

Transportation Manual



Transportation Department

Wilson County Schools

349 Maddox Simpson Parkway

Lebanon, Tennessee 37090

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TRANSPORTATION DEPARTMENT MANUAL

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Mission Statement

It is the mission of the Transportation Department of Wilson County Schools to provide the safest possible transportation experience to the students of Wilson County; and support, to the best of our ability, the parents who depend on us.

Introduction

This manual is the result of an effort to provide one source of information that is needed by employees of the Transportation Department on a daily basis.

The Work Place

"Work Place" is defined as any place where work on a School District activity is performed, including a school building or on other school premises, in any school-owned vehicle or off school property during any school sponsored activity or event.

Employee Responsibility

Each employee of the Wilson County School District is responsible for complying with Board Policies and DOT regulations. An employee must notify the Director of Transportation or Operations Manager of any misdemeanor, felony and/or arrest. (Board Policy 5.600)

Drivers must:

- Notify your Transportation Director immediately of any conviction for any traffic violation, regardless of the vehicle type.
- Notify your motor vehicle license agency per state/district requirements, regardless of the vehicle type.

You must notify the Transportation Director or Operations Manager if your license is suspended, revoked, cancelled, or if you are disqualified from driving.

Definitions

- Absence: A missed assignment is defined as a morning or afternoon route schedule
- Regular Assigned Driver: Driver that reports to work consistently
- Relief Driver: Driver that works in any area of the Transportation Department
- Sub Driver: Driver that consistently works a morning or afternoon route or a driver that is on call.

Driver/Monitor Duties

The driver is responsible for everything that occurs inside and outside the bus. When a monitor is located on the bus, the monitor will position themselves in the center of a small bus to help all students and in the rear of a big bus. The monitor will assist with student behavior management and help the driver where needed. The driver will retain supervisory authority over the monitor to carry out assigned duties. It is the responsibility of the driver to make sure the bus maintains order and is kept clean on a daily basis after each assignment.

General Requirements for Drivers

- Be 25 years of age.
- Have a Tennessee Class B CDL with Passenger & School Bus endorsements.
- Be of good moral character.
- Have a good driving record.
- Pass a DOT physical including having the ability to lift 40 lbs.
- Be able to demonstrate good driving skills and judged to be acceptable by a trainer/manager.
- Know Tennessee laws.
- Attend yearly driver in-service meetings.
- Have the ability to sit in the driver's seat without touching the steering wheel with any part of the body which would interfere with safe driving practices.
- Be able to manage students on the bus.
- Maintain a good safety record, free of motor vehicle related accidents.
- Perform mandatory preventive Maintenance (PM) inspections. It is the responsibility of the driver to bring the bus to the shop for inspection. Drivers are not authorized to reassign this duty. Any driver that does additional work, without authorization from dispatch, will be on his/her own time.
- Keep their assigned bus clean, inside and out including spare buses when utilized.
- Keep windows, dashboards, headlights, stop lights and signals clean.
- Ensure windows and doors are shut at the end of the day.
- Store keys in Key Box Locks at the end of the day.
- Keep the fuel tank adequately filled in regular and spare buses (at least 1/2 tank at all times).
- DO NOT fuel buses with students on board.
- Check the operation of the bus and its equipment each time the bus is taken out and complete a pre-trip report daily.
- Maintain a good attendance record and arrive to work on time.
- Notify the dispatcher prior to deviating from the route.
- Never transfer students without approval from dispatch.
- Have the ability to read student tags, addresses, traffic control devices.
- Have effective communication with parents and children.
- Never deviate from a route for purposes of restroom breaks or other reasons which can be accomplished at one of the schools on route
- Accomplish layovers in the most inconspicuous manner possible without deviating from the assigned route.
- Layovers will never be on major highways.

Physical Requirements for Drivers

The medical examination shall require annual tests for hearing and vision disorders, emotional instability, and serious medical conditions including diabetes, epilepsy, heart disease, and other chronic or communicable diseases if indicated in the opinion of the examining physician and/or per Department of Transportation Commercial Drivers' License requirements.

The annual Department of Transportation physical will be performed by the District's choice of physicians.

Each driver must comply with requirements and/or provide any additional paperwork that may be needed for certification. The Department of Transportation has strict guidelines that must be met to certify a school bus driver. The driver/monitor will complete any Department of Transportation requirements and additional agility requirements that the District feels necessary to ensure the safe transportation of students. The medical facility will assume the final definitive responsibility for determining eligibility in reference to the Department of Transportation physical itself.

