. Routes available for bid will be posted and advertised for 72 hours before being permanently assigned by the Director of Transportation.
4. If a driver's route is discontinued or altered by a reduction in compensation, the driver may "bump" drivers with less seniority so as to maintain hours and compensation. When "bumping" of routes occurs, the entire route must be accepted in the process. The "bumping" process will be allowed to run its natural course. Any vacancies or discrepancies occurring during this process will be resolved by the Director of Transportation.
5. Upon termination of employment, or retirement, a driver loses all seniority rights.

NO SHOW/NO CALL POLICY

Any driver who fails to report to duty and fails to call within 2 hours after **each** clock in time will be charged with a No Show/No Call. **Three No Show/No Calls in one school year will be deemed as poor job performance and job abandonment and termination will be recommended.**

EXTENDED ABSENCE

A driver who is absent for an extended period over one week must call in weekly or notify office of an expected return date. Failure to call weekly and/or give a return date will result in request for termination. Failure to return on the expected date or to extend the return date could also result in request for termination. After 30 consecutive working days, such driver will not be guaranteed their selected bid but could return to any open route or call-in position at the same hourly rate of pay without loss of seniority.

BUS KEYS

It is the driver's responsibility to bring in the key for the bus they are driving every evening. Spare bus keys should be returned after each time they are used.

SPARE BUSES

Spare buses should always be returned to the appropriate parking space and the key returned to the office after each use. As with all buses, a spare bus should be clean, have trash emptied, and have more than a half tank of fuel.

CELL PHONES

Conducting personal business of any kind such as using a cellular phone or stopping to make a personal telephone call on District time and/or while using district vehicles is not allowed without specific District permission. Cell phones are not to be used while bus is in motion or while students are on board. Failure to comply will result in a one-week suspension, and then recommended termination. District Administrators, Principals, Assistant Principals, and transportation office personnel may report cell phone usage to the Director of Transportation.

PUBLIC RELATIONS

The bus driver plays an important role in public relations. It is important that drivers know how they can contribute to good public relations.

Here are several proven ways of building the good public opinion we need:

- a. Render a quality of service that will make parents and students proud of you as their driver. Courteous conduct on the part of the driver contributes greatly to good public relations.
- b. Provide for the safety of the pupils at all times.
- c. Keep physically fit and mentally alert.
- d. Set a desirable standard of behavior on the bus for students to follow and maintain a spirit of pupil cooperation.
- e. Keep clothing neat and clean to make a good appearance.
- f. Operate the bus skillfully and safely.
- g. Observe carefully all laws, traffic regulations, and rules of the road.
- H. Be proud of the school bus you are driving. A driver's pride in his vehicle is contagious. It causes children to take better care of the bus.

OFFICE AREAS

Please do not interrupt the office staff when they are on the phone.

If dispatch is busy, they will attempt to answer your questions as soon as possible or set a time to discuss the concern.

Telephone messages will be taken in emergency situations only.

Please be respectful of those working in the office areas by keeping your voice down.

DRIVERS' LOUNGE

It is everyone's responsibility to assist in keeping the area clean. Pick up after yourself, push your chair in, wash your dishes and put them away, and monitor the food you leave in the refrigerator.

Keep your mailboxes clear of any unnecessary articles.

PARKING

Employees must park their personal vehicles in the designated employee parking areas.

BUS PARKING

Drivers are to park their assigned vehicles in the space assigned to that vehicle. If driving a spare or someone else's vehicle, it should be parked in its assigned slot.

Drivers must not park at the fuel pumps, behind garage doors, or beside the building without the permission of the Shop Supervisor.

Route Changes

It will be the responsibility of the driver to drive the assigned route as printed and recorded in the transportation office. Any need for deviation from the printed route sheet should be discussed promptly and approved in the transportation office prior to changing route. Following any approved route change; drivers are to provide the necessary information in writing to office personnel. Notification must be given out to parents prior to change.

State law requires that student rider ship count be made in October and February on the second Wednesday. Drivers are required to accurately complete a report furnished by the transportation office and turn it in promptly to the office upon completion of the routes. Headcounts will be taken each month.

Field Trips

Field Trips

Field trips will be assigned only to drivers listed on the field trip roster, whenever possible. This includes local and out-of-town trips.

- Driver who has been employed for one year will be allowed to take out of town trips. Verified experienced drivers will be 90 days.
- Field trips will be assigned starting with seniority and continuing through rotation.
- All field trips will be assigned 48 hours in advance.
- Any cancellation will be reassigned the next available trip.
- If a driver chooses not to take a trip that was assigned or they accepted, that driver must notify the office in writing.
- On field trips, the teacher or coach is in charge of discipline. A report should be made and turned in to the Transportation Office if discipline is not maintained.
- The driver is responsible for security of the bus at all times. It is advisable for the driver to stay with the bus in most instances. The driver is allowed to take the bus to get something to eat, but must first notify the teacher or coach. **Return immediately back to the field trip destination.** Be sure the restaurant is a reasonable distance from the field trip destination.
- Be sure to check with the office prior to an evening or weekend trip to ensure time changes are noted.
- Any driver who chooses not to be placed on the field trip list at the beginning of the year will not be able to go on the list until the beginning of the new semester.
- Anyone who fails to show up for a field trip is skipped for 3 rotations of the list.
- **No additional persons allowed on the field trip** unless they are directly involved with such trip. (Chaperones, Coach assistants, Room Mothers)
- **Drivers cannot trade field trips for any reason.**
- If a trip is cancelled after the driver has arrived at the departure location, the driver will be paid for 2 hours.
- Casual drivers will be assigned to trips that interfere with a driver's route time.
- **All field trip discrepancies will be resolved by the Director of Transportation.**

Driver's responsibilities on out-of-town trips:

When a driver takes an out-of-district trip, whether it is for a school function or athletics, the following rules and responsibilities are to be observed.

Dress neatly and professionally.

No sweat pants, short shorts, tank tops, or clothes with patches/holes, clothes should be clean.

If a map or directions are provided, this is the approved route and should be followed. (if the sponsor has another route and has checked out for road construction you may go that way with their directions.)

Read trip sheet carefully; know your clock-in time and your pick-up Time. Clock-ins is 30 minutes prior to pickup unless you are notified otherwise. Always check your bus before & after a trip check for damages inside and out.

- Motel/hotel accommodations are funded for by the group/sponsor school if overnight.
- Check your assigned bus before your trip make sure you have paper towels, trash bags, window cleaner and a flashlight.
- Check trip times and decide if you will need to take a snack with you-don't count on the groups to stop and eat. If your group does stop to eat, and you have to pay for your own meal, please get a receipt from the same restaurant as they eat at. Any other arrangements will have to be approved by the office for reimbursement. If students do not stop to eat your meal is your responsibility. If they do stop to eat you are expected to eat at the same place. Keep your cost at a minimum and do not order the most expensive items on the menu and expect to be reimbursed. We are asking you keep your cost at a \$12.00 maximum.
- You will have an assigned credit card for fuel; check them out in the office.
- If you are departing from the bus center before or after regular hours, check to see if a mechanic will be on duty, and if necessary. Take a key with you so you can get into the building.
- Check out a phone if you have been told to take one. (Field Trip Secretary). Has the phones in the office.
- Fuel bus. (remember to never fuel with passengers on the bus)
- Do a complete and thorough pre-trip inspection. Pay particular Attention to tires, windshield wipers, heaters, lights (both exterior and interior) and overall condition of bus.
- Make sure an emergency phone list is attached to your trip sheet and that you know how to work the cellular phones.

When you arrive at the school find your sponsor and let them know you have arrived. Before any student gets on the bus, do a walk through with the coach or sponsor and note any defects you find in the appropriate spot on the trip sheet. Both you and the sponsor or coach should initial this. Also verify your destination with the coach/sponsor.

Before leaving the school, do a quick verbal bus evacuation presentation point out the emergency exits, fire extinguisher, radio, etc. Also briefly cover how students should unload in an emergency.

*note: it is only necessary to do this on out-of-town trips.

If you are going to be late for a trip or if it will not work with your regular route assignment let Field Trip Secretary know when you are asked so other accommodations can be made. We can not be late on our pick-ups for extra trips.

It is the driver's responsibility to operate the bus and any of the equipment on it. This includes opening and closing of the carriers, doors, etc.

No equipment, coolers, students, etc. are to be in the aisles.
No students are to enter or exit through the rear bus door.

While on the trip:

Drive defensively! Remember to use caution on highways and to move with traffic and the posted speed limit.

If there is a problem with student behavior on the bus, speak first to the coach or sponsor, and if the problem is not corrected, speak to the students yourself. (Any disruptive behavior not adequately handled by the coach/sponsor should be noted on the trip incident report).

As a general rule, you are required to stay with the group you transport. The only exception is those trips where the sponsor dismisses the driver for a specific amount of time. If you do leave, check with the coach/sponsor and determine the time you need to return. Plan your "away" time carefully so that you are not late. Before you leave the students, check the bus and carriers for any equipment that the students might need.

If you need to fuel, do so while the students are off the bus. Do not wait until you are loaded and headed for home.

If your trip is returning late, rest during your downtime so you won't be sleepy and can drive back safely.

