

Bus Personnel Transportation Handbook

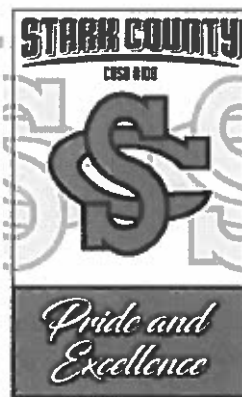
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STARK COUNTY CUSD #100 TRANSPORTATION DEPARTMENT

Lonny Dennison, Director of Transportation



STARK COUNTY CUSD #100
 TRANSPORTATION DEPARTMENT
 EMERGENCY PHONE CONTACTS

<u>PERSON</u>	<u>SCHOOL</u>	<u>HOME</u>	<u>CELL</u>
<i>Superintendent</i>			
Brett M. Elliott	695-6123		
SC High School	286-4451 or 286-4531		
SCJ High School	286-3451 or 286-7171		
Jeff Utsinger, <i>Principal</i>	286-4451 or 286-4531		
Elementary School	695-5181 or 695-2161		
Jenna Bibb, <i>Principal</i>	695-5181 or 695-2161		
<i>Director of Transportation</i>			
Lonny Dennison	286-2451	309-525-3526	309-238-7172
<i>Director of Maintenance</i>			
Terry Mercer	695-5181	851-0408	309-238-7179
<i>Athletic Director</i>			
Scott Paxson	286-4451 or 286-3451	286-7214	309-525-4242
Toulon Police	9-1-1 or 286-2541		
Wyoming Police	9-1-1 or 286-2541		
SC Sheriff	9-1-1 or 286-2541		
DCFS Hotline	1-800-ABUSE		

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PROCEDURES

This handbook is intended to be a guide to cover many of issues and questions drivers may have; however, it cannot cover every issue that arises. Drivers are expected to follow the procedures outlined in this handbook.

TRAINING

Drivers are expected to successfully complete all professional training as required by the state, the board of education, and the district administration.

BUS NUMBER DESIGNATION

You will be assigned to a certain bus. Please use the bus number/color designation when you are calling on the two-way radio.

BUS MAINTENANCE

All bus maintenance is done at the direction of the Director of Transportation.

DAILY INSPECTION REPORTS

Inspection reports must be filled out each day you drive. The Pre-trip inspection (includes, the walk around and under the hood inspection) must be completed and submitted to the Director of Transportation. (A copy of which is to be retained on the bus for 30 days.)

BUS ROUTES

Routes are based on location, time, miles, road conditions and the number of students to be transported. Drivers are encouraged to provide input about established routes. A team approach is the best for determining routes that provide the most safety. Parents rely on drivers maintaining a timely schedule. Route schedules must be carried in your bus at all times. Assignment of drivers to routes is the responsibility of the Director of Transportation.

BUS AIDE PROCEDURES

Bus aides serve a vital role in the daily lives of students. In most instances bus aides are in place to help support the safe transportation of very young students, students with special needs, or to help with bus routes that have experienced issues that warrant the addition of an extra set of eyes and hands on the bus.

Bus aides must be able to:

1. Operate a two way radio
2. Oversee the loading and unloading of students, release students to authorized individual; and assure that safety belts are fastened
3. Help safely load and unload students in wheelchairs on and off bus;
4. Maintain order and proper discipline of passengers; resolve disputes, and document and report severe disciplinary cases
5. Report needed mechanical repairs, including those associated with lifts, ramps, car seats, harnesses and special safety belts

6. Monitor students with special health problems while in bus; being aware and alert to any signs of difficulty following prescribed instructions and procedures, administering first aid, and calling for emergency assistance
7. Attend meetings, programs, and in-service training as assigned
8. Complete training as required by the administration

KEEPING YOUR BUS CLEAN

You must keep the inside of your bus clean. A clean bus invites the students to help the driver keep the bus clean. Buses are to be swept out at least once per week. If something is nice and clean, people tend to keep it that way.