All school bus drivers/employees must report to the Operations Manager or Director of Transportation any change in medical status or in the event that the driver/employee is taking prescription medication. Referral of any changes will be made to the medical facility for evaluation. All prescription and over the counter drugs must meet Department of Transportation guidelines and must not alter the physical requirements needed for the safe operation of school buses. In the event that a non-qualifying prescription medication has been consumed, the medical physician will determine the waiting period before a driver will be allowed to resume their driving duties. Department of Transportation & Return to Work Physicals will be required for any person returning from surgery or sickness that would alter the ability to carry out their job duties or that are questionable. Employees must be released from the District's medical facility. Employees must take appropriate releases and documentation to the District's chosen medical facility.

License Requirements

The school bus driver must meet all State, Federal and District laws/policies. A driver must hold a Class "B" CDL with "Passenger and School Bus" endorsement. This license along with the certified Department of Transportation medical card and "S" endorsement card must be carried while transporting students. It is the driver's responsibility to make sure all License & Department of Transportation certification requirements are kept up-to-date.

Driver Training

Minimum training requirements to become a Wilson County School bus driver will be determined by the Operations Manager to include classroom hours and Behind the Wheel training including a Driver Certification Training Course.

State Re-Certification in-service must be completed yearly. Periodically, additional training workshops may be necessary for safety purposes. Each driver and monitor shall be required to attend these sessions when notified by the Director of Transportation or Operations Manager.

Smith System training shall be given to each driver yearly. Upon successful completion of the core curriculum for drivers, the driver must complete within 30 days the Behind the Wheel training which consists of up to 30 hours and his/ her CDL test.

Discontinuance and/or re-employment shall trigger an update and refresher training which consists of the classroom and/or Behind the Wheel packet. Any new driver or driver from another county shall complete classroom and Behind the Wheel training.

Bus Cleaning-Washing

Drivers are responsible for making sure their bus is cleaned inside and out.

- The trash and debris left by students must be cleaned daily.
- **Drivers will not hose the inside of the bus, at any time, as this may cause electrical problems, or warping and rotting of the floor plates.**
- Buses must be swept daily into trash bags.
- Drivers are not permitted to sweep trash onto the ground.
- The inside of the bus walls, windows and seats must be wiped down and kept clean.
- The floors must be mopped weekly unless extreme mud, salt, or debris make it necessary to mop more often.

General Requirements for Monitors

- Be at least 18 years of age.
- Be of good moral character.
- Know all rules and regulations, pertaining to the driver assistant position as written in the Transportation Manual, job description and/or monitor checklist.
- Attend in-service meetings prior to the opening of and during the school year.
- Cooperate and follow driver's instructions.
- Work as a team with all personnel.
- Maintain a good work and safety record.
- Assist the driver with maintaining a clean bus.
- Maintain a good record for punctuality and attendance.
- Be individually responsible for all students as covered in the driver's section of this manual.

Monitor Training

All monitors are required to attend annual training and in-service certification. A portion of this training will include proper techniques for loading/securing/unloading wheel chairs. Monitors will be required to sign off on all training classes they attend.

Appearance

Employees in the Transportation Department are, in many cases, the most visible representatives of the Wilson County School System. Employees are expected to maintain their grooming, hygiene and dress in a manner that permits them to perform their jobs safely and promote a positive authority image to students, parents and the community. Generally speaking, an appearance that is not particularly remarkable is the best appearance. In other words, an employee's appearance should not be the thing most remembered by others.

- **Shirts-** All shirts must have sleeves. Sleeves must come to the edge of the shoulder. Tank tops are not permitted. No undergarments or body parts may be visible under the arms. No holes or political or vulgar slogans. Nothing contradictory to anything taught within the School District.
- **Shoes-** No open-toed shoes. Shoes must have a heel strap or other method of holding the shoe on the foot. (This safety restriction applies to employees whose primary duties are aboard the school buses)
- **Shorts & Skirts-** No shorter than 3 inches above the middle of the knee. No holes or offensive slogans.
- **I.D. Card-** The employee badge shall be worn at all times when an employee is on duty.
- **Reflective Vests-** When assigned, monitors shall wear reflective vests while on duty.
- **Visible Tattoos—**Visible tattoos that are anti-social, sexual, and racial, are prejudicial to good order and discipline, or would bring discredit upon the School District are not permitted.
- **Body Jewelry-** Visible body jewelry, other than earrings are not permitted. Any jewelry that would protrude out of the clothing and would risk being caught on any machinery is not acceptable.
- **Clothing-** All outer garments shall be appropriate and clean.

