

# ***TRANSPORTATION DEPARTMENT MANUAL***

Tippecanoe School Corporation

21 Elston Road

Lafayette, Indiana 47909

## TABLE OF CONTENTS

<b>PREFACE</b> .....	5
<b>OFFICES AND SCHOOLS</b> .....	6
<b>ADMINISTRATION</b> .....	7
Administrative Procedure for Problems .....	7
<b>OPERATIONS</b> .....	8
<b>DRIVERS</b>	
Job Qualifications .....	9
Responsibilities .....	9
Substitutes .....	10
Evaluations.....	10
Driver Discipline Procedures .....	11
Termination of Employment .....	12
Leaves .....	12
Remuneration .....	12
Wage Schedule .....	13
Passengers .....	13
General .....	14
Transportable Items .....	14
Inclement Weather Procedures .....	15
<b>ACCIDENTS</b>	
When Accidents Occur .....	16
Driver Responsibilities at Accident Scene .....	16
Dispatch Responsibilities .....	17
<b>EMERGENCY</b>	
Emergency Management Guidelines .....	18
Perception of Threat .....	18
Overt Threat .....	18
Physical Assault .....	18
Armed Assault .....	18
Hijacking .....	18
Bomb .....	18
Medical Emergencies .....	18
Anaphylactic Reactions .....	19
<b>PROCEDURE FOR PERCEIVED THREAT</b> .....	20
Event Near or on Bus .....	20
Overt Action by Individual .....	20
Physical Assault .....	20
Armed Assault .....	21
Hostage Situation .....	21
<b>EVACUATION</b>	
Bus Evacuation Drills – General Considerations .....	22
Selection of Student Helpers .....	22
Evacuation Drill Procedures .....	23

<b>Bus Evacuation – General Considerations .....</b>	<b>24</b>
<b>Decision to Evacuate .....</b>	<b>24</b>
<b>Mandatory Evacuation .....</b>	<b>24</b>
<b>Evacuation Procedures .....</b>	<b>24</b>
<b>Secure the Bus .....</b>	<b>25</b>
<b>Order the Evacuation .....</b>	<b>25</b>
<b>TRANSPORTATION FOR SCHOOL EVACUATIONS.....</b>	<b>27</b>
<b>Prior to any Emergency.....</b>	<b>27</b>
<b>Information Needed .....</b>	<b>27</b>
<b>Response to drivers .....</b>	<b>27</b>
<b>Contact School.....</b>	<b>27</b>
<b>ROUTING</b>	
<b>Route .....</b>	<b>28</b>
<b>Transported &amp; Non-Transported Areas .....</b>	<b>28</b>
<b>Safe Driving Guidelines .....</b>	<b>29</b>
<b>Assigned Stops .....</b>	<b>29</b>
<b>Turnaround Procedure.....</b>	<b>30</b>
<b>LOADING AND UNLOADING PROCEDURES .....</b>	<b>30</b>
<b>General Considerations .....</b>	<b>30</b>
<b>Loading Procedures on Route.....</b>	<b>30</b>
<b>Unloading Procedures on Route .....</b>	<b>31</b>
<b>Procedure for Students.....</b>	<b>31</b>
<b>Unloading Procedures at School.....</b>	<b>31</b>
<b>Special Dangers .....</b>	<b>31</b>
<b>RADIO PROCEDURES</b>	
<b>Federal Communications Commission Rules .....</b>	<b>32</b>
<b>Radio Usage .....</b>	<b>32</b>
<b>FIELD TRIPS</b>	
<b>Classification .....</b>	<b>33</b>
<b>Responsibilities .....</b>	<b>33</b>
<b>Regulations .....</b>	<b>34</b>
<b>Applications .....</b>	<b>34</b>
<b>Driver Vouchers .....</b>	<b>34</b>
<b>Allocation of Money .....</b>	<b>34</b>
<b>Schedule of Fees .....</b>	<b>35</b>
<b>Billing .....</b>	<b>35</b>
<b>Outside Agency .....</b>	<b>35</b>
<b>Distribution of Trips .....</b>	<b>35</b>
<b>BEHAVIORAL MANAGEMENT</b>	
<b>State Statute .....</b>	<b>37</b>
<b>Driver Authority .....</b>	<b>37</b>
<b>General Considerations .....</b>	<b>37</b>
<b>Behavioral Management Tips .....</b>	<b>37</b>
<b>Student Responsibilities .....</b>	<b>38</b>
<b>Behavioral Management Framework .....</b>	<b>39</b>
<b>Behavioral Management Procedures .....</b>	<b>39</b>

<b>Parent(s) Responsibilities .....</b>	<b>40</b>
<b>Drivers Seat Belt Guidelines .....</b>	<b>41</b>
<b>SEXUAL HARASSMENT</b>	
<b>General Considerations .....</b>	<b>42</b>
<b>Procedures .....</b>	<b>42</b>
<b>Disciplinary Action .....</b>	<b>43</b>
<b>MAINTENANCE OPERATIONS .....</b>	<b>44</b>
<b>MAINTENANCE</b>	
<b>Care of Vehicle .....</b>	<b>45</b>
<b>Pre-Trip/Post-Trip Procedures .....</b>	<b>45</b>
<b>Breakdown .....</b>	<b>46</b>
<b>Winter Operations .....</b>	<b>47</b>
<b>Winter Operations for Closing of School.....</b>	<b>48</b>
<b>OPERATION OF SCHOOL-OWNED VEHICLES</b>	
<b>Rules and Regulations.....</b>	<b>49</b>
<b>APPENDIX A</b>	
<b>Substance Abuse Policy</b>	
<b>Table of contents .....</b>	<b>50</b>
<b>Statement of Purpose &amp; Policy.....</b>	<b>51</b>
<b>Testing Procedures Regulations .....</b>	<b>52</b>
<b>Disciplinary Procedures .....</b>	<b>60</b>
<b>Confidentiality &amp; Release of Information .....</b>	<b>61</b>
<b>Abbreviations and Terms .....</b>	<b>62</b>
<b>SUMMARY .....</b>	<b>64</b>

## **PREFACE**

**THIS MANUAL IS PREPARED BY THE TIPPECANOE SCHOOL CORPORATION TRANSPORTATION DEPARTMENT AS A MEANS OF PROVIDING SCHOOL BUS DRIVERS, PRINCIPALS AND TEACHERS WITH WRITTEN, AUTHORITATIVE INFORMATION THAT IS READILY AVAILABLE FOR REFERENCE AND GUIDANCE.**

**THE FOLLOWING WRITTEN RULES, REGULATIONS, AND PROCEDURES ARE DESIGNED PRIMARILY TO IMPROVE THE TRANSPORTATION SYSTEM SO THAT IT STRENGTHENS THE EDUCATION PROGRAM OFFERED WITHIN OUR COMMUNITY.**

**ONE IMPORTANT CHARACTERISTIC OF A GOOD DEPARTMENT IS THE ABILITY TO RESPOND TO NEW SITUATIONS WITH A REASONABLE DEGREE OF FLEXIBILITY. MANUALS SHOULD CHANGE JUST AS EVERYTHING ELSE DOES. EVERY ATTEMPT WILL BE MADE TO KEEP THIS MANUAL POSTED WITH CHANGES AS THEY OCCUR.**

**“COMMUNICATION IS A TWO-WAY STREET.” THIS STATEMENT IS TRITE, BUT TRUE. IF THIS MANUAL IS NOT READ AND STUDIED, COMMUNICATION WILL HAVE BEEN ABORTED AND COMPLICATIONS WILL INVARIABLY ARISE. THIS INFORMATION DOES NOT PROVIDE ALL THE ANSWERS, BUT SHOULD PROVE BENEFICIAL IN ESTABLISHING A FOUNDATION FOR EXECUTING A GOOD TRANSPORTATION PROGRAM.**

## OFFICES AND SCHOOLS (Revised 8/2017)

### OFFICES

Central Office 474-2481

### TRANSPORTATION

Greg Haltom Director Cell 426-1480 Ext 4937

Doug Caldwell Operations Manager Cell 714-6818 Ext 4932

Steve Leman, Service Mgr. (6:00-3:00) Ext 4940

Kirk Brooks, Shop Foreman (8:00-5:00) Ext 4939

**After hours for Steve in an Emergency situation (765) 589-3471**

Use his personal cell # as last resort please Cell 404-1833

Brenda Cunningham Ext 4931

Christy Schutter Ext 4936

Sarah Knowles Ext 4934

Andrew Burnett Ext 4933

Indiana State Police 567-2125

Lafayette City Police 807-1200

Tippecanoe County Sheriff Department 423-9321

### SCHOOLS

Battle Ground Elementary John Pearl 567-2200

Battle Ground Middle School Jodi Day 269-8140

Burnett Creek Elementary Matt Ridenour 463-2237

Cole Elementary Mike Pinto 523-2141

Dayton Elementary Courtney Wildoner 447-5004

East Tipp Middle School Shadd Buss 589-3566

Harrison High School Cory Marshall 463-3511

Hershey Elementary Linda Fields 269-8280

Klondike Elementary Scott Peters 463-5505

Klondike Middle School Chris Cannon 463-2544

Mayflower Mill Elementary Shannon Cauble 538-3875

McCutcheon High School John Beeker 474-1488

Mintonye Elementary Robert Skaggs 538-2780

Southwestern Middle School Kyle Spray 538-3025

Wainwright Middle School Neal McCutcheon 269-8350

Wea Ridge Elementary	Michael Gabauer	471-9321
Wea Ridge Middle School	Fred Roop	471-2164
Woodland Elementary	Bruce Hull	269-8220
Wyandotte Elementary	Mary Beth Fitzgerald	772-7000

## **ADMINISTRATION (Revised 8/2015)**

Responsibilities:

### **Director of Transportation**

Administers the overall transportation program to effectively and efficiently meet requirements of daily instructional programs and other programs requiring transportation assistance.

### **Fleet Manager**

Supervises the mechanical staff. Responsible for service and maintenance of Tippecanoe School Corporation's fleet of vehicles. Purchases all repair parts and supplies. All other duties as assigned by the Director.

### **Shop Foreman**

Supervises and assigns all work to mechanical staff. Responsible for intake and inventory of parts. Interacts with drivers regarding vehicle issues. Any other duties assigned by the Fleet Manager/Director of Transportation.

### **Operations Manager**

Supervises the driving staff. Maintains proper discipline procedures for the Transportation Department. Investigates complaints and accidents involving Tippecanoe School Corporation buses. Recruits and interviews new applicants. All other duties as assigned by the Director.

### **Routing Specialist**

Responsible for routing and ensuring staffing of all buses in the Corporation. Investigates route complaints and provides solutions as approved by the Director. Acts as the IT liaison for the Department.

### **Financial Secretary**

Responsible for the accounting duties within the Department. All other duties as assigned by the Director.

### **Operations Secretary**

Responsible for the operational duties within the Department. All other duties as assigned by the Director.

### **Fleet Secretary**

Responsible for Field/Extracurricular trip program and other duties as assigned by the Director/Fleet Manager.



## **Administrative Procedure for Problems**

1. A driver's concerns and problems should be discussed with the **Operations Manager**. If it is a mechanical problem or concern, it should be discussed with the **Shop Foreman** first, then the **Fleet Manager**. Routing issues should be directed to the **Routing Specialist**.
2. If the concern cannot be resolved, it should be discussed with the **Director of Transportation**. The Director may request that the concern or problem be submitted in writing.
3. If the decision and/or response of the Director of Transportation does not resolve the problem, then the problem or concern shall be submitted to the **appropriate Central Office Administrator**.
4. If the problem is not resolved through the above steps, then a proper remedy may be sought from the **Superintendent of Schools**. A driver's problems or concerns shall be submitted in writing to the Superintendent.
5. If the problem is not resolved through the above steps, then a driver may seek permission from the **Superintendent** to have the matter placed before the **Board of Trustees**.

## **OPERATIONS**

**AS OPERATORS OF SCHOOL BUSES, YOU ARE ENGAGED IN THE HIGHEST TYPE OF ENDEAVOR, THE EDUCATION OF THE FUTURE CITIZENS OF OUR COMMUNITY. SCHOOL BUSES ARE ACTUALLY THE FIRST CLASSROOMS OF THE DAY. A STUDENT'S EXPERIENCES ON THE BUS OFTEN ESTABLISH HIS/HER ATTITUDE FOR THE ENTIRE DAY. IN THIS RESPECT, SCHOOL BUSES ARE ALSO THE LAST CLASSROOMS OF THE DAY. A STUDENT'S LAST IMPRESSION ON THE BUS OFTEN REFLECTS IN HIS/HER REPORTING OF THE DAY'S SCHOOL ACTIVITIES.**

## **DRIVERS**

### **A. Job Qualifications (Revised 7/2016)**

1. Corporation.
  - a. Possess a valid Class B Commercial Driver's License with the following endorsements:
    1. Air Brake Endorsement.
    2. Passenger Endorsement.
    3. School Bus Endorsement.
  - b. Obtain a Certificate of Completion of a physical examination that the driver possesses the physical characteristics required in IC 20-9.1-3.1 Section 1 Subsection 7 which are as follows:
    1. Sufficient physical ability to be a school bus driver, as determined by the State School Bus Committee.
    2. Possession and full normal use of both hands, both arms, both feet, both legs, both eyes and both ears.
    3. Freedom from a communicable disease that:
      - a. May be transmitted through airborne or droplet means.
      - b. Requires isolation of the infected person.
    4. Freedom from any mental, nervous, organic, or functional disease, which might impair the person's ability to properly operate a school bus.
    5. Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150-degree minimum and depth perception of at least 80%.
  - c. Pass a pre-employment drug test.
  - d. Meet all requirements of law and administrative agencies governing the qualification and performance of school bus drivers.
  - e. Must be able to utilize Corporation electronic communication system (email).
2. Statutory: A person may **not** drive a school bus for the transportation of school children unless the person satisfies the following requirements:
  - a. Is of good moral character.

- b. Does not use intoxicating liquor during school hours.
- c. Does not use intoxicating liquor to excess at any time.
- d. Is not addicted to any narcotic drug.
- e. Is at least twenty-one (21) years of age.
- f. Holds a valid commercial driver's license issued by the State of Indiana or any other state.
- g. Possess the physical characteristics as required in IC 20-9.1-3.1:
  - 1. Sufficient physical ability to drive a school bus.
  - 2. Possession and full normal use of both hands, both arms, both feet, both legs, both eyes and both ears.
  - 3. Freedom from any communicable disease.
  - 4. Freedom from any mental, nervous, organic or functional disease which might impair the person's ability to properly operate a school bus.
  - 5. Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision of one hundred and fifty (150) degrees **minimum** and with depth perception of at least eighty percent (80%).

