



Dear Transportation Employee,

We are pleased to have you as part of the Wylie Independent School District transportation staff. As employees, we all represent the professionalism of the transportation department and make a direct and important contribution to the education of our children.

This handbook has been developed to help you understand your job responsibilities as a member of our team. It is based on the District Handbook for Wylie Independent School District, Board of Trustees policies, and State and Federal Regulations.

This book is a work in progress, with revisions to follow as laws and or policies change and will serve as a basis for our continued development and improvement.

Jessie Murphy,

Director of Transportation

Table of Contents

Departmental Organization	3
General Principles.....	5
Exemplary Performance Guidelines.....	5
Sexual Harassment.....	6
Professional Appearance.....	6
Personnel Information.....	7
Assignments	9
Attendance.....	10
Time clocks/Salary info/Payroll procedure.....	11
District Alcohol and Drug Policy.....	12
Human Relations	15
Driver Guidelines	16
Certification Requirements.....	16
School Bus Driver Penalty Point System.....	17
Guiding Principles for Driving.....	18
Mirror	
Danger Zone	
While on Route (Times, Route Changes, Rider Lists, Bad Weather)	
Loading and Unloading Students.....	22
Other Driving Regulations and Procedures.....	25
Student Behavior	28
Dealing with Unsatisfactory Behavior	29
Student Welfare: Child Abuse and Neglect.....	30
Emergency Preparedness	30
Weather Emergencies	30
Non-Weather Emergencies.....	32
Emergency Response Plan	34
Maintenance and Inspection Responsibilities for Drivers.....	35
Pre-Trip/Post-Trip Inspection	35
Emergency Procedures for Mechanical Breakdowns	36
Accident Procedures.....	36
Shop Procedures	37
Special Education Route Service.....	38
Field Trips	42
Appendix.....	46
• Discipline Matrix for Employees.....	47
• Employee Dress Code.....	48
• Classes of Preventable Accidents	49
• Job Descriptions	52
• Sample Field Trip Form	55
• Helpful Hints to be Successful in your CDL Journey.....	56

Departmental Organization

The director of transportation is responsible for all aspects of the transportation department. The staff consists of:

Contact Information

Director of Transportation	Jessie Murphy	972-429-2316/972-841-6651
Assistant Director	Stephanie Meeks	972-429-2306/972-626-5580
Router: Special Needs	Rosie Gressett	972-429-2314
Router: Regular Ed	Greer Ramos	972-429-2308
Discipline Coordinator (800 Buses)	Shakela Mendenhall	972-429-2313
Discipline Coordinator (700 Buses)	Eric Shaw	972-429-2303
Dispatcher	Kristi Madry	972-429-2312
Dispatcher	Nick Hill	972-429-2307
Safety / Training	Brittany Booker	972-429-2302
Lead Technician	Pat Premo	972-429-2304
Parts Manager	Cody Elliott	972-429-2311
Office Assistant	Annel Bacerra	972-429-2309

Main Office Number

972-429-2300

Employee Absence Line

972-429-2301

Statement

It is the policy of the Wylie Independent School District (WYLIE ISD) not to discriminate on the basis of race, color, national origin, sex, sexual orientation, age or religion in its educational programs, services, activities or hiring practices.

Disclaimer

The statements described in this handbook are for general purposes and responsibilities. The information contained in this handbook is not necessarily an exclusive list of all responsibilities, duties and skills that may be required in your job within the transportation department. Wylie ISD Board policies, State and Federal laws supersede all contents of this handbook.

GENERAL PRINCIPLES

HANDBOOK FOR EMPLOYEES

Transportation department procedures for employees have been established by the director of transportation and will be in force until the next revision date. Employees are required, as part of their employment, to sign a statement agreeing to read and follow all department procedures. Employees are also required, periodically, to update their knowledge of the handbook. Changes in procedures during the year will be kept to a minimum, but when made, will be posted on the bulletin board. It is the responsibility of each employee to check the bulletin board on a regular basis for updates and changes.

Any employee violating policies of WYLIE ISD or procedures of the WYLIE ISD transportation department, will be subject to disciplinary action, up to and including termination.

Refer to the District Handbook for additional policies dealing with personnel, leave, etc.

DIRECTOR'S AUTHORITY

All employees are subject to the authority of the director of transportation, including assignment or reassignment. The director's authority can be delegated to appropriate personnel if need be.

FACILITY SUPPLEMENTAL RULES

In addition to departmental procedures, employees must abide by supplemental rules and instructions published or posted at each facility. These rules may be department-wide, but more often will be specific guidance for drivers of a particular facility, such as special parking situations, fueling procedure, etc. Drivers must check for these regulations on the TV screens (in the lobby and break room), on the route sheet, and/or on the bulletin board before leaving on any route or field trip.

CALL REPORTS

Often an employee's job performance may stimulate comments from parents, students, school principals and the general public. When received by the transportation department, these comments become "Call Reports". Call Reports will be discussed with the employee in a timely manner by appropriate office personnel and each discussion may result in corrective action.

NEW EMPLOYEES

All new hires will be placed on a 90-day probationary period with Wylie ISD. The probation period starts on the first day of employment.

DRIVER SENIORITY

All transportation department personnel have one seniority date throughout their employment. The date is the current WYLIE ISD hire date, which is maintained in HR, for full time employment. This eliminates confusion when transferring between full-time departmental positions. There is only one uniform method of determining seniority, indicating longevity with the district and not longevity within a full-time job position. Employees moving to "sub" status will lose their seniority date within the district. Sub drivers and sub aides are not considered full time employees. Driver seniority has no bearing on assignment, hours worked or vehicle assignment.

EXEMPLARY PERFORMANCE GUIDELINES

All employees should strive to maintain exemplary performance every day. Exemplary performance guidelines used for the driver/aide evaluation process are:

1) Leadership

- Demonstrates positive personal commitment toward department goals and objectives.

- Employees use imagination and shared thinking to resolve problems, making suggestions and working toward common goals of the department.
 - Employees cooperate with parents, staff and other WYLIE ISD employees to make the operation run smoothly.
 - The employee attitude is positive and proactive; seeking solutions to problems rather than placing blame or merely complaining.
- 2) **Strategic Planning**
 - On-time arrivals at schools and stops; clock in and out as scheduled.
 - Runs field trips on time with knowledge as to location and route.
 - 3) **Student/District Community Focus**
 - Rating based on action requests/documentation of both positives and negatives from parents, citizens, school staff, and co-workers.
 - 4) **Information Analysis**
 - Fill out required paperwork accurately, completely, and on time. This includes, but is not limited to, daily vehicle inspection reports, seating charts, maintenance requests, and field trip forms.
 - 5) **Human Resources Focus**
 - Personally ensure certification, driver's license, and physicals are current.
 - Participate in all training classes and exercises.
 - 6) **Process Management**
 - Number of employee counseling and written reprimands.
 - Exhibits good student management skills (student referrals may be used)
 - Fills out maintenance requests in a timely manner.
 - Pre-trip inspections of bus and safety equipment before every assignment.
 - Post-Trip inspection of bus and safety equipment after each assignment.
 - Keeps the bus clean is the responsibility of BOTH drivers and aides.
 - 7) **Performance Results**
 - Attendance and tardiness records. Employees come to work consistently, arranging appointments and personal business so as not to interfere with route duties.
 - Monitor and manage student behavior (BOTH drivers and aides).
 - Secure students on bus with seat belts, harnesses, wheelchair straps and car seats (where applicable, BOTH drivers and aides).
 - Performs all route duties without accidents, tickets, or complaints.

SEXUAL HARASSMENT

Discrimination, Harassment, and Retaliation *Policies DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents.

A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been discriminated against, retaliated against, or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the Board of Trustees. The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available at:

<http://pol.tasb.org/Policy/Code/316?filter=DIA> .

PROFESSIONAL APPEARANCE / DRESS CODE

The full employee dress code is attached in the appendix on page 48

EMPLOYEE PERSONNEL FILES

There is one official personnel file in the Human Resources department at the Administration Building. This file will have your application, criminal records check and any workman compensation information.

There is one working file in the transportation office for day-to-day information. Each employee is expected to keep their address, phone numbers, and emergency contact phone numbers up to date in their personnel file. Current information helps the staff in case the employee has an emergency. This file also contains a copy of your Texas DPS driver record, DOT physical, Bus Driver Certification card, current driver's license, training records, disciplinary records, and any other job-related records. According to the Texas Open Records Law, you have the right to see your personnel file and any other file that contains information on you.

EMPLOYEE PERSONAL DATA SHEET

Each employee will be given an employee data sheet at the beginning of each school year, or at the time of employment. This is to be kept up to date with current personal email address, phone, and emergency contact information. The office must have current numbers for every employee. If there are any changes to this information at any point during the school year, you must update the information with the Office Assistant.

EMPLOYEE BADGE

Each employee will be given a badge with their name, photo, and campus assignment. Badges should be in the possession of the individual employee at all times. Badges should be worn and plainly visible when in public settings. *****Report lost/stolen badges to the department immediately!**

TV SCREENS & BULLETIN BOARD

The TV screens and bulletin boards exist as a means for office staff to communicate information. The bulletin board must be checked before and after each route to ensure that everyone is operating with the most current information.

BREAK ROOM

The employee break room is provided for transportation employees. While family members of the employees are welcome, remember that the facility and all electronics are for the use of transportation employees. Family members are not to be left unattended in the break room.

EMPLOYEES' CHILDREN and GUESTS

Any transportation department employee who provides care for their children or grandchildren may request that the children ride during normal route hours.

All such requests must be approved by the director and arrangements will be made on a space-available basis only. Employees must assume complete responsibility for the children whether at the bus facility or on the school bus and must abide by the following:

- 1) All employees' children and guest(s) must check in at the front office.
- 2) Children may not be left unattended at the bus facility or on a bus for any reason.
- 3) Children must be safely escorted to and from a bus.
- 4) Children and guests are not allowed in the maintenance area or dispatch office for any reason.
- 5) Children may not be treated with favoritism by their parents or any other driver.
- 6) Children are not allowed on the bus during fueling.
- 7) Children must be at least 18 months of age or still attending K-12 schools in WYLIE ISD to be allowed to ride on the bus with employees.

This policy limits employees' children to only riding during normal route hours as approved, in advance, by the director. Employees must not keep their children at the facility or on a bus while they perform auxiliary or additional duties, such as driving a field trip.

INCOMING PERSONAL PHONE CALLS

Due to the mandatory business press regarding the transportation department telephones, employees are requested to notify their family, friends, and business associates that incoming personal calls should be restricted to emergency situations. The staff is authorized to “screen” calls to determine emergency status.

SOLICITATION AND COLLECTION

The solicitation and collection of money or property from students or other employees is prohibited. Drivers and aides are not permitted to sell items to students while on the bus or at school.

EATING, DRINKING, AND SMOKING

It shall be the policy of the Wylie Independent School District to maintain a healthy environment for students and staff. In keeping with this concept, the use of all tobacco products, including e-cigarettes, shall be prohibited in all WYLIE ISD facilities owned by or under the control of and used by WYLIE ISD.

Employees are not allowed to eat or drink while the transportation department vehicle is in motion.

Employees may not smoke or use any type of tobacco (including e-cigarettes) at any time while in a transportation department vehicle (violation of State Law and City Ordinance). Smoking and using any type of tobacco within line of sight of campus personnel and/or students is prohibited.

CELL PHONES

There is a zero-tolerance policy regarding the use of cell phones while on route. Drivers and aides are prohibited from using earphones, earbuds, cell phones or other electronic devices while on route, including i-watches, Bluetooth, or any other hands-free devices. Wearing hands-free devices in your ear gives the appearance of using it and anyone found doing so will be subject to disciplinary action up to and including termination. Drivers **shall not** use a cell phone or any electronic device while in the driver's area of the bus, even if there are no students on board. This includes talking, texting, playing games, etc. Drivers should not engage in any of these other activities either while in the driver's seat:

- **No reading**
- **No puzzles**
- **Do not put on makeup/doing your nails**
- **No sleeping**

Cell phones should not be used to contact dispatch except in case of emergency. If an emergency occurs, pull the bus over to the side of road in a safe spot, engage parking brake, step away from driver area; then and only then, use a cell phone. Radios are provided on each bus for such communication.

BAD WEATHER AND EARLY RELEASE

Employees are directed to tune in to the major radio or television stations during bad weather situations. School closings and school delays are announced to inform the public of changes. If bad weather forces the closing of schools, the decision will be made by 5:30 am. In addition, WYLIE ISD will call with a recorded message. For this reason, please make sure to keep your contact information up to date with the Office Manager. During periods of inclement weather, school may be dismissed early; therefore, transportation personnel will need to be on standby and available to take the students home when released.

DUE PROCESS CORRECTIVE DISCIPLINE

The transportation department handles problem situations with employees through Due Process Discipline. The discipline matrix is attached in the appendix on page 49.

ASSIGNMENTS

CONDITIONAL ASSIGNMENT

All assignments for employment in Wylie ISD are conditional. The director of transportation or designee reserves the right to make any changes to this process as he/she deems necessary based on the combined best interests of the students, district, and department. Any driver may be reclassified to be an unassigned driver at any time that a particular situation is deemed to be in the best interest of a child, an employee, or the school district. Such an assignment may be made without regard to seniority or placement on any list.

NOTE: Routes and/or trips may be cancelled, added, or revised at any time and may increase or decrease in hours and/or area according to need. This applies to both Regular and Special Needs routes.

OPEN ROUTE ASSIGNMENTS

Open route assignments will be discussed between the director and designee. The final decision will be at the discretion of the director. Such decisions are based on the combined best interests of the students, district, and the department. Driver qualifications, attendance and student management are also considered. Any driver may be transferred or reassigned to an open route at any time. Driver seniority is not a factor in open route assignments. The department may interview personnel and match specific drivers or aides to special routes with consideration given to skills (training in specific special education areas, sign language knowledge, etc.)

ASSIGNMENT OF BUSES

Buses are assigned to routes and not to drivers or aides. Bus assignments may be changed during the year as deemed necessary. When assigning buses, consideration is given to the buses' age, number of miles it has been driven and the length of the route assignment. These decisions include the combined best interests of the students, district and the department. Driver qualifications, attendance, use of safe driving skills and taking pride in a clean bus is also taken into consideration. Selection of bus assignments will be discussed between the director and designees and the final decision will be at the discretion of the director. Driver seniority is not a factor for bus assignments.

DUTY PERFORMANCE

Multi-route and sub- drivers must perform all duties assigned them by the department. All employees must pass a yearly physical and a physical performance test. Any person who refuses to do the assigned duties will be considered insubordinate. The department has the authority to assign the best driver available to any route or field trip when the regular driver is absent. Dispatch will assign drivers and aides as substitutes according to the following guidelines:

- 1) Floaters
- 2) Sub/Field Trip drivers
- 3) Staff (including shop)

INELIGIBILITY FOR ADDITIONAL DUTIES

Extra Duties are discretionary and are based on Attendance, Availability and Attitude

Any driver or aide will be suspended from Field Trips and Additional Duties for 20 consecutive calendar days from the date of:

- 1) A write-up for attendance
- 2) Multiple written reprimands for disciplinary action (or at the discretion of the director)
- 3) Operating a school bus without mandated credentials
- 4) Receiving a ticket in a school bus, thereby generating a mandatory court appearance
- 5) Having a preventable accident causing injury or monetary damages

Note: Thanksgiving, Christmas, Spring Break, and summer non-work days will be skipped and not counted toward the 20 day period. A driver will also not be eligible for additional assignments should his/her

certification or physical expire.

SUMMER ASSIGNMENTS

NOTE: ROUTES AND/OR TRIPS MAY BE CANCELLED OR ADDED AT ANY TIME.

In general, policies for the summer will remain the same as those during the regular school year, with additional considerations. Summer routes and/or work are in no way final. The number of positions may vary. Summer work eligibility is based upon the Master Availability List, which include notations for those placed on probation or those that who have waived summer work, employee's summer availability, and the employee's attendance record. Any employee with less than 90% attendance record IS NOT eligible for a summer work. Summer work includes, but is not limited to, driving/aiding a route, field trips and wash crew. If work becomes available, and you would like to be contacted, please leave your name on the summer sign up list. If a driver or aide is terminated by corrective disciplinary action from summer work, he or she will be considered terminated from WYLIE ISD with loss of benefits, seniority, etc. No summer work or employment carries any paid sick, personal, or vacation days.

EMPLOYEE ATTENDANCE

The following transportation regulations apply to all hourly employees of Wylie ISD. Nothing in these regulations grant hourly employees a property interest in their position, nor do these regulations constitute a written contract with any hourly employee. All hourly employees are "at will employees" of Wylie ISD.

DEFINITIONS

1. Days – As used herein shall, except where otherwise indicated, mean scheduled work days and scheduled work hours.
2. Excused absences – Absence from scheduled period of work, scheduled meetings, or scheduled workshops because of a supervisor-authorized leave of absence, authorized sick leave, personal leave and other absences approved by the administration.

ABSENTEEISM AND TARDINESS

- It shall be each employee's responsibility to notify thru the absence line when they are going to be either tardy or absent. To avoid penalties for late notification, the employee shall call the absence line by 5 am. When calling in, the person must state the reason for the absence and whether he/she will be available for additional clock-ins that day. If the person later decides not to work the additional clock-in(s), he/she must call the absence line by 1 pm.