Employees found to be in violation of the above will be instructed to go home on the first offense without pay and will be written up. Second offenses may result in a more severe penalty. See the Support Personnel Handbook for additional information.

Attendance

Employees of the Transportation Department, especially drivers and monitors, are essential to contributing to the educational process for Wilson County students. Daily work schedules are put in place to ensure student transportation coverage in all areas. It is very unfair and difficult to backlog work and double up on bus routes. Employees that are absent must be replaced on a one on one basis. It is essential that all employees of the department provide as much advance notice of planned absences as possible. At no time shall a driver cover another driver's route without permission of the Director/Designee.

Elective surgeries should be scheduled during a time that does not interfere with the educational process pertaining to student transportation.

No Call/No Show is defined as an employee not informing the Director/Designee of the absence for that day. This may result in termination. More than 3 consecutive absences will result in documentation being required from your physician as to the cause of your absence.

Any absence before or after a holiday will not qualify the employee for pay for the holiday in which they are normally entitled.

Any employee that exhibits a continuous attendance problem may be subject to reassignment. Please see the Support Personnel Handbook for additional information.

Leave of Absence

Details regarding various types of leave of absence can be found in the Support Personnel Handbook

Sick Leave

Each year the employee has the opportunity to earn 3 sick days. Sick days will be paid equal to what the employee is normally paid but must be taken in 1/2 day increments. Sick leave qualifications may be found in the Support Personnel Handbook.

Personal Leave

Regular employees shall be granted 2 days of personal leave annually which must be preapproved. No personal days will be approved on the day before or after a holiday or for the opening or closing day of school. Personal leave requests must be submitted at least 2 weeks in advance unless for an emergency, which may require documentation.

Bloodborne Pathogens

Bloodborne pathogens are specific diseases that are located in the human body, specifically in the blood. Not everyone has them and some people that do don't know it. They include many diseases and are not limited to HIV, the virus known to cause Acquired Immunodeficiency Syndrome AIDS, or Hepatitis B.

While urine, feces, vomit, sweat and tears may cause some of these diseases, they are not usually considered a major source of transfer. The viruses are not as dense in these liquids as they are in blood and may only exist in them if they contain particles of blood.

Drivers and monitors on special needs buses may be at greater risk because they deal with passengers who are not as functional due to involuntary release of body fluids and have habits of biting and scratching. Drivers and monitors on all buses will be taught the proper procedure for clean-up should he/she need to clean up bodily fluids. This is required training each year.

Cell Phone Usage

The Driver is strictly prohibited from using a cell phone while the bus is in motion. This applies regardless of whether there are students on board or not. If a driver is found to have violated this prohibition, it will result in a recommendation for immediate termination. The use of a cell phone can only be done when the bus is safely parked and the air brake is applied. Cell phone use includes, but is not limited to, listening to music and the use of automated GPS directions.

Drug and Alcohol Testing

The Wilson County Board of Education has policies in place concerning the use of drugs and alcohol. The Omnibus Transportation Testing Act of 1991 is the Federal law that requires school bus drivers to be covered under a comprehensive drug and alcohol testing program.

The law requires the following testing:

- pre-employment
- post-accident
- random (50%) annually-drugs (10%) annually for alcohol
- reasonable suspicion
- prior to return to work after misuse

Employees are prohibited from performing safety sensitive functions under the following conditions:

- when alcohol consumption is .020 or greater
- within 4 hours after using alcohol
- within eight hours of an accident if their involvement has not been discounted as a contributing factor, and they have not been tested
- if they refuse to be tested
- when any drug test reports the presence of a prohibited drug

The regulation requires a drug test for bus drivers, bus mechanics and any other District personnel who drive a bus. A CDL licensed driver shall immediately notify the Director of Transportation, who is the designee for the School System, of the revocation of his/her drivers' license, conviction of DUI, or conviction of reckless driving.

Drug/Alcohol testing shall be a condition of initial employment for Wilson County School bus drivers, school bus mechanics or any other potential employee that may drive a school bus and shall be included in annual DOT recertification physical.

Employees required to undergo a drug/alcohol test must do so immediately after being notified by the Director of Transportation or designee and must go to the District's choice of medical facility. Should the driver be hospitalized, then the driver must be tested at the hospital.