**B. Job Responsibilities (Revised 8/2015)**

**DRIVER SHALL:**

1. Drive their assigned routes each day of the school year as prescribed by the Department. Should unforeseen circumstances arise necessitating a substitute driver, the Transportation Office should be notified prior to the start of the workday. **Deviations will be deducted from pay.**
2. Conduct a pre-trip inspection of their bus prior to the start of each route and post-trip inspection at the end of each route.
3. Maintain control of students while under the driver's supervision.
4. Be on their bus during loading and unloading at the schools. Students may not be left unattended on the bus.
5. Assign seats to all middle school and elementary students assigned to their bus. A seating chart must be kept by the driver/red book to reflect these seating assignments. Assigned seats to High School students is optional
6. Adhere to the assigned stops on their routes. Additional stops may only be created or deleted with the approval of the Director of Transportation.
7. Not arrive at school more than 5 minutes before the assigned a.m. unload time. (e.g. If the assigned unload time is 7:20, you may not arrive before 7:15 a.m.). Drivers should arrive at their school for afternoon pick up no earlier than 15 minutes prior to dismissal (arrive at 2:15 PM for 2:30 PM departure). **Deviations must be reported in writing to the Transportation office within 48 hours to receive payment for that shift.**
8. Report all accidents immediately to the Director of Transportation/Operations Manager and complete the necessary report forms.
9. Be responsible for the cleanliness of the inside and outside of the bus.
10. Complete all paperwork required by employer in a timely manner.
11. Report all mechanical problems promptly to the Fleet Manager.
12. Attend all meetings, schools, and training sessions required by employer.
13. Obey all laws pertaining to school buses and highways in the State of Indiana.

14. Comply with all procedures in this manual.
15. Perform other duties and responsibilities as assigned by the Director of Transportation.
16. Drivers should present themselves for duty with a professional appearance that reflects positively on the Corporation. Administrators may counsel and request drivers to change their clothing and/or grooming habits if there is a deficiency in these areas.
17. **Cell phone usage is only permitted when the bus is parked. This includes hands free units or blue tooth device. Cell phone may be used only when contacted by administration or in emergencies. You must pull to side of road and secure your bus before usage.**
18. **Drivers must carry originals of their physical, yellow card, and license while operating a bus**

### C. Substitutes

All substitute drivers will possess the same qualifications and meet the same employment requirements as regular contract drivers.

#### PERMANENT SUB

The driver reports in person to the Transportation Office at **5:45 a.m.** each school day and leaves at **9:00 a.m.** The driver will return to the Transportation Office at **1:45 p.m.** each school day and may leave at **4:30 p.m.**

#### SUBSTITUTE DRIVER

“On Call” basis. Drives only when assigned by the Transportation Office. The driver is paid only when he/she drives.

### D. Evaluations (Revised 8/2013)

1. All TSC drivers will be evaluated at least once in a 3 year period. This evaluation will be conducted by the Director of Transportation or his designee. The selected drivers will have the videos pulled when their bus is in for service. The videos will be viewed,

### G. Leaves (revised 6/2017)

#### 1. BEREAVEMENT LEAVE

A leave, **not** to exceed **five (5) consecutive or total work days**, shall be granted in the event of death of a member of the **immediate family**. Immediate family shall be defined as **spouse, parent, child, grandchild, brother, sister, grandparent and corresponding in-laws and step-relatives**. Family members not included, but residing in the employee's home, shall be considered immediate family.

#### 2. MILITARY LEAVE

Will be granted in accordance to Policy # 4437 in the Tippecanoe School Corporation Bylaws & Policies.

### 3. JURY DUTY

When subpoenaed, an employee shall receive a Leave of Absence to serve on Jury Duty. The Board shall pay the employee the **difference** between jury duty pay and the employee's normal daily wage.

### 4. LEAVE OF ABSENCE

#### A. Paid Sick Leave

1. Drivers will be granted 5 sick days per year. Drivers may use their sick days when they are ill. An employee may use up to 5 days within a calendar year of his/her available sick leave for the event of illness in the immediate family... Immediate family is defined as spouse, child, or any other relative as long as they are residing in the employee's household; and, a parent of the employee regardless of where residing. Proration will apply during the first year of service after a probationary period of 90 days.

Note: Family illness does not apply to in-laws (unless residing in your home). Family illness also does not apply to an adult daughter or son during delivery of a child, unless the daughter or son resides in your home.

A sick day should not be used as an "extra day off". If an employee is found to be malingering, disciplinary action may be taken. If a driver is sick for **3 or more consecutive days**, they must produce a doctor's excuse to return to work. In the event that the driver uses all of their allotted time off, they may request the Board of Trustees to grant them additional leave time. In the event of an extended leave, the Transportation Administrative Staff may need to take steps to ensure the effective operation of the Department, which include, but are not limited to route reassignment, assessment of leave time, or release from physician regarding fitness for duty. Excessive absences will be addressed through the disciplinary policy. The Corporation will buy back any unused days at the end of the school year. This buy back will only occur if the driver serves until the end of the school year.

#### B. Paid Personal Leave

1. Drivers will be granted 1 personal business day per year. This day must be scheduled at least 10 business days prior to the day being requested when possible. Personal days will be granted by the Director of Transportation with respect to the operation of the Department. Personal days may be withdrawn by the Director of Transportation should the needs of the Department dictate such action. The Corporation will buy back any unused days at the end of the school year. This buy back will only occur if the driver serves until the end of the school year.

### 5. LEAVE BUY BACK POLICY

#### A. Buy back of unused leave days

1. Drivers will be compensated for unused leave days as described below:

- A. 6 days: \$1,000
- B. 5 days: \$ 900
- C. 4 days: \$ 800
- D. 3 days: \$ 500
- E. 2 days: \$ 200
- F. 1 day: \$ 100

## H. Employment (Revised 7/2016)

1. All drivers are expected to comply with the terms of the policy manual.
2. Any step increases will take effect at the beginning of the school year.
3. Any annual pay increases will become effective January 1st of each year.
4. Drivers will be paid on the 5<sup>th</sup> & 20<sup>th</sup> totaling twenty (20) installments.
5. **All drivers will agree to drive the route assigned to them. Route assignments can only be changed by the Director of Transportation.**

## I. Remuneration (Revised 6/2017)

1. Hourly route pay will be calculated from time of departure from your base to return to your base both morning and afternoon plus ½ hour for pre/post duties.
2. Drivers will be paid for each “student day” according to the approved wage schedule. Drivers will also be compensated with a **training wage for Corporation-mandated training**, the annual Summer Safety Meeting, annual Orientation Meeting, and Back to School activities, and any other detail deemed necessary by the Transportation Department.
3. School buses equipped with block heaters, the drivers will be compensated for electrical expense due to usage of block heaters. This amount will be determined annually by a rate projected by the Public Service Commission.
6. Drivers will be given the required Commercial Driver’s License physical. (It is a **driver’s** responsibility to send the required Commercial Driver’s License physical to the Bureau of Motor Vehicles or request the Transportation Department to forward a copy of the report.)
7. A driver who is at least fifty-five (55) years of age, and with a minimum of ten years of service to Tippecanoe School Corporation, will receive fifty dollars (\$50.00) per year of service upon **retirement**.

## **TIME & ATTENDANCE TABLET**

Each bus is equipped with a tablet for time and attendance for each driver. You will need to clock in and out before and after each shift. You will receive documentation in regards to usage of tablet.

### **Wage Schedule**

<b>Experience</b>	<b>Rate</b>
0	\$18.10 per hour
1	\$18.29 per hour
2-3	\$18.48 per hour
4-5	\$18.66 per hour
6-7	\$18.85 per hour
8-9	\$19.04 per hour
10-15	\$20.00 per hour
16-20	\$21.01 per hour
21+	\$22.06 per hour

Each individual driver is responsible for providing proof from former employers regarding past experience. Our office will not be responsible for paying an elevated experience rate until we have proof on file.

#### **Field Trip Hourly Rate (1/2017)**

1. \$12.94 per hour.
2. Two hour minimum pay.

#### **Maintenance/Fueling (1/2017)**

1. \$12.94 per hour

Drivers will be paid hourly rate for their drive time **to and from** the Service Center for scheduled maintenance. We do not pay for fueling done outside of route time.

**Unscheduled maintenance which includes minor bus repair and fueling should be done during lay over between routes as time allows.**

#### **Meeting Hour Rate (1/2017)**

1. \$12.94 per hour

Drivers will need to set up appointments to see Director of Transportation, Operations Manager or Routing Coordinator. Non schedule meetings will not be compensated.

#### **Parental Route Notification**

1. Double route drivers will receive 4 hrs. of meeting pay **if calls are completed by Aug 14, 2017.**

Single route drivers will receive 2 hrs. of meeting pay **if calls are completed by Aug 14, 2017.**

### **On-call pay**

Drivers who choose to be on-call for weekend field trips will be selected by availability from a pool and paid a minimum of 2 hours of pay. This will be paid in addition to any hours they may have to work as a result of being utilized on a call out basis.

### **Benefits**

1. Social Security (FICA)
  - a. Employer pays 7.65% of employee's gross wages.
  - b. Employee pays 7.65% of his/her gross wages.
2. CDL Physical Exams/ Drug Testing will be provided by the Corporation.
3. Retirement - a bus driver who is at least 55 years of age and has a minimum of ten (10) years of service to Tippecanoe School Corporation will receive \$50.00 per each year of service upon retirement.

### **Patient Protection and Affordable Care Act (PPACA) 8/2013**

Tier 1: a. Drivers with routes over 30 hours: will be required to drive field/extracurricular trips only on an "as needed" basis.

b. Drivers with routes under 30 hours: will be required to drive field/extracurricular trips so that their total times will equal the minimum 30 hour per week requirement.

Tier 2:

a. Drivers with routes under 30 hours: may drive field/extracurricular trips as long as their combined route and trip times don't exceed 30 hours.

### **J. Passengers (Revised 8/2006)**

The school bus is operated strictly for the transportation of authorized school children except where provided by law or special circumstances approved by the Corporation.

1. Adult transportation is not acceptable, unless authorized by the Director of Transportation.
2. Convenience situations (i.e., flat tire, getting to work, no car available) are not acceptable.
3. True emergencies (i.e., car stranded in snow drift) acceptable for Tippecanoe School Corporation employees or for person known by the driver on a single-trip basis **AFTER** securing permission.
4. Preschoolers will not be transported at any time.
5. Students who attend Full Day kindergarten will be transported to and from school. A.M. students will be transported to school and P.M. students will be transported from school to home.
6. Special Education Students, whenever possible, will be transported by regular school buses to schools in their attendance areas.
7. Private Schools.
  - a. All children attending private schools and living on or along regularly traveled bus routes will be provided transportation without charge. Pick-up points and unloading points for children attending private schools will be established by the drivers in consultation with the Director of Transportation.
  - b. These children must comply with the distance criteria required of all public school students. Transportation for private school students will be provided only if seating



- space is available on the buses serving their residential areas.
8. Transfers granted to schools located outside of their regular attendance areas will be required to provide their own transportation unless special arrangements are approved by the Director of Transportation.
  9. Students will be assigned to buses serving their attendance area. No change in the assignment will be made without authorization from the Director of Transportation.

#### **K. General (Revised 8/2015)**

1. **Tobacco use on TSC grounds or TSC vehicles is not permitted.**
2. Employees will wear appropriate clothing that is neat in appearance, clean and in conformance with normal workday standards. Examples of **inappropriate** dress are:
  - a. Halter tops.
  - b. Tank tops.
  - c. Tube tops.
  - d. **“Short”** shorts.
  - e. Undergarment-type T-shirts.
  - f. **Footwear must have toes and backs covered... No flip flops, Crocs, or sandals.**
  - g. No “muscle” shirts shall be worn.
3. Employees will utilize the Synovia Time and Attendance tablets that are located in their buses to log in and out of assignments. **If a driver fails to log in or out of an assignment, they must report the incident in writing to the Transportation Office within 48 hours. Unreported failures to log in or out will be addressed through the employee discipline policy.**

#### **L. Transportable Items for Tippecanoe School Corporation Buses (Revised 8/2007)**

1. Tippecanoe School Corporation policy allows items that may be held on a student’s lap, below seat level, without visual obstruction to the driver and which may be stored under the seat, to be transported on buses.
2. Tippecanoe School Corporation policy does not allow the following items to be transported on buses:
  - a. Flammable liquids.
  - b. Animals with the exception of service animals.
  - c. Glass objects.
  - d. Any other object that does not meet the criteria outlined above in #1.
3. In regard to musical instruments, the following instruments will be allowed to be transported:
  - a. Trumpet - If held upright between the student’s legs.
  - b. Trombone - If held upright between the student’s legs.
  - c. Bass Clarinet - If held upright between the student’s legs.
  - d. Tenor Sax & Alto Sax- If held upright between the student’s legs.
  - e. Flute - To be held on the student’s lap.
  - f. Clarinet - To be held on the student’s lap.

- g. Oboe - To be held on the student's lap.
- h. Bassoon - Must be stored under the seat.
- i. Piccolo - To be held on the student's lap.

4. **All other musical instruments will not be allowed to be transported on Tippecanoe School**

**Corporation buses.**

- 5. Due to space limitations on individual buses, students may be limited in the number of carry-on bags they will be allowed to transport.
- 6. Items may not be transported on top of the engine compartments of transit buses or stored in aisle ways.

**M. Inclement Weather Procedures (Revised 2/2015)**

1. School closings:

The decision to cancel classes for the day will typically be made by 5:45 a.m. News media will be notified and the cancellation information will be broadcast by 6:00 a.m. Drivers should monitor local news and subscribe to Pinwheel if possible.

2. Early school dismissal:

Early dismissal times may occur on one-half (½) hour intervals beginning at 9:00 a.m. and extending through 10:30 a.m., then beginning again at 12:30 - 1:30 p.m.

- a. In cases of extreme emergencies, early dismissal may take place during the lunch program.
- b. We anticipate a one-hour delay between the time the decision is made and the actual dismissal time.