If the employee notifies Dispatch that the absence will last all day or for a specific number of days, then one notification is sufficient. If the employee cannot return to work on the date specified in the previous notification, Dispatch must again be notified. These requirements apply to all clock-ins, including mid-day and other assigned runs.

- The following guidelines will be used for handling excessive absences or tardiness. In determining whether an employee has been absent or tardy an excessive number of times, the following definitions will apply:
 - a) Tardiness – any employee clocking-in five (5) or more minutes after his/her scheduled starting time will be considered tardy.
 - b) Excessive Tardiness – Any three (3) occurrences of tardiness within a thirty (30) work day period will be considered excessive.
 - c) Absence – An employee that is not present at his or her work assignment for the entire scheduled work period will be docked accordingly.
 - d) Excessive Absenteeism – Any three (3) separate occurrences of absence within a twenty (20) day work period will be considered excessive.
 - e) Excessive Tardiness/Absenteeism – Any combination of four (4) absences/tardiness within a twenty (20) day work period will be considered excessive.
 - f) Excessive Absenteeism, Tardiness, or combination of incidents will receive due process corrective discipline. Additionally, excessive absenteeism and tardiness will result in disqualification for summer assignment.

NOTE: The director should exercise prudent judgement in the determination of excessive absenteeism or tardiness. Each case should be examined carefully in reference to the absence or tardiness. This policy does not require disciplinary actions, but allows for corrective action if the director, after examining all of the factors, feels that it is necessary. The purpose should be to help employees to improve attendance, not to discipline or terminate. However, in some cases, disciplinary action, including termination, may be necessary.

THE TRANSPORTATION DEPARTMENT UNDERSTANDS THAT YOUR PERSONAL LIFE IS IMPORTANT, BUT YOU ARE EXPECTED TO BE AT YOUR PLACE OF WORK DURING YOUR SCHEDULED HOURS UNLESS YOU RECEIVE THE APPROVAL OF THE DIRECTOR. YOU ARE EXPECTED TO ARRANGE YOUR PERSONAL AFFAIRS SO THAT THEY DO NOT INTERFERE WITH YOUR WORK.

*** Time off requests should be submitted at least 3 days before the requested date(s).

DO NOT REQUEST THE DAY BEFORE OR THE DAY AFTER A HOLIDAY OR BREAK

Employees that are absent for more than thirty (30) consecutive calendar days may lose their route assignment. This will affect employment with WYLIE ISD and the transportation department. Employees may be forced to accept another assignment or substitute duties upon returning to work, as assignments become available.

JURY DUTY

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may keep any compensation they receive. A summons to appear is not proper documentation of the service. This type of leave is for jury duty only. If an employee is released early, he/she must return to work. Consideration will be given on a case-by-case basis for travel time.

PAY TIME/TIME CLOCKS

Pay time for drivers and aides starts with the pre-scheduled clock-in time. Pay time ends with the time actually returned. Route sheet time are an estimate only, and employees are not paid according to that time. Use of the time clock is required. Each employee is required to clock in and out at their assigned times. Extra service performed on an emergency basis, other than field trips, shall be paid accordingly.

DAILY GUARANTEED TIME

Drivers and aides are guaranteed four (4) hours per day and will be paid as such, provided they actually work four (4) hours per day. If the actual total daily route time is greater than four (4) hours, the employee will be paid for the actual amount of time on route. Employees who have actual work time of less than four (4) hours per day, at the option of the employer, will be given extra duties as close to compatible as possible with their work day to give them four (4) hours actual work per day. If the employee opts out of the additional work, they will then be paid for actual work time. (Example: 45 min in AM and 1 hour and 45 in PM route time with no optional extra work, will only be paid 2 hours and 30 minutes per day.)

The total daily actual time assigned for any individual should not exceed eight (8) hours per day. Staff has the option of splitting any route to avoid daily time exceeding eight (8) hours per day.

Acceptance of overtime work by an employee without the knowledge of the department may be grounds for disciplinary action. Due to budget shortfalls from shrinking State aid, overtime will be authorized only in emergency situations by the director. If an emergency situation occurs, overtime must be documented in writing.

Should a mid-day or vocational run increase in length to the extent that the respective employee's total workday average is greater than eight (8) hours per day, the staff will examine the extra work to see if a

student or trip can be moved or exchanged to avoid overtime. If not, the driver and/or aide will lose the extra work.

TIME ADJUSTMENTS

Time adjustments will be calculated on the next scheduled pay date.

TIME EXAGGERATION

Clock in/out time padding or route time/route distance padding will not be condoned. Drivers and aides are expected to clock in at their assigned time and immediately start their duties. It is not appropriate to clock in and then socialize during paid pre-trip time. Drivers and aides should also sign out immediately after completing post-trip duties when arriving back at their facility. Clock-out times should ensure that employees are paid for all the work time they are due. However, clocking out at a later time is fraudulent. After completion of all assigned trips on a route or field trip, drivers and aides must proceed directly to their facility, except when performing other transportation duties.

Drivers and aides who do not report that a student is no longer riding on a regular basis, or other changes to their route times, and continue to clock on/out for that time will be considered to be time padding.

Clock-in times for all routes and mid-days will be assigned by the director. Requests for clock-in time adjustments will be made through the staff using the request for route change form. No requested change is allowed prior to approval.

Any time exaggeration may result in discipline up to and including termination.

SALARY INFORMATION

Your salary statement will be furnished as soon as it is available from the Personnel department. It will show your rate-of-pay per hour for route time. You will be notified at the beginning of the school year of any pay raise. This information is considered confidential and should be treated as such.

DIRECT DEPOSIT

Direct deposit is required for all employees. Instructions and forms are available in the transportation office.

PAYROLL PROCEDURES

- Field trips with AM routes – actual time on field trip counts toward the four (4) hour daily guarantee.
Example:
Clock-in on AM route @ 6:00 - 8:30 2 hours 30 min.
Clock-in on trip @ 8:30 – 12:00 3 hours 30 min.
- Mid-day Field trip – starts with clock-in and runs until clock-out, or if trip runs to PM clock-in, pay ends with the PM clock-in.
- Field trip with PM route – starts with clock-in on field trip.
Example:
Clock-in on PM route @ 2:00 – 4:30 2 hours 30 min.
Clock-in on trip @ 4:30 – 9:00 4 hours 30 min.
- Late night field trips – pay starts with clock-in and continues until clock-out.
Cancelled field trips – No pay for prior notice cancelled trips. If driver has clocked-in and started on trip, the employee receives a two (2) hour guarantee, unless they are already in normal work hours (see field trips).
- Auxiliary (extra) time – Any extra time, such as fueling, cleaning, bus washing, etc., will be paid from clock-in to time completed. Total time per employee should not exceed one (1) hour per week, and should not cause the employee to exceed forty (40) hours per week.

DISTRICT ALCOHOL AND DRUG POLICY

DRUG FREE WORK PLACE – SCOPE OF POLICY:

Employees covered under this policy are classified as operating in safety-sensitive positions. “Safety-sensitive employees” are defined by the federal law as drivers of vehicles having a gross vehicle weight rating of 26,001 lbs. or more, or who operate vehicles designed to transport more than 15 persons. The safety-sensitive employee must act as a responsible representative for the District and be a law-abiding citizen. It is his or her responsibility to report known manufacture, distribution, dispensing, possession, sale, purchase, or use of drugs or alcohol on District premises or in District vehicles to his or her immediate supervisor.

Employees are prohibited from consuming an intoxicating beverage, regardless of its alcohol content, within six (6) hours of going on safety-sensitive duty. This prohibition extends to any prescription or over-the-counter medication that contains alcohol. If an employee has used such a medication within six (6) hours of duty, he or she should report this to his or her supervisor.

Safety-sensitive employees shall inform their supervisor of any use of prescribed medication that could affect their performance. It is the employee’s responsibility to determine from the physician whether or not the prescribed drug would impair the employee’s job performance. When reporting such use, the employee is required to have a written statement from his or her physician regarding the prescription’s effect on the employee’s performance of job duties and present it to his or her supervisor.

When there is a risk of accident, the employee shall be directed to take leave, regardless of whether paid leave is available. Paid leave may be charged to sick leave and/or current personal leave, if either is available. Each supervisor/manager shall become familiar with the substance abuse policy and its administration and shall keep good records of employee performance. Any situation involving an employee under the influence of drugs or alcohol, or the use, sale, possession, or distribution of drugs should be reported immediately to the **director of transportation**. It is the supervisor’s responsibility to document suspected or actual drug/alcohol use.

DUI ARRESTS (CDL)

Employee must notify their supervisor of an arrest. If the employee is required to drive as part of their assigned duties and has their driver’s license suspended or revoked, temporarily or permanently, due to a substance related offense, they must notify his/her supervisor of the circumstances prior to or when next reporting for duty.

SPECIFIC ALCOHOL AND DRUG TESTING GUIDELINES AND RULES

Only employees who agree and consent to participate in a drug and/or alcohol screen and to provide a sample for testing will be tested. All employees recognize that by continuing their employment with the District, they have consented to the District’s adoption of a drug/alcohol-testing program.

Refusal to submit a urine and/or breathe sample or specimen, will be considered a violation of policy. The employee will be subject to the same disciplinary action enforced when submitting a positive sample. Failure to produce an adequate sample, without a valid medical reason, or engaging in conduct that clearly obstructs the collection process, will be considered a refusal to test. This policy is not intended to, and will not, limit testing or search for drugs and/or alcohol by authorized law enforcement personnel in the performance of their duties.

DRUG TESTING

The District will utilize a DHHS-approved laboratory in performing urinalysis for drug detection. The laboratory will provide chain-of-custody procedures and documentation necessary to meet federal standards. The specimen collection procedures and chain-of-custody ensure that the specimen’s security, proper identification, and integrity are not compromised. The employee will provide a urine specimen in a location that affords privacy. The collector will seal and label the specimen, complete a chain-of-custody

document, and prepare the specimen and accompanying paperwork for shipment to the drug-testing laboratory. Each urine specimen will be subdivided into two bottles and labeled as “primary” and a “split” specimen. Both bottles will be sent to a laboratory where only the primary specimen is opened and used for testing while the split specimen remains sealed and is stored for confirmation purposes. If the analysis of the primary specimen confirms the presence of illegal and/or controlled substances, the employee will have 72 hours to request that the split specimen be sent to another DHHS-certified laboratory for analysis. The employee shall be responsible for the cost of any additional testing, unless the second test does not detect the presence of the prohibited substance. In such case, the District will reimburse the employee for the second test. Sample testing procedures shall conform to scientifically accepted analytical methods and procedures and shall include confirmation of any positive test result by gas chromatography/mass spectrometry (GS/MS) before the results of any test may be used as a basis for any action. If a positive test result occurs, a Medical Review Officer (MRO) will be employed to determine if the test is indeed positive due to illicit drugs or over-the-counter drugs or food substances. The table below shows the detection limits (amount of the drug that can be reliably detected by the laboratory) that will be used to determine a positive test result.

Initial Screening Confirmation

DRUG (Class)	Detection Levels	Detection Levels
Amphetamine	1000 NG/ML*	500 NG/ML
Cocaine Metabolite	300 NG/ML	150 NG/ML
Marijuana Metabolite	100 NG/ML	15 NG/ML
Opiate	300 NG/ML	300 NG/ML
Phencyclidine (PCP)	25 NG/ML	25 NG/ML

*Nanogram (billionths of a gram) per milliliter.

Source: U.S. department of transportation

ALCOHOL TESTING

Alcohol testing will be conducted either on District premises or at a specimen collection site. Alcohol testing will be conducted utilizing an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA). Two breath tests will be conducted to determine if a person has a prohibited alcohol concentration. If the alcohol concentration is 0.02 or greater on the initial test, a second or confirmation test will be conducted. In post-accident testing, FHWA permits the use of police alcohol breath or blood tests in lieu of a motor carrier test where police will make results available.

TYPES OF TESTING

- 1) Job applicants are required to undergo drug and alcohol testing before they are hired, after an offer of hire, or when on probation or having limited rights prior to full employment status, but before actually performing safety-sensitive functions for the first time. Pre-employment testing is also required when an employee transfers to a safety-sensitive position. The purpose of this pre-screening effort is to minimize internal corrective actions and possible accidents related to drugs and/or alcohol.
- 2) The District reserves the right to screen applicants for all positions or just those applying for safety-sensitive positions. All positive test results will be confirmed by an alternative test method of higher quality. If a positive result occurs, candidates may re-apply for a job after completing an evaluation and any necessary rehabilitation as determined by a Substance Abuse Professional (SAP). Any employee who undertake a rehabilitation program and does not complete it or who cannot maintain a drug and alcohol-free status on the job, is subject to disciplinary action, up to and including job termination.
- 3) Any driver that is involved in an accident during the course of their duties is required to submit to testing, if that accident meets any of the following conditions: a) there is more than \$2000 damage to either vehicle; b) either vehicle required towing due to damage; c) there are any injuries that require medical attention; and d) at the discretion of the director of transportation.

TESTING PROCEDURES

The taking of a urine or breath sample, then subjecting it to chemical analysis, is permissible if it is done in such a way that privacy interests are respected. There need be no advance warning for a test if the suspicion of drug use or alcohol misuse is strong enough, and can meet objective criteria for that. Employees will complete a pre-testing consent form each time a test is conducted as part of the drug/alcohol testing procedure. This is in addition to any signed acknowledgment form that may have been obtained at the time of employment or any other occasion.

When sending an employee who shows overt signs of impairment or intoxication to the collection site or home, the District will offer transportation to preclude the employee from driving, or will get assistance from a taxi, employee, family members, or the police.

REASONABLE SUSPICION TESTING

Reasonable suspicion that an employee may be using drugs or alcohol may be a cause for drug and/or alcohol testing. Reasonable suspicion exists when a specific contemporaneous event or observation points to recent alcohol or drug use. Objective documentation of delinquent job performance must include specific, observable facts and reasonable inferences that suggest the employee is experiencing personal problems and/or using drugs or alcohol. All documentation will be made by a trained supervisor. If the necessity for a search (urine/breath test) of an individual is deemed sufficiently important to justify intruding upon that person's privacy, then the search may proceed on the basis of "reasonable suspicion". Any employee may be tested for drug or alcohol use based on reasonable suspicion when:

- 1) Employee is observed on duty by the employee's immediate supervisor or higher ranking supervisor. These observations shall be documented by the observers;
- 2) Employee behavior is recognized and accepted as symptomatic of intoxication or impairment caused by controlled substance or alcohol, or addition to or dependence upon controlled substances. Symptoms of such impairment could be slurring of speech, dilated pupils, loss of balance, inability to do ordinary physical tasks, or unusual risk-taking behavior; and,
- 3) Employee behavior is not reasonably explained as resulting from causes other than the use of controlled substances (such as fatigue, lack of sleep, side effect of prescription or over-the-counter medications, reaction to noxious fumes or smoke, etc.).

RANDOM TESTING

The District reserves the right to randomly test employees in positions such as: operating vehicle/equipment or working in proximity of facilities, equipment, or terrain that is generally considered as potentially dangerous and/or jobs that entail maintenance and repair of equipment. Testing will be conducted at an adjustable, performance-based rate fluctuating between 10 percent and 50 percent. When applicable, the random rate will be determined based on annual management information system reports submitted by employers to their governing administrators. "Random selection" means that some employees may be tested more than once each year; some may not be tested at all. "Random testing" for alcohol will be conducted in immediate time proximity to performing safety-sensitive functions; drug testing may or may not. Once notified of selection for testing, however, an employee must proceed immediately to a collection site.

POSITIVE TEST RESULTS

Only conclusive results are to be reported to the district. The results of positive test results for employees, job applicant, or managers will be based only on written results from the laboratory or MRO for drugs, and the breath alcohol technician (BAT) for alcohol.

HUMAN RELATIONS

The students' first contact with school each day is when boarding the school bus. The way you treat them will determine their attitude toward you, and they will act accordingly. Let children know that you like them and want them on your bus, and you will have far fewer behavior problems. Compliment them and take an interest in what each child does.

Some children suffer from physical and/or emotional isolation and low self-esteem. They may have few friends. Your interest means a lot. While parents and teachers often provide good suggestions for dealing with children, please consult your supervisor prior to speaking with them.

"Human relations" means dealing with people. WYLIE ISD has certain standards which encourage good relations. More importantly, WYLIE ISD wants to avoid developing BAD situations and seeks to have its employees trained to prevent problems before they occur and know how to deal with them constructively should they happen.

BASIC PRINCIPLES OF HUMAN RELATIONS

- 1) Be friendly. Respect other people as persons, regardless of race, color, creed or economic status.
- 2) Exhibit emotional control. "Keep your cool!"
- 3) Be punctual and dependable. Show up. Show up on time.
- 4) Balance honesty and firmness. Part of being honest means recognizing that one develops special feelings "for" or "against" other people. Recognize that this happens, but try to treat everyone fairly and without "favoritism".
- 5) Practice good speech. Driver language should be free of abusive remarks and should be clear, unhurried and calming.
- 6) Maintain good physical condition. Never drive when severely ill or under the influence of alcohol or drugs of any kind.
- 7) Maintain good appearance. Appropriate dress and good personal appearance and cleanliness make favorable impressions on others and influence their response to what you say or do.
- 8) Establish and maintain good driving habits. This will increase a feeling of security on the part of all the other people with whom you work.