If the driver is taking prescription medication, he/she must notify the physician and follow proper instructions from the physician including providing necessary documentation. It must be understood that any medication taken must be approved by a DOT registered doctor. It is the driver's responsibility to make sure the medication is approved.

Failure to comply with the District's request to have a drug/alcohol test administered shall result in the recommendation for immediate termination.

A person shall not drive a school bus unless he/she is physically and mentally able to do so. If there is a limitation of motion in joints, neck, back, arms, legs or other body parts due to injury or disease that would limit the driver's ability to safely perform the task of safely driving a school bus, the driver shall be rejected.

A driver shall not drive a school bus if he/she is taking medication, prescription or not, that would adversely affect the driver's ability to drive a bus.

All medications must be reported to the Transportation Director or Operation's Manager.

Any employee of the Transportation Department may be tested for drugs or alcohol at any time.

Employee Evaluation

Each spring the employees will receive their evaluation that will help determine if the employee is on target with their position or if they need assistance with challenging circumstances. Employee evaluations are essential. The evaluation will help determine whether the department will retain the employee for the upcoming school year. Should there be any concerns with the employee, the employee may have time to correct the deficiency by the end of the school year, depending on the situation. Each employee will be required to acknowledge receipt of the evaluation per Board Policy.

Fraternization

Student/staff relations are governed by Board Policy 5.610. Further, in order to ensure total fairness and equity in our department, any dating between supervisors and those being supervised shall result in reassignment of one of the employees.

Harassment (Board Policy 5.500)

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited. Sexual Harassment has been quoted as any unwelcome sexual advances, requests for sexual favors, or other sex-based verbal or physical conduct where (1) submission to such conduct is explicitly or implicitly made a term or condition of the individual's employment; or (2) such conduct has the purpose or effect of unreasonably interfering with education or employee duties, by creating an intimidating, hostile or offensive environment.

Any type of harassment must be reported to the Director of Transportation immediately. Any employee found to have engaged in an act of harassment or discrimination shall be subject to disciplinary action up to and/or including termination.

Should a harassment incident occur on the bus involving students, the driver or monitor will separate the students, question both parties to determine the nature of the allegation, and advise the perpetrator that he/she can lose their riding privileges. The driver and monitor should document the situation in a letter to the Transportation Director/Operations Manager, along with a misconduct report to the school principal. The second offense requires a misconduct report to the school describing the exact offense that has occurred, stating that this is the second offense.

Should an employee be found to have harassed a student or used improper tones or language with students or parents, the employee may be removed from that bus, and reassigned and/or face other disciplinary action.

Profanity

Profanity of any type is not permitted on school buses or school property at any time.

Tobacco Free policy

The Wilson County School District prohibits the use of any tobacco products, including e-cigarettes in buildings, on grounds, or in any Board owned vehicle. Enforcement can be found in the Staff Personnel Handbook.

Salary

All classified personnel are paid twice monthly. Paychecks are direct deposited to the bank of choice on the 15th and 30th of each month. If an employee separates during a pay period, the paycheck will be deposited on the regular schedule. Employees must be available for the time for which they are paid.

Retirement

Retirement information may be found in the Support Personnel Handbook.

Workers Compensation

Employees who are injured at work must notify their supervisor immediately and complete the appropriate workers' compensation forms within 24 hours with the Compliance Officer. (Board Policy 3.602)

Difficult Driving Conditions

Driving under difficult conditions should be expected by every driver. However, a driver must be knowledgeable in defensive driving techniques and should be prepared to react and adjust to critical and difficult situations.

Some areas of concern include, but are not limited to: steering failure, tire blow out, headlight out, accelerator sticks, engine overheats, fire, evacuation procedures, reduced visibility, weather conditions, road conditions, hydroplaning and accidents.

Remember, hydroplaning is often a result of not adjusting your speed to inclement weather.

Inclement Weather

The determination that school schedules will change will be announced on the Wilson County Schools website, local television stations, local radio and the automated phone message system.

Stop arm

No bus is allowed to pass another bus in a loading zone while the stop arm is activated.

Tornadoes

A tornado watch is when conditions are right for a tornado to develop. A tornado warning means that a tornado has been spotted in an area. Normally, a warning will identify the location of the spotting. The dispatcher will advise whether the condition is a watch or warning. Drivers are to follow the dispatcher's instructions.

Student Transportation

Wilson County Schools may provide transportation for any pupil of any grade to the school assigned by the Board of Education. Bus stops shall be located no closer than .2 mile apart (approx. 1000 ft.). Changes that need to be made, due to unsafe areas, will be determined by the Transportation Director/Designee.