3. Severe weather and tornadoes:

In the event of a tornado, drivers should be prepared for two situations:

a. **On a route:**

- 1. Do **not** attempt to outrun a funnel cloud.
- 2. If possible, make a ninety (90) degree turn and move perpendicular to the movement of the cloud.
- 3. Seek a depressed area (a deep ditch along the road or possibly a culvert) which will provide protection for the children. Direct the students to disembark the bus and **lay in the depressed area or in the culvert.** The area selected for protection should be a substantial distance from the bus since strong winds could upset it or move it from a parked position.
- 4. Instruct the older, heavier pupils to stay with the younger, lighter students so they can hold on to each other should high winds develop. Heavy rainfall may accompany the storm. Brief pupils to accept unusual condition and to **remain in their positions.**

b. **At school:**

- 1. Direct the students to return to the school building. Students should be directed to designated shelter areas within the building.
- 2. Do **not** leave the school building until the immediate threat has passed.

c. **Driving in High Winds:**

Strong winds affect the handling of a school bus. The side of the bus acts like a sail on a sailboat. Strong winds can push a bus sideways. They can even move the bus off the road or, in extreme conditions, tip it over. If you are caught in strong winds:

1. Keep a strong grip on the steering wheel. Try to anticipate gusts.
2. Slow down to lessen the effect of the wind, or pull off the roadway and wait for the wind to subside.
3. Contact the office for updated weather information and how to proceed on your route.

## **ACCIDENTS**

**IN SPITE OF ALL PRECAUTIONS, THE POSSIBILITY OF ACCIDENTS CANNOT BE ENTIRELY ELIMINATED.**

### **A. When Accidents Occur:**

1. Secure vehicle. Stop and **turn off** the ignition.
2. Take a quick check of the injury status of students on your bus. Then check injury status of the other driver.
3. Notify Transportation:
  - a. **Speak calmly.** If there is current radio traffic, wait until the first lull and then give your bus number followed by 10-50.
  - b. Give location of accident.
  - c. State whether it is property damage (PD) or personal injury (PI).
4. **Do not** move bus until authorized to do so by the Police or by Transportation Management.
5. Secure the accident scene by properly placing warning triangles.
6. Do a walk-through of your bus and check each student for minor bumps and scrapes or emotional distress.
7. Make a list of all students on board and document seat locations at the time of the accident.
8. If you have to evacuate your bus, please make sure the side window is open and the microphone is outside the window to allow communications to continue. Follow emergency evacuation procedures.
9. Discuss the accident **WITH ONLY AUTHORIZED PERSONS.**
  - a. Investigating officer.
  - b. Director of Transportation (or designee in his absence).
  - c. School authority.
10. **REPORT EVERY ACCIDENT. A REPORT IS REQUIRED, NO MATTER HOW MINOR THE ACCIDENT. FAILURE TO REPORT AN ACCIDENT IS GROUNDS FOR TERMINATION**

## **B. Driver Responsibilities At Accident Scene**

1. The driver should not leave students unattended at any time.
2. Assign students to stay with and give support to injured and emotionally distressed students.
3. If there are injured students on board and there is no immediate need to evacuate, **DO NOT** move them until checked by medical personnel.
4. If students need to be removed from the bus in a non-emergency situation, follow these procedures:
  - a. Make sure all students take book bags and other personal belongings with them.
  - b. After all students have exited the bus, use your seating chart to take attendance.
  - c. Use your student helpers to keep students together in one location.
  - d. Students may not be released to any other individual unless authorized by Tippecanoe School Corporation Administrative Personnel who are on the scene.
  - e. If a student is released to another individual, a log must be kept showing:
    1. Name.
    2. Address.
    3. Address of where the student is being taken.
  - f. If students are removed from the scene by Tippecanoe School Corporation buses, a log should be kept noting the names of students and which bus they were assigned to.
5. Driver should periodically check on the condition of the injured and emotionally distressed students until they are removed from the bus.
6. Properly display reflectors for a breakdown situation.

## **C. Dispatch Responsibilities When Bus Is Involved In An Accident**

1. Notify the Director of Transportation and/or Operations Manager.
2. Notify 911. Advise if personal injury (PI) or property damage (PD).
3. Notify next in chain of command: Safety Director (Steve Tobias)
4. Notify building Principal
  - a. Print out student list with telephone numbers.
  - b. You may use the following format: Mr./Mrs. \_\_\_\_\_, this is \_\_\_\_\_ from Tippecanoe School Corporation Transportation. Bus \_\_\_\_\_, which is the bus your son/daughter rides, has been involved in an accident. Your son/daughter has been injured and is being transported by ambulance to \_\_\_\_\_ hospital. (Or your son/daughter was not injured and will be transported by Bus \_\_\_\_\_.) Please do not go to the accident scene.

## EVACUATION (Revised 8/2014)

### A. Bus Evacuation Drills - General Considerations

1. An emergency situation can happen to anyone, anytime, anywhere. Knowing what to do before, during, and after an evacuation can mean the difference between life and death. The military agencies have determined that there is no substitute for drills if people are to act instinctively and quickly in emergency situation. Panic can be avoided and injuries can be reduced, if students are informed and well trained in all phases of school bus evacuation.
2. School bus evacuation drills will be conducted a **minimum** of one time per school year.
3. The Director of Transportation or his designee will designate drill times and locations.
4. If weather conditions are not conducive to a safe drill it will be postponed and rescheduled.
5. Drills will be held on school property to avoid any problem of liability or insurance coverage.
6. The time it takes to evacuate the bus is important, but getting the students off the bus in a **safe** and **orderly** manner is **also important**.
7. The purpose of Evacuation Drills is to arm the student with knowledge of emergency exits on the bus and emergency procedures.
8. **THINK - USE GOOD JUDGEMENT - COOPERATE - THINK WHY WE'RE DOING THIS.**

### B. Selection of Student Helpers

1. Each bus should have five (5) student helpers.
  - a. Two (2) student helpers will be assigned to the front door and the emergency window exits between seats one (1) and seven (7).
  - b. Two (2) student helpers will be assigned to the side or rear emergency exit and the emergency window exits between seats seven (7) and fourteen (14). 1 student will lead the students from bus.
2. Qualifications for helpers:
  - a. Maturity.
  - b. Respected by fellow students.
  - c. Physically and mentally capable.
  - d. Ideally, one of the first on in the morning and one of the last off at night.
3. Student Helper Responsibilities:
  - a. Become familiar with exact locations of fire extinguishers, flags, flares, and warning devices.
  - b. To assist the driver in getting students off the bus in a safe and orderly manner.
  - c. Learn the proper procedure for exiting through the emergency window exits and roof hatches.
  - d. Leading students to a safe location at least one hundred (100) feet away from the bus and help them stay in that location until the driver dismisses them.
  - e. Learn procedures to bring the bus to a safe stop if the driver becomes incapacitated.
    1. Moving the driver from the driver's seat.
    2. Steering (**NOT DRIVING**) the bus to a stop.

3. Turning off the ignition.
4. Applying the emergency brake.
5. Activating the warning lights and stop arm and setting warning devices.
6. Appointing another student to assist in leading students away from the bus after they have disembarked.
7. Instructions to **ALL** students:
  - a. Identify the student helpers and instruct all students to pay attention to them as well as the driver.
  - b. Sitting in the back half of the bus should go out the emergency door.
  - c. Sitting forward of the emergency door shall go out the front door of the bus.
  - d. Books and other belongings are to be left on the bus. After the evacuation, students are to return to the bus for proper unloading, unless instructed otherwise.
  - e. Squat down, place their hands on the shoulders of the helpers, then exit the bus. Smaller students may wish to assume a sitting position, place their hands on the shoulders of the helpers and slide out the door.

**C. Evacuation Drill Procedures ( IC 20-27-3-6.5) 8/2014**

**Evacuation drills will be performed once a semester and documentation of the completed training for each bus shall be reported to the designated school corporation or private school representative. Code IC 20-27-3-6.5**

**(b) All school bus passenger evacuation drills shall meet the following minimum standards:**

- (1) Be completed in two(2)minutes or less.**
- (2) Be conducted within forty-five(45)school days of the beginning date of each semester.**
- (3) Use only emergency exit doors or service door for the passenger evacuation drill.**
- (4) Driver must be present at all passenger evacuation drills.**

**(c) At the completion of each school year, the bus passenger evacuation drills for each school corporation or private school shall have included the following:**

- (1) The use of all emergency exit doors and service door.**
- (2) One(1)drill with the school bus driver not directing the passenger evacuation drill.**
- (3) Each student receiving appropriate instruction for the passenger evacuation drill.**

**(d) Documentation of the bus passenger evacuation drill shall be reported to the designated school corporation or private school representative.**

**(e) Documentation of the bus passenger evacuation drill for each school corporation or private school shall be reported to the department of education by June 30 of each year.**

**(f) Any student exempted from physical participation in a passenger evacuation drill shall have documentation on file at the school. (State School Bus Committee; 575 IAC 1-10-2)**

1. Building Principals will be notified of the date and time of the drill by the Transportation Office.
2. Buses shall park **as they arrive** at the schools.
  - a. Turn off bus - Put keys in your pocket.
  - b. Activate hazard warning lights.
  - c. Dangle microphone out the driver's window and have the red book in hand.
  - d. Set parking brake.
3. In those locations where the Middle School and Elementary Schools are in campus effect, the drill will be conducted at the Elementary School.
4. All drivers shall remain on their bus until all students have evacuated the bus. Do a walk thru to make sure all students have evacuated before exiting.
5. When the drill is over, the Middle School students will then return to the bus and take their seats. The Elementary students will then return to the bus, take their seats, and begin unloading at the driver's signal.
6. Students shall wait for the driver's signal to **begin** evacuation.
7. Service door evacuation.
  - a. Students assigned to the front door will exit bus and lead students away from bus to a safe location.
    1. They will keep all students in one location.
    2. They will attempt to account for all students and report to the driver.
  - b. Students assigned to rear of bus will assist the driver in the row-by-row orderly evacuation of the bus.
8. Side or rear door evacuation.
  - a. One student assigned to the rear of the bus should be designated to open the door.
  - b. Both students assigned to the rear of the bus would then position themselves outside the door to assist students in getting out the door.
  - c. One student assigned to the front of the bus, shall be assigned to lead the students to a safe location away from the bus. The second student assigned to the front shall assist the driver with the row-by-row evacuation.
  - d. If you are using the side door, you should alternate rows front and back until bus is empty.
  - e. Student helpers assigned to help students off the bus, should stand close together with their backs to the door. Descending students will then assume a sitting position with their legs outside the doorway; place their hands on the shoulders of the helpers' and slide out the door.
9. Using both service door and side or rear door evacuation.
  - a. Students assigned to the rear of the bus shall open the side or rear door and assume their positions outside the door.
  - b. One or more students assigned to the front of the bus shall position themselves outside the front door to assist students out the door. The second student assigned to the front shall assist the driver in the orderly evacuation of the bus.
  - c. If the side emergency exit is being used, the driver should position himself or herself in the middle of the bus, across from the emergency exit.
  - d. Students seated from the side emergency exit to the rear of the bus, shall use the side emergency exit. Students seated from the side emergency exit to the front of the bus shall use the front door.

- e. Students using the side or rear emergency exits should follow the procedure for exiting as detailed in section 8 (eight) subsection e of this section.

#### **D. Bus Evacuation – General Considerations**

1. As a general rule, student safety and control are better achieved, in an emergency situation, by keeping them on the bus if doing so, does not expose them to unnecessary risk.
2. Driver must recognize the hazard facing the bus.
3. If time permits, driver should contact base to advise of the situation and what decision has been made.
4. Do not move a student that you believe has a neck or back injury, unless, their life is in immediate danger.
5. Driver is the last person off the bus after conducting a walk through to make sure all students have evacuated the bus.
6. Conduct a roll call to make sure no students are missing.
7. Set out emergency warning devices.

#### **E. Decision to Evacuate**

1. Decision to evacuate your bus should be based on the following:
  - a. Is there a fire or danger of fire?
  - b. Is there an odor of leaking fuel?
  - c. Is the bus in danger of being struck by other vehicles?
  - d. Is the bus in the path of a sighted tornado or rising waters?
  - e. Are there downed power lines?
  - f. Would removing students from the bus expose them to greater risk?
  - g. Would moving injured students with neck or back injuries complicate those injuries?
  - h. Is there a hazardous materials spill involved?

#### **F. Mandatory Evacuation**

1. Drivers must evacuate their bus when:
  - a. The bus is on fire or there is a threat of fire
  - b. The bus is stalled on or adjacent to a railroad crossing.
  - c. There is an imminent danger of a collision.
  - d. The bus may change position, thereby exposing students to increased risk of injury.
  - e. There has been a hazardous materials spill.

#### **G. Evacuation Procedures**

1. Be prepared – plan ahead.
2. If possible, assign two (2) older students to the front and side or rear emergency exits.
3. Make sure that **all** students who ride your bus are clear on all emergency evacuation procedures.
4. Designate other student leaders to lead students away from the bus to a “safe place” determined by the following factors:
  - a. A location at least 100 feet off the road and in the direction of oncoming traffic.



- b. A location upwind of the bus if a fire is present.
  - c. As far away as possible from railroad tracks and in the direction of an oncoming train.
  - d. At least 300 feet upwind of a hazardous materials spill.
  - e. If bus is in the direct path of a sighted tornado, lead students to a ditch or culvert far enough away from the bus that it cannot topple over onto them.
5. Evacuate the bus.
- a. Determine whether to use front, rear, or side doors or a combination of doors with roof or window exits.
  - b. If time allows, notify base of location and situation.
  - c. Dangle microphone out driver's window.
  - d. If radio is inoperable send a passing motorist to call for help. As a last resort send two older students.

## **H. Secure the Bus**

1. Place the transmission in neutral.
2. Set the parking brake.
3. Shut off the engine.
4. Remove the ignition key.
5. Activate your 4 (four) way hazard lights.