FUELING BUSES

Fueling buses is the responsibility of the Director of Transportation. It is the driver's responsibility to always check the gauge for enough fuel for any given trip.

LICENSING PROCEDURES FOR THE STATE OF ILLINOIS

Illinois law requires an annual state approved refresher course. This is a function of the Regional Office of Education. Bus driving permits are renewed annually.

POST TRIP WALK THROUGH

The post trip walk-through is as important as the pre-trip inspection. At the end of each trip you MUST physically walk from the front of the bus to the rear and look in every seat. Double check seats as you return to the front. This activity is required by law and by district policy. Students of any age are capable of falling asleep and remaining on the bus. This last inspection at the end of each trip will help you eliminate the possibilities of inadvertently leaving a student on the bus.

RADIO USE

Two-way radios should be used for official purposes only. Two-way radios should never be used to share confidential information or information that is not time sensitive. Two-way radios are primarily a safety tool, in place to allow communication among drivers, schools and the bus garage related to route conditions and the safe transportation of students.

Bus drivers are expected to carry school cell phones (or personal cell phones if they wish) for situations where two-way radio communication may be impossible.

DRUG AND ALCOHOL TESTING – USING TOBACCO POLICY

The use of drugs, alcohol or tobacco shall be prohibited on School District property by all persons at all times. School employees are prohibited from using tobacco products while on school property or at any off campus school sponsored event. The School

District shall adhere to federal laws and regulations requiring a school bus driver to participate in a drug and alcohol-testing program.

DRIVER ABSENCES

All absences are to be reported to the Director of Transportation as early as possible, but in all cases prior to the intended absence. Each driver is allowed 10 sick days and 3 bereavement days.

ARRIVAL AND DEPARTURE

Drivers should report to their bus fifteen minutes prior to the departure time. The Director of Transportation will provide trip information.

TIME SHEETS

Each driver will turn in a time sheet to the Director of Transportation. Time sheets are due on the first Monday after the last date on the time sheet.

LOADING AND UNLOADING

Load and unload approved passengers at designated stops only. This includes all routes, including the late bus routes. Drivers who change stop locations without approval, or transport non-authorized/non-approved riders (students or adults) put themselves and the District in jeopardy.

SCHOOL CANCELLATION POLICY

The superintendent will attempt to notify all school personnel of school cancellations using the Blackboard Connect program.

DRIVER DISCIPLINE PROCEDURES

This handbook is intended to be a guide to cover many of issues and questions drivers may have, however it cannot cover every issue that may arise. Drivers are expected to follow procedures outlined in this handbook. Failure to do so will result in disciplinary action. Disciplinary action will often take place in four stages; however, the superintendent may choose to omit steps 1, 2 and/or 3 if the severity of an incident so warrants.

1. Conference with Director of Transportation and (if necessary) Superintendent
2. Formal letter of reprimand to be placed in the driver's personal file
3. Unpaid leave/suspension
4. Termination of employment

EVACUATION DRILLS

Each bus driver must have an evacuation procedure for his/her bus. This procedure must be practiced with students each year, in cooperation with the building principal. This drill must be done on school property and shall include all students.

EXTRA CURRICULAR TRIPS

Extra-curricular trips will be assigned according to a schedule established by the Director of Transportation. Saturday trips will be as assigned according to a schedule designed by the Director of Transportation.

DRIVER/ADMINISTRATION COMMUNICATION – STUDENT DISCIPLINE

It is the bus driver's responsibility to initiate communication with the building administrator regarding student conduct and bus conduct referrals. Problems are effectively handled when drivers communicate behavior problems in a conference setting. Drivers are also encouraged to maintain open lines of communication with parents of the bus students. All bus conduct reports go the principal where the student attends classes. The Principal, Director of Transportation, Superintendent and the Board of Education will support good decision-making. The driver is expected to be able to manage the students. Safety is the #1 priority. Post and go over rules so that all passengers can see and understand them.