Board Policy states that we do not deliver students to businesses. Any driver that does not adhere to this policy will be subject to disciplinary action.

Drivers will not make unauthorized stops. Any change in the route must be approved by the Routing Department/Director or Operations Manager.

Students are expected to be at their assigned bus stop five to seven minutes prior to the scheduled pick up time, lined up and ready to board. The bus driver is responsible for staying on schedule and **MUST NOT LEAVE THE STOP PRIOR TO THE TIME LISTED ON THE ROUTE SHEET**. The driver is to document the time changes needed on the route sheet or any special instructions for relief or substitute drivers. Instances of drivers constantly being late or repeatedly leaving the stop early may be cause for disciplinary action.

Students should be instructed to wait for the bus off of the roadway. They should board only after the bus is completely stopped and they have been signaled by the driver. This is especially important for students that must cross the street to load the bus. Once loaded, students may leave the bus only with the driver's permission.

Students shall only use the front door for entrance and exit unless of an emergency. Students must use their bus stop unless a boarding pass has been signed by the school. Students are expected to follow the rules as posted on the front of the bus. Do not sound the horn in neighborhoods unless you are backing up.

Drivers will give a copy of the rider rules to each student during the first week of school. The students will return the rider rules, signed by the student and the parent. Forms will be forwarded to the Transportation Department.

Elementary Students/Tagging System

For the safety of all elementary children, preventing lost children, and for the protection of the driver and District, the following tagging system will be implemented, excluding bussing as they will have Hand to Hand sign offs.

- Each bus will display a colored magnet on the side of the school bus.
- Students will wear a matching tag connected to the students backpack to allow the driver to take a quick look while the student is boarding to make sure the student is on the correct bus.
- The tags will be laminated and provided by the Transportation Department.
- Kindergarten students will have two tags, a light blue tag and a colored tag that matches their bus placard.

It is very important that the driver have an updated student manifest in their route folder at all times. A new manifest should be requested through your driver trainer.

The driver will acknowledge each student as they board. The student will hold up their colored tag to let him/her know the student is on the right bus.

In certain circumstances, some children may ride different buses. Some students other than Pre-K and Kindergarten may have more than one colored tag.

It is the responsibility of the driver to make sure their bus manifest is accurate.

Special Needs Students

It takes a special person to work with exceptional needs children. As with all students, kindness, care, respect and patience are always expected. Should a driver or assistant ever exhibit unkind or inappropriate behavior towards an exceptional needs child, parent or staff member, the employee will immediately be reassigned to another bus route, if available, and could be subject to

disciplinary action up to termination. The Director of Transportation reserves the right to reassign an employee to another route at any time.

For the safety of exceptional needs students every effort will be made to place a monitor on all special needs buses.

Transportation for these students will depend on the Individual Education Plan, IEP.

The following guidelines apply to exceptional needs students in general:

- The location of individual stops will be determined by safety factors such as student disabilities and an available and suitable turnaround.
- Students must be ready 5 minutes before scheduled pick up time. The driver must not wait more than 2 minutes past this time for any student. Any further delay will hinder the bus from maintaining a normal pick up /delivery schedule for other students.
- Anytime a student is to be received by a guardian and the guardian is not at the bus stop at pick up time, the driver must call dispatch.
- It should be understood that numerous route changes are to be expected on these routes.
- Drivers are asked to communicate appropriately when changes are going to be implemented.
- Students are expected to observe the standard rules of behavior as posted at the front of the bus.
- When a parent informs you of a change in address or stop location, please explain that has to be approved by routing.
- If you have a child who is not at a pick-up for one week, please notify your supervisor for instructions.
- Do not deliver students to any business.

The routing department will endeavor to obtain as much information as possible on your student's disability. Further questions may be directed to the teacher or parent.

Route Assignment Procedures

Route assignments are made through the routing department and approved through the Transportation Director or Operations Manager. Routes are subject to change at the discretion of the Director of Transportation.

Bus Stops-Boarding passes

A student must ride the bus to which he/she is assigned. The only deviation from that rule would be that a principal signed a boarding pass to be presented to the driver for their records. A student must get off the bus at their designated stop each day unless a boarding pass signed by the principal is presented. **Drivers under no circumstances will accept written notes from parents, teachers or others that are not permitted to authorize the bus stop change.**

Evacuation Procedures

In any school bus emergency situation, the driver must use good judgment and remain calm in deciding the best action to take under the circumstances. If evacuation is necessary, the procedure will depend on the situation. The driver should make sure that the students get off the bus safely and ensure their continued safety by having them assemble 100 feet (40 paces) away from the bus and traffic. Remember, the safest place for a student is on the bus, unless a fire, chemical odor, or if the bus is stuck on train tracks.