## **I. Order the Evacuation**

1. Procedures for front door only Evacuation.
  - a. Students assigned to the front door will exit bus and lead students away from bus to a safe location.
    1. They will keep all students in one location.
    2. They will attempt to account for all students and report to the driver.
  - b. Students assigned to rear of bus will assist the driver in the row-by-row orderly evacuation of the bus.
2. Procedures for side or rear door exit.
  - a. One student assigned to the rear of the bus should be designated to open the door.
  - b. Both students assigned to the rear of the bus would then position themselves outside the door to assist students in getting out the door.
  - c. One student assigned to the front of the bus, shall be assigned to lead the students to a safe location away from the bus. The second student assigned to the front shall assist the driver with the row-by-row evacuation.
  - d. If you are using the side door, you should alternate rows front and back until bus is empty.
  - e. Student helpers assigned to help students off the bus, should stand close together with their backs to the door. Descending students will then assume a sitting position with their legs outside the doorway; place their hands on the shoulders of the helpers' and slide out the door.
3. Procedure for using both front and side or rear exits.
  - a. Students assigned to the rear of the bus shall open the side or rear door and assume their positions outside the door.

- b. One student assigned to the front of the bus shall position themselves outside the front door to assist students out the door. The second student assigned to the front shall assist the driver in the orderly evacuation of the bus.
  - c. If the side emergency exit is being used, the driver should position himself or herself in the middle of the bus, across from the emergency exit.
  - d. Students seated from the side emergency exit to the rear of the bus, shall use the side emergency exit. Students seated from the side emergency exit to the front of the bus shall use the front door.
  - e. Students using the side or rear emergency exits should follow the procedure for exiting as detailed in section 2 (two) subsection e of this section.
4. Procedure for using front window or side window evacuation.
- a. Driver should remove the necessary windows or front windshield. Drivers should remove all slivers of glass from the windows.
  - b. Two student helpers should exit first, then take positions outside the window to assist students exiting the bus. The location at least 100 feet away from the bus.
5. Procedure if driver is disabled.
- A. If evacuation is necessary, the student helpers shall:
    - 1. Select emergency exit to be used.
    - 2. Select a fifth student to lead other students to a safe location away from the bus.
    - 3. Remain on the bus to assist in a calm and orderly evacuation of the bus.
    - 4. After students have evacuated, check the bus to make sure all students are off.
    - 5. If possible, attempt to remove the driver from the bus.

### **Transportation For School Evacuation (8/2000)**

- 1. Prior to any emergency, each building will**
  - a. Designate primary and alternate loading sites.
  - b. Drivers will utilize the existing primary or secondary staging area, dependent on the call by the Transportation office.
- 2. Information needed at time of emergency**
  - a. Type of emergency.
  - b. Time frame for evacuation.
  - c. Number of students and staff to be transported.
  - d. Number of special needs students.
  - e. Location to which students are to be transported
- 3. Transportation will respond drivers in the following manner**
  - a. Drivers assigned to building.
  - b. Drivers assigned to other schools but who live close to building being evacuated.
  - c. Drivers from Service Center.
  - d. Any available driver near emergency.
- 4. Transportation will contact receiving school**
  - a. Determine if space available.
  - b. Confirm unload location.
  - c. Confirm directions to unload site.

## ROUTING

**BUS TRANSPORTATION IS AVAILABLE TO MOST STUDENTS IN THE TIPPECANOE SCHOOL CORPORATION. EACH DRIVER SHALL FOLLOW ROUTES AS OUTLINED BY THE DIRECTOR OF TRANSPORTATION. ALL STUDENT ASSIGNMENTS WILL BE BASED UPON LEGAL RESIDENCY UNLESS OTHER ARRANGEMENTS HAVE BEEN REQUESTED AND APPROVED BY THE CORPORATION.**

### A. Route

1. School bus routes will be developed according to the following criteria:
  - a. School bus census.
  - b. School enrollments.
  - c. Predicted school enrollment.
  - d. Availability of equipment and facilities.
  - e. Available funds.
2. School bus routes will be scheduled to adequately cover the entire school district. Buses will travel on legally recognized city, county or state streets, roads or highways.
3. School bus routes will be established to avoid duplication of services, wherever possible.
4. **No** change, alteration or extension will be made in an established school bus route **without authorization from the Routing Specialist and Director of Transportation.**
5. Pick-up points will be established by the Routing Specialist and Director of Transportation. Every effort will be made to insure the safety of the students who ride the buses.
6. Every effort will be made to establish pick-up points which do not interfere with normal traffic patterns and which are relatively free from hazardous conditions.
7. School bus turnarounds will be established in a manner that will promote the development of the most efficient route patterns.
8. A permission form will be necessary for all school bus turnarounds which utilize private property.

### B. Transported and Non-Transported Areas

1. All streets, roads, highways or portions thereof, in each individual school attendance district, will be designated as **“transported”** or **“non-transported”** by the Transportation Department.
2. The criteria listed below will be used to determine **“transported”** and **“non-transported”** areas:
  - a. Type of road - private, city, county, state, main, access.
  - b. Road surface - dirt, gravel, blacktop, cement, condition.
  - c. Width of road - number of traffic lanes.
  - d. Kinds of road - level, hilly, straight, curved.
  - e. Shoulder of - none, narrow, adequate, road wide, condition.
  - f. Drainage - size, location, condition of ditches.
  - g. Adjacent land - industrial, business, private, rental, vacant.

- h. Traffic type - cars, light/heavy trucks, tractors.
- i. Volume of - light, moderate or heavy traffic.
- j. Traffic speed -low, average, fast.
- k. Intersections - number, kind, guarded, unguarded, signals, signs.
- l. Sidewalks - present, absent, kind, condition.
- m. Students - number, age, physical and mental condition.
- n. Railroad - number, kind, guarded, crossings, unguarded, signal devices, warning signs.
- o. Bridges - number, kind, condition, safety precautions.

### C. Safe Driving Guidelines (Revised 10/2009)

1. It is not how well you **CAN** drive, but how well you **DO** drive.
2. Drivers should adhere to the following safe driving practices:
  - a. Always extend courtesy to other drivers.
  - b. Keep to right of center line on all roadways.
  - c. Signal at least one hundred (100) feet prior to making a turn.
  - d. Do not tailgate. Maintain sufficient distance to allow for safe stops. Always make sure you can see the rear tires of the vehicle in front of you touch the pavement.
  - e. Do not try to take right-of-way at intersections. Be prepared to stop if vehicle on intersecting road moves into the intersection.
  - f. Always come to a complete stop at all intersections protected by stop signs.
  - g. Always stop at all railroad tracks at all times (with or without passengers). Open the door and the left front window, look and listen before proceeding across.
  - h. Always beware of vehicle positioning on roadways, intersections and railroad crossings.
  - i. Activate 8-way system a minimum of four hundred (400) feet to a maximum of eight hundred (800) feet prior to a stop.
  - j. Always display the stop arm, when the bus is **completely** stopped, in traveled portion of roadway to load and unload passengers.
  - k. Never operate the bus with the door open and passengers on board. **Do not** partially open doors to activate the stop arm while the bus is in motion.
  - l. Obey all traffic laws and at no time exceed statutory speed limit (maximum forty (40) MPH on county roads and sixty (60) MPH on state highway).
  - m. Do not leave your bus unattended with students on board.
  - n. Headlights and strobe lights shall be in operation when students are being transported on regularly scheduled route or field trip.
  - o. After each run always check the bus for students or damages.

### D. Assigned Stops

1. You are **REQUIRED** to stop for each Middle School and Elementary School bus stop on your route. This means that you are to come to a full and complete stop, with all 8-way signals operating, honk your horn, **LOOK** for a response from the residence, then drive on. We recognize the need for the students to be punctual at their pick-up points, but due to variables beyond your control in being late, we must extend the courtesy of coming to a complete stop to your students.

2. If you are early at a scheduled stop, wait until the scheduled time to depart.
3. If a High School student rides one day a week or more, you are **REQUIRED** to stop **EVERYDAY** unless a prearranged signal has been agreed upon or you are notified that they are not riding.
4. The fact that a Middle School or Elementary School student is not standing at the stop when you arrive, **DOES NOT** relieve you of your responsibility to come to a **FULL** and **COMPLETE** stop. **Stop arm must be displayed.**
5. Pick up and discharge pupils only at scheduled bus stops. Whenever it is necessary for pupils to cross a highway to board or depart the bus, **the driver is responsible to determine that the highway is clear before permitting pupils to cross.** The driver shall count the number of students needing to cross the road and not proceed until all students have safely crossed **in front of the bus** and are visible.
6. All students should be **seated** before putting the bus in motion and remain seated until the bus has come to a complete stop.

#### **E. Turnaround Procedure** (Added 8/99)

1. When making a turnaround that requires you to leave the traveled portion of the roadway, it is recommended that you back into the turnaround and return to the traveled portion of the roadway by pulling onto it. If you feel that a safety concern is raised by following this procedure, contact the Transportation Office to have the turnaround reviewed. All deviations from the recommended procedure must have the approval of the Transportation Office.
2. If routing requires you to turnaround at an intersection, back into the secondary road and pull onto the more heavily traveled roadway.

#### **Loading/Unloading Procedures** (Added 8/99)

##### **A. General Considerations** (Revised 8/2006)

1. Approaching the stop.
  - a. Approach cautiously at a slow rate of speed.
  - b. Activate your 8 (eight) way lights a maximum of 800 feet prior to the stop or a minimum of 400 feet prior to the stop.
  - c. Continuously check your mirrors and monitor danger zones looking for pedestrians, traffic, and other objects in the roadway.
  - d. Move as far to the right as possible in the traveled portion of the roadway.
  - e. Bring bus to a complete stop with the front bumper at least 10 (ten) feet away from the waiting students. This forces students to walk towards the bus so the driver can better monitor their movements.
  - f. Place transmission in neutral and set parking brake.
  - g. Open service door; make a final check to see that all traffic has stopped, then signal students to board bus.
  - h. The above-described procedures describe a "Safe Stop".
2. After coming to a **COMPLETE STOP**, make a final check of traffic, and then open the door to activate red overhead lights and extend the stop arm.

3. Use a long steady blast of horn to warn students outside of the bus of any danger.
4. During unloading, students should remain seated until the bus comes to a complete stop and the door has opened.

#### **B. Loading Procedures on Route (Revised 8/2006)**

1. Perform a “Safe Stop” as described in section A-1.
2. Students should wait in a designated location facing the bus as it approaches.
3. Stop as close as practical to right edge of road, 10 feet in front of students who have to cross the road.
4. Monitor all mirrors continuously.
5. Count the number of students at the stop.
6. Signal students to board the bus. Count the students again as they board
7. If you cannot account for a student, secure the bus, take the key, and check around and under the bus.
8. When all students are accounted for, prepare to leave.
  - a. Checking all mirrors.
  - b. Close the door.
  - c. Put bus in gear.
  - d. Release parking brake
  - e. Check all mirrors again.
  - f. Move bus to enter traffic.

#### **C. Unloading Procedures on Route (Revised 8/2006)**

1. Perform a “Safe Stop” as described in Section A-1.
2. Students should remain seated until door is opened. The open door is the signal for students to unload.
3. Check all mirrors.
4. Count students as they unload. Have them walk to a location 10 (ten) feet away from bus. Count students again, make sure all students are accounted for.
5. Check mirrors and traffic to be certain all traffic has stopped.
6. If you cannot account for a student, secure bus, put key in pocket and check outside the bus.
7. If all students are accounted for, check all mirrors and prepare to leave by:
  - a. Closing the door.
  - b. Put bus in gear and release the parking brake.
  - c. Check all mirrors again.
  - d. Put bus in motion.

#### **D. Procedure for Students That Must Cross Roadway (Added 8/2006)**

1. Walk to a location at least 10 (ten) feet in front of the right corner of the bumper.
2. Students should be at the edge of the roadway.
3. Upon driver’s signal, students move to left edge of the bus and wait for driver’s signal to continue to cross.

4. Students should look both ways for traffic, if clear; continue to cross.

#### **E. Unloading Procedures at School (Revised 7/2016)**

1. Park in marked bus parking spaces.
2. Apply the parking brake and place the transmission into neutral. Turn off bus.
3. Students should remain seated until instructed to unload.
4. Students should exit row by row in an orderly manner.
5. Do not leave the school until ALL STUDENTS are clear of the sidewalk.
6. At the completion of your morning route (s), after all students have unloaded, each driver will conduct a visual inspection of their bus prior to leaving school grounds.

After their afternoon route (s), each driver will conduct a visual inspection of their bus immediately after dropping their last student. This will be conducted at the time you first park your bus or if you can find a safe area to pull off and conduct the inspection. This is required by law (SEA 228).

#### **F. Special Dangers of Loading and Unloading (Added 8/2006)**

1. Dropped objects.
  - a. Student may drop object and disappear from driver's view when retrieving it.
    1. Student should leave object and retrieve it only after getting driver's attention and obtaining permission to retrieve object.
2. Handrail hang-ups
  - a. Students' clothing, book bags, or parts of their bodies may get caught in the handrail while exiting the bus.

### **RADIO PROCEDURES**

**RADIO COMMUNICATIONS ARE A VITAL PART OF OUR DAILY ACTIVITIES IN TRANSPORTATION. USE THE RADIO IN A PROFESSIONAL, EFFECTIVE AND EFFICIENT MANNER AT ALL TIMES.**

#### **A. Federal Communications Commission Rules**

1. It is unlawful to interrupt any distress or emergency message.
2. It is unlawful to use profane or obscene language.
3. It is unlawful to use a business radio to send personal messages.
4. All conversations must be kept brief and confined to business.

#### **B. Radio Usage (Revised 8/2011)**

1. Drivers will keep their radios set on the talk group of the school whose route they are driving.
2. When you are paged, you will return to the Transportation talk group by pressing the button with the orange triangle. You will answer the page by giving your Bus Number and stating, "Responding to the page".

3. When attempting to transmit you will:

- a. Depress the transmit button, listen for the chirp tone.
- b. After hearing the chirp tone, take a deep breath and speak slowly and clearly into the microphone. Use a normal tone of voice.
- c. Use these radio codes whenever applicable:

**10-1 Change locations, I cannot copy your transmission.**

**10-4 I understand or acknowledge.**

**10-6 I'm busy with \_\_\_\_\_.**

**10-7 I'm out of service.**

**10-8 I'm in service.**

**10-9 Please repeat.**

**10-10 Fight in progress and need assistance.**

**10-13 Weather and road conditions.**

**10-20 Your location.**

**10-24 I have completed task assigned.**

**10-30 Discipline problem.**

**10-33 Emergency traffic.**

**10-43 General information.**

**10-44 May I have permission to \_\_\_\_\_.**

**10-50/PD Property damage accident.**

**10-50/PI Personal injury accident.**

**10-57 Weapon on bus.**

**10-59 Hostage situation on bus.**

**10-63 Service call.**

**Signal 8 Meet with \_\_\_\_\_.**

**Signal 9 Disregard.**

- d. Keep your transmissions brief, if at all possible.