DRIVER GUIDELINES

CERTIFICATION REQUIREMENTS

School bus drivers hired by the WYLIE ISD transportation department shall maintain State of Texas and WYLIE ISD certification as follows:

STATE OF TEXAS COMMERCIAL DRIVERS LICENSE

All drivers must possess a Texas CDL Class A or B with the necessary endorsements. They must keep this current and carry it at all times while working. Trainees must take the DPS Driving Test in no less than a 71-passenger school bus to receive a Class B license. Drivers must notify their supervisors prior to or when they next report to duty if their license expires or is revoked. Original licensing requires passing written and driving tests, as well as an eye test. Renewing the license requires an eye test. As part of their bus driver training, new drivers who do not have the correct license will receive behind-the-wheel training, which will qualify them to apply for a Class A or B license.

The following documented behaviors may be the cause for immediate termination:

- 1) Operating a school bus with a suspended or expired Class A or B license;
- 2) Operating a school bus before having completed the proper licensing procedures through DPS, and;
- 3) Approval of such illegal operation of a school bus by anyone in a supervisory capacity, such as a staff member, supervisor, fleet manager, or Dispatcher.

Anyone who reports in advance that their Class A or B license has expired, is not to be terminated (unless they have operated a school bus with an expired license) but will be suspended without pay until the license is made current.

SCHOOL BUS DRIVER CERTIFICATION

All drivers must at all times carry with them an up-to-date state school bus driver certificate, which shows that they have completed the state-approved school bus driver training course. It is each driver's responsibility to keep their certification current. Failure to do so will result in disciplinary action, including possible suspension or termination.

New drivers must carry an enrollment certificate for the course.

MOTOR VEHICLE RECORDS CHECK

A pre-employment driver license check is required for school bus drivers in Texas. In addition, the State of Texas requires a yearly check. This check covers the driver's motor vehicle record (accidents, tickets, etc.) for the past three (3) years. No one may drive a school bus if their driving record shows 10 or more penalty points during the three (3) year period prior to the current driving year, or a DWI within the prior 10 years. Drivers who have recently moved to Texas from out of state will be required to furnish a 3-year record from the state or states in which they lived for that period.

ANNUAL PHYSICAL EXAMINATION

"It shall be unlawful for any person to be employed to drive a motor vehicle while in use as a school bus for the transportation of pupils who has not undergone a physical examination which reveals.... physical and mental capabilities to safely operate a school bus." Wylie ISD requires all school bus drivers to complete a Texas Education Agency physical examination each school year. All drivers must have received a physical examination before driving students in a WYLIE ISD vehicle or be subject to suspension of driving privileges, without pay, until the physical examination has been completed. It is the responsibility of the driver to keep their physical examination current. Failure to do so will result in disciplinary action, including suspension or termination.

NOTE: Persons who are disqualified may request special consideration from the Texas Department of Public Safety. The applicant must present, in writing, "clear and convincing evidence that his or her

functions are not impaired in any way which would reduce the applicant's effectiveness as a bus driver or endanger the safety and welfare of the children".

DRIVER TRAINING REQUIREMENTS

Training period – The complete training course consists of behind-the-wheel training, completion of a skills course, observation by the trainer, driving a loaded bus with a trainer. Additional training may be deemed appropriate. All this training is to be completed prior to the 90-day probationary period. ****If a trainee has not shown an ability to perform as a WYLIE ISD school bus driver after a reasonable period of training, the instructor will not be able to certify the trainee as a school bus driver and the trainee may be terminated.**

Transfers – Any driver who transfers from a Regular route to a Special Education route must receive extra training as required by the director or designated staff.

Certification Class – Successful completion of the school bus driver training course is required of all drivers. School bus drivers must have in their possession a certificate indicating enrollment in, or completion of, the twenty (20) hour course. Drivers are responsible for renewing their certification every three (3) years by completing an eight (8) hour refresher course.

SCHOOL BUS DRIVER'S PENALTY POINT SYSTEM

MOTOR VEHICLE RECORD (MVR)

A WYLIE ISD bus driver's driving record must be acceptable according to standards developed by the Department of Public Safety and the Wylie ISD. Any driver who receives a citation or violation must notify the transportation department, in writing, prior to or when next reporting to duty. Upon conviction of the violation, a written record will be included in the employee's file, which is maintained by the transportation department. Failure to notify the department will result in disciplinary action, including possible suspension or termination.

In determining a driver's eligibility to operate a WYLIE ISD school bus, penalty points shall be assessed for accidents and violations. Once a driver reaches 8 points, official notification will be made to the employee, and at 10 points, the employee can no longer drive a bus, which will result in termination.

AFTER EMPLOYMENT

After employment, the Table II penalties may be appealed to an accident review board comprised of WYLIE ISD personnel and others as outlined under Accident Review Committee guideline. The criteria for accidents chargeable to a driver's record will be the National Safety Council Standards for Preventability.

MVR POINTS ASSESSMENT PROCEDURE

An applicant with more than nine (9) MVR points is not eligible for employment as a school bus driver. MVR penalty points will become an official part of a driver's WYLIE ISD records when conviction for any of the two, three or ten-point penalty violations appears on DPS records or becomes known to the department. Accidents that become known to the department, but that are not reported to law enforcement agencies CAN be counted as MVR penalty points under WYLIE ISD policy. Should a driver's MVR, using the system outline above, reach ten (10) points, within a three (3) year period, the driver shall be terminated as a WYLIE ISD school bus driver. The driver may reapply for a non-driving position, such as bus aide.

PREVENTABLE ACCIDENT/MOVING CITATION

A driver receiving a preventability rating on an accident will be assessed either a written reprimand, suspension without pay, or possible termination. A driver receiving a moving citation on a school bus (e.g., failure to yield to a traffic signal) will receive disciplinary action, including suspension or termination. **A driver receiving a moving citation for speeding in a school bus while in an active school zone will receive an immediate suspension from their duties, with additional disciplinary action possible.** Federal law requires all drivers to immediately report to their respective supervisor all citations or violations

received while driving either a school bus or a private vehicle. Failure to report any citation or violation received prior to or when next reporting to duty will result in disciplinary action, including suspension or termination.

Written reprimands will be removed from a driver's file if an appeal to the Accident Review Committee determines a preventable accident to be a non-preventable accident.

ACCIDENT REVIEW COMMITTEE

The Accident Review Committee reviews all accidents and determines preventability/non-preventability status of each (see back of handbook for classes of preventable accidents). Any employee may appeal the decision of preventability to the director. The director's decision is final. Accidents of all levels should be reported on accident report forms. These forms promote consistency in this process.

GUIDING PRINCIPLES FOR DRIVING

The principles listed below require the active daily attention of all drivers, including consistent attendance, high standards of driving, thoughtful attention to human relations and cooperation of bus drivers with other persons engaged in the educational tasks of WYLIE ISD. All regulations, rules and procedures of the transportation department are related to these central principles:

- 1) SAFE TRIP
- 2) EVERY TRIP RUN ON SCHEDULE
- 3) CONSISTENT/DEPENDABLE DAILY PERFORMANCE
- 4) POSITIVE ENVIRONMENT FOR EVERY PERSON

WYLIE ISD DEPARTMENTAL RULES FOR BUS DRIVERS

- 1) Drivers may not have a license in more than one state.
- 2) Drivers may not drive a commercial motor vehicle if CDL is suspended or revoked.
- 3) Drivers must notify their employer prior to or when next reporting to duty if arrested or issued any type of traffic citation or violation (except parking). This is true no matter what type of vehicle was being driven (school bus, district-owned vehicle, or personal vehicle).
- 4) Drivers must notify their employer if the license is suspended, revoked, or cancelled, or if disqualified from driving prior to or before next reporting for duty.
- 5) Drivers must comply with random drug testing.
- 6) Drivers must submit to a drug screen if involved in any work-related accident or injury.
- 7) Drivers must pass a complete physical examination every year.
- 8) Drivers must complete all phases of bus driver training as required by State Law and the Safety Department.

Note: Failure to comply with the above standards will result in disciplinary action up to and including termination. Nothing in these standards affects or changes the "At Will" status of employment with the district.

MIRROR ADJUSTMENT

Proper adjustment of all mirrors is critical to driving a school bus safely.

Flat mirrors: they are mounted at the left and right front corners of the bus at the side or front of the windshield. They help a driver monitor traffic, clearances, and students on the sides and at the rear of the bus. You should be able to view the area behind the bus from 200 ft. These mirrors give "true vision" and are the only mirror that should be used to judge distance. Ensure that the mirrors are adjusted to see:

- 200 feet behind the bus
- Both sides of the bus
- Rear tires touching the ground

Convex mirrors: the convex mirrors are located below the outside flat mirrors. They are used to monitor the left and right sides at a wide angle. They provide a view of traffic, clearance, and students at the side of the bus. These mirrors present a view of people and objects that does not accurately reflect their size and distance from the bus. Ensure that the mirrors are adjusted to see:

- The entire side of the bus up to the mirror mounts
- Front of the rear tire touching the ground
- At least one traffic lane on either side of the bus

Cross-Over mirrors: These mirrors are mounted on both left and right front corners of the bus. They are used to seeing the danger zone 10 feet in all directions, as well as the service door and front wheel areas. You should see the entire area in front of the bus from the front bumper at ground level to a point where direct vision is possible. You should also see the right and left front tires touching the ground and the area from the front of the bus to the service door.

Overhead Inside (Rearview) mirror: This mirror is mounted directly above the windshield on the driver's side area. This mirror is used to monitor passenger activity inside the bus.

DANGER ZONE

STAY OUT OF THE DANGER ZONE!

The danger zone is the 10-foot area around the bus. The bus driver can't see you when you are in the danger zone. If the bus starts moving while you're in the danger zone, you could get dragged under.

LEARN MORE ABOUT THE DANGER ZONE

1. Read "Tips for School Bus Safety."
2. Put together the yellow school bus.
3. Put the school bus on the yellow part of the diagram to the right.
4. Talk about how you can stay out of the danger zone!

WAIT FOR THE BUS SAFELY

1. Wait on the sidewalk, away from the road.
2. Don't fool around while waiting for the bus.
3. Wait until the bus comes to a full stop. Walk to the bus single file.
4. Use the handrail to get on the bus.

GET OFF THE BUS SAFELY

1. Get off the bus as soon as the bus driver says it's OK. Use the handrail.
2. Move away from the door quickly once you're off. Walk at least 10 steps ahead of the bus along the edge of the road.
3. Make sure you are at least 10 feet from the bus and you can see the bus driver's face.
4. Wait until the bus driver signals you across. Then, double-check for traffic both ways yourself before crossing.

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The "Danger Zone" is the area around the school bus in which the driver cannot see a pedestrian. The danger zone extends 10 feet from the front bumper, 10 feet from the left and right sides of the bus and about 10 feet behind the rear bumper of the school bus. The area left of the bus is always considered dangerous because of passing vehicles. Teach the children "10 Giant Steps" away from the bus. When students are crossing have them take "10 Giant Steps" in front of the bus, be sure to establish eye contact with them, check all traffic to make sure there is no danger, and motion them to continue to cross. Children are not to cross behind the bus (76% of the fatalities involving a school bus occur outside the bus).

BACKING PROCEDURES

BACKING SHOULD NOT BE DONE UNLESS ABSOLUTELY NECESSARY. NOTIFY DISPATCH AND REQUEST PERMISSION BEFORE ANY ATTEMPT TO BACK UP.

ALL ROUTES ARE DESIGNED TO ELIMINATE BACKING UP DUE TO SAFETY REASONS – Wylie ISD buses DO NOT GO INTO CUL-DE-SACS (MANY ARE TOO SMALL AND HAVE OBSTACLES IN THE WAY).

When possible, the bus should be positioned to eliminate the need for backing; however, if backing is necessary, the following practices are recommended:

- 1) Do not back your bus unless it can be done safely. Backing in a school zone is highly discouraged.
- 2) Do not back the bus upon any shoulder or roadway of any controlled-access highway.
- 3) Get out and walk around the bus to make certain there is nothing behind you. Then back up immediately and carefully.
- 4) Use both of your side mirrors.
- 5) If necessary to go back some distance, stop part way, get out, and check your progress.
- 6) If possible, have another adult stand in a safe place and guide the driver with hand signals. NEVER STAND DIRECTLY BEHIND THE BUS!
- 7) Never back around an intersection corner to turn around.
- 8) Do not depend entirely on your overhead mirror.

WHILE ON ROUTE

ROUTE TIME SCHEDULES

Drivers must not vary more than five minutes from the scheduled time under normal conditions and must NEVER be ahead of schedule. All time changes must be approved by Routing.

Drivers should wait until the time indicated on the route sheet at all schools in the afternoon, unless otherwise instructed by Dispatch. All Drivers (including floaters) **MUST** follow a route schedule, including the time you leave the complex for each route.

ROUTE CHANGES

The staff makes every effort to avoid canceling routes or removing trips from routes, but from time to time, and with good reason, they must do so. Please remember that we are in the service business and must be responsive to the needs of the schools, parents and students. The staff will make every fair and feasible effort to fill the time voids with new riders or new trips.

All route changes must go through Routing. Other personnel should not make route changes based on information from schools, parents, or students.

Drivers are expected to drive their routes EXACTLY as written. Suggestions for changes in routes must be submitted, in writing, using a Request for Route Change form, to Routing.

*****DRIVERS MAKING ANY UNAUTHORIZED CHANGES, EXCEPT UNDER ADVERSE CONDITIONS OR EXTENUATING CIRCUMSTANCES (E.G. DETOURS FOR CONSTRUCTION OR ACCIDENTS), WILL BE SUBJECT TO AN AUTOMATIC 1-DAY SUSPENSION WITHOUT PAY FOR THE FIRST INCIDENT, WITH MORE STRINGENT PENALTIES FOR LATER OFFENSES. *****

Routes must be driven exactly as written, and time points must be followed. Two legal problems arise when this is not done. First, in the case of a bus being involved in an accident while “off-route”, legal actions could be brought against the driver and the department by other parties. Secondly, the District is partially reimbursed by the State of Texas for the route service we provide, and this reimbursement is based upon routes that we attest to as being driven as written (to do otherwise is a violation of State law).

Floaters and Sub-drivers will be required, after each route assignment, to note any discrepancies in the route description and how the route is run. These discrepancies should be submitted to Routing.

If a principal asks you to make a stop that is not on your route, ask Dispatch for authorization for that day. If the stop is needed on a continuing basis, ask the principal to call transportation. If a parent requests a change, refer them to transportation also. You should report any such requests or changes to Routing as soon as you have completed your regular route.

RIDER LISTS

The rider lists are for route documentation and are not to be used to determine who rides or who does not ride the bus. If a student is at an eligible stop in the morning, that student may ride the bus. Any problem with overload should be reported immediately to the Dispatcher. If a student is attempting to get on your bus from the school in the afternoon (not as a guest rider) and they are not on your list, please radio Dispatch for further instructions.

Please do not tell any student they are not on your student list. Student lists are only provided periodically and there are many reasons a student may not be listed. If a student is not on the list, depending on the situation, get their full name, address, school and grade and bring it into transportation when you get off route. We will look into the situation and get back with you on the student eligibility.

UNAUTHORIZED RIDERS

WYLIE ISD employees may ride a school bus with the approval of the director. No parent or guardians are allowed to ride the bus during regular routes. Any student who does not usually ride your bus may accompany a regular rider to his or her stop if they bring an emailed (to a school office employee) note from their parent, the note is stamped with the red transportation stamp and signed by the principal, and if capacity is available.

ASSIGNED SEATS

Drivers are required to have all students assigned to a seat by the end of the first week in October. Assignments should be kept on the seat assignment form on the bus and a copy on file at transportation.

BAD WEATHER CONDITIONS

Students are expected to be at the bus stop on time and should be there waiting for the bus when it arrives. In severe weather conditions, good judgement and common sense will be appreciated by WYLIE ISD, students, and parents.

RADIOS

All bus radio transmitters are authorized and licensed by the Federal Communications Commission (FCC). You must comply with all FCC rules governing your radio service. Violation of radio procedures will result in disciplinary action.

Operating Procedures

POWER – Make sure your radio is on and set the volume before you leave the lot. Allow 30 seconds for warm-up before transmitting.

VOLUME – Affects only your reception. It does not change the signal you transmit.

MICROPHONE BUTTON – When placing a call, pick up the microphone and press the microphone button. **Wait one (1) second before speaking!** This turns on your transmitter and cuts off your receiver. You must press the button before you can receive it. Just remember: PRESS TO TALK – LET UP TO LISTEN.

TRANSMITTING – Speak clearly and use a normal tone of voice. All messages should be transmitted in as few words as possible. Identify yourself by your route number. Remember that only one person can transmit at a time. The radio will “beep” if the transmitter is busy; wait and try again if you hear this sound.