It is understandable that there are times when a driver will be eating or drinking while driving on an extra trip. Extreme caution needs to be exercised while driving and eating. Safety must be the first consideration. Food and drinks should be set where they will not damage equipment.

All state and district safety guidelines are to be considered before a driver honors any special requests from the coach or sponsor. (E.g. No coolers in the aisles, passengers in the stairwell, etc.)

When unloading students at the school at the end of the trip, check carriers for equipment after all the students are off the bus, do a thorough walk-through with the coach/sponsor and again note any damage on your trip sheet. Both driver and sponsor must initial this report.

Upon return to the bus center, re-fuel, sweep, and if necessary, wash out the bus. Write up any defects on an inspection sheet and turn it into the mechanics.

Fill out all required paper work and turn your trip sheet into the office before you leave the building. This includes any expenses you want to claim or you may not be reimbursed. Attach any receipts you may want to claim for this trip. After the trip costs are entered into the computer, you will not receive reimbursement.

Be professional! Be on time! Be courteous! Remember, your appearance and actions reflect on the whole school system. And especially our department.

Your complete cooperation from the outset of your trip is greatly appreciated. Any problems you encounter on the trip must be submitted in writing on a trip incident report to the office so it can be followed up. Any suggestions or ideas you have as to how to make trips safer or better are welcome. Please submit these suggestions in writing for consideration. Any reports or evaluations received on a driver's performance will be looked into and may be considered in assignment of future trips.

Alarm system:

Do not cross yellow line in garage. Leave by the west side door. Make sure all gates are locked. Meal tickets must have establishment name and an itemized list of all food. They must be turned in with trip sheet for reimbursement.

Extra trip requesting

The following guidelines apply to all extra trips scheduled with the transportation department. Please observe these limitations and plan accordingly.

Scheduling start and stop times the primary purpose of district buses is their use for regular school routes morning, noon, and afternoon. Due to the limited availability of driver's and the fact that all buses are scheduled for 2:45 pm pick-ups at high and middle schools. All field trips must be back at the schools and unloaded before 2:30 pm. We cannot promise a bus a bus before 9:00am. If this does not fit your time table please make other arrangements. Do not put an earlier pick-up or a later return in the itinerary screen. Trips will be run only within the times stated on the trip sheets. Drivers will be expected to execute trips as detailed on their sheet. Any change in the destination or listed times must be approved by the driver through the transportation department. Trips which overrun the scheduled times will be subject to additional costs and potentially significant delays. If an additional bus and driver have to be dispatched to finish the trip or to run a route because of a late return an additional charge will be attached to the trip. (This will require the 2 hour minimum for the driver.)

Starting times of extra trips will be strictly adhered to by the transportation department. Should a bus not be in position to begin by the scheduled start time, telephone the transportation department immediately. Depending on the amount of time involved in the tardiness, you may be given a chance to schedule or the charge may be adjusted.

If a trip needs to be cancelled before the bus is at the school and waiting to depart on a trip, there will be no charge for the bus. If a trip is cancelled after the assigned bus is in position at the school, there will be a minimum charge.

DRIVING PROCEDURES

Turning Around and Backing

Turnarounds/backing **ALWAYS LOAD STUDENTS BEFORE BACKING AND UNLOAD STUDENTS AFTER BACKING.** Avoid backing whenever possible, but when backing is unavoidable.

1. Be aware of the surroundings as you approach the area of the turnaround.
2. Activate 4-way flashers and honk horn before backing.
3. Stop bus one length ahead of road to be backed into.
4. Check traffic front and rear. Visibility should be 500 feet in either direction. Have traffic move around bus if possible. **(Do not direct traffic)**
5. Back very slowly into road or drive--using outside mirrors.
6. Check traffic and re-enter roadway with caution.
7. Report consistent backing problems.

Idling of bus

Do not let bus idle more than five minutes if the temperature is above 32 degrees.

Below 32 degrees, a 15-minute idle time is allowed.

Garage personnel will start the buses if the temperature drops below 10 degrees.

Defensive Driving Reminders

1. Make allowances for other drivers, weather, and road conditions. Be aware of pedestrians.
2. Keep alert, recognize accident-producing situations, take evasive measures if necessary, and concede the right-of-way if it will prevent an accident.
3. Start and stop your bus in a smooth manner to prevent injuries.
4. Reduce speed over rough roads.
5. Maintain a safe braking distance between your bus and the vehicle ahead of you.
6. Drive at a reasonable speed considering weather, traffic, and road conditions. There are times when the posted speed limit may be too fast when these things are taken into consideration.
7. Keep windshield and mirror clean. Keep a hand cloth available.
8. Check the bus and all equipment. Report defects. Do not drive with a known safety problem or defect on your bus.
9. **BE COURTEOUS!!**

RAILROAD CROSSINGS

Because of the obvious potential for danger at railroad crossings, extreme caution must be exercised. All school buses, loaded or empty, must stop for railroad crossings. The following procedure should be observed:

1. Shut off master switch for overhead lights.
2. 300 feet before crossing, activate 4-way flashers.
3. Stop not more than 50 feet, but not less than 15 feet from the nearest rail.
4. Open door; look and listen to determine if train is approaching.
5. Once it has been determined that the railroad track is clear, shut the door before moving the bus, and then proceed with caution.
6. If a train is approaching, hold the bus in position, using the parking brake if necessary. After the train has passed, repeat Step 4. When crossing a multi-track crossing, wait 15 seconds after the train has passed to assure that a second train is not approaching.
7. Turn off 4-way flashers after bus has cleared the tracks.
8. Special Considerations:
 - a. There is no need to stop if a police officer instructs you to proceed.
 - b. On multi-lane roads, drivers should stop only in the right hand lane at railroad crossings.
 - c. Flasher lights and bells will turn on automatically if they malfunction.
 - d. All traffic must stop when the gates are lowered.
 - e. Never stop on railroad tracks.
 - f. It is not necessary to stop at **exempt** crossings.

LOADING AND UNLOADING STUDENTS:

Drivers are expected to be knowledgeable of and in compliance with the laws pertaining to the loading and unloading of students. If more than 5 students are at a stop the parking brake must be set.

The laws are on your side when you load and unload students on a public roadway, if you are in total compliance with them. You must be legally stopped with the stop arm extended and lights flashing for the laws to protect you.

Students are to load and unload only at their designated stop, unless they provide the driver with a parental note signed by a school official. The driver should retain this note in case reference to it is necessary at a later time.

When there is an issue of student safety at any designated loading/unloading zone, the Driver should report this concern to the driver supervisor immediately. If necessary the Director of Transportation for an immediate on-site inspection.

Some Reminders for Loading and Unloading :

1. Activate the pre-warning lights no later than 500 feet before stopping.
2. Check all mirrors to be sure it is safe to stop.
3. Approach waiting pupils with caution. If possible, do not stop closer than 10 feet to waiting pupils.
4. Train your pupils not to approach the bus until you signal them. (Thumbs up)
5. Pupils crossing the road should walk at least 10 feet in front of the bus and should not enter the road until you have checked traffic and signaled that it is safe for them to do so.
6. Have pupils go directly to the last available seat (except for otherwise assigned seats) and close the door when the last passenger is seated.
7. Before moving the bus, make sure all pupils are seated and check outside for late arrivals. When it is safe to do so, proceed to the next stop. PUPILS ARE TO REMAIN SEATED AT ALL TIMES WHEN BUS IS IN MOTION.
8. Give motorists a chance to react to the flashing amber lights before activating the red lights. Don't allow students to get off the bus until traffic is stopped. You are responsible for the safety of all students crossing the roadway, regardless of grade level. (Thumbs up to cross)
9. If a driver violates the stop arm law, if possible, write down the license number, location, time, and vehicle description on the stop-arm violation form provided in the transportation office, and turn it in to your supervisor. If you receive a notice of appearance of Court, notify the Supervisor immediately.
10. Do not disengage stop arm and red lights until all students are well clear of roadway. (Minimum of 10 feet)
11. Always look in the roadway before moving and check all mirrors to make sure no students are in front of, alongside, or behind your bus.
12. Instruct pupils as to the danger of reaching or returning near the bus in the danger zone to retrieve a dropped object.
13. Do not allow students to exit via the emergency door.
14. When loading or unloading at a school, pull buses bumper to bumper to decrease the possibility of pedestrians walking between the buses

15. Load and unload only in the bus zones at the schools, and any safety concerns about a loading/unloading zone should be reported to the Transportation Office.

16. After all students have exited the bus, and before you leave the school, check the bus for any items a student may have left on board. Turn any lost items in at the school office.

17. No student will be taken on or discharged while a bus is upon road or highway unless the bus so stopped is plainly visible for at least three (300) feet in each direction, to drivers of other vehicles, and at least five hundred (500) feet on roadways with speed limit in excess of 60 mph.

SAFETY IS FIRST; SCHEDULES ARE SECONDARY!!! SAFE DRIVING TAKES PRECEDENCE OVER ALL OTHER CONSIDERATIONS.

SECURING BUS AT THE END OF THE DAY

At the end of each day, drivers are expected to:

1. Clean the interior of bus, sweeping as needed, and removing all debris.
2. Assure fuel tank is a minimum of 1/2 full. Sub-buses should be fueled after each use.
3. Close all windows and the service door.
4. Check for sleeping children. Disarm the child alert.