4. To report a mechanical issue go to channel 2 T-Mech and ask for Unit 3. State your exact location and nature of your problem.



## **FIELD TRIPS**

**THE PRIMARY FUNCTION OF THE FIELD TRIP IS TO PROVIDE THE PUPIL WITH EXPERIENCES WHICH CANNOT BE GAINED IN THE NORMAL SCHOOL SETTING AND TO TAKE ADVANTAGE OF THE MANY LEARNING RESOURCES IN THE COMMUNITY.**

**EDUCATIONAL FIELD TRIPS SHOULD BE VIEWED AS AN INTEGRAL PART OF THE SCHOOL'S PROGRAM OF INSTRUCTION. THEY SUPPLEMENT AND PROVIDE ENRICHMENT FOR THE LEARNING ACTIVITIES WHICH TAKE PLACE IN THE REGULAR CLASSROOM. AS SUCH, THEY SHOULD BE CAREFULLY PLANNED IN ORDER THAT THE NATURE, DURATION AND TIMING OF THE FIELD TRIP IS IN KEEPING WITH OTHER PLANNED LEARNING ACTIVITIES.**

### **A. Classification (Revised 10/13/10)**

#### **1. Curricular Trips:**

Are provided to transport students to and from educational activities and experiences which compliment and enhance the regular program of classroom instruction (i.e., trips to the fire station, Conner Prairie, hospital, zoo, or other businesses). Funds for these trips shall be budgeted at least one year in advance. Provisions shall be made for each school to have an equitable share of the budgeted funds.

#### **2. DSP:**

Are provided to transport students on trips that are indirectly related to the curricular program and DSA recognized, (speech, musical contests and forensic contests).

#### **3. Athletic Trips.**

#### **4. Corporation Trips:**

Trips taken to an event sponsored by a TSC school or the Corporation.

### **B. Responsibilities**

1. The Director of Transportation shall be fully responsible for the administration of all rules and regulations relating to the use of school-owned transportation equipment.
2. The use of a school bus for an instructional trip or extra curricular trip will be permitted only after approval by the appropriate administrative staff.
3. The sponsoring group or school shall be fully responsible to pay for all expenses encumbered on **Board approved** trips (i.e., fuel or toll tickets). To recoup expenses, follow normal reimbursement procedures through the Transportation Office.
4. The Building Principal is responsible for obtaining written consent slips from the parents of all students participating in the activity and securing an adequate number of teachers or chaperons to supervise the trip.
5. Building Principals are responsible for notifying all teachers or chaperons of all Tippecanoe School Corporation bus rules and regulations prior to the trip.
6. Teachers or chaperons assigned to each bus shall be **fully responsible for the discipline of students** while on the bus.

- a. Enforce all Tippecanoe School Corporation Bus Rules.
  - b. Chaperons will inspect interior of the bus at the conclusion of the trip and make sure all refuse is picked up and no vandalism has occurred.
  - c. The bus will not be used as a dressing room. Changing into or out of uniforms will not be permitted on the bus unless prior arrangements are made with the Director of Transportation.
  - d. Items that would limit the driver's visibility, block the aisles, cause injury to passengers or damage to the bus will not be permitted to be transported.
7. The sponsoring group or school shall be responsible to provide information regarding the destination of a requested trip and securing, in **advance**, parking facilities for the bus.

### C. Regulations

1. Only properly certified and licensed school bus drivers shall be employed for field trips.
2. On **all** trips, at least **one (1)** teacher, coach or chaperon **must be present** on **each** bus in addition to the bus driver.
3. All trips made during school hours **must be completed to prevent interference with regular route times**, if possible.
4. Days when the entire school system is **closed due to inclement weather, all trips will be canceled**. Any exceptions must be approved by the Superintendent of Schools.
5. All drivers must have an **Application For Transportation** form giving authorization for each trip taken.
6. Request for usage of transportation equipment **will not** be approved when the supply of drivers or equipment has been exhausted.
7. All requests will be honored on a "first-come" basis. Requests by phone **cannot** be accepted.
8. No **pre-school** riders shall be allowed on school buses.

### D. Applications (Revised 8/2010)

1. Field trip requests will be submitted via Triptracker
2. Routing for approval of trip.
  - a. First - to Principal from teacher/group.
  - b. Second - to Assistant Superintendent.
  - c. Third - to Board of Trustees, if required.
  - d. Fourth - to Director of Transportation for assignment of driver and equipment.
3. The authorization shall be given to the driver at least three (3) days prior to the trip.
4. Requests for trips must be approved through proper channels and submitted to the Director of Transportation **ten (10)** school days prior to the date of the trip.
5. Requests **will not** be honored if the time-lines are not adhered to, or if the requests are not completely filled out with all the necessary information and approvals prior to reaching the Transportation Office. Exceptions to this will only apply with the approval of the Superintendent.

**E. Driver Vouchers (Revised 8/2010)**

1. All receipts for expenditures shall be attached to a separate voucher for reimbursement, if applicable.

**F. Allocation of Money**

1. The maximum mileage per school will be figured on the basis of three (3) miles per Elementary student, four (4) miles per Middle School student and five (5) miles per High School student and calculated on the fall ADM report.
2. Driver's expenses will be budgeted on a calendar year basis. The allocation to each school is based on the following method of calculation:  
K-5 # of students times 3 miles equals Total Miles  
6-8 # of students times 4 miles equals Total Miles  
9-12 # of students times 5 miles equals  $\frac{\text{Total Miles}}{\text{Total Corp. Miles}}$   
(K-5 Total miles) divided by  
(Total Corp. miles multiplied by total money budget) equals  
Amount of money budgeted for level usage.  
(# of students in school) divided by  
(# of total students per level multiplied by amount of money budgeted for level) equals money allotment per school

**G. Schedule of Fees (Revised 8/2014)**

1. Drivers shall be paid according to the approved salary schedule for all trips administered by the Transportation Office. A driver shall receive two (2) hours minimum pay for any trip that is less than two (2) hours in duration.
2. Mileage shall be figured from the point of field trip origin to the return of the same point.
3. Driver compensation for contracted drivers of field trips occurring on contracted days will begin at the end of their contracted route and end back at the arrival of the school with no more than fifteen(15) minutes prior to the departure time given for the trip. Drivers are expected to be at the school fifteen(15)minutes prior to the given departure time unless not possible due to route. Drivers will remain logged on to their route time until they arrive at the school and will be allowed to log in to Field Trip no more than fifteen(15)minutes prior to departure time.

Driver's compensation for contracted drivers of field trips occurring on non-contracted days will begin with the pre-trip at the driver's base and end back at driver's base. Drivers are expected to be at the school no sooner than fifteen (15) minutes prior to the given departure time. Drivers are to go straight to the school prior to the trip and straight back to driver's base after the trip with no stops between driver's base and the school or from the school and driver's base. There will be no lingering at the school upon returning to school.

Non contracted drivers compensation of field trips will begin with a pre-trip inspection at the Service Center and end back to Service Center arriving at the school with no more than

fifteen (15) minutes prior to the departure time given for the trip. Drivers are expected to be at the school fifteen (15) minutes prior to the given departure time. Drivers are to go straight to the school prior to the trip and straight back to Service Center after the trip with no stops between departing from Service Center and school or from the school back to the Service Center. There will be no lingering at the school upon returning to school.

4. On overnight trips, **ten** (10) hours non-paid layover time shall be provided for sleep and rest. Otherwise, straight driver's time will be paid for the **full** duration of the trip regardless of the number or length of stops. Arrangements for lodging will be **made and paid for** by the sponsoring group. Cost of the meals will also be paid for by the sponsoring group.

#### **H. Billing (Revised 6/17)**

1. A billing of all costs incurred for the use of transportation equipment shall be billed monthly to the appropriate schools by the Transportation Office.
2. All billings are due and payable **not later than ten (10) days after billing** by the Transportation Office. All payments are to be made by check, payable to the Tippecanoe School Corporation, and mailed to the Transportation Office.
3. **Schools and athletic departments should pay particular attention to the scheduling of their trips. Trip requests will be filled as requested. Departments should review the request after it is filled to ensure that the request fulfills their needs.**
4. **If trips must be modified or cancelled, the Transportation office must be notified as soon as possible. Cancellations due to acts of God or any other unforeseen issues will be treated as such and the requesting department will not be held accountable for realized or unrealized transportation costs.**
5. **All of other cancellations or modifications to trips must be made at least 72 hours before the trip is to take place. Any modification or cancellation that takes place within 72 hours of the trip will be charged as a full trip to the requesting department. If the requesting department cancels a trip and doesn't notify either the driver or the Transportation department, the trip will be charged as a full trip and the requesting agency will be billed accordingly. In all cases, the assigned driver or drivers of a trip that is not cancelled or modified in the above mentioned manner will be paid as though they performed the trip.**

#### **I. Outside Agency**

1. Non-school related organizations may be granted the use of school-owned transportation equipment which is subject to Corporation and Board approval policy.
2. The cost of non-school connected trips shall be paid the Corporation's cost factor, plus \$25.00 per day per vehicle, plus driver cost.
3. In all cases where outside agencies use school buses, the agencies shall be held responsible for damage to buses. The Director of Transportation shall require outside agencies to present a **Certificate of Insurance** prior to using Corporation vehicles.

#### **J. Distribution of Trips (Revised 8/2015)**

1. Upon signing up to drive for a school, you agree to drive all trips when called.

- a. There are no contingencies such as:
    1. Who else is driving?
    2. I can only drive on certain days.
    3. I cannot drive evenings or weekends.
    4. I only want to drive trips my children are on.
  - b. If you turn down three (3) times when contacted, you may be dismissed as a TSC driver.
  - c. If you have been assigned a trip and find you cannot take it, contact Transportation Office immediately for a replacement to be assigned by the office. **You do not secure your own replacement.** (This may be determined by the Director of Transportation as refusal.)
  - d. You will not be allowed to drive a field trip if you do not drive your route prior to the trip. (Examples: off in the p.m. cannot drive evening trips, off Friday in the p.m. cannot drive weekend trips, off in the a.m. route cannot drive a day trip before the p.m. route.)
2. Trips are assigned in rotation per master list. It is the driver's responsibility to ensure they are on the proper list.
  2. Trips that can be started and completed between routes will be assigned as follows:
    1. Double route drivers and contract sub drivers have first priority for their school(s). Contract sub drivers must choose one high school and elementary/middle school to be their home school(s).
    2. Single route drivers for their school will be considered next.
    3. Double route drivers and contract sub drivers from another school will be considered next.
    4. Single route drivers from another school will be considered last.
    5. Sub driver will be obtained if no other driver is available.
  - a. Trips that cannot be completed before primary routes will be assigned as follows:
    1. Single route drivers for their school.
    2. Single route drivers for another school.
    3. Sub driver will be obtained.
  - b. Trips that have time constraints for all drivers will be assigned to sub drivers.
  - c. Trips occurring after p.m. routes or on weekends will be assigned as follows:
    1. High School Trips.
      - a. Will be assigned to drivers from the master list and drive in that area (ie., north or south).. Master list is compiled of all drivers who sign up for the high schools.
      - b. Will next be assigned to drivers, from the master list, from the entire district
      - c. Sub drivers.
    2. Elementary and Middle Schools Trips.
      - a. Will be assigned to drivers signing up for their respective schools.
      - b. Will next be assigned to drivers signed up from within the same area (ie., north or south)
      - c. Will be next assigned to drivers signed up from the entire district.
      - d. Sub drivers.
    3. Athletic trips will be offered to drivers that drive routes for the schools that feed

into each Middle School and High School at the beginning of each season, ie fall, winter, spring, via email.

4. Trips will be offered to drivers via email or other means. You will be given a time limit to respond. After the response time has expired the trip may be assigned to another driver and you will be passed over until the next time in rotation. No response may be taken as a turn down and counted against you. **Trips will not be offered to a driver out of rotation in order for that driver to drive for his/her child's trip.**
5. Mileage and times are taken from the GPS. In the event that GPS is down the driver will need to submit the mileage and times to Transportation upon request.
6. Field trips will be paid on the fifth (5<sup>th</sup>) and twentieth (20<sup>th</sup>) of each month following the field trip pay dates chart.
7. An **ADMINISTRATIVE DECISION**, if necessary, will rule.

## **BEHAVIORAL MANAGEMENT**

**A. In striving to do a better job yourself, see that you inspire and encourage those around you to follow your example.**

**B. The driver of each bus shall be responsible for maintaining good behavior on his/her bus. When violation of good behavior or destruction of property warrants, a report shall be made by the driver to the building principal for disciplinary action. Drivers will be just, fair and impartial when enforcing rules and regulations.**

### **C. State Statute IC 10-9.2.-5 Section 10**

Discipline on Bus --- When school children are being transported on a school bus, they are under the supervision, direction and control of the bus driver, and are subject to disciplinary measures by the bus driver and the governing body of the school corporation.

### **D. Driver Authority**

The authority of the bus driver, who is in charge of the bus, will be recognized and supported by all. For everyone's safety the bus driver must be heard and be able to hear traffic sounds, such as sirens and horns. Students should obey the driver's directives quickly and efficiently.

### **E. General Considerations (Revised 8/2006)**

1. Behavior Management is a team effort involving the parent, driver, transportation supervisor, and building personnel (aide, para professional, classroom teacher, and administrator).
2. We need to understand that students misbehave or behave to get their needs met.
3. Drivers should strive to resolve all behavioral problems at the base level - between driver and student. When all efforts at this level (verbal warnings, writing sentences, driver/student conference, contacting parents) have been exhausted, we then move to the next level of issuing bus conduct referrals involving the Building Principal.