STUDENT PROCEDURES AND EXPECTATIONS

The table below outlines behavioral expectations for students during bus rides. It is the driver's responsibility to be aware of and enforce the expectations below:

Stark County School Bus Procedures and Expectations

Student Bus Procedures	
Respect	Keep voices quiet and silent on railroad crossings
	Voices low
	Stay seated
Responsibility	Keep bus clean and damage free
	Listen and obey the bus driver or monitor
	Keep all school rules on the bus
	Follow exit procedures to stay safe on the bus
	Respect others and property
Relationships	Be courteous of others and use kind words and gestures
	Stay seated and keep hands and feet to yourself

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event.

BUS INFORMATION

General discipline procedures the bus drivers will follow:

(Please see Behavior Matrix on page 12 for a table of bus expectations)

1st violation – Warning. Bus conduct report filled out by the bus driver and sent home. A copy will be provided to the office.

2nd & repeated violations – May result in disciplinary consequences, including suspension from riding the school bus. Parent/guardian will be contacted. Parent/guardian may be responsible for transporting the student to and from school.

The building principal maintains the authority to modify a penalty depending on the circumstances involved or to immediately implement bus suspension or recommendation for expulsion from the bus, if the severity of the incident warrants.

Transportation for pupils residing at a distance of 1½ miles or more from the school will be provided. The right of all students to ride on a school bus is dependent upon their proper behavior and observance of the rules and regulations established by the district. The school has no obligation to transport those that cannot or will not comply with these rules and regulations.

BUS CHANGES

Parents of bus students may request that their child be dropped off at a house other than their home (babysitter). In order for the request to be approved by the school office, the following conditions must be followed.

- a. A written note must be on file in the school office.
- b. The student must be a bus rider.
- c. This must be a permanent arrangement.
- d. There must be room on the bus.
- e. The destination must be on a regular bus route.

SHUTTLE BUS

The shuttle busses will leave from at 7:30 a.m. each day. This will allow bus students to arrive in time to eat breakfast.

SEATING CHARTS

Encouraged, but at the discretion of the driver.

ABUSIVE CONDUCT BY A STUDENT

If at any time a student becomes abusive or becomes a danger to other students, the driver will use the following procedures:

1. Pull the bus over and stop.
2. Separate the abusive student from other students.
3. Notify the Stark County Principal's office or the Superintendent's office, and if the driver deems necessary,
4. Call the Sheriff's office and inform them of your situation – or request the school office to do so.

WHAT TO DO IF YOU HAVE AN ACCIDENT

Contact the Director of Transportation at 286-2451 or by your two-way radio. If you are in a situation where you cannot reach the base radio, contact the police yourself.

1. STOP immediately in a safe location.
2. Check safety and well-being of students and condition of bus. Evacuate bus if necessary.
3. If evacuation is deemed necessary, secure student ride list and first aid kit before exiting bus.
4. Contact emergency response personnel if necessary.
5. Contact school office, Director of Transportation or Unit Office for instructions on how to proceed.
6. MAKE NO COMMENT or statement regarding the accident, except to the police.
7. GET NAMES AND ADDRESSES of all witnesses and injured persons, license numbers or any other vehicle involved. Get the name and address of the other driver, any passengers and their insurance company if possible.
8. DO NOT LEAVE THE SCENE UNTIL YOU RECEIVE AUTHORIZATION FROM THE SCHOOL DISTRICT ADMINISTRATION.

ABOVE ALL ELSE, YOUR PRIMARY RESPONSIBILITY CONTINUES TO BE THE SAFETY AND SECURITY OF YOUR STUDENTS.

WHAT TO DO IF YOU HAVE A BUS FIRE

Contact the Director of Transportation at 286-2451 or by your two-way radio. If you are in a situation where you cannot reach the base radio, contact the police yourself.