SUBSTITUTING

Substitute Bus Driver Authority and Responsibility

Substitute bus drivers will receive the same training and are charged with the same authority and responsibilities as the regular assigned drivers. This includes, but is not limited to, maintaining discipline of the students, operating bus in compliance with traffic laws and State practices, maintaining route schedules, and securing bus in prescribed manner (including refueling, cleaning out debris, closing windows and service door, completing mileage report, etc).

MECHANICAL FAILURE/BREAKDOWN PROCEDURES:

Despite good design and preventive maintenance, buses can have mechanical failures. Know what to do and when to do it if a breakdown occurs on the road.

The legal requirements, as far as equipment is concerned, are:

1. Stop the bus as far to the right as possible. (On the shoulder, if available.)
2. Secure the bus; activate 4-way hazard lights.
3. Keep children in bus. If location of the bus is unsafe, remove the children to a safer location.

4. Place reflectors in accordance with state law.
5. Telephone, radio, or send capable student to call the proper school authorities, giving bus location and description of breakdown. Continue to remain by the radio and do not leave your bus.
6. Complete maintenance repair reports.

General Safety Rules

Keep alert to possible safety hazards and do not depend on warning signs.

If you have questions concerning proper procedures ask your supervisor and do not violate established guidelines. If common sense tells you that it isn't the thing to do, don't, even if instructed to do so by a supervisor. In situations of safety, if there is a disagreement with the supervisor, a member of management at a higher level should be consulted.

Always report defective equipment or conditions promptly to the proper authority.

Inform others if you are aware of possible safety hazards.

Keep your work area free of any items not directly related to the job as necessary.

Running in work areas is prohibited.

Know the location of all safety equipment in your area.

All injuries must be reported to your supervisor.

CELL PHONES (DELETE)

Conducting personal business of any kind such as using a cellular phone or stopping to make a personal telephone call on District time and/or while using district vehicles is not allowed without specific District permission. Cell phones are not to be used while bus is in motion or while students are on board. Failure to comply will result in disciplinary action suspension, and further occurrences I will recommend termination. District Administrators, Principals, Assistant Principals, and transportation office personnel may report cell phone usage to the Director of Transportation.

PUPIL CONTROL AND DISCIPLINE:

Drivers are expected to communicate to pupils all safety rules and regulations, so that these rules can be understood and enforced. The driver is in charge of the bus and the students while enroute.

In order to establish communication and maintain discipline, drivers should observe these guidelines:

1. Treat each child fairly and do not allow special privileges.
2. BE CONSISTENT!
3. Speak calmly and clearly.
4. Do not be too lenient or harsh. Your attitude should be cordial and business-like.
5. For safety reasons, a driver is to maintain order on the bus. Do not allow unsafe or otherwise unwanted behavior to continue on your bus without taking steps to correct the situation. Should it become necessary for you to take disciplinary measures in order to assure control and safety, remember these basics:

ALWAYS CONTROL YOUR TEMPER! Avoid shouting, arguing, and threatening.
Do not use physical force.

A word of warning or remark may be enough to stop an unwanted behavior. Also consider a brief conference with the pupil when you arrive at school.

If the problem is serious and requires immediate attention, find a safe place to stop the bus. Stand up and speak to the student in a firm, but courteous voice. Do not allow the behavior of a few to distract your attention from operating the bus...thus endangering the safety of all students.

Consider moving the problem pupil to another seat.

6. In the following instances, writing a safety violation report is necessary:
 - a. If another student, the driver, or an assistant are physically attacked or harmed.
 - b. If a student refuses to follow the safety instructions of the bus driver and/or assistant.
 - c. If there is any physical damage to the bus or school property caused by a student.

Common sense should be used when issuing a safety violation. It should be noted that a written violation should be used only in extreme cases when no other recourse is available.

7. The Safety Violation Form: There are three (4) copies of this form. (3) copies to the Principal. One copy is to be kept at the Transportation Center and one copy kept by driver (Golden). The Principal keeps one copy, and sends one copy home with the student. The third copy is to be completed by the Principal stating the disciplinary/corrective action taken, and returned within a few days, to the Bus Driver. If you feel the action was not appropriate for the

conduct form, discuss the matter with a Lead Driver, Operations Manager, Director of Transportation in that order.

Similarly, superfluous/inappropriate safety violation reports should be reported via "E" mail by the Principal to the Director of Transportation, with copies to Business Operations Officer and Educational Officer, so that the Director of Transportation can counsel that driver regarding his/her inappropriate use of the safety violation reports.

ACCIDENT PROCEDURES

ACCIDENT REPORTING AND INVESTIGATION

Reporting

The goal of the R-12 Transportation Department is to have no accidents. All accidents will be reported to the appropriate supervisor as soon as practical meaning as soon as communications can be established with designated school officials. Designated school officials include but are not limited to your direct supervisor, the office manager, director, security personnel or administrative staff answering the school radio system.

Reporting Forms

All drivers will be required to report any accident in writing immediately upon return, using approved forms supplied by the school, which will be used in the investigation of the accident by the Transportation Department Accident Review Board.

Failure to report accidents will be grounds for disciplinary action up to and including termination.

Accidents Requiring Drug Testing

Drivers are licensed under the Federal CDL regulations as adopted by the State of Missouri. An accident qualifying under CDL regulations as requiring a drug test will apply to school drivers. Drivers who fail or refuse to comply with drug testing requirements will be suspended immediately pending review by the Director. Failure to take required tests will result in immediate termination.

Accident Review Board

The Accident Review Board will be made up of a TEA representative one office staff representative, one lead driver. This board will review accidents, including any and all reports produced by law enforcement agencies, drivers, administrative or security personnel, witnesses and other parties. The board will then determine if the accident was preventable or non preventable. This finding will be reported to the Director for use in determining the proper corrective actions to be taken.

Results of Determination

All determinations of the Accident Review Board are advisory in nature. The accident review board will not determine what corrective or disciplinary steps are required or taken. Actions taken by the Director will be according to a graduated disciplinary policy, depending upon the severity of the accident.

Accidents - Incidents

Accident – Where the damage is over \$250 and considered to be preventable for the bus driver. Dollar amount to be determined by the Shop Supervisor and the Director.

First Accident – Written Warning and a Minimum of 1 hour training.

Second Accident – (Within 6 months of the first accident) Written warning and a 3-day suspension with a minimum of 2 hours of training.

Third Accident - (Within 12 month period) Termination Recommended.

Incident – Where the damage is less than \$250 and considered to be somewhat unpreventable for the bus driver. (Scrape lenses, mirror, etc.) Dollar amount determined by the Shop Supervisor and the Director.

Incidents less than \$250 that would be considered reckless and dangerous, not following proper procedures, and complete fault of the driver could be considered as an accident if determined by the review panel.

Leaving the scene of a preventable or unpreventable accident or incident without reporting it to the Transportation Office would be considered a preventable accident and follow the guidelines as described above.

ACCIDENT PROCEDURE

Any statement that you may make in the event of an accident can be used against you. Therefore you should not make any statement in regard to who is at fault in the accident. You should not make any statement regarding injuries to any party involved in the accident. Do not "offer" explanations to anyone. Law enforcement officers are the only persons who should request and receive information and you should not volunteer any information.

The following procedure is recommended:

1. Remain calm and reassure students.
2. Turn off ignition switch and take keys, - set brakes. Do not move bus until authorized by law enforcement.
3. Notify Supervisor, Office, or proper law enforcement if out of town. Request ambulance services if needed.
 - a. Advise location. Give exact location.
 - b. Advise if any injuries (Either Party).
 - c. 911 and School Security will be notified.
 - d. Remain in your bus to monitor the radio.
 - e. Get name of all students.
4. Use warning devices to "protect the scene."
 - a. Protect the students and the bus from further accidents; place flags or triangles in accordance with state law.
 - b. Protect the scene from traffic and people, so that evidence is not destroyed.
 - c. Under normal circumstances, do not move vehicle until law officers advise you to do so.
5. Be alert for fire.
 - a. Check for ruptured fuel tank or lines for electrical fire, and for hot tires, which may watch fire. Watch for smoke!
6. After the authorities release you and if you have received a citation, all drivers will be sent for drug/alcohol testing.

At a later date driver will also be sent to driving/safety classes, conducted by our SPS Lead Drivers.

7. Keep all students in the bus, except when there is danger of a fire, further collision, or drowning.

8. Give information to the proper officials.

a. Do not discuss accident with anyone, except, investigating officers.

b. Investigating officers and school officials will need:

1. Students' names, ages and addresses.

2. Bus information- insurance, make, model number, owner, etc. (Accident form to be carried on bus at all times).

c. You and the other driver must write down and exchange name, address, driver's license number, and vehicle registration.

d. Get names, addresses and license numbers of any witnesses.

9. Cooperate with school administration.

a. Do not release a student to anyone unless told to do so by the school administration.

10. When authorized to do so, continue transporting students by the same bus if released, or another bus. Make sure all pupils arrive at appropriate destination.