## **F. Behavioral Management Tips (Revised 6/17)**

### **REMEMBER: YOU ARE AN IMPORTANT PERSON DOING AN IMPORTANT JOB**

1. Show respect for the student as an individual (use their names).
2. Be friendly, **but firm**
3. Be very consistent.
4. An organized routine not only tells kids what is expected of them, but what they can expect in return.
5. Be sincere in your work and set a good example.
6. Be fair and honest; it isn't punishment, but injustice, that make a child rebel against you.
7. Be patient. Allow time for students to adjust and react.
8. Communicate with your supervisor about concerns before they become major problems.
9. Know your support systems in emergency situations - police, principal, supervisors, etc.
10. **Follow through** with promises, consequences and rewards.
11. Don't make statements lightly. Students remember. Avoid sarcasm.
12. Save your threats --- we usually regret making them. Threats move us from a position of power to one of no choice. We put the trigger into the hands of the youngsters.
13. **Don't scream or yell** at students. Use the intercom system, radio, a whistle or a visual sign to get their attention.
14. Never give an order you do not intend to enforce.
15. Commend good qualities and actions.
16. Do not nag or pick on every little thing a child does. Sometimes it is wiser to overlook some things.
17. Don't hold a grudge.
18. Don't take negative comments personally.
19. Don't let problems drag on before addressing them.
20. Intelligence in handling youth consists of thinking faster than they do. If they can outthink you, you are not using your maturity and the advantage of your education and training. You should see possibilities before they become results. This is the secret of leadership.
21. Identify the leaders on your bus and encourage their help.
22. Get to know the "troublemakers" and set ways to change them into a "peacemaker".
23. People will provoke you only if you let them.
24. Never hold a child up to public ridicule.
25. Review monthly the behavioral management policy with the students and practice orderly routines that prevent behavior problems.
26. Attend staff in-service programs on discipline.
27. Find a way to reward yourself at the end of each day. **RELAX!**

### **REMEMBER: BEHAVIORAL MANAGEMENT IS IMPROVEMENT, NOT PERFECTION.**

## G. Student Responsibilities (Revised 8/2008)

1. Arrive at pick-up points before buses arrive. Please allow 10 minutes before and after the scheduled pick up. Students should inform drivers if they **do not** intend to ride the bus on a given day.
2. Wait their turn to load and unload and avoid pushing or shoving. Students should stand ten (10) feet back from roadway until bus is stopped and the door is opened.
3. Be seated **promptly** and avoid blocking the aisle. **No one is permitted to save seats.** Assigned seats are to be occupied each day.
4. Obtain permission from driver to open or close windows or doors.
5. Obey drivers promptly and cheerfully. Students' safety and welfare are the responsibility of the School Corporation's Bus Drivers.
6. Refrain from usage of loud, boisterous, profane language or indecent conduct.
7. Abstain from eating or drinking while on the school bus.
8. **Cell phones and electronic devices may be used at the discretion of the driver.** If the driver deems the use of the device to be inappropriate, then the student must discontinue use or face disciplinary action.
9. Make other arrangements for transportation of **animals** (other than service animals) or **glass materials**.
10. Make other transportation arrangements for object(s) which totally or partially obstruct aisle, doors or the view of the bus driver. Objects which may be held in a student's lap, below seat level, without visual obstruction to the driver and which does not deprive a seating space, or which may be stored under the seat, may be transported. Items which prove potentially hazardous or dangerous to other students or driver may be eliminated from the bus at the discretion of the driver. Refer to "Appendix A" regarding transportable items.
11. Keep head, arms and body inside the bus **at all times**.
12. Behave properly and not quarrel or participate in horseplay of any kind.
13. Be courteous.
14. Observe the same conduct as in the classroom.
15. **Cooperate** with the driver.
16. Do not kneel in seats or stand while the bus is in motion.
17. Speak in a normal tone of voice at all times.
18. Keep hands and feet to yourself.
19. Damage to bus property is not permitted.
20. Keep aisle clear at all times.
21. Disrespectful comments, gestures, or back-talk will not be tolerated.
22. There will be **NO** noise or talking at railroad tracks.
23. **Must have a note signed by a parent or guardian** to get off any place other than his/her/their normal stop or to ride another bus. If a student is going to another student's home, the receiving parent must write a note.



## **H. Behavioral Management Framework (Revised 8/2013)**

1. At the beginning of each school year, a copy of the Transportation Rules will be presented to parents at online registration and they are required to electronically sign off on the document. A paper copy of the rules can be provided to a patron at their request.
2. When a student is issued a Bus Conduct Form, the driver will notify the student of the information prior to them leaving the bus, if possible. The driver will fill out the Bus Conduct form online and submit a copy to the Building Principal and to the Transportation Department. The Transportation Department will then forward a copy of the Bus Conduct Form to the parent via email. If no parent email is available, the Transportation Department will provide the driver with a copy of the Bus Conduct Form to provide to the student. In certain circumstances, the paper copy of the Bus Conduct Form can still be utilized for disciplinary procedures.
3. Bus Conduct Forms will be filled out on all qualifying disciplinary incidents. A qualifying incident is one that has been addressed previously through verbal warning(s) and/or has risen to the next level of disciplinary action. Any disciplinary activities prescribed by the particular level of discipline ( ie.Parent contact, referral to Principal, etc.) must be initiated by the driver and documented.
4. Bus discipline procedures on each particular bus will follow TSC Transportation Policy, but will be at the discretion of each individual driver. Undocumented discipline of lack of discipline on the part of the driver is ensuring safety on the bus can result in Employee Discipline Procedures involving the driver.
5. Two documents will be used to document issues arising on the bus. Each of these documents should be submitted as soon as possible to the Transportation Department.
  - a. Incident Documentation Form is used to document damage to a bus, injuries that occur on the bus, and miscellaneous incidents that occur that are unrelated to bus conduct.
  - b. Bus Conduct Form is used to document violations of TSC Transportation Policy while students are on the bus.
  - c. Driver Log is highly suggested, bus is not mandatory and will no longer be required to be turned into Department Administration. Drivers should utilize either their copies of Bus Conduct Forms or their log to keep track of ongoing disciplinary strategies on the bus.

## **I. Behavioral Management Procedures (Revised 8/2013)**

1. Verbal Warning:
  - a. Documentation that you have put a student on notice that his/her behavior is inappropriate and unacceptable.
2. Written Warning:
  - a. A written warning should be used if the student's behavior continues to fall outside of the guidelines of Department rules. If the behavior problem continues, then the parents should be contacted.
3. Changing seating assignment:
  - a. Seating assignment changes may be necessary if previous disciplinary procedures have not resolved

4. Contact the parents:
  - a. If behavior problems continue, then the parents should be contacted.
  - b. Contact by telephone or in person, with the permission of the parent.
  - c. Parent participation and cooperation in achieving a solution to the problem should be elicited.
  - d. The driver will complete the Bus Conduct Form detailing a parent conference and sign the form. A copy will be provided to the Transportation Office.
5. Involve Building Principal:
  - a. If the behavior problem continues to manifest itself, then a conference involving the student, Building Principal, and driver will be held.
  - b. A Bus Conduct Form will be completed for each conference with the Building Principal.
6. Suspension of Riding Privileges:
  - a. Students may have their riding privileges suspended for the following periods of time. The suspension progress does not revert back to the beginning with the change of semesters.
    1. One (1) day.
    2. Three (3) days.
    3. Five (5) days.
    4. Ten (10) days.
    5. Rest of semester.
    6. Rest of school year.
  - b. Drivers may suspend the riding privileges of a student for **one (1) day** without prior approval from the Building Principal or Transportation Office. Driver **must** make contact with parent by telephone or in person before suspension can be enforced. **All** other periods of suspension **must** have approval of the Building Principal or the Transportation Office **before** they can be administered.
  - c. Students who have had their riding privileges suspended from a Tippecanoe School Corporation bus **may not ride any other Tippecanoe School Corporation bus until the period of suspension has ended. However, if a student who is not assigned to your bus presents themselves for transportation (suspended or not) shall be transported to school and the matter resolved with the building principal.**
7. Criteria for the suspension of a student's riding privileges:
  - a. The commission of any serious infraction.
  - b. The use of obscene language or obscene gestures.
  - c. Fighting.
  - d. Throwing objects at another student or at the driver.
  - e. Verbal or physical threats or actions towards authority personnel.
  - f. Any act that endangers the safety of other students, the bus driver or other motorists.
  - g. Continued behavior problems after due process (Verbal Warning, Bus Conduct Form, and Parental Contact) has been exhausted.

## **J. Parent(s) Responsibilities (8/2015)**

If a student has their riding privileges suspended, the parent is responsible for transporting the student to and from school. This is stated under Indiana Code 20-33-2-27. Any absence from school, because of a behavior problem, may result in an absence that is not excused.

## **SEXUAL HARASSMENT**

**WHEN STUDENTS ARE SUBJECTED TO SEXUAL HARASSMENT THEY ARE RECEIVING TREATMENT THAT IS DIFFERENT FROM OTHERS BECAUSE OF THEIR SEX.**

### **A. General Considerations**

1. Tippecanoe School Corporation policy defines harassment of students by other students as any speech or action that creates a hostile or offensive learning environment.
2. Tippecanoe School Corporation policy prohibits:
  - a. Sexual harassment.
  - b. Racial harassment.
  - c. Religious harassment.
  - d. Ethnic harassment.
  - e. Physical harassment.
3. Behaviors which can be construed as sexual harassment are:
  - a. Spreading rumors or suggestive comments about a student's sexual activity.
  - b. Calling students names of a sexual nature.
  - c. Obscene gestures, including male students grabbing their own genitals and/or rubbing themselves in a sexually suggestive manner.
  - d. Use of sexually explicit language, such as slang terms for parts of the anatomy.
  - e. Students subjecting other students to continual teasing or lewd remarks about their anatomy, such as mooing (expressing breast size).
  - f. Creating graffiti that uses explicit sexual language to describe and/or degrade members of the opposite sex.
  - g. Unwelcome touching, pinching, fondling or restraining students by students of the opposite sex.
  - h. Exposing private parts to students of the opposite sex.
  - i. Flipping up skirts or snapping bras.
  - j. Threatening unwanted sexual activity.
  - k. Offering a student money to perform sexual acts or other sexual propositions.
  - l. Off-color jokes.
  - m. Sexually harassing drawings and other art work.
  - n. Simulating sexual acts.

### **B. Procedures**

1. Driver's Duties:

- a. Respond **PROMPTLY** if:
  1. You observe any of the above behaviors.
  2. You receive a complaint of sexual harassment either from a student or parent.
- b. Responses shall include documenting the complaint:
  1. Identity of all possible victims.
  2. Identity of all perpetrators.
  3. Identity of witnesses.
  4. Nature of complaint. If sexually explicit language is used, then include it **word for word**.
  5. Provide copies of documentation to Building Principal and/or Transportation Office.
- c. Remove perpetrators from the area where victims are seated.
- d. Monitor both perpetrators and victims to see that the conduct does not continue.
- e. Contact parents of the victims and perpetrators.
  1. Advise of complaint.
  2. Advise of actions taken by you.
  3. Advise that the matter has been turned over to the Building Principal and the Transportation Office.
- f. Assist in ongoing investigation.

### **C. Disciplinary Action**

1. No disciplinary action will be taken until investigation is completed.
2. All disciplinary actions shall follow Transportation Behavioral Management Procedures.

## MAINTENANCE OPERATIONS

**A SCHOOL BUS WHICH OPERATES PROPERLY IS MORE RESPONSIVE TO YOUR COMMANDS AND ENABLES YOU TO DEVOTE YOUR COMPLETE ATTENTION TO THE TASK OF TRANSPORTING STUDENTS. YOUR SAFETY, THE SAFETY OF YOUR PASSENGERS AND THE SAFETY OF OTHERS WHO SHARE THE ROAD ARE ALL AT STAKE.**

**AS THE DRIVER, YOU ARE THE ONE WHO “LIVES” WITH THE VEHICLE UNDER ALL OPERATING CONDITIONS AND YOU ARE THE ONE MOST LIKELY TO NOTICE FAULTY OR ABNORMAL OPERATION. CONSEQUENTLY, THE MAINTENANCE PEOPLE MUST DEPEND HEAVILY UPON YOU, YOUR ABILITY TO DETECT ANY PROBLEMS AND YOUR PROMPTNESS IN REPORTING THEM.**

## MAINTENANCE

### A. Care of Vehicle (Revised 8/2016)

1. Proper care of the vehicle is of the utmost importance. Proper care starts with the driver and is augmented by the mechanic. A clean and well-maintained bus reflects **pride and excellence** of the driver, mechanic and the school system.
2. Bus cleanliness is the responsibility of the driver. All drivers are expected to maintain a clean and presentable bus at all times. Anytime you use a different bus make sure there is no paper, trash or refuse on the floor or seats when it is returned either to the garage or to another driver. Drivers are expected to:
  - a. Sweep out buses daily, if needed.
  - b. Clean windows weekly.
  - c. Dust the dash and instrument panel weekly.
  - d. Clean the rear exterior lights and window, as needed.
  - e. Wash the exterior of the bus monthly.
3. If a bus is low on oil, add to bring the level up to the full mark. Antifreeze should be visible in the sight glass with the engine **cold**; this will allow room for expansion. If antifreeze is needed, contact the service manager immediately. A technician will be dispatched to top off the system. Due to the critical chemical balance that must be maintained within the cooling system **UNDER NO CIRCUMSTANCES IS A DRIVER TO ADD WATER OR ANY KIND OF ANTIFREEZE.**
4. Each individual driver and vehicle will be issued a fuel key. The green key is assigned to the vehicle and a black key is assigned to an individual. Anytime a vehicle is fueled, shut the engine off and use the assigned green key. You may use your black key to fuel any vehicle in the Corporation.
5. Service is calculated and scheduled using mileage and time. A schedule will be given to you of the service dates for your bus 3-4 weeks after the beginning of the school year.
6. Any vandalism or item stolen from a bus should be reported **immediately** to the Transportation Office.
7. School buses should **never** be used for **personal** transportation. Buses should be parked at the drivers' homes, schools or at the Service Center when not being used for official

school business.

8. School buses assigned to drivers, route buses or spare buses should not be used by anyone else **without prior authorization** from the Director of Transportation or Service Manager.