1. STOP immediately in a safe location.
2. Evacuate bus.
3. If evacuation is deemed necessary, secure hand-held fire extinguisher, student ride list and first aid kit before exiting bus. (Driver may attempt to put out fire if he/she can do so.)
4. Contact emergency response personnel if necessary.
5. Contact school office or Unit Office for instructions on how to proceed.
6. MAKE NO COMMENT or statement regarding the accident, except to the police.
7. GET NAME AND ADDRESSES of all witnesses and injured persons, license numbers or any other vehicle involved. Get the name and address of the other driver, any passengers and their insurance company if possible.
8. DO NOT LEAVE THE SCENE UNTIL YOU RECEIVE AUTHORIZATION FROM THE SCHOOL DISTRICT ADMINISTRATION.

ABOVE ALL ELSE, YOUR PRIMARY RESPONSIBILITY CONTINUES TO BE THE SAFETY AND SECURITY OF YOUR STUDENTS.

WHAT TO DO IF YOU HAVE A MECHANICAL ISSUE WITH YOUR BUS DURING A ROUTE

Contact the Director of Transportation for instructions. If you are in a situation where you cannot reach the base radio - contact a school office or the Unit Office.

EMERGENCY WARNING CODES

A copy of these codes should be kept on your busses. Listen carefully when you hear a transmission indicating Code-RED-YELLOW-WHITE-GREEN.

A Code RED indicates there is a serious/dangerous situation in or around the school and students who are already in the building will be instructed to sit on the floor away from windows and doors. All building doors will be locked.

A Code YELLOW is issued when an orderly evacuation of the building is necessary.

A Code WHITE indicates a danger in the community and again all entrance doors to the building will be locked.

A Code GREEN will be given when normal classroom routines may be resumed.

FIRST AID KITS

A student should be shown how to open the first aid kit and given instruction about the contents in the event of an accident. Drivers are expected to be familiar with opening the first aid kit and its contents. Replacement contents are available through the Director of Transportation.

RIDER LISTS

All drivers will receive a copy of a rider list from the Director of Transportation listing your student riders for regular routes. All drivers will receive a copy of a rider list from the building principals for shuttle routes. These lists will probably change throughout the year. The driver should work cooperatively with the Director of Transportation and the building principals in an effort to keep lists up to date and accurate.

Only authorized/approved riders should be transported on district vehicles. This includes students as well as adults.

CELL PHONE USE

Illinois prohibits school bus drivers from using cell phones while operating a bus except during emergency situations.

AM/FM RADIOS

Most buses are equipped with AM/FM radios. Each driver is permitted to play this radio and control the volume. Students are not allowed access to the radios. Unacceptable language and topics on radios are not permitted on buses.

BACKING THE BUS

Do not back your bus without knowing the path is absolutely clear. Under no circumstances will you back the bus to pick up a student. If backing is a must, pick up the student first then back to accommodate your route. You are considered guilty by Insurance Companies in almost all back up accidents.

Acknowledgment of Receipt of Stark County CUSD #100 Handbook

1. This is to certify I received a copy of the Stark County CUSD #100 Bus Employee Handbook or have agreed to review the handbook online at the District website www.stark100.com. I understand it is my responsibility to read it and become familiar with the policies and procedures that concern my employment. I agree as a condition of my employment with Stark County CUSD #100, I will comply with the rules, policies and procedures therein described and understand that failure to do so may lead to disciplinary action being taken against me, including discharge.
2. This Handbook is not a contract between Stark County CUSD #100 and any employee.
3. I acknowledge I have been given ample opportunity to review the contents of this handbook. I have discussed the contents with an attorney of my choice, or have waived my right to do so. In either event, I fully comprehend the contents and applicability of this Handbook.

Signature of Employee

Date

Print name

Please return this signed and dated form to the Stark County CUSD #100 Board of Education Office.