11. ANY DRIVER INVOLVED IN AN INCIDENT AND/OR ACCIDENT WILL BE SENT FOR DRUG TESTING IF ANY OF THE FOLLOWING APPLY:

ANY INJURIES TO EITHER PARTY,

IF DRIVER IS ISSUED A CITATION.

IF IN THE BEST INTEREST OF THE DISTRICT A TEST IS RECOMMENDED.

Basic First Aid Procedures
CLEANING BODY FLUIDS AND / OR BLOOD

PRECAUTIONARY MEASURES:

Infections can be present in body fluids or blood so it is important that everyone adopt routine procedures for handling the clean-up of body fluids including blood. The procedures to be used are as follows-

1. Cover fluids with absorbent floor sweep material to keep them from spreading.
2. Clean up with disposable towels or tissues.
3. All surfaces, which have been in contact with the fluids, should be cleaned with disinfectant solutions.
4. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure with these lesions and, or mucous with the body fluids. Disposable plastic gloves should be worn if the person doing the cleaning has open lesions.
5. Good hand washing, after exposure to body fluids including blood, should consist of thorough use of soap and water.
6. The following clean-up supplies will be available:
 - a. Absorbent floor sweep material
 - b. Disinfectant solution
 - c. Disposable plastic gloves

These supplies should be kept together, along with paper towels, in a central location under control of the building principal. All of these supplies may be ordered from the General Services Center in the usual manner. No building should ever lack any of these supplies.

CAUTION: The diluted Clorox disinfectant solution *should not* be used for any other purpose than the clean-up described above. Mixing this solution with certain other chemicals can produce toxic gas.

- Guide Lines used in the Springfield Missouri Public Schools.

EYES - Do not apply pressure to eye or instill medications without physician's advice.

-Attempt removal of foreign body by gentle use of moist cotton swab, if not immediately successful obtain medical assistance. Pain in eye from foreign bodies, scrapes, scratches, cuts, etc. can be alleviated by bandaging the lids shut until doctor's aid can be obtained.

---For chemicals splashed in eyes. Flush immediately with plain water and continue for 15 minutes. Do not use drops or ointments. Call physician or Poison Control Center.

NOSEBLEEDS - in sitting position, squeeze outside of nostrils between thumb and index finger for 5-10 minutes. If bleeding persists, call physician.

HEAD INJURY - Notify parent of any blow to the head, even if there are no symptoms. Instruct the parent to be aware of the following symptoms and to contact their physician if any are present.

Observe the next 24-48 hours for:

- DIFFICULT TO AROUSE
- UNDUE SLEEPINESS
- DIZZINESS AND UNSTEADINESS OF GAIT
- CHANGE IN BEHAVIOR OR CONFUSION
- NAUSEA OR VOMITING
- UNEVEN PUPILS
- DIFFICULT OR RAPID BREATHING
- BLURRED OR DOUBLE VISION
- SEVERE HEADACHE

Statement of Intent

It is the intent of the Springfield Transportation Department to foster a mutual concern for the efficient, orderly, and safe conduct of its operations. Toward that goal it is desirable to have clear, well-defined, rules of conduct for personal behavior and safety procedures that are understood and communicated between employees and the administration.

Commission of or being a part to any acts contrary to good order and / or safe operating practices will be cause for disciplinary action.

Such disciplinary action shall be for the purpose of helping the employee to correct mistakes rather than to punish. In this spirit, the violation of conduct described on the reverse of this WRITTEN ADVISEMENT is being communicated to you, as a caution that repeated incidents of inappropriate conduct may be cause for more severe disciplinary action.

Employee Disciplinary Procedures

GRADUATED DISCIPLINE PROCEDURE

The existence of policies, rules and regulations also requires that corrective measures be carefully outlined and understood by all parties.

The Transportation department will use a graduated enforcement policy based on the nature and severity of infractions.

Employees who fail to follow published policies; rules and regulations will be verbally interviewed concerning the infraction by the appropriate supervisor. The nature of the infraction will be clearly explained with the associated rule cited. The employee and the supervisor will attempt to resolve the problem by agreeing to steps to avoid the violation in the future.

- (1) An employee who continues to violate published policies, will be interviewed by the appropriate supervisor and if deemed necessary given a written reprimand. This reprimand will explain the nature of the violation, the published rule violated and any previous violations of a similar nature, which have bearing on the current situation. The employee will be given opportunity to make a written statement of his/her position. This reprimand will be in writing and placed in the driver's jacket.
 - a. An employee who has failed to respond to previous counseling and continues to violate published policies will be given a written reprimand by his supervisor. This reprimand will detail the violation and the associated rule and any other information applicable to the event including previous disciplinary measures. The interview will include the coordinator or his designee. The employee will be given opportunity to present a written statement detailing the situation, as they understand it. The employee will also have another witness of his choosing. The supervisor will give the employee time off without pay from one to three days at his discretion. The director will signoff on this action.
 - b. An employee who has failed to respond to all of the previous corrective measures may be terminated. This action will be taken after consultation with the Director. The action will be in writing and retained in the employees jacket. A witness of his/her choosing will accompany the employee.

Discipline is based on several factors including frequency, severity and employee attitude. Some offenses may require more drastic actions based on the nature of the offense. For example, violations of rules regarding safety of the students and public demand a strong response. Such items as drug testing and use, careless and imprudent driving, and sexual misconduct are grounds of immediate suspension and termination following review by school officials.

GRIEVANCE PROCEDURE

Employees of the transportation department should expect to be treated fairly and consistently. Employees therefore have a right to present grievances to the administration without fear of retribution. In order to accomplish this goal the following rules govern a grievance or response to any disciplinary action.

- (1) An employee who has received counseling or reprimand by a supervisor may appeal the action taken by the supervisor with the next level of administration.
- (2) Any employee accused of an infraction may produce any evidence he/she may have regarding the incident including written, visual or actual witnesses. This information must be presented within 5 working days to the person issuing the corrective action.
- (3) The employee may have a third party as a witness at any level of discipline.

The policies, rules and regulations included in this publication are not meant to supersede or replace policies of the R-12 school board or administration and if such conflicts occur these policies will defer to higher authority.

DUE PROCESS/COMPLAINTS INVOLVING STAFF MEMBERS No employee shall be disciplined arbitrarily or capriciously. Any complaint made against an employee by any parent, student, teacher, or other person which may result in disciplinary action must be called to the attention of the employee when the District receives knowledge of said complaint. A copy of the complaint and grounds forming the basis for any complaint will be made available to the employee in writing. The District reserves the right to not follow the policy of progressive discipline in instances where, in the judgment of the District, consideration of health and safety of the employee, other employees, and/or students would dictate prompt action requiring removal of the employee from their work or for specific misconduct. Any complaint which is not called to the attention of the employee may not be used as the basis for a disciplinary action against the employee.

An employee shall be entitled to have a representative of the Committee or colleague present whenever the District contemplates suspending or discharging the employee. When a request for such representation is made, no action shall be taken with respect to the employee until such representative is present, provided such representation is timely.

The District agrees to follow a policy of progressive discipline which minimally includes:

1. Verbal warning
2. Written warning
3. Suspension
4. Discharge as a final and last resort

Any disciplinary action taken against an employee shall be appropriate to the behavior which precipitated said action.

Any employee against whom a complaint has been filed will have the opportunity, if possible, to meet with the complaining party. The immediate supervisor shall be present during this meeting. The employee may request another person who has knowledge of the complaint also to be present.

Each employee shall be told to whom an appeal can be made in the case of disagreement with the immediate supervisor. All appeals shall follow the line of authority.

Failure to disarm your child alarm or check

Failure to disarm your child alarm or check your bus and the horn sounds and you have left the transportation facility will receive a five day suspension without pay.

NO SHOW/NO CALL POLICY

Any driver who fails to report to duty and fails to call within 2 hours after **each** clock in time will be charged with a No Show/No Call. **Three No Show/No Calls in one school year will be deemed as poor job performance and job abandonment and termination will be recommended.**

Running out of fuel is an automatic one-day suspension without pay.

LINE OF RESPONSIBILITY All managers, secretaries, bus drivers, call-in drivers, driver's assistants, and mechanics are under the direct supervision of the Director of Transportation who is directly responsible to the Director of Business Services under the supervision of the Superintendent. All complaints and grievances are to follow this line of authority.

EXPLICIATE PROHIBITED ACTIVITIES

The examples listed below illustrate conduct, which is inappropriate, and behavior, which is prohibited in a public school environment. While the list is not all-inclusive, it represents examples of conduct, which will subject a school district employee to discipline, up to, and including discharge.