## **B. Pre-Trip/Post-Trip Procedures (Revised 8/2014)**

1. Pre-trip inspections will include:
  - a. Exterior:
    1. Windshield, mirrors and windows.
    2. Headlights, taillights, hazard lights, backup lights, brake lights, turn signals and 8-way system.
    3. Emergency doors.
    4. Tires and lug nuts.
  - b. Interior:
    1. Seats (bottom seat cushions securely latched) and floor.
    2. Open all emergency exits.
    3. Emergency equipment.
      - a. Fire extinguisher.
      - b. First aid kit.
      - c. Emergency triangles.
      - d. Body fluids spill kit.
  - c. Engine:
    1. Fluid levels.
    2. Oil.
    3. Coolant.
    4. Power steering.
    5. Fuel gauge.
    6. Belts.
  - d. Final Check:
    1. Brakes.
    2. Mirrors.
    3. Steering.
    4. Windshield wipers.
    5. Heater and defrosters.
2. Each driver will conduct a post-trip inspection after each a.m. and p.m. route and after arrival at field trip destinations. Inspection will include:
  - a. Interior walk-through:
    1. Emergency exits secured.
    2. Damage to seats or floor.
    3. Items left behind by students.
    4. Students.
  - b. Exterior walk-around:
    1. Evidence of fluid leakage.
    2. All exterior lights.
    3. Damage.

### C. Breakdown

1. When a bus experiences mechanical failure prior to being on a route the driver should **notify Unit 3 then the Transportation Office**, via radio **immediately**. This notification should occur in a timely manner to ensure a response that will not delay your departure time (i.e., if you live one-half (½) hour from the Service Center, notification should occur one-half (½) hour prior to departing time).
2. When mechanical failures occur during your route, notify Unit 3 via radio **immediately**. If warn engine light or check engine light is on **DON'T TURN OFF YOUR BUS** unless directed to by Service Department. State your exact location (i.e., the road segment you are on and between what two intersecting road segments –(ex. 800 S between 100 E and 200 E.)
3. Whenever your vehicle is disabled upon the traveled roadway and/or anytime lighted lamps are required on vehicles, drivers shall display emergency reflectors in the following manner:
  - a. One reflector shall be placed on the traffic side of the vehicle at the midpoint of the bus.
  - b. Second reflector shall be placed not less than one hundred (100) feet in front of the bus (in line with the side of the vehicle exposed to traffic).
  - c. Third reflector shall be placed not less than one hundred (100) feet to the rear of the bus (in the center of the rear of the bus).
4. After Hours and Weekends:

When bus failures occur after hours, or on weekends, they create unique situations. Try to reach the Fleet Manager, the Director or the Operations Manager by cell phone or by radio. If no one can be reached and you are more than fifty (50) miles from the district, you are authorized an amount not to exceed \$250.00 for mechanical assistance without obtaining approval of the Director of Transportation, Service Manager or Operations Manager.

### D. Winter Operations (Revised 8/2016)

1. Fuel tanks should be kept half-full or better prior to starting any operational function.
  2. Instruments and switches should be thoroughly checked before leaving the vehicle to assure no electrical connections are left in an “on” position. This is especially important when starting a vehicle in a “cold” environment.
  3. Each day during the winter months, special attention must be given to the air brake system and gear selector mechanism.
    - a. Shift the gear selector from reverse through first gear a couple of times before shutting off the engine.
    - b. Pump air brake pedal until low pressure alarm activates. Let pressure build back up to maximum pressure. Repeat procedure 3 (three) times after completing the 3rd time leave system at full pressure then shut off the bus.
- All these procedures eliminate freezing of mechanical components which reduces mechanical break downs and unwarranted delays on route times.

#### 4. School Bus Idling Policy

##### a. Why **Have an Idling Policy?**

###### i. Exposure to diesel exhaust.

1. Poses a risk of lung cancer.
2. Is an asthma trigger.
3. Can pose other respiratory risks.

###### ii. Air Quality inside the school building is affected by air quality outside the school building.

1. Diesel emissions enter the building through the air intake vents that are usually located at the front of school building where the buses park.

##### b. **School Bus Idling Policy.**

i. TSC has adopted a standard 20 minute idle time for all temperatures under 32 degrees. Extended idle will not bring the engine to operating temperature only when the vehicle is in motion with the engine loaded will heat be produced. Anything over this will waste fuel and cause undue wear to the injectors.

###### ii. Loading/Unloading at schools:

All buses arriving at schools to load or unload students who are going to remain at the school longer than 3 (three) minutes will turn off their engines after the appropriate cool-down time and leave them off until the buses are ready to depart. This section also applies to field trips and arrival and departure from those locations.

5. Other than fog, with a one (1) or two (2) hour delay schedule due to inclement weather, start your vehicle at the normal time and let the engine run with the high idle set between 1200 and 1500 RPM, according to the tachometer on the instrument panel. Make sure the volt and amp meters are showing a charge prior to leaving the vehicle. Defroster blowers may be set only on low. All other electrical switches shall be in the **off** position.
6. Operating your heaters and fans during engine warm-up will result in more power being drawn from the battery than the charging system can replace, causing an electrical failure which will leave you stranded on the road. In addition it will take the engine longer to reach operating temperature. Think of it as a water heater in your home. If you run out of hot water and continue to take a shower, the heater will never catch up.
7. All busses are equipped with block heaters and are to be plugged in anytime your vehicle is parked and you will not be using the vehicle within a ten (10) hour period.
8. A diesel engine will reach normal operating temperature faster traveling down the road versus idling in a parked position and keeping the engine's RPM up around 2000. This can be accomplished by selecting a lower gear until the engine reaches normal operating temperatures.
9. It is always important to watch the vehicle instrument panel while driving. Especially during cold weather conditions, this practice becomes more important in avoiding a vehicle break down.



## **E. Winter Operations (Revised 8/2016)**

Whenever school is **closed** due to inclement weather **and for Winter Break** the following procedure needs to be followed.

- 1. If you do not park at the bus garage, once school is cancelled for the day you make sure all electrical switches and two-way radios are turned off.**
- 2. Pump air brake pedal until low air pressure alarm activates. Let air pressure build back up to maximum pressure. Repeat this procedure three times and make sure system is back to 120 lbs. before shutting engine off for the break. This procedure will reduce the possibility of air brakes freezing.**
- 3. Plug your block heaters in.**
- 4. Buses should be started the morning of the day before school resumes. If your bus does not start, notify Steve by 10:00 a.m. After your engine has started, push the accelerator pedal down and make sure the engine RPM is at 1500 and hold until your voltmeter is indicating a charge of at least 13-14 volts. If the alternator is not energized at start up, then your battery will not be recharged. LEAVE YOUR BUS RUNNING FOR APPROXIMATELY ONE-HALF (1/2) HOUR, AT 1500, BEFORE SHUTTING IT OFF. This procedure will help recharge your battery for the next morning's start.**
- 5. Or those of you who have field trips during inclement weather, or have the need to move your bus, you should apply the above procedures 24 hours in advance of trying to start your engine.**

**APPENDIX A**  
(Revised 8/2003)

**Administrative Guidelines**

**Alcohol and Controlled Substance Testing Policy**

**Commercial Driver's License (CDL) Employees**

**A. Testing of Drivers**

1. All drivers, who must have Commercial Driver's Licenses, will be tested for alcohol and drug abuse in accordance with the approved procedures when directed by the Director of Transportation. Those individuals to be tested may include, but not limited to, school bus drivers, security officers, Director of Transportation, maintenance staff, school bus mechanics who test-drive vehicles, Superintendent, teachers and coaches who operate School District vehicles, and substitutes or part-time employees for these positions.
2. Department of Transportation (DOT) and the School District is implementing drug and alcohol testing under the following circumstances: pre-employment (drug only), reasonable suspicion, post-accident, random, return to duty and follow-up. Refusal to submit to the types of drug or alcohol testing employed by the School District will be grounds for refusal to hire driver applicants or to terminate the employment of existing drivers.
3. Drivers will be tested under the following guidelines:
  - a. **Pre-employment** - Under no circumstances will an individual be placed on the payroll without proof of a successful completion of a drug test. Any individual who refuses to submit to such a test, or has a positive controlled substance test result, will not be considered for employment with the School District.
  - b. **Random** - All drivers will be subject to unannounced random drug and alcohol testing. The School District, or agent, will periodically select drivers at random for testing. A School District official will notify a driver when his/her name has been selected and will instruct the driver to report immediately to a collection site for provision of a urine sample or alcohol breath test. Under DOT regulations, the School District must drug test at least fifty percent (50%) of its average number of driver positions each year, and must alcohol test ten percent (10%) of its average number of driver positions each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver's name selected at random must be placed back in the random pool for the next selection. By its very nature, random selection may cause a particular individual to be tested more than once in an employment year. Alternatively, it may happen that a particular individual is not selected at all during the same employment year. Refusal to take a random drug test or alcohol test will be considered grounds for removing the employee from service and recommending his/her termination of employment.

- c. **Post-Accident** - Drivers are required to submit to drug and alcohol testing, as soon as possible, following a “DOT” accident which involves the loss of human life or the driver receives a citation under state or local law for a moving traffic violation arising from the accident. A “DOT” accident is defined as an occurrence involving a commercial motor vehicle operating on a public road which results in either a fatality, bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident or one or more vehicles incurring disabling damage as a result of the accident requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

A driver, who is subject to post-accident testing, shall remain readily available for such testing or may be deemed by the School District to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

No driver, required to take a post-accident alcohol test, shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first. If a DOT post-accident drug test is not administered within thirty two (32) hours following the accident, the School District shall cease attempts to administer a drug test, and prepare and maintain on file a record stating the reasons the test was not promptly administered.

If a driver is seriously injured and cannot submit to testing at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs or alcohol in his/her system.

The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by federal, state, or local officials having independent authority for the test shall be considered to meet the requirements for post-accident testing if the results are obtained by the School District.

- d. **Reasonable Suspicion** - The School District is required to test for the use of alcohol and/or controlled substances upon “reasonable suspicion”. Reasonable suspicion is defined to mean that the School District believes the behavior, speech, body odor and/or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or the Director of Transportation, if so trained. The mere possession of alcohol does not constitute a need for an alcohol test. The witness must have received training in the detection of probable alcohol and drug use of observing a person’s behavior.

If it is at all possible, the witness should not conduct the alcohol test in order to protect the driver.

Alcohol or drug testing is authorized only if the observations are made during, just

before, or just after the period of the work day of the driver. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.

If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered.

Prior to the start of work, a driver must report to his/her immediate supervisor the use of any prescription and/or over-the-counter drugs which may affect job performance or the safety of others. It is the driver's responsibility to obtain from his/her physician a determination as to whether or not the drug could affect job performance. The driver must present the drug container with the full label on it in addition to a written statement from his/her physician.

All information obtained in the course of testing of drivers shall be protected as confidential medical information. No data concerning this information will be made a part of the employee's personnel file or will be provided to any other party without the direct written consent of the driver.

Failure to sign a release for alcohol and drug testing will be classified as insubordination and the driver shall be terminated as a driver for the School District, subject to applicable state law.

Refusal to submit to an alcohol and/or controlled substance test, as required, will be recorded and considered the same as a positive test. Refusal to submit to an alcohol or controlled substance test means that a driver:

1. Fails to provide adequate breath for testing without valid medical explanation after he/she has received notice of the requirement for breath testing in accordance with this policy.
2. Fails to provide adequate urine for controlled substance testing without a valid medical explanation after he/she received notice of the requirement for testing in accordance with this policy.
3. Engages in conduct that clearly obstructs the testing process.

Drivers testing positive for alcohol (.04% or greater) or for a controlled substance, shall be prohibited from driving or performing a safety-sensitive function for the School District, shall be referred to the Employees Drug and Alcohol Assistance Program and become subject to any other School District policies dealing with the use of alcohol and controlled substances. Drivers testing positive for alcohol (.02% or greater, but less than .04%), shall also not drive or perform safety-sensitive functions for the School District, nor shall the School District permit the driver to perform, or continue to perform, safety-sensitive functions until the start of the

driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test. The driver also becomes subject to any other School District policy dealing with the use of alcohol and controlled substances.

A driver is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, ready to perform, or immediately available to perform, any safety-sensitive function. A safety-sensitive function is defined as:

1. All time spent at a facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the School District.
  2. All time spent inspecting equipment, otherwise inspecting, servicing or conditioning any motor vehicle at any time.
  3. All driving time spent at the driving controls of a motor vehicle in operation.
  4. All time, other than driving time, in or upon any motor vehicle.
  5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded or remaining in readiness to operate the vehicle.
  6. All time spent performing the driver requirements relating to an accident.
  7. All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.
- e. **Return-to-Duty Testing and Follow-up Testing** - A driver who has been prohibited from performing a safety-sensitive function after engaging in conduct regarding alcohol misuse prohibited by U.S. Department of Transportation regulations, and before returning to duty, shall undergo a Return-to-Duty test which indicates a breath alcohol concentration of less than .02%.

A driver who has been prohibited from performing a safety-sensitive function after engaging in conduct regarding controlled substance use prohibited by U.S. Department of Transportation regulations, and before returning to duty, shall undergo a Return-to-Duty test with a result indicating a verified negative result.

When a Return-to-Duty test is required, the driver must also be evaluated by a Substance Abuse Professional (SAP) and participate in an assistance program provided by SAP.

When a driver has been determined to be in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, the driver will be subject to unannounced follow-up alcohol and/or controlled substances testing. The driver will be subject to a minimum of six (6) follow-up tests in the first twelve (12) months. The follow-up testing period shall not exceed sixty (60) months. Follow-up testing for alcohol shall be performed only when the driver is performing safety-sensitive functions.

## **B. Testing Procedures Regulations (Revised 8/2000)**

1. The following testing procedures are to be strictly observed by any collection facility and/or laboratory contracted with by the School District in order to carry out its drug and

alcohol testing program.

a. Controlled substance testing procedures:

1. **Chain of Custody** - Chain of custody is defined as procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final testing and disposition of the specimen. These procedures will require an approved chain-of-custody form.
2. **Preparation for Testing**
  - a. Use of tamperproof seal system designed in a manner that a specimen bottle top can be sealed against undetected opening and the bottle has a means for identification of the test subject, either by number or some other confidential manner.
  - b. Use of a shipping container in which one or more specimens and associated paperwork may be transferred and can be sealed and initialed to prevent undetected tampering.
  - c. Written procedures and instructions for collection site.
3. **Specimen Collection** - Specimen collection will be done at collection sites designated by the Director of Transportation.
4. **Laboratory Analysis** - Laboratory analysis of all specimens collected will be performed by qualified laboratories appointed by the School District under all Federal guidelines.
5. **Review of Results of the Laboratory Tests** - The laboratory selected by the School District shall report the test results directly to the school District's MRO within an average of five (5) working days.