Below are several Emergency Evacuation Plans or procedures. When a bus has a monitor, they will also follow this procedure.

- Front Door Evacuation- At the order of the driver, a helper will assist the students unloading. The driver shall make sure the bus is evacuated safely and will check the bus afterwards for lingering students.
- Front and Rear Door Evacuation- At the order of a driver, a helper will assist the students with unloading. The driver will direct students to evacuate from the front and rear doors. The driver will check the bus for lingering students.
- Rear door evacuation- At the order of the driver, a helper will assist students off of the bus by standing on the ground at the rear door. The driver will assign 2 helpers for this task. The driver will explain that the students are to sit on the floor at the back of the bus and scoot out the back. The helper will assist by holding the arm, hand of the students exiting..

Bus evacuation drills will be conducted twice per school year. All evacuation drills will be performed in the loading zones of the schools

Prior to each evacuation drill, the driver will do the following:

- Pull into the loading zone.
- Activate all lights (always when unloading students) to make sure the camera is activated.
- Stand and face the students.
- Require silence and explain that this is a practice evacuation drill.
- Point to each exit and explain how to use them.
- Explain that each student will exit, seat by seat, and orderly. Leaving all personal items in their seat.
- Explain that each student will walk to the rear of the bus toward the emergency exit, sit on the floor by the back door, scoot out and line up alongside the bus outside. Once the bus is checked the students will re-board.

Laws and regulations

All Laws and Regulations will be followed concerning all aspects of Student Transportation.

Further information can be found in the Support Personnel Handbook, Board Policies and State and Federal Policies.

Physical Contact

There are only certain instances when a driver or monitor may touch a student:

- To prevent injury to themselves.
- To prevent injury to another rider.
- To prevent injury to a rider being touched.
- To assist when evacuating the bus.

Pre-Trip Inspection

All bus drivers are required to complete a daily pre-trip inspection. Any deficiencies or mechanical problems must be reported on a Pre-Trip Inspection Report immediately and given to the Shop Service Manager. The Pre-Trip Inspection Report will be filled out daily and turned in to the Driver Trainer each Monday of the preceding week.

Prohibited Items

The following items are prohibited on the bus:

- Firearms
- Explosives
- Tobacco or e-cigarettes
- Food or drinks
- Pets, insects or any other living creature
- Flowers in glass vases
- Latex products

Students must not be permitted to bring anything on the bus that might frighten other passengers or distract a driver. Examples would include the following: live, dead, stuffed or preserved animals, fowl, fish, snakes or insects.

Students must not be permitted to bring any item on the bus that would block the center aisle, step well, entrance door, emergency door, or any of the windows that would be dangerous in the event of a collision or that would present a fire hazard or take a student seat.

Since it is unsafe to have any object under the dashboard or blocking the center aisle or emergency door, the only musical instruments permitted on the bus are ones that can rest on the student's lap. They cannot interfere with another student's seat space and cannot be placed on the floor or under the seat. Examples are: violin, viola, trumpet, flute or any instrument of this size. Instruments that can sit between the student's feet are: bassoon, bass clarinet, saxophone, trombone, french horn etc. Instruments that are too large and unsafe and are not permitted on the bus are: tuba, drums, string bass, cello, baritone horn.

Radio Etiquette

The radio is an important method of communication in the Transportation Department and should only be used in emergency situations, or to advise of important information. The radio should never be used to discuss complaints, student information, or to have casual conversation with other drivers.

Basic rules for operation are as follows:

- Check to make sure the volume is ok by conducting a radio check to the dispatcher.
- Listen for other conversation, do not interrupt an on-going conversation, unless you have an emergency.
- Identify the unit you are calling, then your bus number. For example: Dispatch this is bus number one.
- Be brief and exact.
- Be professional, no name calling or negative words.
- Acknowledge messages with "10-4".

Railroad Crossings

Railroad Crossing represent one of the greatest hazards to you, your bus and the students. Student safety is always top priority.