- Possession, display or use of a weapon while on or in school district property or during your working hours. Unlawful possession or use of a weapon while off-duty.
- Engaging in a fight, threatening or provoking a fight while on or in school district property or during your working hours.
- Theft or stealing of property or services of another
- Engaging in verbal or physical conduct of a sexual nature with a student, including sexual harassment
- Engaging in unwelcome verbal or physical conduct of a sexual nature (sexual harassment) with a non-student
- Possession, use, sale or delivery of illegal drugs or controlled substances at any time
- Possession or use of illegal drugs, controlled substances or alcoholic beverages, on or in school district property, during your working hours or reporting to work after having consumed such substances
- Verbal or physical abuse or rudeness to students, parents or school district employees
- Extreme negligence resulting in damage to school district property, or the property of others
- Loss, revocation or suspension of your commercial license to operate a school bus
- Committing any felony criminal offense, or any criminal offense, which would affect your ability to associate with children in the District's opinion
- Violation of Board of Education Policies.
- Exchanging work assignments without authorization.
- Failure to submit reports in an accurate form or in a timely manner
- Failure to run a route in its entirety without official notice of a change or deletion.
- Failure to respond when called on the radio
- Use of tobacco while in or on school district property
- Knowingly or negligently allowing a student to get off the bus at an unauthorized stop
- Failure to follow procedure on parent's notes to let student off bus at a specified location. (Must also have principal's signature.)
- Unauthorized use of audio devices such as radios, tape player/recorders, televisions while operating a Springfield Public School bus
- Failing to maintain reasonable work standards.
- Leaving the job without being properly relieved by a supervisor.
- Absence from work without acceptable excuse.
- Excessive absence or tardiness.
- Reporting to work while fatigued or otherwise impaired and unable to perform your job safely.
- Horseplay, practical jokes and pranks are strictly prohibited and are grounds for immediate dismissal.
- Being insubordinate to or refusing to obey instruction of a supervisor.

- Offering or taking a bribe of any kind in connection with work.
- Holding back or limiting information about students who drop in order to avoid assignment of new students or runs.
- Deliberate or willful ignoring of a safety rule.
- Removal, disablement or defeating of safety devices on school equipment.
- Falsification of any record.
- Gambling on school property.
- Fraudulently obtaining employment benefits or prolonging their payment.

Springfield Public Schools
Pupil Transportation

Written Advisement

Employee Name: _____ Position: _____

Safety Violation

Personal/Professional Irresponsibility

Description:

Date / Location of Incident(s):

Other Remarks:

Signed:	
Date:	

SAFETY RULES

The examples listed below illustrate conduct, which is considered to be inappropriate, and which is prohibited. Violations of these rules will subject you to discipline, up to and including discharge.

1. Allowing unauthorized persons to operate Springfield Public Schools' vehicles or equipment.
2. Failure to promptly report an accident involving Springfield Public Schools' vehicles, equipment, employees or students.
3. Allowing unauthorized persons to ride on Springfield Public Schools' vehicles without permission.
4. Driving in an aggressive or threatening manner while operating a Springfield Public Schools' vehicle, speeding, tailgating, and weaving in/out of traffic. Failure to drive school district vehicles in a safe manner.
5. Failure to promptly report or correct a known safety hazard.
6. Willingly or negligently acting in such a way as to put students, parents or others in physical danger.
7. Failure to follow the safety rules in this handbook.
8. Failure to report all moving violations

The Role of School Bus Attendants In The Student Transportation System

The role of school bus attendants has become increasingly important in recent years. Changes in our society have created challenges and complexities in student transportation few could have imagined a generation ago.

The Importance of High Standards

Although there was a time when little thought was given to qualifications for bus attendants, those days are gone.

By necessity, bus attendants have one of the closest working relationships with children of any representative of the school system. Consequently, character and moral standards must be high.

Furthermore, bus attendants actually have one of the most physically challenging of all jobs in the school environment. Working conditions can be uncomfortable and sometimes hazardous. Basic physical condition of a bus attendant must be good.

Finally, success as a bus attendant requires apposite attitude and sensitivity towards children, self-control, flexibility, maturity and caring.

Physical Requirements

The physical demands on a bus attendant can be surprisingly high requiring strenuous physical activity and demands much more than “sitting in the bus.”

DRESS CODE:

Appropriate and professional dress and shoes should be worn. Male drivers may wear slacks or shorts and sport shirts. Female drivers may wear dresses, slacks or shorts, sweaters that are in good taste, shirts, or blouses. Shorts should be no shorter than 3” above the top of your kneecap while standing. (This can be measured with an index card sideways.) Shirts/blouses must cover the shoulder and sleeveless should not be less than the normal seam area. Bare midriff tops are not acceptable and must not be worn while at work. *Any printing concerning alcohol, cigarettes, drugs, vulgarity, or that is of a sexual nature on clothing is not permitted.* Appropriate shoes must have a full back or a strap on the back, with the toe not open enough to interfere with the bus pedals while driving. Shoes with a high heel must not be worn at work. Appropriate shoes must be worn when reporting to work. Questions on appropriate apparel should be addressed to the Director of Transportation.

Communication

Effective communication with various groups of people is a primary concern of a bus attendant and includes the bus driver, students, parents, and school staff among others. Communication includes besides the normal spoken and written word the often-mentioned “body language.”

The bus attendant and bus driver must work as a team that requires good communication. The attendant must be able to identify existing and potential discipline problems and keep the driver advised of these situations. Together the attendant and driver should maintain a “zero tolerance” for disruptive behavior.

While it is certainly necessary to communicate with students it is worth a word of warning that inquiries into or questions about a child’s personal or family life are improper except when related to safety and welfare of passengers on the bus.

In conjunction with the driver it is imperative that any existing or potential safety problems are promptly reported to the proper school officials. Problems in the following areas are examples: (1) Stops or routing which are hazardous (2) defective school equipment (3) defective wheelchairs (4) Student behavior which could result in a safety hazard to themselves or others (5) Suspicion of weapons or the use of drugs or alcohol (6) Abusive language, profanity, taunting, ethnic or racial comments (7) signs of child abuse or neglect.

Because safety of the students is the attendant's most important task, any problem that creates an unsafe environment must be reported. The most distasteful situation occurs when our co-workers fail in their responsibilities to perform safely. It is YOUR responsibility to report to management any situation that creates unsafe conditions regardless of the source.

Student Management and Custody of Children

A bus attendant must work actively with students to monitor and improve their behavior and never be just a "body on the bus." An attendant is "on duty", at all times, which requires staying alert and eliminates personal activities, such as reading or listening to the radio. An attendant is required to move about the bus at any time to handle various situations. Problems, which can require attention, include disruptive behavior, medical emergencies and students extending their arms out the bus windows.

Attendants frequently are required to provide one-on-one supervision of a child with special needs. When that child is not on the bus, the attendant is still required to assist the driver with other students and duties. Examples include training children in safe loading and unloading, proper conduct on the bus and require emergency evacuation drills. Normal duties of the attendant include assisting in the loading and unloading of students, and checking that students are using bus safety equipment. Remember that the driver and attendant are a team effort.

An important activity is the "empty bus" inspection. Children can not be left on the bus because they fell asleep, or other medical situations. Failure to conduct a thorough inspection of the bus at the end of the run,

Another area with possible legal consequences, involves charges of sexual misconduct. It is essential that any attendant and or driver avoid any contact with a student that could possibly be viewed as inappropriate and further that the attendant/driver team assist each other to avoid these situations. The attendant / driver team should also keep in mind rules concerning sexual harassment between adult and students and student to student. Driver / attendants who witness sexual harassment between students, and allow it to continue without taking action, could be held accountable.

Loading and Unloading Students

The attendant is responsible, along with the driver, for the safety of the children during loading and unloading. This may mean accompanying children on and off the bus and across the street when necessary. In some situations it will mean meeting them at the door of the bus and escorting them to their seat, fastening or assisting in fastening their seatbelt car seat or other restraint, lifting or escorting them up and down the bus steps or assisting with the loading and securing of wheelchair students or students using other adaptive equipment.

Route Knowledge

There are several duties associated with the bus routes that the attendants are expected to know. Both the attendant and driver must know route with its associated stops, as established by the transportation department. It is also necessary to know which students get off at each stop. This knowledge enables the attendant to backup the regular driver on any normal day and to assist any substitute driver that may have to cover the route. It also helps in the case of emergencies in accounting for passengers. It is important that attendants and drivers only permit students to get off the bus at the assigned stops unless authorized in writing by a school official. In the event that a stranger attempt to receive a child or a child expresses concern about getting off at their proper stop, the radio should be used to get directions from the transportation office.

Dress and Appearance

Bus personnel should maintain a neat professional appearance at all times. Please refer to the driver dress code for guidelines in this area.

Knowledge of Equipment (Drivers Area Also)

All attendants and drivers are required to be familiar with and proficient in the use of the following equipment:

1. Fire extinguisher
2. Body fluid clean-up kit
3. Seatbelt cutter
4. Wheelchair lift, powered and un-powered
5. Wheelchair brakes and tie-downs
6. Seatbelts, car seats, harnesses, and other passenger restraints
7. Bus radio
8. Bus door controls
9. Emergency windows, hatches, rear door
10. Bus service and emergency air brakes, engine emergency engine stop
11. 4-way flashers

Personal Safety

Attendants are responsible for their personal safety. This includes remaining seated while the bus is in motion unless performing some task that cannot be delayed. However; every effort should be made to hold these exceptions to a minimum. Procedures that are to be followed routinely are:

1. Use of seatbelt when available
2. Use of all handrails and seatbacks for stabilization while moving in the bus
3. Never ride in the step well

General Duties

The attendants are expected to assist the driver in cleaning the inside of the bus as necessary.