Some common transmission codes that may be needed are:

- | | |
|----------|-----------------------|
| 1) 10-4 | OK, I acknowledge.... |
| 2) 10-25 | Knife on bus |

- 3) 10-30 Hostage situation
- 4) 10-32 Gun on bus

RULES

- 1) Do not use the radio to discuss scheduling problems that should be handled when you return to the facility.
- 2) Regular education routes should not use the radio to document times at stops or “no shows”, unless a staff member has specifically asked for this communication. This does not apply to Special Education routes.
- 3) Do not ask the staff to call the school to check on a student at school. You should ask before you leave transportation if there is a question about a student.
- 4) Do not use profane or abusive language.
- 5) Do not use the radio for personal messages.
- 6) Always keep your radio on with the volume up.
- 7) Communicate with Dispatch via radio unless special circumstances make that impossible.

Always hang the radio microphone on the microphone hook.

Remember, the radio is for communication that must be handled immediately, not for routine communication. It is mandatory that you keep your radio on and turned up at all times. Any employee whose unacceptable radio “performance” is documented will face disciplinary action, up to and including termination.

LOADING AND UNLOADING STUDENTS

It is a requirement of the transportation department that all drivers and aides be on their respective buses when students are loading and unloading.

At this time bus entertainment radios are not to be used. The director must approve any deviation in this policy. Any unauthorized use will warrant a written reprimand for the driver responsible.

HOUSE BILL 508

All regular and Special Education route and field trip buses must use red loading flashers when loading or unloading students on city, county or state streets, roads or highways.

School bus drivers failing to follow State law are subject to traffic citations and suspensions of their CDL. Additionally, failure to do so will result in disciplinary action, including possible suspension or termination by Wylie ISD.

DESIGNATED BUS STOPS

Except under emergency conditions, drivers should pick up or deliver students only at stops in their designated stop area. General education students should be unloaded only at their regular stops. However, if they have a note from the parent, approved by the principal, they may get off with a regular rider at any designated stop. Students in Kindergarten, first grade and second grade must have someone to meet them at the stop (older sibling, parent, or neighbor). If no one is present to receive the student, the student will be kept on board. The driver should radio dispatch of the situation and the director, or the assistant director will contact the school to notify them that students will need to be returned.

POSSIBLE CHILD MOLESTERS AT BUS STOPS

If you see or hear of activity by a possible child molester at a bus stop or see someone suspicious at a bus stop, please contact the transportation department at the earliest possible time. If possible, do not place the students in harm’s way; this may require a change in stops.

UNAUTHORIZED STOPS

Drivers must notify Dispatch before making any stops outside of their regular bus stops or field trips. This includes stops for essential restroom/refreshment needs. Notify Dispatch prior to the stop and upon return. These stops may be made between trips on any length route or field trip under the following conditions:

- 1) When no students are on board.
- 2) When it does not affect pay time or student schedules or the official route.
- 3) When the bus can be parked legally and safely on a public parking area sufficiently large to allow the bus to be parked without obstructing other vehicle for the duration of the wait.

After completion of all assigned trips on a route or field trip, drivers and aides must proceed directly to their facility, except when performing other authorized transportation duties. Under no circumstance may a driver deviate from this rule, including taking their bus home.

Unless you must wait for a vocational student, have necessary school business, or need an emergency restroom stop, all buses must immediately leave school loading zones. Please do not block school drives, crosswalks and loading zones when waiting or parked as per above; always find a safe and non-congested place to park.

LOADING PROCEDURES ON ROUTE

- 1) Activate the 4-way amber warning light at least 300 feet from the stop.
- 2) Check approaching traffic.
- 3) Students should be standing 10 feet back from the curb at the bus stop. If not, stop the bus 10 feet from the students and let them walk to the bus.
- 4) After coming to a complete stop, put the bus in neutral, **set parking brake** and activate the 4-way red flashing lights.
- 5) Students must approach the bus in an orderly fashion.
- 6) After the students have boarded, close the door and make sure all passengers are seated before proceeding.
- 7) Check for traffic before pulling away from the stop.

UNLOADING PROCEDURE ON ROUTE

- 1) Activate 4-way amber warning lights at least 300 feet from the stop.
- 2) Check the approaching traffic.
- 3) After coming to a complete stop, put the bus in neutral, set parking brake, and activate the 4-way red flashers. Students should remain seated until the door is fully opened. Check that traffic has stopped, and it is safe to unload passengers.
- 4) Open the door and allow students to exit the bus. Students crossing the road are to walk 10 feet in front of the bus and get eye contact from the driver. The driver will signal the student when it is safe to cross.
- 5) Check for traffic before pulling away from the stop.
- 6) Before leaving the area served, pull over to a safe location after the last stop to check for articles and students left on the bus and take necessary actions as appropriate.

LOADING AT SCHOOL

- 1) Be at school at designated time in route book.
- 2) Check route book to see if there is a designated side (right or left) at schools that double stack.
- 3) Be on your bus when students are released and are entering the bus.
- 4) Do not depart before the designated time unless released by a school administrator.
- 5) Once your brakes are disengaged and you are moving, **DO NOT** stop and pick up late students
- 6) Check mirrors for traffic in bus zone before proceeding.
- 7) **Never** pass a bus at a campus who has their loading lights activated

UNLOADING AT SCHOOL

- 1) Pull up as far as you can in the bus loop before unloading to allow as many buses as possible to unload.
- 2) Make sure students stay seated until the bus has come to a complete stop, and you have opened the door.

- 3) After students have moved at least 15 feet from the unloading area, check the area around the bus to see if it is clear.
- 4) Check mirrors for traffic in bus zone before proceeding.
- 5) Never pass a bus at a campus who has their loading lights activated
- 6) Proceed to the next route or back to transportation, checking bus for sleeping students and lost items as soon as possible after leaving bus loop (find a safe location out of traffic to stop).

SLEEPING STUDENTS

It is imperative that both drivers and aides check their buses after each run, before leaving the vicinity of the school or the stop area and again during the Post Trip inspection for sleeping students. A student left sleeping on a bus due to failure to perform the Post Trip inspection is a serious mistake. Failure to do so in the heat of summer could be a fatal mistake. Corrective action, up to and including termination, will be taken with the employee responsible.

OVERLOADS (WYLIE ISD does not operate overloaded buses)

Should an overload occur on your bus, notify transportation of the situation immediately. No one may stand while the bus is in motion. There should be no more than 3 students in a seat and no one sitting in the aisle. Drivers are required to provide student counts, by bus stop, immediately in this situation.

MOTORISTS RUNNING RED STOP ARMS

One of the most serious problems associated with loading and unloading students is that of being passed on by motorists. Often a motorist will pass while the red warning lights and stop arms are activated. The students' safety is always the driver's responsibility and our main concern. It would be appropriate to sound the horn or take other measures to warn students of impending danger. If the driver has the opportunity, he/she should get the license number of the vehicle. When the route is completed, the driver should fill out the "Red Light Runner" form. This will be submitted to the appropriate agency.

ROAD COURTESY

Drivers should make every effort to minimize traffic congestion by operating alternating red alternating loading lights while being sensitive to surrounding traffic.

Drivers are not allowed to use their amber or red lights, hazard lights or the bus itself for direct traffic.

OFFICIAL TIMES

Dispatch has an official time, and all routes and stops should be run on that schedule. Please radio Dispatch requesting a "time check" if there are any concerns regarding time.

OTHER DRIVING REGULATIONS AND PROCEDURES

LOT DISMISSAL AM/PM

During a.m. bus dismissal buses are supposed to follow these guidelines:

- Drivers should leave the lot at their assigned route time.
- Have your flashers on when backing up
- Remember that the driver that is backing up has the right of way (Please stop and allow them to back up. Do not try to beat them or hold them up from backing up).
- Drivers will stop at the dispatch window and radio in (Look for dispatcher to wave you off to ensure they heard you on the radio).

During the p.m. dismissal buses are supposed to follow these guidelines:

- SPED and Achieve routes need to be off the lot by 2:00 p.m.
- All other routes will be dismissed by rows in numerical order.
- Drivers will not stop at dispatch or radio in.

FOLLOWING OTHER VEHICLES

The driver of the following vehicle must maintain a clear distance behind the vehicle ahead and observe the four-second rule:

- 1) Watch the vehicle ahead.
- 2) Pick a stationary object (road sign, lane marker).
- 3) When the vehicle ahead passes the stationary object, begin counting, "1001, 1002, 1003, and 1004".
- 4) If your bus reaches the stationary object before you have finished counting, slow down—you are too close to the vehicle ahead.
- 5) Use the counting procedure again until you are at least four seconds behind the vehicle ahead.

Caravans must allow sufficient space between vehicles to permit other vehicles to enter and occupy such space safely.

SPEED LIMITS AND TRAFFIC LAWS

Drivers must operate buses within the legal speed limits for school buses in addition to observing all other traffic laws. **Wylie ISD buses are NOT allowed to turn right on red!** The transportation department will not pay fines or aid drivers who violate traffic laws while operating a school vehicle. Drivers whose speed is confirmed (especially in 20 mph active school zones) will be subject to suspension or termination.

Excessive speeding will be subject to immediate corrective discipline. The maximum speed limit for school buses is 50 mph on interstate highways outside of urban areas unless the bus has a DOT vehicle inspection, in which case the maximum speed is 60 mph.

Select the lane of traffic traveling the speed of the bus. On expressways, buses should favor travel in the right lane. This allows faster vehicles to pass.

The maximum speed limit at all WYLIE ISD facilities is 10 mph.

SLOW DRIVING

In many instances, a school bus is a slower moving vehicle and should be driven accordingly. It is illegal to willfully drive a vehicle so slowly as to obstruct or impede the normal, reasonable and safe movement of traffic. A vehicle moving slower than the normal speed of traffic must be driven in the right-hand lane or as near as practicable to the right-hand curb or edge of the roadway.

FLASHING TRAFFIC LIGHTS

At an intersection where the traffic lights are flashing red in the lane your vehicle is in and the traffic lights in the other direction are flashing yellow, the driver facing the red light must treat it as a stop sign and come to a complete stop. After determining there is no danger from either direction or that it is safe to proceed, it is legal to proceed across the intersection. However, if you enter the intersection, failing to yield to the traffic with the flashing yellow light and strike a vehicle with the right of way, you are legally at fault.

At an intersection where the traffic lights are flashing red in all directions, all drivers must treat it as a stop sign and come to a complete stop. After determining there is no danger in either direction or that it is safe to proceed, it is legal to proceed across the intersection.

RAILROAD TRACKS

Hazard lights (not red or amber loading flashers) should be used when stopping at railroad crossings. Hazard lights should be switched on at least 200 feet before tracks and should be left on until the bus clears the tracks. Drivers must stop the bus within 50 feet, but not less than 15 feet, from the nearest rail of any railroad track before crossing. After stopping, the driver shall engage the parking brake, open the driver window, and the door. The driver then needs to look in both directions and listen for a train, even if the tracks have crossing gates. The driver shall obey every signal which indicates the approach of a train and shall not cross the tracks when a train is approaching within 1,500 feet or less due to the immediate hazard of the train. Drivers must cross the railroad tracks in the same gear and must not change gears until the full

length of the bus has cleared the tracks. Drivers who fail to come to a complete stop before crossing a railroad track will be subject to automatic termination. The only exception is exempt railroad crossings. When you approach a railroad crossing, check to see what is on the other side of the tracks. In Wylie ISD, there are several railroad tracks that have a signal light and cross street very close to the other side of the tracks. You must be certain that you have enough roadway to clear the end of the bus, plus a safety zone of 15 feet before crossing the tracks. If you aren't certain, err on the side of caution and wait for the traffic signal to turn green before crossing the tracks.

HEADLIGHTS

In the interest of safety and accident prevention, Wylie ISD requires all drivers to drive with headlights on at all times.

STROBELIGHT USE

In the interest of safety and accident prevention, the strobe light may be activated in any restricted visibility situation including darkness, fog, rain, and snow.

COLD WEATHER “EARLY START”

When cold weather requires “early start” of the buses, the shop crew will be on duty as directed. The severity of the weather will dictate what time the “early start” procedures will be instituted and what personnel will be involved. Dispatch is authorized to use whatever and whomever it takes to get the buses out on time. The director or Communications Manager will make the decision regarding “early start”.

LOW WATER CROSSINGS = HIGH DANGER

Low-water crossings can be dangerous when flooded. Use extreme caution at all low-water crossings. Do not pass barriers or travel through water of unknown depth or water that is flowing swiftly. Above all, use good judgement and common sense when dealing with low-water crossings.

REMEMBER: DO NOT pass barriers even if the water has receded. Street and bridge crews may have determined that the bridge or road is unsafe to use.

NO IDLE POLICY

Wylie ISD has adopted a “no idle” policy for the school bus fleet. “No idle” is defined as no more than 5 minutes idling at any time. This means that everyone should shut down every bus during wait periods at campuses and events. Buses should not be idled in the parking lots more than the 5-minute limit unless temperatures are below 20 degrees Fahrenheit. When below 20 degrees Fahrenheit, the maximum idle time will be 10 minutes, or until the bus reaches normal operating temperature, whichever comes first. The policy is not in force while waiting in traffic or at railroad crossings.

Exceptions to this policy will only be granted by the director in unusual circumstances due to temperature requirements for specific Special Education students.

PASSING LOADING / UNLOADING BUSES

Please see the illustrations located at the back.

STOPPING BEHIND OTHER LOADING / UNLOADING BUSES

When stopping behind other loading/unloading buses, please use the four-way emergency flashers and NOT the amber flashers on your bus. The amber and red flashers should be used only when you are loading/unloading students from your bus. Please try to stay far enough behind the loading/unloading bus that others can see the loading lights of that bus. Flashing four-way emergency lights within a school loading/unloading zone shall be an indication to other drivers that the vehicle will undoubtedly be idle for a considerable amount of time, allowing them to avoid being trapped behind the bus.

BUS DOORS

Bus doors must be closed while the bus is in motion and are to be operated only by the driver. Students are not allowed to enter or leave through an emergency door except during an emergency.

UNAUTHORIZED PERSONNEL AND VEHICLES

School vehicles are to be operated only by currently employed licensed members of the Wylie ISD with a recent MVR check.

PARKING AND KEYS

Drivers must park their buses in the assigned space at each location as instructed. All route drivers must pick up their bus keys through Dispatch before each route. Keys must be returned to Dispatch after each route unless instructed differently by the transportation office (e.g., weekend field trips). Coaches driving field trips will pick up their keys from the Field Trip Coordinator.

When a driver leaves their bus, for any reason, the driver must turn off the ignition and **take the key**. There must be no opportunity for unauthorized personnel to start or move the bus or use the bus radio.

USE OF SCHOOL VEHICLES

Except during AM and PM route times, all school vehicles are subject and available for use by the transportation department. Employees shall not use school vehicles except as directed and approved by transportation supervisory staff. Employees are to use only the vehicle assigned by staff. At no time should a district vehicle be taken home.

BAND INSTRUMENTS, EQUIPMENT and ANIMALS

The transportation of students' equipment (class projects, books, band instruments, etc.) is provided on a space-available basis after all students have been seated. Such equipment may be transported when it is securely held in the student's lap for the entire duration of the trip. No items too large to be held by the student may be transported. In addition, the items may not obstruct the aisle, entrance, or interfere with the driver. ****Drivers should not allow ANY mammal, fish, reptile, bird, etc. to be transported on the school bus at any time.**

DECORATIONS ON BUSES

Prior approval is needed from the director before decorating the interior or exterior of your bus. No tape on the windows, no labeled/unlabeled cleaning, and no aerosol cans.

BUS VIDEO

Video records are the property of Wylie ISD. Any video obtained from the bus video system can be viewed by authorized personnel and may be used for training purposes of other drivers / staff members, as well as for any disciplinary action.

Unauthorized persons shall not touch or tamper with cameras or camera equipment mounted on buses. Any manipulation may be grounds for termination.

STUDENT DISCIPLINE, INJURIES and ACCIDENTS

Drivers and/or aides are required to **immediately** notify the department if any of the following situations occur:

- 1) Student discipline problems requiring police action.
- 2) Student injuries of any type.
- 3) Accidents **OF ANY TYPE** involving your bus.

Failure to report accidents, injuries, or serious disciplinary problems may result in suspension or termination.

REQUESTS FOR ASSISTANCE FROM ANY LAW ENFORCEMENT AGENCY OR OTHER SUPPORT AGENCY MUST BE MADE THROUGH DISPATCH.

STUDENT BEHAVIOR

THE DRIVER and STUDENT BEHAVIOR

The following are some general guidelines that you can use to encourage correct behavior on the bus:

- 1) Maintain a clear set of rules and enforce them consistently. Children need to know where they stand. Set rules and behavior limits early. Don't wait until misconduct occurs.
- 2) Let children know the reasons for the rules.
- 3) Stop undesirable behavior as soon as you see it. Children often cannot stop "bad behavior" themselves—you must intervene. The longer you allow it to go on, the harder it will be to stop when the behavior becomes intolerable.
- 4) When correcting children, be brief and clear. State the reason for the correction. Praise them later if they have maintained good behavior.
- 5) Don't belittle or ridicule children. It will only make them resent you.
- 6) Expect children to maintain high standards. Children will not learn the skills they need or feel good about themselves if you let them get by with unacceptable behavior.
- 7) Threats should be used sparingly. When used, a threat should be backed up with action. Don't threaten and then give in. Think before you speak!
- 8) Desired actions should be positively and specifically described (i.e., "give Diane her book and go back to your seat", instead of "cut it out and sit down!").
- 9) Don't "save up" the mistakes a child makes. Work on each one as it occurs.
- 10) Do not judge a child's ability by outward appearances.
- 11) Treat children as individuals. Learn their names. Be friendly, but not buddy-buddy. Compliment them when they do well.
- 12) Be patient.
- 13) Drivers **WILL NOT** use brakes to discipline students or get students attention

RULES FOR STUDENT CONDUCT

Rules for student conduct on school buses are simple.