The following is the recommended procedure for crossing train tracks:

- Carefully observe traffic and reduce speed far enough in advance of stopping to avoid trapping other motorist in panic stops or rear end collisions with the bus.
- The four way hazard lights shall be activated 150-200 feet from the tracks and shall remain on until the bus is safely across.
- Stop your bus 15-50 feet from the railroad crossings as far to the right lane as possible to avoid conflict with the other vehicles. Shift the transmission into neutral and set the parking brake.
- Open the side window, require silence on the bus, and listen for on-coming train horns. The window should remain open for the duration of the crossing.
- Make sure, after the bus crosses the tracks, there isn't another bus behind.
- The driver is to never move over the tracks until he/she is sure no trains are coming.
- Under no circumstances is the driver to cross the tracks without completing this procedure.
- Make sure when you are crossing you have sufficient distance to clear the tracks.
- **NEVER STOP ANY PORTION OF THE BUS ON THE TRACKS UNDER ANY CIRCUMSTANCES.**
- No person shall drive any vehicle through, around or under any crossing gate or barrier at a railroad crossing while the gate or barrier is closed or being opened or closed.

Should you find yourself in a situation where the gate closes on the bus, continue crossing.

In addition to the above, anytime you approach railroad tracks and you see flashing lights and/or hear bells you should not proceed across the tracks unless authorized by a police officer or trained personnel. However, this does not relieve the driver of personal responsibility of a safe crossing.

Any time the driver puts any student at risk, a recommendation for termination will be made.

Sleeping Students

Drivers and monitors are required to check the school bus at the end of each route for sleeping students and lost articles.

If a driver/monitor fails to carry out the provisions, and leaves the bus unattended with a student on board, a recommendation will be made for termination.

Special Situations

- If a weapon is observed in the possession of a student prior to boarding the bus, the driver shall not permit the student on the bus. The driver will notify the dispatcher giving the location and description. The dispatcher will then notify the police and principal.
- Weapon observed on the bus - The driver will immediately notify the dispatcher of the presence of a weapon on board. The dispatcher will ask the police to intercept the bus at a designated location.
- Information that a student just left the bus and is armed - The driver will advise the dispatcher of the situation, providing name, location, and description of the student. The dispatcher will notify police, then the driver will provide a written statement to the principal the next day.
- An incident on the bus in which a weapon is observed - Notify dispatch of the situation. Ask the student to depart the bus. If they do not leave, evacuate the bus.
- An injury on the bus - The driver will immediately stop the bus and offer assistance. Notify the dispatcher and wait for WEMA.
- A student attacking the driver or monitor - Drivers and monitors are permitted to act in self-defense. The perpetrator should be dealt with in a fashion that will ensure the safety of the other students, the driver and the monitor. Remember only use the amount of force necessary to calm the situation. Excessive force is never authorized.

Student Conduct

Wilson County Schools' Transportation Department requires proper conduct on the school buses in order that the driver may devote his/her time to the safe operation of the bus.

Whenever a driver determines the existence of an unsafe condition, the bus must be stopped until the unsafe condition no longer exists. Once the bus has been stopped, the driver must notify dispatch and request assistance if needed. Drivers are not to return to the school once the bus has departed unless instructed by dispatch. When on school property, if the students are not seated, and an unsafe condition exists, the driver must radio for a school representative to remove the student.

Since the driver is responsible for the bus, the driver will determine whether or not it is safe to continue on the route.

The following actions are considered to be unsafe and are prohibited on the bus:

- Fighting, scuffling, and yelling.
- Throwing items into the bus, inside the bus or outside the bus.
- Making remarks and disrespectful signs to people on the roads or street.
- Changing seats or moving while the bus is in motion or failure to share seats.
- Damaging parts of the bus.
- Failure to follow instructions.
- Body parts out of the window.
- Jumping out emergency exits.
- Defacing or dirtying the bus in any way- \$50.00 charge to be billed to the parent.

Once a misconduct report has been completed due to bad behavior, the driver will forward them to the student's school on the day of the occurrence.

At no time can a rider be physically "moved" from one part of the bus to another by excessive force.

Field Trips

Field Trips will be accomplished within the following guidelines:

- Activity trips include field trips, band and athletic trips, basic education, etc.
- Daytime trips may be scheduled between the hours of 8:30am and 1:30pm.
- Activity trips will not be scheduled during any hours that would interfere with regular route service.

Field Trip Assignment Procedures

Regular route assignments will take precedence over any other assignments. Drivers who have both morning and afternoon assignments are eligible for trips, unless the trip will result in overtime for the driver at which time it must be approved by the Transportation Director.