Unacceptable Practices

Attendants will not:

1. Accept money, items of value or favors from students, parents or school personnel in exchange or rendering services; or give money or favors to students in return for their help
2. Eat drink, smoke, use gum or tobacco products on the bus at any time, or buy items from students.
3. Sell items on the bus, seek donations or solicit money for any purpose
4. Use intimidation, harassment, and threats of violence or violence against students at any time.

Medications on the Bus

Students in elementary and middle school are not to transport medications to and from school. According to our medication policy, the parent/guardian or responsible adult shall deliver the medication to the school. In the case of a field trip, a lead teacher will be trained by the school nurse to be responsible for medication administration. There are a few exceptions to the rule however. These students have written guidelines and protocols for administration. The school nurse is responsible for devising and monitoring the plan.

Best Practices for Loading and Unloading Wheelchair Students

Transporting children in wheelchairs provides challenges every day - new and different wheelchair designs, missing or broken wheelchair equipment, complications with lifts or difficulties with frightened children. Not to mention the fact that drivers could find themselves without any assistance.

Complications such as these have a significant impact on the safety of school bus passengers. Obviously, in the real world, the best way is not always possible. But in order to at least strive for it, we must first define it. The following guidelines represent what experts agree to be the safest approach to boarding of wheelchair students.

All OH straps need to be picked up and put away.

2-person team is best

Transportation professionals agree that it is essential to have two adults participating in the loading and unloading process. Along with the driver, the team can include a bus aide, a parent, a teacher or a classroom aide.

Any helper not trained to work on a special-needs bus should not be operating the lift. That person should provide other support services, such as guiding the chair onto or off the lift and holding onto the chair on the lift. A bus aide may operate the lift if properly trained.

The decision about who runs the lift should be based on who will be most effective in that role.

Sometimes the driver or assistant may have a special relationship with the student or his parents and would be better suited for helping the child onto the lift.

It is the driver who runs the lift at Springfield Public Schools because, "the driver is the one who is ultimately responsible for what occurs."

Whether the driver or aide runs the lift, they must both be trained in proper loading and unloading procedures.

Pre-boarding procedures

Before allowing a wheelchair student to board the bus, you must be certain that his chair is in safe condition. If there is any problem with the chair, it must be remedied before he can board the bus.

Whenever possible, someone in the operation should be trained to work on minor chair repairs. Occupational therapy/physical therapy (OT/PT) staff or bus mechanics can often fix simple problems like a loose wheel. However, if nothing can be done on the spot to make the wheelchair safe for transportation, the child should not be allowed to board the bus. "It's better to watch out for the safety of the student than to follow the rule of providing transportation."

Once you have determined that a student's chair is safe, remove the lap tray, if the chair has one. Lap trays not only interfere with safety restraints, but they can also become projectiles in the event of an accident.

Raising a manual chair

After the lift is lowered, back the student onto the platform and set the brakes on the chair. Secure the wheelchair with the student facing outward (back to the bus), so he doesn't risk pinning his feet beneath the bus as the lift goes up. Be sure that the roll-stop is up before running the lift.

As the lift rises, the adult on the ground should keep one hand firmly on the chair. This not only aids in stabilizing the chair, but it also lends a sense of security to the child on the lift. When the student reaches the top, the adult inside the bus will remove the safety restraints, release the brakes and wheel the student onboard and into place.

Raising a motorized chair

Motorized wheelchairs should be turned off while on the lift. If the gears on a motorized chair are accessible (sometimes they are not reachable), they should be disengaged to prevent the chair from rolling. Note: on some motorized chairs, disengaging the gears may actually prevent the brakes from working. For this reason, it is imperative that drivers understand the correct way to operate each of the chairs used by their passengers. If they have any questions or concerns, they should immediately consult the student's parents or a member of the OT/PT staff.

A student in a motorized chair can be permitted to motorize himself onto or off the lift when it's at ground level, if his OT/PT, parent or bus driver deems him capable of safely doing so. (You may wish to document this decision in the student's IEP, Individualized Education Program). When the lift is at bus level, however, a student should not be allowed to motorize himself onto or off of it. The student will be several feet in the air, where a mistake at the controls could lead to significant harm.

When the lift reaches bus level, all chairs should be moved inside manually. Though a student's independence is important, turning the power on while the chair is still on the lift involves too great a risk.

Going it alone

What if a driver has no one to assist her in the loading and unloading process? Though no transportation provider recommends running a wheelchair lift bus without an assistant, most have faced that situation. There is no good solution to this dilemma.

The first option a driver has is to ride the lift with the student, thus operating the controls while remaining beside the student and holding on to his wheelchair. The second option is to operate the lift from the ground, returning inside to move the student onto the bus when the lift reaches the top. Both options involve a risk to the student, the first by standing on the lift with him, the second by leaving him unattended.

Before loading or unloading students by themselves, a driver should enlist the help of an available adult, such as a parent or a school official. Though there may occasionally be complications with assistance along the route, a classroom aide or school administrator should always be made available to help with the loading and unloading process at the school site. As we've just seen, safety is compromised when drivers are forced to do it alone.

Get proper training

The best way to train special-needs drivers in the loading and unloading process is to put them through hands-on practice with other drivers in training

The well-rounded driver

When it comes down to it, best practices are simply that - best practices. They cannot be followed in all situations and there are unique cases in which these practices are not the best for the child and driver involved. That's why training is key. Drivers need to be able to think on their feet so they can deal with those situations that do not conform to a "best practices" scenario. If they understand what it feels like to be in a wheelchair suspended several feet in the air, they are one step closer to understanding the needs of their students and making the best choices to ensure their safety.

Standing on the Lift

No one is allowed to stand on the lift without specific permission from the transportation office

Sizing Up the Chair

No student should be allowed to board the bus if his wheelchair has any of the following characteristics:

- Tires deflated, loose or not functioning properly – the chair will be difficult to move or may move unpredictably.
- Wheelchair belt is broken or missing – student risks falling out of chair.
- Wheelchair insert (back support mechanism on certain chairs) is loose/unattached to chair – student not fully restrained; may lunge forward at a sudden stop.
- Student does not fit properly in chair – risks injury in chair or expulsion from it during an accident.
- Extra equipment, such as respirator or oxygen tank, is not secured properly – may not function correctly or may fall out of chair (pressurized tanks could explode) or may become projectiles in the event an accident.
- Brakes do not work properly – chair may roll off lift or in bus.
- Motorized wheelchair is malfunctioning in any way – could move unpredictably and cause harm to occupant or others.

From The School Nurse

SUBJECT: Asthma

Asthma is a lung condition in which three changes usually occur: smooth muscles in the walls of the bronchi tighten, mucous membranes lining the bronchi become swollen and thick mucous is produced in the bronchi and smaller passages.

The space available for the passage of air is reduced and breathing is difficult.

Children with asthma are more likely to miss a lot of school due either to the asthma itself or to aggravating respiratory infections. Symptoms that may be noted include: wheezing, coughing, increased difficulty breathing and a faster heart rate, appearing tired or inattentive and hyperactivity as a side effect of medication.

A wheezing child will usually have a look of general discomfort and distress. The rate of respiration is more rapid than normal and breathing tends to be shallower. A shrill, high-pitched whistling sound is often audible. This wheezing sound is caused by trapped air passing through the constricted airways. During wheezing episodes, many asthmatics experience feelings of panic and helplessness.

If the teacher is faced with this emergency, the following may be implemented until assistance from the school nurse or parents may be obtained:

- I. **RELAX:** The child should assume a comfortable sitting position--probably sitting up and leaning forward. Talk to him reassuringly and calmly.
2. **DIAPHRAGMATIC BREATHING:** Have the student practice breathing, using the stomach muscles instead of the chest muscles, forcing out as much air as possible on expiration. (Check with the school nurse if you have questions.) Continue approximately five minutes.
3. **DRINK WARM LIQUIDS:** Water is the most practical; sip slowly, Drink three cups (3-5 minutes per cup).
4. **MEDICATION:** Let student take prescribed medication if available.
5. **MEDICAL EVALUATION:** If these steps are ineffective and if the child continues to show symptoms, a medical referral is necessary.

When the child's condition has improved, he should return to class and be integrated into the normal activities. Symptomatic attacks may be brought on by many factors, such as airborne irritants e.g., pollens, dust, mold, etc., strong odors--chemicals, art supplies, cosmetics, cigarette smoke, etc., respiratory tract infections, sudden temperature changes and strenuous exercise, especially running.

A major goal of management is to prevent the severe episodes or, at least, to reduce their frequency by controlling infection, allergens, unnecessary emotional upsets and environmental pollutants.

FROM: The School Nurse

SUBJECT: Diabetes

Diabetes is NOT an infectious disease. It results from failure of the pancreas to make a sufficient amount of insulin. Without insulin food cannot be used properly. Diabetes currently cannot be cured but can be controlled. Treatment consists of daily injections of insulin and a prescribed food plan. A student with diabetes can participate in all school activities and should not be considered different from other students.

Insulin reactions occur when the amount of sugar in the blood is too low. This is caused by an imbalance of insulin, too much exercise, or too little food. Under these circumstances the body sends out numerous warning signs. If these signs are recognized early, reactions may be promptly terminated by giving some form of sugar. If a reaction is not treated, unconsciousness and convulsions may result. The student may recognize many of the following warning signs of low blood sugar and should be encouraged to report them.