- 1) OBSERVE SAME CONDUCT AS IN CLASSROOM.
- 2) BE COURTEOUS; USE NO PROFANE LANGUAGE.
- 3) DO NOT EAT OR DRINK ON THE BUS.
- 4) KEEP THE BUS CLEAN.
- 5) COOPERATE WITH THE DRIVER.
- 6) DO NOT USE ANY TOBACCO PRODUCT.
- 7) DO NOT BE DESTRUCTIVE.
- 8) STAY IN YOUR SEAT.
- 9) KEEP HEAD, HANDS AND FEET INSIDE BUS.
- 10) BUS DRIVER IS AUTHORIZED TO ASSIGN SEATS.

Safety rules should be strictly enforced. Drivers may use some discretion in the enforcement of other behavior rules. However, students will often "test" a new driver. Therefore, it is recommended that all rules be strictly enforced until a correct relationship has developed between driver and students. The driver may then wish to use some flexibility in applying the rules. For example, the driver may wish to reward good behavior by allowing a snack on special occasions or by relaxing some rules on field trips.

Drivers are responsible for instructing students throughout the school year on the following:

- 1) Loading and unloading procedures;
- 2) Emergency evacuation procedures;
- 3) Procedures for carrying students' belongings;
- 4) Any other rules that will help drivers to provide safe and efficient pupil transportation.

In explaining to students the reasons for rules, it is important for drivers to emphasize concern for safety, which is the overriding factor in all cases.

Students deserve to know that bus behavior rules are developed in order to ensure a safe and comfortable trip for everyone on board.

All regular and Special Education drivers will be required to assign seats and/or positions before the FIRST WEDNESDAY IN OCTOBER. A chart for seat assignments must be maintained in the bus, with a current, up-to-date copy on record with the Safety Coordinator.

DEALING WITH UNSATISFACTORY BEHAVIOR

Current WYLIE ISD procedure requires school bus drivers to request good behavior of any student involved in what drivers consider to be misconduct. Drivers should base their action in such cases on two principles: safety and service. Our ultimate goal should not be to remove every misbehaving student from the bus. Our ultimate goal is to educate them in being successful school bus riders. Remember we are educators.

CONDUCT REPORTS

If student misconduct continues after the driver points out the unacceptable behavior and requests that it be stopped, the driver is responsible for completing a Conduct Report and submitting this to the Discipline Coordinator. If the misconduct continues, corrective action may be necessary by others. Examples of types of misconduct that may be reported are mentioned on the form.

When filling out the report, please make sure that it is clearly legible. Be specific about what the student has done. The driver should turn the report into the Discipline Coordinator, who then works the process. The coordinator will then notify the driver and/or aide if additional actions are to be taken.

CORRECTIVE ACTION BY DRIVER – SCOPE and LIMITS

Drivers are not allowed to punish students, but may require them to sit in a new assigned seat in order to control behavior problems. There should not be any written communication between driver (imitated by driver) and student. Driver should give student a verbal warning, if behavior continues drivers need to write a verbal warning and turn in to discipline coordinator. Last but not least if the problem is still occurring driver needs to turn in a written warning to the discipline coordinator. Drivers may not require any pupil to leave the bus before the pupil has reached his or her destination. However, when conditions on the bus become extremely difficult, it may be necessary for the driver to stop the bus and counsel the student until the situation is safe enough to permit finishing the route. This type of situation must be reported to the transportation department at the earliest possible time, so that the school district can respond to the parents who are concerned that their children are coming home late. Also, drivers must promptly report to Dispatch, using the appropriate code (10-32), any student who attempts to carry a weapon on board a school bus.

Under no circumstances should any student be discharged from a bus except at their school or the authorized stop (unless authorized by the director or Police).

Drivers may, with the permission of Dispatch or the director, return to school on afternoon runs to get assistance from the school office. This a “judgement call” which should include such factors as:

- 1) Distance from school as compared to distance to drop off area.
- 2) Route time schedule.
- 3) Severity of situation.
- 4) Response time for transportation personnel to meet the bus after radio or telephone call the Dispatch. Drivers must be sure that the above return to school procedure is acceptable with the respective campus.

THE DRIVER and OTHER SCHOOL PERSONNEL

Remember that you are a member of the educational team. It is important to be cooperative with all members of the school district. Respect others’ positions and responsibilities. Avoid criticizing other school

personnel to students, parents, other drivers, or the public. Share information about a student with other school personnel when the student's welfare is at stake.

Working with the Principal – The school Principals or Vice Principals will rarely become directly involved with bus service, except in problem situations. When approaching the Principal, be specific about what help you need. Be sure to document behavioral difficulty by using the Conduct Report. If a problem is very serious, or involves a large number of students, you may ask other transportation staff to talk to the Principal along with you, or instead of you.

THE DRIVER and PARENTS

Avoid the following pitfalls when dealing with parents:

- 1) Never argue with parents.
- 2) Never lose your temper when discussing matters with parents.
- 3) Never attempt to discuss or handle discipline problems with parents. Refer all problems to transportation office staff.
- 4) Never allow unauthorized individuals to step onto the bus.

In the above situations, listen as long as you can, explain that you must meet your schedule, and invite them to call transportation.

STUDENT WELFARE: CHILD ABUSE and NEGLECT

A person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law (Family Code 34.01).

A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed (Family Code 34.03).

Non-accusatory reports shall be made reflecting the reporter's belief that one or more of the following acts have occurred:

- 1) A child has been or will be abused or neglected.
- 2) A child has died of abuse or neglect.
- 3) A child has violated the compulsory school attendance laws on three or more occasions.
- 4) A child has, on three or more occasions, been voluntarily absent from his home without the consent of his or her guardian for a substantial length of time without the intent to return.

TO WHOM TO REPORT

These reports shall be directed to any of the following:

- 1) Any local or state law enforcement agency.
- 2) The Child Protective Services divisions of the Texas Department of Protective and Regulatory Services.

INFORMATION IN REPORT

The report shall contain the name and address of the child, the name and address of the person responsible for the care of the child, if available, and any other pertinent information.

ORAL and WRITTEN REPORTS REQUIRED

If a professional has cause to believe that a child has been or may be abused or neglected, that person shall make an oral report as prescribed above no later than 45 hours after the hour the person first suspects that the child has been or may be abuse or neglected. In all instances, a written report shall be made within five days to the same agency or department (Family code 34.02).

INTERVIEW WITH STUDENTS

Authorized officials conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school (Family Code 34.05c).

EMERGENCY PREPAREDNESS

WEATHER

In the event of a forecasted severe weather possibility, all Wylie ISD campuses will be put on notice that transportation may send buses to their "Safe Location" if conditions warrant. Once a severe weather condition occurs, Dispatch will direct all buses to drive as quickly as possible to the nearest "Safe Location" and hold in place awaiting further instructions or to immediately disembark upon arrival. Upon arrival, all drivers should notify Dispatch with their location and estimated student count. When conditions improve, Dispatch will contact all buses either by radio, on the location's phone, or by a direct call to the driver's cell phone with instructions to continue on route. If severe weather conditions occur while a bus is on-route (hail, lightening, or very heavy rain) and a district wide designation has not been declared, the driver should contact Dispatch indicating the need to pull over and wait until conditions improve. Drivers should never place students in danger if severe weather conditions are present. In preparation for a severe weather event, all drivers should locate potential "Safe Locations" and notify the Safety Coordinator in writing of the locations.

TORNADO WATCHES AND WARNINGS

The National Weather Service issues a tornado watch when tornados are possible in your area. Remain alert for approaching storms.

A tornado warning is issued when a tornado has been sighted or is indicated by weather radar. Occasionally, tornados develop so rapidly that advance warning is not possible. Danger signs are:

- Dark, often greenish sky
- Wall cloud
- Large hail
- Loud roar, similar to a freight train

Caution: some tornados are clearly visible, while rain or nearby low-hanging clouds obscure other tornados. Before a tornado hits, the wind may die down and the air may become very still. An approaching cloud of debris can mark the location of a tornado even in if a funnel is not visible.

Tornados generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

SAFETY RULES DURING A TORNADO

- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Get out of the bus as quickly as possible and seek shelter in a near-by building. If a building is unavailable, or there is no time, leave the bus and lie in a ditch or low lying area as far away from the bus as possible.
- Be aware of the potential for flooding.
- Be aware of flying debris.
- Never try to outrun a tornado; they can change direction quickly.
- Always have a plan of action prepared and make sure you discuss this with your students. Use a generic emergency plan so as not to frighten your students.

FOG

Driving in fog is like driving with a blindfold on. SLOW DOWN. Keep an eye on your speedometer and maintain a slow constant speed. Increase your following distance. Make sure that you can be seen. Turn your headlights to low beam. High beam lights direct light up into the fog, making it more difficult to see.

Use the right edge of the roadway as a guide, rather than the center line, to avoid collision with an oncoming vehicle if their lights distract you. If you must leave the road, be sure and pull off completely. Turn on your four-way hazards.

HEAVY RAIN

During the first half-hour after it begins to rain, the dust and oil on the roadway mixes with the water and make the surface extremely slippery. It is important to drive slowly and carefully under these conditions. Use your low beams to reduce flare. If you cannot see a safe distance ahead, you should pull off the road and stop until visibility improves. Turn on your four-way hazard lights. Increase your following distance under these conditions.

NEVER, UNDER ANY CIRCUMSTANCE, DRIVE THROUGH WATER IF YOU ARE UNCERTAIN OF THE DEPTH. The risk is too great of the road being washed out or the water being deep enough to lose traction to the road.

HYDROPLANING

Hydroplaning is a condition caused by driving too fast on wet road surfaces. When traveling at a speed of 35 mph or less, the tires on most vehicles will “wipe” water off the road surface in the same way the windshield wipers work on your vehicle. However, as you increase speed, the tires will become less able to completely wipe off the water. This causes a film of water to form under your tires, and your tires will begin to ride on top of the water just like water skis.

To avoid this dangerous driving condition: **slow down!** If your vehicle loses traction with the road, you will be unable to brake, accelerate, or change direction. To stop a skid, the best thing is to take your foot off the accelerator and let the vehicle slow down. If your vehicle has at least partial contact with the road, you should be able to gain control. If your tires are riding completely off of the road surface the only thing you may do is take your foot off the accelerator and ride out the skid.

NON WEATHER EMERGENCIES

FALLEN ELECTRICAL POWER LINES

ASSUME EVERY WIRE IS “LIVE” AND NEVER ASSUME A LINE IS “DEAD”. ESPECIALLY, ASSUME ALL DOWNED WIRES ARE “LIVE”.

Similar to lightning, the flow of electrical energy is constantly striving to find a path to the ground. Severe thunderstorms and ice storms can cause electrical lines to break loose and hang low or fall across streets. In the event that fallen or low-hanging electrical lines are encountered, stop the bus short of the area and examine the situation before proceeding. If electrical lines are lying on the road stabilized in positions and the bus can clear them, carefully drive around them. **DO NOT DRIVE OVER THE ELECTRICAL LINES.** Do not drive under electrical lines hanging low over the road until you have examined the situation and are certain that the bus will not touch the lines as you drive under them and there is no possibility of the lines falling on the bus (remember roof hatches add height to your bus).

If electrical lines fall on the bus while it is stopped, turn off the radio and drive carefully out from under them. If traffic stalled and you are unable to move, keep the students in their seats and the doors and windows closed. Persons on the bus will be in no danger as long as they remain seated.

NIGHT DRIVING

One of the most important differences between day and night driving is the way we view our surroundings; we become totally dependent on artificial light at night. We are also much more sensitive to bright lights and other distractions on the road ahead. For this reason, you should study road maps and other written directions carefully before starting out at night. Watch carefully for highway signs, pedestrians, animals, slow-moving vehicles, motorcycles and bicycles that may be on the road ahead of you. All of them are more

difficult to see at night. Eye fatigue is a particularly difficult problem when driving at night. To relieve this problem or prevent it from happening, keep your eyes moving from side to side, near and far. Keep all windows and mirrors on your bus clean and free of defects. Your vision should never be obstructed by dirt, condensation, or frost.

HEADLIGHTS

Use your high beam lights when you can; it will greatly increase your night vision. Remember: Texas state law requires you dim your headlights when you are within 500 feet of an oncoming vehicle (approximately one and one-half football fields) and within 300 feet when approaching the rear of a vehicle (approximately one football field).

Do not “overdrive” the headlights of your bus. Drive at a speed that will enable you to stop within the distance that you can clearly see ahead of you by the light of your headlights. Low beam headlights provide light for about 250 feet. High beam headlights provide light for about 350-500 feet. Keep your buses lighting equipment clean and in good condition.

GLARE

Glare can seriously affect your ability to see after dark. If you turn your eyes away from the glare, it will become less serious. You can do this with oncoming traffic by looking toward the right side of the road and watching the white line marking the outside edge of the traffic lane. Reducing your speed until your eyes recover from the glare can also be helpful. Be careful not to reduce your speed drastically when you have vehicles following you.

BLOWOUTS

A blowout is the sudden collapse of a tire that can throw your vehicle out of control.

Warning signs are:

- Thumping sound from one of the wheels caused by a bulge in the tire
- A pull on the steering wheel to one side of the road

What to do when you have a blowout:

- Hold tightly to the steering wheel
- Ease your foot off the accelerator to reduce speed
- **DO NOT BRAKE UNTIL THE VEHICLE IS BACK UNDER YOUR CONTROL**

STEERING FAILURE

If the steering wheel no longer responds to your turning movements, ease up on the accelerator. **DO NOT BRAKE** until absolutely necessary. Your vehicle may have enough natural balance to keep it moving forward as you slow it down. As the vehicle slows down, you may be able to brake very gently to help bring it to a stop.

BRAKE FAILURE

Hydraulic Brakes: You will usually receive advance warning that your brakes are starting to fail when the pedal feels spongy and slowly continues to sink after you have stopped applying pressure. A warning light should come on if there is a serious problem with the brakes. If your brake pedal suddenly sinks all the way to the floor, try pumping the pedal to build up pressure. If you can, shift into a lower gear. The engine will slow down the bus. With power steering and/or brakes, you will lose any power you have left in them when you turn off the engine.

Air Brakes: Vehicles with air brakes have a dual brake system. The air pressure in each system is indicated on the air pressure gauge. Periodically check the gauge while you are driving. Pressure should range from 100-120 psi (pounds per square inch). Should air pressure drop to 60 psi, a warning light will light up on the dash and a buzzer will sound. This condition may be caused by excessive brake application depleting the air system. If this occurs, stop the vehicle until the air system is built back up to 100-120 psi. If

you are unable to build pressure back to normal and the light and buzzer are ignored, when the air pressure drops to 30 psi, the parking brake will automatically set. This will make it impossible to move your vehicle unless it is repaired or towed.

STUCK GAS PEDAL

If your accelerator pedal sticks, you may be able to free it by hooking your toe under the pedal and trying to raise it. If this does not work, you can shift into neutral or turn the engine off and slow the vehicle down. Remember if you have power brakes and/or power steering, they will lose power when you turn the off the engine. Keep your eyes on the road and continue steering the vehicle straight ahead until you can safely pull the vehicle over to the side of the road.

HEADLIGHT FAILURE

If your headlights suddenly go out, try your parking lights, emergency flashers, or turn signal; one of them may work and give you enough light to guide you until you can get off the road. If your headlights fail on a busy or well lighted road, you will probably have enough light from other sources to guide you off the road. If all your lights fail on a dark, deserted road, slow down and try to keep your vehicle on the pavement until you have slowed down enough to move onto the shoulder.

WINDSHIELD WIPER FAILURE

If your windshield wipers suddenly stop, slow down immediately, apply your 4 way hazard lights and be careful not to reduce speed too drastically when you have vehicles following you. Get your vehicle off the road as soon as possible.

EMERGENCY RESPONSE PLAN

In the event of a weapon or hostage situation on a school bus, the Emergency Response Plan for Wylie ISD transportation department will be activated. Once the initial alarm has been signaled to dispatch from the affected bus, a 9-1-1 call will be made initiating the emergency response. Due to the sensitivity of each situation, this plan has been designed to keep radio traffic to a minimum, but still allowing enough details to assist emergency personnel.

- **Minimum** radio traffic lowers the risk of bringing attention to the situation
- **Always** be aware of your surroundings
- **Safety** plays a vital role
- **Know** your students
- **Keep** calm

The following procedure should be used **ONLY IF A WEAPON** (i.e. gun, knife, etc.) **or HOSTAGE SITUATION IS TAKING PLACE ON YOUR BUS:**

1. **Push** and **hold down** the Alert Button located on the radio for **5 seconds**.