Activity trips will be assigned as the need arises. Make sure you are on the field trip list and provide your availability.

- If 2 drivers are assigned trips during the same week and would like to exchange trips, both drivers must see the Trip Coordinator for approval.
- Teachers may volunteer their driving services for their school as long as they do not have an assigned bus route, at which time the trip will go through the assignment procedure.
- Out of county field trips will be assigned to a driver with at least two months driving experience.
- Except as authorized by the Director of Schools, trips will be limited.
- Drivers will be paid a flat rate of \$15.00 per hour for field trips.

- Special Trip paperwork must be completed, signed by the school and turned in no later than the next business day.
- New buses will be used for out of county field trips.
- New buses may be switched for the purpose of field trips with a regular route for that day when necessary.
- Trip times start when the bus leaves the school and ends when returned to the school.
- Overnight trips will be paid between the hours of 7:00am and 10:00 pm, unless otherwise indicated.
- Mileage begins and ends at the school.
- Bus drivers are to remain at the field trip location unless authorized otherwise by a chaperone or the Trip Coordinator.
- The driver must always have a way to be contacted by the chaperone.
- The school must provide a staff person to chaperone for each bus.
- Chaperones are to supervise and maintain discipline on the bus. Should the bus become unruly the driver will pull over to a safe location until the chaperone maintains control of the bus.
- Maps will be provided to the driver upon request.
- Items left on the bus should be turned in to dispatch.
- Tolls will be paid by the chaperones.
- The bus must be cleaned and fueled prior to the departure of the trip and upon return.
- The driver will remind the chaperone what time they need to be back at the bus to make sure they return to the school by 1:30 pm.
- Box lunches may be eaten on the parked bus during inclement weather; however, the trash must be picked up by the chaperone.

Accident Reporting Procedures

Accidents must be reported regardless of the severity, and regardless of fault, to the Service Manager and Director of Transportation.

The following procedures will minimize confusion and reaction time for the dispatchers.

- Maintain your composure. Keep calm.
- Observe the accident scene and determine what you should broadcast over the radio. If your bus is not involved, stay out of the conversation unless there are apparent injuries and no authorities are at the scene.
- Notify the Shop Service Manager and Director of Transportation immediately for further instructions.
- State if your bus is involved or state "no buses involved".
- Clearly state the address of the accident.
- If your bus is involved, state how many students are on board and what school represented is onboard.
- Advise dispatch of injuries.
- Do not move the bus unless instructed by a police officer or if you are in an unsafe position

Upon return to the Bus Shop:

- Complete the Vehicle Accident Report form and submit it to the Service Manager.
- If students were on-board complete the Student Accident Information Form in full and submit it to the Service Manager.

Non Reported/ Discovered Damage - Damage that is discovered but not indicated on the Daily Pre-trip Report will be attributed to the last driver of record.

Note: Any unintentional touching by the bus with another vehicle or property will be considered preventable.

Reporting of Mechanical Problems

- Radio Base 2 for mechanical issues.
- Give an exact location and describe the problem.
- Indicate if you have students on board.
- Listen and follow instructions.

Attendance Bonus Program

The Transportation Department plays an essential role in the educational process for Wilson County students. Bus Drivers and Monitors play a vital part in student transportation. The Attendance Bonus Program has been created to reward employees that are dedicated to the Transportation Team by being at work on time each day.

Bonuses will be awarded annually on the last paycheck of the school year as follow:

Maximum bonus permitted per year:

- Drivers \$1,500.
- Monitors/Sub Drivers \$ 700.

A penalty will be assessed for each missed day excluding bereavement days for immediate family members as follows:

Penalties assessed per missed day:

- Drivers \$250.
- Monitors/Sub Drivers \$100.

Driver Referral Program

Wilson County Schools and the Transportation Department recognize that our greatest asset is our employees and recruiting new employees is best done through referrals. A driver referral program has been established to encourage this process.

All Wilson County School employees, excluding upper management and supervisors, are eligible to participate.

A bonus will be given to the current employee for each new driver hired up to twenty five (25) per school year.

The referral bonus will be paid as follows:

\$250 after the new driver has been employed for 30 days of the current school year.

\$250 on the last paycheck of the school year; if the driver stays for a year.

\$500 total bonus per new driver hired per school year

HIPAA

Medical information is confidential. Discussing medical information pertaining to any employee or student is strictly prohibited. Failure to abide by this prohibition may result in termination.