WARNING SIGNS OF INSULIN REACTION

Excessive Hunger	Blurred Vision	Poor Coordination
Perspiration	Irritability	Abdominal Pain or
Pallor	Crying	Nausea
Headache	Confusion	Inappropriate Actions/
Dizziness	Inability to Concentrate	Responses
Nervousness or Trembling		Drowsiness or Fatigue

If the student is able to walk, please send him/her to the office accompanied by another student who can identify him/her to office personnel. If the student is unable to walk, please send for the nurse or an administrative assistant. The person sent for help should give the name of the student and the suspected problem.

Students with diabetes follow a prescribed diet and may select their foods from the school lunch menu or bring their own lunch. A midmorning and/or a mid-afternoon snack may be necessary to help avoid insulin reactions.

The amount of sugar in the blood of a student with diabetes can be tested with special equipment. Testing the blood for sugar several times a day serves as an effective guide to proper diabetes control. Blood tests for sugar should be made before meals, and time should be allowed before lunch for the diabetic student to perform this test if requested.

The student with diabetes should be carefully observed in class, particularly before lunch. It is best not to schedule physical education just before lunch, and if possible the student should not be assigned to a late lunch period. Many students require nourishment before strenuous exercise. Teachers and nurses should have sugar available at all times. The student with diabetes should also carry a sugar supply and be permitted to treat a reaction when it occurs,

Diabetic coma, a serious complication of the disease, results from uncontrolled diabetes. This does NOT come on suddenly and generally need not be a concern to school personnel.

FROM: The School Nurse

Epilepsy, sometimes called a seizure disorder, is manifested by brief, temporary changes in the normal functioning of the brain's electrical system. It occurs due to an intermittent increase in **electrical activity that passes between** cells in the brain. When this occurs, effects on consciousness, body movements and behavior may be observed.

Epilepsy cannot be cured. However, seizures can be controlled completely or partially in an estimated 80 percent of all cases by the use of anti-convulsant medication.

CONVULSION SEIZURES-sudden cry, fall, rigidity, followed by muscle jerks, frothy saliva on lips, shallow breathing or temporarily suspended breathing, bluish skin, possible loss of bladder or bowel control.

The seizure usually lasts 2-5 minutes. Normal breathing will start again. There may be some confusion and/or fatigue, followed by return to full consciousness.

EMERGENCY TREATMENT:

1. Keep calm. Do NOT restrain the student or try to revive; you cannot stop a seizure once it has started.
2. Clear the area of hard, sharp or hot objects.
3. DO NOT FORCE ANYTHING IN THE STUDENT'S MOUTH. The victim will not swallow his/her tongue.
- 4~If possible, turn the student on his/her side with mouth down to avoid sucking fluids into the lungs.
5. Loosen necktie or tight clothing.
6. DO NOT be concerned if he/she seems to stop breathing. DO BE CONCERNED if the student seems to pass from one seizure into another without gaining consciousness or the seizure continues more than five minutes and there is no previous history of epilepsy.

GENERAL RECOMMENDATIONS:

Document how long the seizure lasts and describe the behavior prior to unconsciousness. When the seizure is over, the student will probably be confused and tired. Escort student to the health room (send for help if needed) and allow to rest. Administrator/nurse/Parent should be notified of the seizure,

SUBJECT: Epilepsy

HANDWASHING - the number one cause of spread of disease and infections is dirty hands. Before caring for children. Hands must be scrubbed. Including nails. Practice frequent hand washing while caring for children and never, never prepare food without washing hands. Children should be taught correct hand washing and should wash hands after bathrooming and before eating.

DO NOT GIVE FOOD OR DRINK TO ANY SEVERELY INJURED PERSON.

SKIN WOUNDS - Protection against tetanus should *be* considered in all burns and whenever the skin is broken.

Bruises - Rest injured part. Apply cold compress for half hour. (No ice next to skin.) If skin is broken. treat as a cut.

Scrapes - Use wet gauze or cotton to sponge off gently with clean water and soap. Apply sterile dressing.

Cuts -

Small - Wash with clean water and soap. Hold under running water. Apply sterile gauze dressing.

Large - Apply dressing. Press firmly and elevate to stop bleeding --- use tourniquet only if necessary to control bleeding medical care.

PUNCTURE WOUNDS - Consult physician.

Secure

SPLINTERS - Wash with clean water and soap. Remove with tweezers or forceps. Wash again. If not easily removed. consult physician. Do not use needle.

AND STINGS (Spiders. scorpions. or unusual reaction to other stinging, insects such as bees, wasps, hornets. etc.) --- Remove stinger if present with a scraping motion of a plastic card or fingernail to reduce injection of more toxins. Do not pull out. ---Use cold compresses on bite area to relieve pain. ---if breathing stops. use rescue breathing and have someone call rescue unit

---If any reactions such as hives, generalized rash, pallor, weakness, nausea, vomiting, "tightness" in chest, nose, or throat, or collapse occurs - (get patient to physician or emergency department immediately.
---For spider bites - save live specimen if safe and possible.

HEAT ALERT

If temperatures remain in the 90s, it will be important to keep stall and students hydrated. The best prevention for heat stroke, heat exhaustion or heat cramps is water, water, water. Children can have mild dehydration even with lower temperatures with increased exercise. Always be alert to dehydration symptoms and hydrate children often.

Symptoms of Heat Exhaustion:

1. Approximately normal body temperature 2. Pale and clammy skin 3. Profuse perspiration 4. Tiredness, weakness 5. Headache- perhaps cramps 6. Nausea dizziness (possible vomiting) 7. Possible fainting (But the victim will probably regain consciousness as his head is lowered.

First Aid for Heat Exhaustion:

Water (unless vomiting- then send to hospital)
Have Victim Lie down - raise feet
Loosen clothing
Apply cool cloths and fan the victim

First Aid for Heat Cramps:

Exert firm pressure *with* your hands on the cramped muscle or gentle massage
Give water and salty crackers

Symptoms of Heat Stroke:

1. Body temperature is high (may be 106 degrees F or higher)
2. The skin is characteristically hot, red, and dry
3. The sweating mechanism is blocked
4. The pulse is rapid and strong
5. The victim may be unconscious

Treatment of Heat Stroke:

Apply --cold cloths and call an ambulance.

TICKS - Ticks carry many serious diseases and must be completely removed. Use tweezers placed close to the head or protected ringers to pull tick away from point of attachment. Pull straight up. Flush tick down the stool or place in alcohol. Cleanse area with-soap and water and wash hands.

ANIMAL BITES - Wash wound gently but thoroughly with soap and water for 15 minutes. Notify physician and Rabies Control.

BURNS (of limited extent) If caused by heat: --Immerse extremity burns in cool water or applies cool (50-60 degrees F) compresses to burns of the trunk or face for pain relief. ---Do not break blister. --Cover with non-adhesive material. ---Burns of any size on the face, hands, feet or genitalia should be seen immediately by a physician.

EXTENSIVE BURNS --- Keep patient in a flat position. --- Remove non-adherent clothing from burn area - if not easily removed. Leave alone --- Apply cool wet compresses to injured area (not to more than 25 % of the body) --- Keep patient warm --- Get patient to hospital or physician at once. -- do not use ointments, greases. Powder, etc.

FRACTURES - Any deformity of injured part usually means a fracture. Do not move person without splinting. Suspected neck or back injury should only be moved with medical assistance to avoid causing paralysis.

SPRAINS - Elevate injured part and apply only COLD compresses. If marked pain or swelling present. Seek medical advice.

TEETH:

KNOCKED-OUT TOOTH

---if the tooth is dirty; rinse it gently in running water. Do not scrub it.

---Gently insert and hold the tooth in its socket. If this is not possible, place the tooth in a container of milk or cool water.

--- Go immediately to the dentist (within 30 min.) - TAKE THE TOOTH

BROKEN TOOTH

---Gently clean dirt or debris from the injured area with warm water

---Place cold compresses on the face in the area of the injured tooth to minimize swelling!

---Go to dentist immediately.

TRANSPORTATION EMPLOYEE ALCOHOL AND DRUG TESTING POLICY

The Springfield R-12 School District as directed by the Omnibus Transportation Employee Testing Act of 1991, requires any employee whose position requires a Commercial Drivers License to have a pre-employment, post-accident, random, and reasonable suspicion drug and alcohol test. These drug and alcohol tests are required to meet the Federal requirements of 49 CFR 40 and 382.

TRANSPORTATION EMPLOYEE ALCOHOL AND DRUG TESTING PROCEDURES/GUIDELINES

(This procedure is directed by the Omnibus Transportation Employee Testing Act of 1991 that requires testing programs to begin on January 1, 1995, in districts that employ 50 or more persons.) As described in this procedure, Springfield R-12 School District will require and provide for pre-employment, post-accident, random, and reasonable suspicion drug and alcohol tests of all school bus drivers, mechanics, and safety sensitive positions.

I. Definition

Transportation Employee - Any person that operates, repairs, or maintains a school bus transporting Springfield R-12 students. This includes regularly employed drivers, occasional and call-in drivers, leased drivers, and independent owner-operated contractors, and mechanics.