2. Dispatch will receive a special Alert Message
3. Dispatch will contact the driver with the following dialog:

*“Dispatch to route#_____, do you have **your new student on board?**”*

4. The driver will respond **ONLY WITH:**
 “YES, dispatch, HE or SHE is on board.”
 -OR-
 “NO, dispatch. ALL is clear, false alarm.”
5. In the case of a “YES” response, dispatch will respond with the following:
 “10-4 # _____. How much longer to your next stop?”
6. The driver will now use to 10 Code System to identify the situation, however, **only** using the second part of the 10 Code
 - 10:25 (knife on bus)
 - 10:30 (hostage situation)
 - 10:32 (gun on bus)
 “Dispatch, I will be at my next stop in about **30 to 32**”.

The driver has identified whether it is a male or female, the “30” signifies that it is a hostage situation and “32” indicates there is a gun also involved.

At this point, dispatch will already be in contact with local responders and will notify them with the details given along with the GPS location of the school bus.

Further instructions will be given by the police department or Dispatch during the event.

MAINTENANCE and INSPECTION RESPONSIBILITIES FOR DRIVERS

As a driver, you are required to make a standard inspection of your bus before starting, and after completing any route or field trip. The standard inspection procedures are listed below. If you discover, in the course of the inspection, that your bus is unsafe to drive, you must have it repaired before leaving the shop area. You are neither required nor permitted to drive an unsafe bus. If the bus cannot be made road-safe before your route begins, you will be assigned another bus while yours is in the shop. Final determination of bus safety is the responsibility of shop personnel. You are required to drive your bus if the shop determines the bus is safe to operate. If you refuse to drive the bus after the shop determines your bus is safe, office staff may take disciplinary action (e.g. you would not be paid for the route time involved).

PRE-TRIP/POST-TRIP INSPECTION

Take a good overall look at the bus. Check for oil, fuel, or water leaks and vandalism. Check bus for suspicious articles and devices, as per anti-terrorism training. All window glass, windshields, turn signals and warning lights should be cleaned. **It is the driver’s responsibility to sweep the bus and close bus windows, doors, and roof hatches daily and mop weekly.** Please do not use the tire thumper or broom handle, or your hands to close windows from the outside of the bus (this breaks the latches). Also, please check the seats on the bus for graffiti, cuts, and tears on a DAILY basis. Please don’t try to clean ink stains yourself, just write them up. Complete the pre/post-trip form completely, including mileage. Place a check mark in each individual box (do not draw a straight line down the entire column). Complete repair or maintenance requests as needed, and **turn them in to Dispatch. Dispatch will then enter the request in the computer to log the request and notify the shop.**

All drivers are given time for the pre-trip inspection. Upon clocking in, drivers must immediately proceed to their respective buses and perform the pre-trip inspection. When arriving back on the lot, drivers must perform the post-trip inspection, making sure the bus is cleaned before clocking out in a timely fashion.

MAINTENANCE REQUESTS

If, after the first written maintenance request, any type of maintenance is not satisfactorily completed within a reasonable length of time, a second request should be written indicating, "second request" on the maintenance request form and given to **Dispatch**. If this step does not rectify the situation, call or visit the director for additional assistance.

STATE SAFETY INSPECTION STICKER

Drivers are responsible for ensuring the safety inspection stickers on their buses are up-to-date. Drivers can be ticketed for operating a bus with an out-of-date inspection sticker.

INTERIOR/EXTERIOR WASHING OF BUSES

You are responsible for seeing to it that your bus is cleaned on a regular basis. Buses can be mopped out, but unless you are otherwise instructed, never should bus interiors be hosed out, as this may cause damage to the bus body and/or electrical wiring system. Bus exterior washing will be arranged by the transportation office.

FUELING PROCEDURES

Passengers, including drivers, aides, and children, are prohibited on the bus while it is being fueled. You are responsible for fueling the bus you are operating. The shop will provide personnel to check all other fluid levels. Be sure you enter the correct odometer reading (excluding tenths) when fueling your bus. You must leave sufficient fuel for the next run in the bus. **Never allow the fuel tank to go below half a tank.**

Fuel tank caps must be securely screwed on and firmly seated to prevent leakage. If you are driving a C2 bus, **check with shop personnel for training on fueling the bus. Never leave your bus unattended while fueling.**

STRIKING TREE LIMBS and OTHER OBJECTS

Striking tree limbs or other objects which damage the bus is considered an accident and must be reported on an accident report. Notify dispatch immediately and notify the Safety Coordinator when you return to transportation.

EMERGENCY PROCEDURES FOR MECHANICAL BREAKDOWN

- If possible, move bus off roadway to prevent an accident. Turn off ignition switch and remove key. Set emergency brake. Contact Dispatch immediately.
- Activate emergency hazard flashers and place reflectors in recommended positions if conditions warrant.
- Use radio to contact Dispatch if operating within range. If not, you may use your personal cell phone to notify Dispatch. Before calling, you must have secured the bus and not be seated in the driver's seat. Give the bus location, suspected mechanical failure, number of children on the bus, number of children left to pick up or deliver, and school served. The driver should remain with the bus.
- If you have an emergency (breakdown or accident) after your base has shut down for the evening or on the weekend, please follow the accident guideline in the red emergency packet located on your bus.
- Keep students on the bus in most cases. Student safety is the highest priority. Safety conditions may warrant evacuation of bus. If student are evacuated, the driver should give precise instructions as to where students should relocate and what they should do.
- Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus.
- Drivers of both buses will activate the alternating red flasher lights prior to transferring student from one bus to the other.

- The driver of the disabled bus will instruct students to change buses in an orderly manner, staying in single file.
- The alternating red flasher lights in each bus should be deactivated as soon as all students are on the relief bus.
- After all students have been loaded on the relief bus, the regular driver should complete the route. The driver of the relief bus will assist in getting the loaded bus back on the roadway.

ACCIDENT PROCEDURES

FOR ALL ACCIDENTS, Dispatch ~ no matter how minor they may be

- Notify Dispatch as soon as possible. (ALL DRIVERS YOU MUST REMAIN AT THE SCENE OF THE ACCIDENT). Turn off the ignition, remove keys, and set emergency brake. Remain calm and reassure students.
- Account for all students as a check is made for injuries. If students are injured, follow recommended first aid procedures.
- Fill out rider count sheets.
- Students should be kept on buses unless safety hazards warrant evacuation. Safety of students is the highest priority. If evacuation is necessary, follow recommended procedures for evacuation.
- Dispatch should be told the exact location and cross street, bus number, possibility of injuries, and the need for emergency personnel. Dispatch will notify police and will send a bus or ambulance if necessary. Dispatch will also contact the principals of the schools involved.
- If you have an emergency (breakdown or accident) after your facility has closed for the evening or on the weekend, please follow the guidelines in the red emergency packet on your bus.
- Do not say anything to anyone except WYLIE ISD personnel and law enforcement officers.
- Check for fire or possibility of fire.
- Activate emergency hazard flashers and place reflectors in designated locations. Place reflectors or flares as follows: one reflector approximately 10 feet behind the bus, a second reflector approximately 100 feet behind the bus, and a third reflector 100 feet in front of the bus.
- Drivers in an accident are required to give their name, address, driver's license number and vehicle information to others involved in the accident. If you become aware that the other driver is going to leave, at the minimum, write down the license plate number of the other vehicle. The bus driver should also get names and addresses of witnesses to the accident. Also, get the name, address, telephone number and name of the insurance company of the other driver. Get the make, model and license number of the other vehicle. Note the time of the accident and the date. Mark down any unusual weather or street conditions. This will all be needed for the accident report.
- In addition to an immediate verbal report given to Dispatch, drivers must submit a detailed written report to the Safety Coordinator when they get back to transportation after the accident. This report will be checked for completeness, particularly the narrative accident description.
- Non-report of an accident, bus damage, and/or citation received while driving a WYLIE ISD school bus will result in disciplinary actions, including possible suspension or termination.

SHOP PROCEDURES

ONLY AUTHORIZED PERSONNEL ARE ALLOWED IN THE SHOP AREA!!!!

SAFETY HAZARD REPORTING

Shop personnel should report any potential or actual safety hazards in the shop area to their supervisor.

FLOOR

All spills should be cleaned as quickly as possible.

FUEL SPILLS

Fuel and/or fluid spills in the parking lot must be dealt with immediately.

DRIVING

The shop staff is to meet all the requirements of a certified bus driver. It is the individual's responsibility to keep all requirements current and active.

TOOLS and EQUIPMENT

Shop tools are for District use only.

SPECIAL EDUCATION ROUTE SERVICE

Driver and Aide are expected to work as a team. Parents, drivers, and aides need to work together to make sure students get to and from their homes safely. Schools are responsible for seeing that students get to and from the bus. You should not leave the bus when students are on board except under unusual circumstances and should never be out of sight of the bus. There are to be **NO** unauthorized stops. If you are not sure, radio in. **DO NOT** go on the property to receive or return a student and/or equipment to the residence. Your responsibility begins and ends at the door of the bus. This is a safety and liability issue.

BUS AIDES

Aides must assist the driver in dealing with all students on their respective routes, including student management, helping students enter and exit the bus, making sure students remain seated and are secured in their seats, and to provide assistance when students must cross the street. The aide should greet students and parents **outside** of the bus door. It is mandatory for the aide to be standing on the ground when loading / unloading all students to ensure that student does not fall / trip while going up or down the steps of the bus. Remind the student to hold the handrail and watch their step. Aides are required to know the route, including driving directions and stops (within the first 2 weeks). Aides are required to walk out to the bus with the driver, both in the morning and the afternoon. Aides are required to assist in maintaining the cleanliness of the bus; i.e. sweep and wipe down seats twice a day; mop and clean tracks once a month

WAITING TIME

When you stop to pick up your students, wait at least until the designated pick-up time. If someone appears and asks you to "wait a minute", use your own judgment as to how long you can wait without inconveniencing the other students on your route by running late. As a general rule, do not wait more than three (3) minutes. If no one appears, document the time at the stop and proceed with the route. Radio Dispatch of "no call-no show" students.

NOBODY HOME (LOST PARENT)

If a parent or other responsible adult is not at the child's home or usual drop-off location upon arrival after school, the student will be kept on board. Driver should radio dispatch of the situation wait for dispatch to inform them of how to proceed. The students that require adult supervision will have it marked on the trip sheet as "adult needed at home/school". All other students may be dropped off unattended per their ARD paperwork. If any student's status is in question, contact Dispatch.

LOADING and UNLOADING

Special Education students must not cross the street without assistance from the aide. Red loading flashers must be used when the bus is loading or unloading on a city, county or state roadway or highway.

NEVER LEAVE CHILDREN IN FRONT OF THEIR HOMES OR SCHOOL IF THERE IS ANY QUESTION ABOUT THEIR ABILITY TO SAFELY ENTER THE BUILDING/HOME BY THEMSELVES.

- When lifting, bend your knees and lift with your legs, not with your back.
- Seek assistance rather than risk injury to yourself or the child.
- Do not allow students to operate the lift or ramp on wheelchair equipped buses, or to carry other students on or off the bus.

All drivers and aides must initial the AM and PM attendance sheets for each student every day. Sign the attendance sheets on the last day of the week. Every two weeks, scan and email copies of the attendance sheets need to be placed in the bin hanging outside the Special Needs Route Coordinators office.

ROUTE SCHEDULE/CHANGES

Drivers are expected to pick up students in the order in which the names appear on the route sheet. Drive the route several times until you know it. When you are familiar with the route, time it. After you have driven a few weeks, you should be able to drive your route with less than five minutes variation. **Both the driver and aide are to know the route including daily variations and updates within 2 weeks.**

When the department makes a route change, the Special Education Route Coordinator or the student's teacher will notify parents and/or students in writing, using the appropriate procedures to indicate new pick-up/drop off time(s), bus stop locations, and route number. New bus information will be communicated with the parent(s) at least the day before the new schedule begins.

transportation will make every effort to avoid canceling routes, or removing trips from routes, but from time to time and with good reason, they must do so. Please remember that we are in the service business and must be responsive to the needs of the schools, parents, and students. transportation will make every fair and feasible effort to fill the time voids with new riders or new trips.

Drivers are expected to drive their routes exactly as written. Suggestions for changes in routes must be submitted in writing, using a Request for Route change form, to routing. Drivers making any unauthorized route changes, except under adverse conditions or extenuating circumstances (e.g. flooded road, detours for accidents, etc.), could be subject to an automatic 1-day suspension without pay for the first incident and more stringent penalties for later offenses.

Any route change, due to extenuating circumstances, must be reported to the Special Education Route Coordinator immediately. If a parent requests a change of address, even if temporary, drivers should have them contact their child's school. Do not let any student off anywhere except at the address on the route sheet, or an address given to you by transportation or school staff. State law requires that a written release be obtained from the parent before a child is picked up or delivered at a different address.

STUDENTS NOT RIDING

Drivers should inform routing when it comes to their attention that a student will be missing for several days. Student who do not ride for five (5) consecutive days should be reported so that routing can check for long- or short- term address change, long-term illness, or other conditions that a substitute driver might need to know. Please immediately inform routing of any student who no longer rides your route.

REVIEW REGULAR ROUTE SERVICE REGULATIONS

Many regular route service regulations also apply to special education routes. Special education drivers are required to be familiar with all regular route service regulations.

FOOD, CANDY and DRINKS

Drivers / aides should never provide food, candy or drinks to students on the bus. Edible treats could result in health issues, such as choking, allergic reactions etc. Eating and/or drinking while on the bus may also result in spilled food, sticky seats and floors....causing hazards for others on the bus.

MEDICATION FOR STUDENTS

Parents will occasionally have medication to send to the school. You should see that this has the student's name on it and that it gets to the teacher/nurse. DO NOT let students carry their own medication. DO NOT allow one student to give another student any type of medication.

CLOTHING; BOWEL and BLADDER ACCIDENTS

This is an issue where the developed procedures are designed to protect the health and dignity of all individuals riding the bus. All students must be fully clothed and toileted before boarding a school bus. Bus drivers and attendants are instructed by the transportation department to not accept students for transport who are not fully clothed or have soiled clothes from bowel or bladder accidents. If the student has a bowel or bladder accident on the way to the bus, the driver will wait while the caregiver/school returns inside to change the student if reasonable and time permits.

Drivers and attendants are not responsible for dressing the student and if a bowel or bladder accident occurs during the bus trip, drivers and attendants are instructed not to attempt cleaning up the accident in route, but to proceed to the scheduled stop at school or home. After unloading the student at the stop, the driver and/or attendant will be responsible for cleaning and disinfecting any affected surfaces on the bus utilizing the bodily fluid cleanup kit.

AMBULATORY STUDENTS

Assist ambulatory students in boarding the bus. Let the student accomplish as much as their abilities will allow (e.g. let them hold the handrail and enter the bus). The aide should enter the bus behind the student. Be prepared to block the student in case they should trip or fall. Use a gate belt as needed (does not have to be in the ARD). Follow the student to their assigned seat and make sure the seat belt is securely fastened.

CARRYING STUDENTS ON AND OFF THE BUS

To avoid the risk of injury to students or assisting adults, students should not be carried up or down the bus steps during loading and unloading. If a student cannot negotiate the bus steps with a reasonable degree of assistance, an alternate method of loading/unloading or transporting the student will need to be resolved between school administrators, parents/guardians and the transportation department

WHEELCHAIR EQUIPPED BUSES

The driver and aide will share the responsibilities of loading a wheelchair student onto the bus. The driver will assist from inside the bus by loading the wheelchair/student on/off the lift, and securing/releasing the student in the bus with the tie down S-hooks. Also, the driver will monitor the other students already on the bus until the aide reenters the bus. The aide will assist from outside the bus by opening the lift door, loading the wheelchair/student onto/off the lift, and raising and lowering the lift.

The use of chairs or stools on wheelchair equipped buses is prohibited. The aide should sit in a bus seat. Both drivers and aides must be certain that all students are either wearing safety belts, or are strapped securely into their chairs or star seats. Star seats should be secured to the bus seats. Wheelchairs should be securely fastened with the restraint system. Both the driver and aide should check the wheelchair for correct securement. All available safety devices should be used at all times.

MAINTAINING STUDENT MANAGEMENT

Aides should position themselves on the bus in such a manner as to affect the maximum efficiency as it relates to student control and conduct. Sit with the student that needs attention. Give verbal instructions on

desired behavior. Remember, aides are not there as a passenger or to visit and keep the driver entertained; aides are there to watch the students and ensure they have a safe ride to and from school.

Know what medications they are taking that may impact their behavior. Communicate with the parents and school personnel concerning any changes in a student's behavior. Also, let transportation know of any behavior changes immediately. Make sure every student has an individual student management program, designed by the parents or the school, so that aides will be prepared to control any behavior problems. Be firm, fair and consistent. Do not show favoritism among your students.

EMERGENCY PROCEDURE and EQUIPMENT

Know the evacuation plan. If you are a substitute on a different bus, discuss the evacuation plan for each run with the driver. Know where all emergency equipment is located, including:

- Seatbelt cutter
- Fire blanket
- First aid kit
- Fire extinguisher
- Emergency triangle
- Rubber gloves
- Body fluid spill kit

HOUSEKEEPING DUTIES

Drivers and aides will share the following housekeeping duties:

- Sweep the bus after each run (AM and PM)
- Mop the bus at least once per week
- Wipe windows as needed
- Wipe seat, including car and booster seats and seat belts after each run (AM and PM)
- Empty trash daily

POST-TRIP DUTIES

- Driver to complete all normal post-trip inspection duties
- Return seatbelts to their normal position
- Close bus windows
- Pick up any items left on the bus
- Take care of any housekeeping duties (wiping down seats and windows, sweeping, and trash)

TEAM WORK-SHARED RESPONSIBILITIES

The driver and aide should work cooperatively together. The driver needs to show the aide the basic operations of the bus should they become incapacitated (e.g. how to work the emergency brake, how to work the radio, etc.). Both the driver and aide should express genuine concern for their students. Refer to students by their names as quickly as possible. Go over the bus rules and what is expected from the students as soon as possible, in a manner that each individual student can understand.