Safety-Sensitive Position - Includes such responsibilities as time waiting for school runs, driving time, assisting or supervising loading or unloading, repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

Alcohol - Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Drug - Any controlled substance listed under section 102(6) of the Controlled Substances Act (21) U.S.C. 802(6) as specified by the administrator of the federal department of transportation, including: marijuana, cocaine, opiate, phencyclidine (PCP), and amphetamines.

Medical Review Officer - A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the employer's drug testing program who meets the qualifications as listed in 49 C.F.R. 40.3.

Substance Abuse Professional - A licensed physician or certified psychologist, social worker, employee assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.

II. Alcohol and Drug Prohibitions

No transportation employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.

No transportation employee shall be on duty or operate a school bus or District vehicle while the employee possesses alcohol.

No transportation employee shall perform safety-sensitive functions within four hours after using alcohol.

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

III. Pre-Employment Test

A drug test shall be conducted in accordance with federal regulations before any transportation employee is permitted to perform a safety-sensitive function for the District.

Testing for newly hired employees shall be conducted after the employment offer but before employment commences.

Positive test or refusal to submit to drug testing and/or refusal to release information as required by the District shall remove the applicant from employment consideration.

Any employee transferring into the Transportation Department is required to take the pre-employment drug test. Exceptions may be made for employee candidates who participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to make all verifications required by law.

IV. Post-Accident Tests

Alcohol and drug tests shall be conducted on a driver as soon as practical after any accident if such driver:

- a) Was operating a commercial motor vehicle (school bus) involved in an accident with a loss of life, or individual transported away by an emergency vehicle for medical treatment.
- b) Receives a citation under state or local law for a moving traffic violation arising from the accident.

The District reserves the right to test any driver involved in any accident.

All post-accident alcohol and drug testing should be conducted within two hours. If unable to test within two hours, the District reserves the right to test within eight hours, and the

Director of Transportation shall prepare and maintain a file documenting the reasons the test was not promptly administered.

Post-accident testing requirements may be fulfilled by properly administered tests conducted by federal, state, and/or local law enforcement officials as long as the results are provided to the District.

Any employee who is subject to post-accident testing shall remain readily available for such testing. Lack of availability for testing will be viewed by the District as a refusal.

Any employee tested for post accident will not be allowed to drive a commercial motor vehicle (school bus) until the test results have been received and reviewed by the District. The employee will receive regular compensation until the results have been received and results are negative. If the results are positive, the employee will not be compensated and will be under the guidelines described in the consequences section.

V. Random Testing

Alcohol and drug testing shall be conducted on a random basis at unannounced times throughout the year in accordance with federal regulations.

Test for alcohol and/or drugs will be conducted just before, during, or just after driving a commercial motor vehicle (school bus).

Employees shall be selected by a scientifically valid random process, and each employee shall have an equal chance of being tested each time selections are made. The selection will be made by an independent party. Fifty percent (50%) of all transportation employees will be tested for drugs yearly, and twenty-five percent (25%) of all transportation employees will be tested for alcohol.

An employee may continue to drive while awaiting the results of a random test.

VI. Reasonable Suspicion

Any Director of Transportation/supervisor or District administrator who has reasonable suspicion to believe that any transportation employee has violated the alcohol or drug prohibitions of the District will require the employee to submit to the appropriate testing.

Reasonable suspicion must be based on specific observations which may include the appearance, behavior, speech, body odor, or conduct of the employee. (The observations may include indications of chronic and withdrawal effects of drugs.)

Alcohol testing is authorized for reasonable suspicion only if the observations are made just before, during, or just after the employee has been operating a school bus.

An alcohol test may not be conducted by the person who determines reasonable suspicion exists.

If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the Director of Transportation shall prepare and maintain a record explaining why the tests were not conducted. Attempts to conduct alcohol tests shall terminate after eight hours, and the Director of Transportation will state in the record the reasons for not administering the test.

Drug testing shall include signed documentation by the Director of Transportation/supervisor or District administrator who makes a finding of reasonable suspicion.

Reasonable suspicion drug test must be performed within 24 hours of the observed behavior.

Any employee tested for reasonable suspicion will not be allowed to drive a commercial motor vehicle (school bus) until the test results have been received and reviewed by the District. The employee will receive regular compensation until the results have been received and results are negative. If the results are positive, the employee will not be compensated and will be under the guidelines described in the consequences section.

VII. Refusal to Submit to Tests

Transportation employees must submit to any and all of the tests.

An employee refuses to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so, or who engages in conduct that clearly obstructs the testing process.

If an employee is unable to provide adequate breath or urine, the District reserves the right for the employee to be evaluated by a blood test in its place.

Refusal to submit to a test is treated by the District as a positive test.

VIII. Testing Procedures

Springfield R-12 School District shall follow the federal guidelines and standards of the Department of Health and Human Services regarding testing and laboratory procedures.

Laboratory and testing personnel shall be certified to conduct drug specimen analysis by the Department of Health and Human Services.

The drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The collection procedures and chain of custody shall ensure that specimen security, proper identification, and integrity are not compromised.

Employees' alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law.

Test records shall be maintained with the separate medical files of each employee. Upon written request, the employee shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests.

Test records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the employee.

Refusal to submit to a test is treated by the District as a positive test.

IX. Consequences

Any transportation employee who has a positive drug test will not be allowed to work and will be recommended for termination.

A transportation employee who is tested and found to have an alcohol concentration of 0.02 or greater but less than 0.04 will be suspended without pay for one day. If a future test results in an alcohol concentration of 0.02 or greater, the employee will be recommended for termination.

A transportation employee who is tested and found to have an alcohol concentration of 0.04 or greater will be recommended for termination.

The employee may request in writing to have the split sample tested by DOT protocol at the employee's expense within 72 hours of receiving a positive result from the Medical Review Officer. If a negative test result were returned from the test of the split sample, the employee would be allowed to return to work and must agree to be tested again within 30 calendar days at the District's expense. If the split sample test results are positive, the employee will be recommended for termination.

A transportation employee who refuses to test for alcohol or drugs or whose conduct involved alcohol or drugs while on duty will be recommended for termination.

Bus Loading Sites at Schools

Assessment Center – Southbound on Benton just south of parking lot

Bingham – Eastbound on Cherry in gravel bus lane on north side of the school

BISSETT – Eastbound in front of the school

BOWERMAN – Eastbound on north side of the school

BOYD - Southbound on Washington in front of the school

CAMPBELL - Westbound on Mt. Vernon at, the gap in the fence
Special Education - circle drive on main east side of school.

CARVER - Bus lane at the southeast corner of the school

CENTRAL - Southbound on Benton at the southeast corner of school

CHEROKEE – Regular Ed: West parking lot
Special Ed: East parking lot

COWDEN - Southbound on street for Regular Education
West bound in parking lot on the south side for Special Education.

DELAWARE - Regular Ed: Southbound on Delaware by the south drive
Special Ed: In back of the school in the circle drive

DISNEY - Northbound in the bus lane in front of the school

FIELD - Eastbound on Barataria -just east of Luster

FREMONT - Northbound on the gravel bus pad

GLENDALE - Eastbound in bus lane in the north parking lot

GRAY - Regular Ed: Northbound in bus lane on west side of school
Special Ed: Westbound by library door-south side of school

HICKORY - Elementary and MS: Westbound in circle drive in front
of school a.m. Elementary p.m. also.
Middle: Northbound and westbound on west side of school
p.m. only

HILLCREST -Westbound in bus lane in front of the school

JARRETT - Eastbound on the north side of the school

JEFFRIES - Northeast side of the school in bus circle

KICKAPOO – North bound in bus lane on west side of the school
Special Education: southbound southeast corner of school.

MANN - Bus lane at the northeast corner of the school

McBRIDE - In front of the school at the south end

McGREGOR - Westbound on Madison

PARKVIEW - Westbound on Victory Lane – south side of school

PEPPERDINE -Eastbound on Dale

PERSHING - Northbound on Ventura

PHELPS -Northeast corner of school- enter/exit off Holland St.

PIPKIN - Southbound on Boonville

PITTMAN - Eastbound in circle drive in front of school

PLEASANT VIEW - Bus circle in front of the school

PORTLAND - Eastbound on Portland in front of school

REED - Eastbound in bus lane on the north side of school

ROBBERSON - Northbound on Howard

ROUNTREE - Northbound on paved bus pad on west side of school

SEQUIOTA - Northbound in bus lane on west side of school

SHADY DELL - Northbound on Old Orchard on west side of school

SHERWOOD - Westbound on south parking lot

STUDY - Westbound on Olive for Regular Education
Southbound N.E. corner of school for Special Education

SUNSHINE - Eastbound on parking lot on north side of school

TRUMAN - Northbound in bus lane on west side of school Southbound on East parking lot for Special Education

TWAIN - Bus lane on the north side of the school

WATKINS - Eastbound on Talmage

WEAVER - Southbound on Douglas

WELLER - Eastbound in bus lane on north side of school

WESTPORT - Eastbound in north parking lot (pull into northern most drive and circle around to school)

WILDER - Bus lane on the south side of the school for Regular Ed North side off of hillside for Special Education

WILLIAMS - Northbound on west side of school.

WILSON'S CREEK-West bus lane

YORK - Eastbound on Nichols - 20 feet past the crosswalk