FIELD TRIPS

ELIGIBILITY FOR FIELD TRIPS

A driver will be suspended from field trips, additional duties and/or auxiliary duties from the date of:

- a) A counseling report for attendance/multiple call ins.
- b) A written reprimand for disciplinary action due to progressive discipline.
- c) Operating a school bus without mandated credentials.
- d) Receiving a ticket in a school bus which generates a mandatory court appearance.
- e) Having a preventable accident causing injury or monetary damages.

Note: A driver will also not be eligible for additional assignments should his or her certification or physical expire.

ASSIGNMENT

Extra duty pay for field trips is available to drivers who chose to participate. It is each driver's responsibility to notify the Field Trip Coordinator of the fact that they want to drive for field trips.

Assignment of drivers is based on the school that driver drives for. However, factors such as, but not limited to, driver attendance on regular route assignment and availability are considered.

- An absence from regular duty could result in the loss of a rotation during that same week in extra duty assignment.
- Two turn-downs of assigned trips will result in the driver being taken off the rotation for the remainder of the month.
- Floaters are used on trips that fall during route times.
- Route drivers with no high school will be used first for field trips.
- Field trips will be assigned based on: Route times, route location, and school that the driver drives for.
- If the assigned driver is unable to take the assignment, notify the office immediately so the trip may be assigned to another driver.
- All trips are assigned one week in advance.

A trip ticket will be issued to the assigned driver when the trip is scheduled and assigned. The trip ticket will include the bus to be used, the pick-up place and time, the name of the group or sponsor, the destination, and the return time. The return time means the time to arrive back at the school. If time is tight, please remind the teacher of the required return time. If the field trip is to a place that charges admission, it should not be assumed that the driver will get in free, or that the driver's admission will be paid for by the group attending. The driver should clarify that issue before entering.

We charge the schools by the mile on field trips. Start the odometer reading from the transportation facility or the "end of route" school. The ending mileage should be the final odometer reading at the transportation facility at the close of the trip. If the driver takes the bus anywhere for personal reasons after leaving the lot, those miles must be deducted from the field trip mileage reported.

ARRIVAL AT SCHOOL – Be courteous to the boarding passengers. If you arrive at your pick-up destination and find no one to pick up, notify Dispatch and await instructions before leaving the pick-up area. On weekends, contact the Field Trip Coordinator (phone number on trip ticket) if no one shows up.

SPECIAL INSTRUCTIONS – Driver should be aware of any special instructions given on the field trip sheet (e.g. take home after game, park in East parking lot, total buses for field trip, one-way/round trip, etc.).

TRIP TICKET INFORMATION – The driver must complete all information on the trip ticket before turning it back in to the office. Tickets must be turned in daily. For after hour returns, there are two boxes outside the

Dispatch door for paperwork and key drop off. If paperwork is not completed and turned into the Field Trip Coordinator, accurate pay for the trip may not occur until the following pay period.

DRIVER RESPONSIBILITIES ON FIELD TRIPS

- Make sure you have a fully charged fire extinguisher, a full first aid kit and three reflectors or flares.
- In the event the sponsor does not have a seating chart already prepared, give them a blank seating chart and have them fill it out with the students first and last name.
- Prior to leaving for the trip, the driver **MUST** outline evacuation procedures:
 - In an emergency, have a responsible person bring the fire extinguisher.
 - In an emergency, have a responsible person bring the first aid kit.
 - In an emergency, have a responsible person bring the reflectors.
 - Point out all emergency exits, windows, doors and roof hatches.
 - Show a responsible person how to shut off the engine and set the parking brake.
 - Show a responsible person how to open the service door.
 - Remind passengers to keep aisles clear and not to block exits.
- Check maps, or other resources, to determine the desired route to/from the destination in advance. Unless you are driving a last minute trip, do not radio the office for directions. Problems that occur on field trips, such as becoming lost due to poor planning, will be considered unsatisfactory performance and documented through due process.
- Arrive at the designated location of pick-up at least 15 minutes prior to scheduled departure. Use this time to discuss with other drivers the route you will take to your destination.
- All buses should have a sponsor at all times. Unless directed otherwise, the driver must remain in the area of destination and be available for an emergency or change of plans. If this is not possible or practical, or if a number of buses are at the same location, more latitude is allowed, provided the buses are continually available for use. Let the sponsor know where you will be and how you may be contacted.
- Drivers must exchange phone numbers with the sponsor.
- If it is not possible to stay with the group during lunch, the driver should be gone no more than 30 minutes. Before leaving, let the sponsor know where you will be.
- The driver should also review, for clarification, where the group will be going and the general bus behavior requirements. If the bus must be back at school for an afternoon route, the driver should discuss and stress to the sponsor the latest time by which the bus will need to be loaded and leave in order to arrive back on time.
- Before leaving the field trip site, check with the sponsor to affirm that you are not accidentally leaving students behind.
- Drivers are requested to write on the back of the field trip sheet, any comments concerning problems encountered during the field trip (uncooperative sponsors, rowdy students, etc.).

DROP and RETURN TRIPS

Field trips that overlap with normal route hours are usually run as “Drop and Return” trips.

D&R trip example: A speech team wants to go to Mesquite High School for a tournament during a school day. The trip times are 10:00 a.m. until 11:30 p.m. Since a bus cannot stay with the group all day (because of their PM route), the driver will pick the group up at 10:00 a.m., drop them off in Mesquite, and come back to do his/her regularly assigned PM route. The driver will return to Mesquite no later than 1 hour before scheduled “return” time to wait until the group is finished at 11:30 p.m.; returning them back to school at that time. For D&R trips, the first set of mileage will typically be from transportation to the school, on to the destination, and then back to transportation. The second set of mileage will begin from transportation to the destination, then to the school, and back to transportation. If you have any questions about calculating mileage for D&R trips, please see the Field Trip Coordinator. Sometimes a D&R trip will be split and given to two separate drivers. Your trip sheet may be marked as “Drop only” or “Return only”. D&R trips are paid by drive time only. Any extra pay is drive time in excess of the driver’s guaranteed hours.

MINIMUM TRIP TIME/CANCELLATION and NO SHOWS ON NON-SCHOOL DAYS and AFTER HOURS

If, after the assigned driver has arrived at the bus lot, the trip is cancelled or the sponsor does not show up at the school, the driver will be paid a minimum of two (2) hours for “show up”. If the trip is on the weekend or after office hours, please call the Field Trip Coordinator before leaving the pick-up site. The Field Trip Coordinator will try to contact the sponsor and give you further instructions. If you are unable to contact the Coordinator, wait 30 minutes before leaving and return to transportation. Write “No Show” on your trip ticket, noting the time of cancellation and ending mileage.

MINIMUM TRIP TIME/CANCELLATIONS and NO SHOW ON SCHOOL DAYS

A minimum of two (2) hours is paid on a trip if the trip is scheduled to depart more than one (1) hour after your ending route time. A minimum of one (1) hour is paid on a trip if the trip is scheduled to depart one (1) hour or less after your ending route time. If a trip is cancelled ahead of time, you will be notified over the radio or with a message from the Route Coordinator. You will not be paid for trips that are cancelled ahead of time.

If you arrive at a school (at the proper time and location) for a field trip, and no group appears, wait 15 minutes past the scheduled depart time. At that time, contact Dispatch or the Field Trip Coordinator for further instructions.

LOADING ITEMS ON FIELD TRIP

Occasionally, there will be bulky items that need to be transported on the bus with the students (e.g. coolers, band instruments, uniform bags, flagpoles, etc.). Items too large to fit through the service door may be loaded through an emergency door, provided the driver (not a student) operates the emergency door. The bus aisle and emergency exits must not be blocked by any items at any time. Items should not be placed on seats that have an emergency exit window. The driver should check the bus carefully to make sure that no emergency exits are blocked before departing on the trip.

CONVOYS

It is the driver’s responsibility to know the route and maintain proper following distance at all times. When a group of buses are traveling to a single destination at the same time, the buses should travel as a group, or a series of smaller groups, if necessary. The buses traveling as a group should try to keep in sight of each other at all times. How the buses will be grouped and the “lead bus” for each group should be determined by the drivers prior to leaving and remain as such throughout the trip. While in a convoy, it is very important that trailing buses follow at a safe distance, but not lag too far behind the lead bus (use the 4 second rule). It is the responsibility of the lead driver in each convoy to keep the group together and avoid unnecessary hazard by making sure the buses are traveling at a safe speed and are positioned in the proper lane of traffic for turns, exits, etc.

On a multi-lane highway, the far-left lane is generally for passing. For the most part, buses should travel in the center or right-hand lanes.

NOTE: ALL drivers must know where you are going on a trip and the route you are taking.

“Lead Bus” Responsibilities

- Prior to leaving, discuss with the other drivers, the route the convoy will take.
- Have all buses on Channel 2 for the trip.
- Consider potential problem locations or situations.
- Do not leave until every bus in the convoy is ready.
- Use the radio to communicate lane changes and turns well in advance.
- Take care not to get the convoy too far apart..

“Following Bus” Responsibilities

- Follow the bus ahead of you at a safe distance, but stay as close as possible. If you get cut off from the convoy by a stop light or for any reason, notify the lead bus.
- Do not pass up other buses in the convoy.
- Listen carefully for instructions from the leader.
- When changing lanes, be ready to help the bus in front of you get an opening to move over.

“End Bus” Responsibilities

- Periodically report your position to the lead driver.
- As the convoy is making a lane change or approaching a turn, the last bus should be one of the first to maneuver into the proper lane, then take the responsibility of assisting the buses in front by helping create opportunities for them to move over.

FUEL/CLEAN BUS

Make sure that you have enough fuel for the entire field trip.

Upon return to transportation, check the bus for trash and items left behind. Sweep and fuel the bus, even if there is more than a half tank. Report any malfunctions or problems that arose by completing a maintenance report. Please make sure the bus is in the same, or better, condition than when you left.

EMERGENCY PROCEDURES ON FIELD TRIP

BREAKDOWNS

Follow the standard breakdown procedure for in-district trips.

On out-of-district trips, protect your passengers and bus with reflectors or flares, and use a cell phone to summon help (emergency phone numbers are on trip ticket). If the problem is serious, radio Dispatch, or if after hours, use the emergency phone numbers listed on the trip ticket.

ACCIDENTS

Follow the standard accident procedures for in-district trips.

On out-of-district trips, protect your passengers and bus with reflectors or flares, after you have examined your passengers for injuries. Follow the standard procedure of accident investigation at the scene. Contact the director and notify of damages and/or injuries and follow their directions regarding contacting the local police (unless there are injuries that require immediate attention, in which case, call 9-1-1 immediately) after completing the investigation. If the bus is damaged and you need another bus, radio Dispatch, or if after hours, call the Field Trip Coordinator.

APPENDIX

- **Employee Discipline Matrix**
- **Employee Dress Code**
- **Passing Loading/Unloading Buses**
- **Classes of Preventable Accidents**
- **Job Descriptions**
- **Sample Field Trip Ticket**
- **Helpful Hints to be Successful in your CDL Journey**

DISCIPLINARY MATRIX

The transportation department handles problem situations with employees through Due Process Discipline.

This procedure is designed to provide the employee with information as follows:

- 1) Nature and scope of the problem
- 2) Solution to the problem
- 3) Consequences for future violations

Action	Key
Verbal Warning with documentation	V
Written Reprimand	W
Probationary Period	P
Suspension from duty	S
Termination	T

DESCRIPTIONS (the list of infractions is non-exhaustive)	1 st	2 nd	3 rd	4 th
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ATTENDANCE		V	W	P	T
	<ul style="list-style-type: none"> • Excessive attendance and/or tardiness • Inability/refusal to work scheduled assignment 	V	W	P	T
		W	P	S	T
BEHAVIOR		V	W	S	T
	<ul style="list-style-type: none"> • Unprofessionalism • Insubordination • Difficulty getting along with co-workers • Abusive / Profane Language • Abusive / Profane Language around students • Bullying • Sexual Harassment • Discrimination • Attitude • Time Padding (Fraud) • Smoking on district property • Dress Code Violations 	V S V V S/T S/T S/T V S S V V	W T W W T T T W T T W W	S P S P	T T T T T T T
PERFORMANCE		V	W	S	T
	<ul style="list-style-type: none"> • Inappropriate use of work time • Failure to follow directions • Negligence • Lack of skills necessary to perform job (managing student behavior, driving abilities etc.) • Failure to pass DOT Physical • Failure to pass random drug / alcohol tests • Accidents, Tickets etc. • Care of assigned vehicle • Intentional safety violations (speeding in school zone, cell phone usage etc.) 	V V P V S T P/T V T	W W T W T T T W	S S S	T T T T

PROFESSIONAL APPEARANCE / EMPLOYEE DRESS CODE

transportation Employees will be expected to meet dress code requirements and maintain a **CLEAN AND PROFESSIONAL APPEARANCE**. Your appearance, dress and hygiene play an important role in job responsibility and establish a positive perception from students, coworkers, and the public.

Some requirements are:

- ★ Clothing must be clean and in good repair and must not be imprinted with or display obscene or suggestive language, alcohol, tobacco and/or illegal drug advertisements (this includes accessories such as hats, handbags, backpacks, etc.). If it says “Winston”, “Salem”, “Lite”, etc., even without the picture of a cigarette or beer, the interpretation of the policy is that tobacco or alcohol is what is being implied. Therefore, articles of clothing described above are not to be worn to work.
- ★ Footwear must be in good repair, must be secured at both front and rear and must be worn properly. Heels shall not be more than 2 inches. Open toe or open heel shoes, crocs, platform / wedge / high-heeled shoes, house slippers and flip flops are not to be worn while on duty.
- ★ The torso must be covered in good taste. See through clothing, midriff or low cut, revealing tops will **NOT** be allowed. No off the shoulder or spaghetti strap dresses / tops. Undergarments should **not** be visible.
- ★ No form fitting garments. Spandex / stretch shorts or pants, yoga pants, pajama pants are not permitted. Jeans with rips, holes or tears are not permitted. Leggings / jeggings are **NOT** pants and are **NOT** to be worn as such. They may be worn **ONLY IF** they are worn under a skirt, dress, long top or long sweater that is **no shorter than mid-thigh**.
- ★ **Dresses, skirts and shorts** must not be more than **3 inches above the knee** (while standing) and cannot be distracting. No soccer / athletic style shorts.
- ★ **All** Body art (tattoos) must be covered.
- ★ Unnatural hair colors are not permitted.
- ★ Employees are allowed to wear earrings in their ears if they are not disruptive to the workplace. No other visible body piercing (i.e., facial rings, nose, eyebrow, lip etc., or tongue ring) is allowed.

An employee who fails to comply with the dress code will be expected to leave and change into appropriate attire if time allows or clock out and leave until compliant.

CLASSES OF PREVENTABLE ACCIDENTS:

Calling an accident 'preventable' is based on whether or not the accident could have been prevented or avoided by the driver in question, not who was primarily responsible or at fault.

Expert drivers have listed certain classes of accidents as being preventable by defensive driving unless thorough investigation shows unusual circumstances quite beyond the driver's control. Preventable accidents include, but are not limited to the following:

1) Backing Accidents:

Responsibility for driving back safely is entirely the drivers.

Backing is dangerous only if the driver neglects to make sure the way is clear during the entire movement. The driver is responsible for making sure the way is clear when backing, through the use of rear-view mirrors, looking back, getting out to look, or having someone direct them. However, a guide does not have control of the vehicle, so a wise driver doesn't risk their record by using an unreliable guide. A defensive driver backs slowly and cautiously from the time they put their vehicle into motion until they stop. It is their responsibility to watch for and be prepared for any change in condition during the movement. Backing should be avoided as much as possible.

2) Intersection Accidents:

Intersections are dangerous locations because a lot of complex traffic movement is crowded into a small area. Safe passage requires exceptional driving caution. Thorough investigation usually shows that intersection accidents can be prevented. You cannot depend on the other driver to observe the common courtesy and traffic regulations that would overcome the hazards of intersecting lines of traffic. Some drivers violate both the rules of common courtesy and traffic regulations. Right-of-way -- even when reinforced by stop signs or signals -- does not protect you from violators, funeral processions, fire, police and other emergency vehicles.

The defensive driver avoids intersection accidents by faithfully observing all regulations, and by approaching, entering and crossing intersections slowly and cautiously. In this manner, they are able to keep their vehicle under control, foresee accident-producing situations and avoid violators. They come to a full stop gradually at stop signs by slowing down, stopping, and not proceeding until they are sure they can do so safely. They respect the right-of-way of the other drivers and yield their own right-of-way when it prevents an accident. They do not depend solely on lights, signals or other regulations to protect them at an intersection--but protect themselves by being prepared to avoid violators. Drivers anxious to avoid accidents do not take chances by going through an intersection on changing lights.

An expert driver realizes that a vehicle making turns at an intersection creates a temporary traffic block. They use extreme care when making their turns and are considerate of other drivers making turns. Turning accidents can be prevented by properly positioning the vehicle well ahead of the turn, slowing gradually, signaling, and completing the turn only when it can be done safely. The professional knows that they cannot depend on other drivers to use the same care, and they are prepared for the possibility that (they) will turn improperly. A defensive driver never passes another vehicle at an intersection.

3) Pedestrian Accidents:

Since prehistoric man fashioned the first stone wheel, pedestrians have far outnumbered drivers. Following the well-known "majority rule," laws have been developed to benefit the greatest number of people without working undue hardship on the minority. Pedestrians long ago established a prior right to free movement, and many of them resent the fact that motor vehicles intrude on their rights. Pedestrians often act as though they are bent on suicide. They often take extreme risks, moving suddenly into the path of a vehicle when they have no right-of-way whatsoever. Whether they have the right-of-way or not, there is always a moral responsibility to yield the right-of-way to pedestrians.

Preventing pedestrian accidents at intersections requires the courtesy of allowing them to complete the crossing when the light changes, restraining from starting and confusing them with loud horn blasts, and respecting their right-of-way when you are making right or left turns. Preventing pedestrian accidents requires alert watchfulness to avoid "jaywalkers" everywhere --

including persons stepping out from between parked cars and children darting from curbs in residential areas.

Because of the serious nature of pedestrian accidents, they are to be reviewed carefully and are not to be (decided) declared unavoidable unless searching investigation fails to uncover anything that the driver could have done to prevent the accident.

4) Rear-End Collisions:

Accidents in which your vehicle collides with the rear of the vehicle ahead are seldom excusable. A sudden stop by a vehicle ahead is a common occurrence. Every driver should be prepared for it. It is a driver's duty to follow at a safe distance and have their vehicle under control. Then, if the vehicle ahead makes an emergency stop, they neither hit it, nor do they have to stop so suddenly that they become a target for the vehicle behind them. Rear-end collisions in which the vehicle to the rear strikes your vehicle are certainly preventable when they are caused by sudden stops at intersections, grade crossings, passenger stops and when preparing to turn or park. Rear-end collisions which occur when your vehicle is improperly parked or allowed to roll back before starting up shall also be considered preventable.

Most rear-end collisions can be avoided by foresight in controlling speed and allowing sufficient following distance. Watch the traffic situation ahead of the vehicle in front of you so you can anticipate the need to stop. Stop gradually, not suddenly.

5) Traffic Lane Encroachment Accidents:

Accidents resulting from passing, weaving, squeeze-plays, shutouts or entering a line of moving traffic have no place in the record of a professional driver. Such accidents are caused by trespassing on the right of others to move in a straight line without interference.

The first requirement for passing is to wait for safe clearance, which is regulated by the traffic line ahead, oncoming traffic and following traffic. The defensive driver signals their intention before passing and waits until the driver ahead is aware of their intention. They make sure no driver to the rear is about to pass them. They then pass to the left (except where special regulations direct otherwise) and do not cut back to the right until they are sure of their clearance. They watch for others to pass them, stay to the right and are ready to drop back if the other vehicles cut in too soon.

Weaving, either from lane to lane, or within one lane, is discourteous and can be disastrous! There is no excuse for it. The expert driver drives in a straight line and stays to the right except when passing. In heavy traffic, constant changing of lanes seldom saves time and often causes accidents. The safe driver is careful in changing lanes and in pulling around such temporary blocks in their lane as stalled or parked cars, street repairs or halted buses.

When entering traffic from the curb or a parking space, the driver should look before starting to move from the curb, signaling their intention, then waiting until traffic is clear enough to pull out safely. They should never attempt to bulldoze their way into traffic. They also are prepared to avoid amateur drivers who might pull out suddenly when they are passing parked vehicles. Signs such as drivers sitting behind the steering wheel, front wheels turned out and exhaust coming from the rear of the vehicle tips them off so that the parked driver may pull out.

When entering traffic from an alley, driveway, side street, etc., the expert driver comes to a full stop back of the sidewalk, and then proceeds with the same caution as when pulling into traffic from a parking space.

6) Accidents Resulting from Mechanical Condition:

It is the driver's responsibility to operate within the limits of the vehicle's mechanical condition. It is their job to know the condition of their vehicle and report any faulty mechanical condition for repair. Conservation and care of the use of the vehicle are also part of the driver's job.

Any accident blamed on mechanical failure that reasonable and prudent attention could have foreseen -- but was not reported for repair -- shall be considered preventable. An accident blamed on mechanical failure that resulted from a driver's rough or abusive handling shall be considered preventable.

A driver can prevent accidents resulting from mechanical failure by inspecting their vehicle regularly and carefully, reporting faulty conditions for repair, driving within the mechanical limits of their vehicles and refraining from driving in a manner that will abuse the vehicle.

7) Accidents With Fixed Rail Vehicles:

Drivers always lose a good deal more than their safe driving record when they gamble with a train...and lose! If you can't afford to lose -- don't gamble. Trains always have the right-of-way. If a driver is involved in an accident with a train, the accident is considered preventable.

Expert drivers depend on their eyes and ears -- not on gates, automatic signaling devices, or watchmen at grade crossing. They keep to the right and do not shift gears while crossing. They do not rush past the tail of a passing train until they are sure there is not another train coming on another track.

8) Collisions With Stationary Objects, Non-collision Accidents, Unattended Vehicle Accidents and Miscellaneous Accidents:

Often of minor severity, but serious because of high frequency, are such "collisions with stationary object" accidents as scraping or striking curbs, buildings, signs, trees, posts, bridges, parked vehicles and various overhead obstructions. Such accidents indicate sloppy driving. There is no room for them in the record of an expert driver. They must be considered preventable. "Stationary Objects" don't run into vehicles.

The more severe accidents resulting from overturning, running off the roadway, or colliding with stationary objects sometimes are caused by taking emergency action to avoid another accident. However, the circumstances of such accidents usually reveal that the driver was not driving defensively prior to that instant. If they had, they would not have placed themselves in a situation where emergency action became necessary. Expert drivers don't depend on their skill to get them out of tight spots. They depend on their judgment to avoid tight spots! It is the driver's responsibility to be sure their vehicle is safely and securely parked when they leave it unattended. "Run-away" accidents, "unauthorized driver" accidents and accidents caused by delay in placing or complete failure to place flares, flags, or other such warning devices shall be considered preventable. When parking, the driver must set the parking or emergency brake, turn the wheels toward the curb, leave the bus in gear and block the wheels, if necessary, to prevent the vehicle from running away. The ignition key should be removed if the driver is going to be out of sight of their vehicle. Flares, flags, etc. should be placed properly and promptly if it is necessary to stop on the roadway or in other obstructing positions. Passenger accidents caused by sudden starts or stops, or other faulty driving practices, must be classed as preventable.

9) Accidents Blamed on Adverse Weather Conditions:

Rain, snow, fog, sleet or icy pavement has never caused an accident. These conditions merely add more hazards to driving and make the normal hazards worse. Accidents are caused by drivers who do not adjust their driving to meet these conditions. Accidents blamed on skidding or bad weather conditions are classed as preventable. Expert drivers can drive safely on extremely slippery road surfaces by reducing speed, installing skid chains and using sand when necessary. But most importantly, they know when to "call it a day" if the going gets too tough to continue safely.

10) Seat Belts

Seat belts do save lives and should be worn at all times when operating a motor vehicle for any distance. Statistics have shown that most serious accidents occur within 25 miles from their destination.

JOB TITLE: **Bus Driver** WAGE/HOUR STATUS: **Nonexempt**
REPORTS TO: **Director of Transportation** DATE REVISED: **07/2019**
DEPT./SCHOOL: **Transportation**

Primary Purpose:

Ensure safe and orderly transportation of students on assigned route. Operate school bus that transports students and other authorized personnel to and from schools or other designated location.

Qualifications:

Education/Certification:

Valid Texas commercial driver's license (Class B)

Special Knowledge/Skills:

Must be 18 years of age

Ability to pass alcohol and drug test

Ability to complete required bus driver safety training

Ability to follow written and verbal instructions

Ability to communicate effectively

Knowledge of student discipline procedure

Ability to manage student behavior

Ability to operate bus

Experience:

None required

Major Responsibilities and Duties:

Vehicle Operation

1. Drive bus daily following assigned route and adhering to established schedules.
2. Drive bus to and from extracurricular activities.
3. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
4. Perform pre- and post-trip inspections according to specifications to ensure bus can be operated safely and notify supervisor of needed repairs. Keep assigned bus clean and maintain appropriate level of fuel.
5. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.

Student Management

1. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.

2. Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
3. Perform emergency evacuation of students on bus when the situations warrants.

Safety

1. Observe all traffic laws and safety regulations for school buses.
2. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
3. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled route.
4. Install snow chains during inclement weather.
5. Maintain safety certification.

Other

1. Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.
2. Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage, gas and oil consumption, and number of passengers transported.

Supervisory Responsibilities: None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Operate school bus; two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher; specialized and adaptive equipment used by students

Posture:

Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

Motion:

Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

Lifting:

Frequent heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students and lifting and moving adaptive equipment on a daily basis

Environment:

Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; exposure to biological hazards (bacteria, communicable diseases); work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

Mental Demands:

Maintain emotional control under stress

JOB TITLE: **Bus Aide**
REPORTS TO: **Director of Transportation**

WAGE/HOUR STATUS: **Nonexempt**
DATE REVISED: **06/2017**

Primary Purpose:

Ride buses and help drivers ensure safe and orderly transportation of students with disabilities.

Qualifications:

Education:

High School Diploma/GED

Special Knowledge/Skills:

Ability to follow verbal instructions and communicate effectively.

Ability to operate safety equipment and adaptive equipment.

Ability to work well with children with disabilities.

Experience:

None

Major Responsibilities and Duties:

Student Management

1. Assist students with disabilities on and off the bus according to their individual needs.
2. Supervise students as they board and leave bus and cross street.
3. Learn and adapt to each student's special medical, physical, communicative and emotional needs.
4. Manage student behavior and report student discipline problems to appropriate administrator.
5. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.

Routes and Schedules

1. Become familiar with all routes to and from school campus to be of assistance to driver.
2. Maintain an updated route schedule.

Safety

1. Supervise use of seat belts, harnesses, or car seats by students.
2. Follow emergency procedure and help driver administer first aid, if necessary.
3. Operate equipment according to established safety procedures.
4. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.

Other

1. Become familiar with and follow procedures established by transportation and special education offices.
2. Help driver keep bus clean.
3. Work irregular hours as needed.

Supervisory Responsibilities:

None

Equipment Used:

Wheelchair lift, ramp, lock, and special needs adaptive equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing and pulling; moderate lifting and carrying. Work outside and inside; work outside and inside; work around vehicles and machinery with moving parts; moderate exposure to extreme temperatures and vehicle fumes.

FIELD TRIP DRIVER SHEET

Wylie ISD Transportation

Driver: _____ **Bus #:** T179 **Trip Date:** 8/11/2017
Trip #: 11375 **Return Date:** 8/11/2017

Event: Wylie High Volleyball **Driver List:** _____

Departure Location: Wylie High School
Destination: Garland High School – Garland
Street Address: 310 S Garland Ave
City: Garland

Destination Notes: "Location TBD"

of Buses this trip: 1 **Departure Time:** 6:00AM

Passengers: 18 **Anticipated Return Time:** 11:50PM

Starting Mileage _____ Ending Mileage _____ Total Miles _____

Start Time _____ End Time _____ Total Time _____

Requestor Notes:

Additional Notes:

Driver's Notes: Back parking lot near GYM.
TBD. Location TBD.

Emergency Contact Numbers: Jessie Murphy 972-841-6651

Evac Briefing: _____

Seating Chart: _____

Teacher's Signature: _____

Driver's Signature: _____

Wylie ISD Transportation Services

Obtaining a CDL

STEP 1: STUDY

STEPS	TASK
Step 1	Take Theory Class
Step 2	Study Knowledge Tests
Step 3	Take ALL Knowledge Tests
Step 4	Train for Inspection, Skills and Road Tests
Step 5	Pass Inspection, Skills and Road Test
Step 6	Schedule/Pass Physical and Fingerprints
Step 7	Enroll/Take 20-hour Texas Safety Certification

Download a TEXAS CDL Handbook at [www.dps.texas.gov/internetforms/Form s/ DL-7C.pdf](http://www.dps.texas.gov/internetforms/Form%20s/DL-7C.pdf).

Study the following IN THIS ORDER. You must study and pass the following knowledge tests before you can get your Commercial Learners Permit {CLP):

- 1) Special Requirements for Texas Commercial Motor Vehicles {Section 14)
- 2) General Knowledge {Section 1, 2 and 3)
- 3) Air Brakes (Section 5)
- 4) Transporting Passengers Safely (Section 4)
- 5) School Bus {Section 10)

A condensed version of the Texas CDL Handbook has been included. This version only has the sections you need to study to drive a school bus. If you have any questions, contact Brittany.Booker@wylieisd.net

STEP 2: Take the written knowledge tests

Go to any driver's license office location and begin taking the knowledge tests. You may take 1 test at a time or all the tests in one day. You have 3 tries per test to pass. If you fail, you cannot go on to the next test and you have to wait one day before retaking it. If you fail any one test 3 times you will be required to pay again and start all over from the beginning.

What to bring:

2 items to Prove identity Social Security Card and Driver's License and completed forms:

1. **CDL-1:** <http://www.dps.texas.gov/Internetforms/Forms/CDL-1.pdf>
 - a. Answer all questions to the best of your knowledge. If you are not sure or have any doubt, DO NOT guess. Wait and ask for assistance when you get to the service window. DO NOT ask employees who are standing around! Just wait and be patient.
2. **CDL-10:** <http://www.dps.texas.gov/Internetforms/Forms/CDL-10.pdf>
 - a. Under "CERTIFICATION" heading check BOX 1 regarding school bus driving
 - b. Review remainder of the document and sign

STEP 3: Contact Wylie ISD Transportation Training at 972-429-2307 or email Brittany Booker @ Brittany.Booker@wylieisd.net:

DO NOT THROW AWAY YOUR REGULAR DRIVER'S LICENSE!! Keep it with you at all times along with your CLP. You will need to have it on you for the skills part of the test.

1. Schedule training class to learn and prepare for:
 - a. Pre-Trip Inspection
 - b. Basic Road Demonstration
 - c. Road Test
2. Training consists of: Hands on driving, classroom and online formats
 - a. Training will be from 9:30-11:30; M-Th.
 - b. EXTRA TIME will be required to STUDY: video tutorials and study guides at home/on your own.

STEP 4: SCHEDULE and take CDL Skills and Road TEST:

See Brittany Booker to schedule your CDL Skills/Road Test

Arrive 30 minutes before test appointment

BRING: CLP, Driver's License. You will not be permitted to test if you do not have these items with you.

IF YOU PASS: CONGRATULATIONS!!! Proceed to STEP 5

IF YOU FAIL: Reschedule your CDL Skills/Road Test with Wylie ISD Transportation Training Department. You will only be required to retake the portion that you failed.

You have 180 days to take your road test before your CLP expires. Other exclusions may apply that will be brought to your attention if needed.

STEP 5: DOT Physical and Fingerprints (pre-employment)

See Jessie Murphy to schedule your DOT Physical, Drug and Alcohol Test

Schedule your DOT Physical and a DOT Drug and Alcohol test with Pinnacle to get your Medical Examiner's Certificate. Wylie ISD will cover the costs for the Physical, Drug and Alcohol test. This is required for all pre-employment individuals who will drive for Wylie ISD for the first time.

Schedule to have your Fingerprints taken and will be paid for out of your pocket. The price for fingerprints ranges from \$46.00-\$53.00. This fee will be reimbursed after 90 days (about 3 months) of employment. This is required for all pre-employment individuals who will drive for Wylie ISD for the first time.

STEP 6: Enroll in Texas School Bus Driver Safety Training Course

See Jessie Murphy to enroll in the 20-hour Texas School Bus Driver Safety Training Course

This is a 20-hour safety course is required by law for each person who possesses at least a Class B CDL with P and S endorsement. This is done through REGION 10. Wylie ISD will cover the cost. You will be given a TEMPORARY card that will allow you to drive a school bus until you have completed the class.

Once you are released from training

1. Final review of credentials with Wylie ISD training department
2. Comply and submit to random drug and alcohol testing
3. Comply with annual physicals and keep current
4. Take 8-hour Texas School Bus Safety Training recertification course every three years.

HELPFUL HINTS to HELP YOU BE SUCCESSFUL ON YOUR CDL JOURNEY

- You can take practice tests online by Googling CDL practice tests and specifying which test you would like to practice for.
- For example, GOOGLE: CDL practice test Special Requirements or CDL practice test for School Bus. The same process applies for all 5 tests.
- There are several websites to use when studying but one of my favorites is QUIZLET, it allows you to see the question and the answer. Flash cards work well as study guides.
- The more you study the better chance you have of being successful.
- The Pre-Trip will require studying from the time you get your CLP until you get to the DPS to take your Skills/Road test.
- If you have any questions, please contact me at 972-429-2307 or email Brittany.Booker@wylieisd.net.