Both positive and negative results must be reported. The report, as certified by the responsible laboratory, shall indicate the drug/metabolites tested for, whether the results are positive or negative, and the cut-off one (1) level for each drug analyzed, the specimen and the drug testing laboratory identification number. The laboratory may transmit the test results to the MRO by various electronic means such as tele printer, facsimile or computer, so long as those methods established are designed to maintain confidentiality. Results cannot, at any time, be provided verbally by telephone. The laboratory must also transmit to the MRO the original or a certified copy of the urine chain-of custody and control form and must identify the individual responsible for the day-to-day management of the laboratory process.

6. **The Role of the Medical Review Officer** - The MRO must be a licensed M.D. or D.O. and principally serve as an arbiter between the laboratory and the School District. The MRO must possess a knowledge of drug abuse disorders. It is the primary role of the MRO to review and interpret positive results obtained from the laboratory. The MRO must access and determine whether alternate medical explanations could account for the positive test results.

To accomplish this task, the MRO may conduct medical interviews of the individual, review the individual's medical history and review other relevant biomedical factors. Additionally, the MRO must examine any submitted medical

records for evidence of prescribed medications.

The MRO must give the individual testing positive an opportunity to discuss the test results. If the tested individual provides sufficient medical documentation that the positive result derives from the use of legally prescribed medication, the MRO may allow the driver to continue to operate, or the MRO may request the opinion of another physician.

After the individual testing positive has been given the opportunity to provide sufficient information, and the MRO makes a final decision, the School District is notified of the results of the substance test.

7. **The Appeal Process Available to Drivers Testing Positive** - If a driver tests positive for drug or alcohol use, he/she has the right to question the results by:
  - a. Contacting the MRO to verify the sample number of the urine sample to the MRO's form.
  - b. Requesting split-sample be tested within seventy-two (72) hours of the original testing.
- b. Alcohol testing procedures include the following:
  1. **Testing Devices** - Alcohol tests are to be conducted with only Evidential Breath Testing devices (EBT's) approved by the National Highway Traffic Safety Administration (NHTSA) on its Conforming Products List (CPL). The rules allow the use of EBT's for the initial screening test that are on the CPL, that do not meet the additional requirements for the confirmation test (e.g., sequential numbering and printout capability).
  2. **Test Administrators** - Only a Breath Alcohol Technician (BAT) who has had proper training may administer breath alcohol tests. Reasonable cause tests may not be conducted by the person making the determination that reasonable suspicion exists to conduct an alcohol test.
  3. **Test Procedures** - The BAT will perform an initial alcohol screen. If the initial screen results in a Blood Alcohol Concentration (BAC) of .02% or above, a confirmation test is required. Any tests resulting in a BAC of less than .02% will be considered negative. The BAT will wait a minimum of fifteen (15) minutes before administering the confirmation test. Confirmation tests must be performed within twenty (20) minutes.

The Director of Transportation will be responsible for maintaining in the School District files, and on a confidential basis, all records required by Federal regulations under this testing program.

### **C. Training of Supervisors and Drivers**

1. **Supervisor Training** - The Director of Transportation and supervisors are the keys to a drug and alcohol-free environment. At a minimum, the Director of Transportation and supervisors will receive basic training and orientation on:
  - a. The identification of behavioral and physiological signs of alcohol and drug abuse.
  - b. How to recognize, counsel and document employees whose performance has deteriorated.

- c. How and when to suggest and/or require the services of an Employee Assistance Program (EAP), or any other drug/alcohol assistance program.
  - d. Documentation of training.
2. **Driver Training** - The driver's training program will consist of:
- a. Explanation of the effects and consequences of alcohol and controlled substance use on personal health, safety and work environment.
  - b. The manifestations and behavioral causes that may indicate alcohol and controlled substance use or abuse.
  - c. Information and materials required by federal regulations.
  - d. Documentation of training.

#### **D. Retention of Records**

1. The following records relating to the School District's drug and alcohol testing program are required to be maintained:
  - a. Records related to the collection process.
    1. Collection logbooks.
    2. Documents related to the random selection process.
    3. Calibration documentation for testing apparatus.
    4. Documentation of Breath Alcohol Technician (BAT) training.
    5. Documentation of reasoning for reasonable suspicion testing.
    6. Documentation of reasoning for post-accident testing.
    7. Documents verifying a medical explanation for the inability to provide adequate breath or urine sample for testing.
    8. Consolidated annual calendar year summaries.
  - b. Records related to the driver's test results.
    1. Employer's copy of the alcohol test form, including results.
    2. Employer's copy of the drug test chain-of-custody and control form.
    3. Documents sent to the employer by the Medical Review Officer.
    4. Documentation of any driver's refusal to submit to a required alcohol or controlled substance test.
    5. Documents provided by a driver to dispute test results.
  - c. Documentation of any other violations of controlled substance use or alcohol misuse rules.
  - d. Records related to evaluation and training.
    1. Records pertaining to substance abuse professionals (SAP's) determination of a driver's need for assistance.
    2. Records concerning a driver's compliance with SAP's recommendations.
  - e. Records related to education and training.
    1. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse.
    2. Documentation of compliance with requirement to provide drivers with educational material, including drivers signed receipt of materials.
    3. Documentation of supervisor training.
    4. Certification that training conducted under this rule complies with all requirements of DOT regulations.



- f. Records relating to drug testing.
  - 1. Any agreements with collection site facilities, laboratories, medical review officers (MRO's), and consortia.
  - 2. Names and positions of officials, along with their role, in the employer's alcohol and controlled substance testing program.
  - 3. Monthly statistical summaries of urinalysis test results.
  - 4. The employer's drug testing policy and procedures.
  
- 2. All required records shall be maintained in a secure location with limited access. Records shall be made available for inspection at the School District's central office within two (2) business days after a request has been made by an authorized representative of the Federal Highway Administration.
  
- 3. All required records must be maintained for a minimum of five (5) years. Those records relating to the collection process and required training are kept for two (2) years. Negative substance test results and alcohol test results indicating a breath alcohol concentration of less than .02% are kept only for one (1) year.

## **Emergency Management Guidelines for TSC Buses (8/2000)**

### **1. Perception of Threat**

- a. Event near/on bus threatening.
- b. Overt action by individual.
  - 1. To take over bus.
  - 2. To harm passengers.
  - 3. To harm driver/hijack bus.
- c. Individual, without weapon, forces way onto bus.
  - 1. Angry parent.
  - 2. Irate motorist.

### **2. Overt Threat**

- a. Telephone threat.
  - 1. Received by office.
  - 2. Received by driver

### **3. Physical Assault**

- a. Fist fight breaks out on bus.
- b. Individual forces way onto bus and assaults students.
- c. Individual forces way onto bus and assaults driver.

### **4. Armed Assault**

- a. Student stabs another student.
- b. Student produces firearm/threatens other students.

- c. Student shoots another student.
- d. Individual forces way onto bus/shoots driver.
- e. Individual forces way onto bus/shoots student(s).
- f. Bus comes under sniper fire.
- g. Individual forces way onto bus/takes hostages off bus.

## **5. Hijacking**

- a. Armed individual commandeers bus/orders everyone off.
- b. Armed individual commandeers bus/takes driver and students hostage.
  - 1. Forces bus to drive to specific location.
  - 2. Makes demands for release of hostages.

## **6. Bomb**

- a. Telephoned bomb threat.
- b. Student claims to have bomb on board.
- c. Suspicious package.

## **7. Medical Emergencies**

- a. Student related.
- b. Driver related.

## **Procedure for Perceived Threat (8/2000)**

### **1. Event Near or on Bus**

- a. Advise dispatch by radio of circumstances.
  - 1. If threat is outside bus:
    - a. Take alternate route.
    - b. Have students take appropriate cover.
      - 1. Get on floor.
      - 2. Student helpers aid in calming younger students.
    - c. Do not open door for any reason.
    - d. Do not stop driving, keep moving away from threat.
    - e. Keep dispatch advised of ongoing situation.
  - 2. If threat on bus:
    - a. Use code to advice type of situation.
    - b. Remain stationary so help can arrive.
    - c. If feasible, evacuate as many students as possible.
      - 1. Use student helpers to move other students away from bus.
    - d. Do not try to negotiate with individuals.
    - e. If threat is student to student:
      - 1. Try to diffuse situation.
      - 2. If weapon involved:

- a. Do not place yourself in danger.
- b. Use code to advise dispatch.
3. Remove as many students from area as possible.

## **2. Overt Action by Individual**

- a. If individual is outside bus:
  1. Do not open doors or windows.
  2. Drive away from individual.
  3. Report location, description of individual, and details of incident.
- b. If individual is on bus:
  1. If possible, report by radio that incident is occurring.
  2. Don't try to be a hero.
  3. Stay calm and help maintain calm atmosphere for students.
  4. Follow instructions: do not anger individual.
  5. If possible, keep microphone keyed so dispatch can follow incident.

## **3. Physical Assault**

- a. Student fighting student:
  1. Pull bus safely to side of road.
  2. Give verbal commands to cease fighting.
  3. Advise dispatch of location and problem.
  4. Attempt to separate if you have had proper training.
- b. Individual assaults students or driver:
  1. Advise dispatch and include location and description of perpetrator.
  2. Remain with students, do not give chase.
  3. Have student helper's help maintain calm.

## **4. Armed Assault**

- a. General considerations:
  1. Advise dispatch of incident.
  2. Have students take cover.
  3. If perpetrator is on bus:
    - a. Do not try to subdue.
    - b. Remain calm: follow instructions.
    - c. If possible, keep microphone open so dispatch can follow situation.
  4. If perpetrator shoots at bus:
    - a. Get students on floor (duck and cover).
    - b. If possible, evacuate bus by rear or side doors.
    - c. If possible, drive away from area.
    - d. Advise dispatch of incident and location.
  5. If individual takes hostage off bus:
    - a. Advise dispatch of:
      1. Location.
      2. Name of student(s) taken off bus.
      3. Description of hostage taker.

4. Anything said by hostage taker.
- b. Keep calm.
  1. Use student helpers to maintain calm.
- c. Have students write:
  1. Description of hostage taker.
  2. Facts about incident.
  3. Any conversation by hostage taker.

**5. Hostage Situation (Revised 8/2007)**

- a. Follow instructions of hostage taker.
- b. Advise dispatch, or open microphone so dispatch is aware of situation.
  1. Can you check GPS to confirm my location?
- c. Do not try to negotiate with the hostage taker.
- d. Relay hostage taker's demands.
- e. Remain calm - keep students calm - avoid quick movements.
- f. Treat hostage taker as normal as possible.
  1. Do not:
    - a. Show anger or fear.
    - b. Bargain.

**APPENDIX B**  
(Added 2/2002)

**TSC Protocol for Students with Anaphylactic Reactions**

- A. The school bus driver must be aware of those students who may require epinephrine treatment. Identification sheets with student's name, specific allergy (ex. peanut, bee sting, etc.), warning signs of reaction and their emergency treatment is required.
- B. Emergency treatment procedures must be prescribed by a physician for use by the school bus driver.
- C. School nurses are responsible to inform and train school bus drivers who are involved with the child's care to the potentially severe nature and proper treatment of the allergic problem. A review of this information should occur prior to a new school year or special activities.
- D. Every child should have their own epinephrine auto injector device labeled by name and expiration date. Transporting epinephrine on the school bus is a requirement for children who are subject to anaphylactic shock. Epinephrine must be administered as early as possible after the onset of symptoms of severe allergic response.
- E. Epinephrine auto injectors must be kept in locations in the students personal equipment brought on the school bus which are easily accessible to the school bus driver but not to other students.
- F. All students, regardless of whether or not they are capable of epinephrine self administration, will require help of others because the severity of the reaction may hamper their attempt to inject themselves. Adult supervision is mandatory. The school bus driver must learn how to assist the student to use these auto-injectors in emergency situations on the school bus.
- G. Driver should advise school by radio that student is having allergic reaction and request that 911 be called giving location that they have stopped at to administer treatment. Route should not be resumed until medical personnel have arrived and student is under their care.
- H. Parents that allow school bus driver to administer epinephrine must sign a consent form.
- I. The provisions of the Good Samaritan Law in each state provides protection to the care giver in life threatening situations when they provide assistance in a reasonable manner. Epinephrine is regarded as acceptable treatment for anaphylaxis.

**APPENDIX C**  
(Added 8/2009)

**Driver's Seat belt Guidelines**

The safe transportation of students to and from school is our primary mission. To accomplish this, our 2009 buses will be equipped with lap/shoulder belts. We want to encourage the use of seat belts by all students. Drivers will provide a good example by using their seat belts at all times.

1. Each seat has the capacity for three students. Middle school and high school student will only be assigned two to a seat. Elementary students will be assigned three to a seat with the older students occupying the window and aisle seats.
2. Responsible students in each seat should be encouraged to help others in their seat buckle their seat belts.
3. If you need to assist a student buckle their seat belt, you must safely pull to the side of the road, turn off your bus, remove keys, then provide assistance.
4. All seat belts will be buckled when the bus is in motion. If a student does not use their seat belt, verbal, then written warnings will be given.
5. Use your written warnings wisely. We want to encourage the use of the seat belts, not use this as a discipline tool. Suspension of riding privileges will be used only in extreme cases.
6. All parent contacts regarding seat belt use must be documented, and turned in to the operations manager.
7. Students should remove their backpacks before putting on their seat belt.
8. When loading students, do not put the bus in motion until the student is seated and has buckled their seat belt.

## **OPERATION OF CORPORATION-OWNED VEHICLES (per Administrative Guideline 4122.01)**

### **A. Regulations**

1. Licensing.
  - A. Any employee that operates a Corporation-owned vehicle must possess a valid driver's license.
  - B. If an employee has their driving privileges suspended or revoked, he or she is required to report that information to their immediate supervisor.
  - C. Any employee that operates a Corporation-owned vehicle must agree to have their Motor Vehicle record checked 2 times per year.
2. Motor Vehicle Record
  - A. Any employee who has a conviction for Driving While Intoxicated on their Motor Vehicle Record will be automatically disqualified from operating a Corporation-owned vehicle.
  - B. Employees with excessive driving convictions or active points on their Driving Record will have their ability to drive a Corporation-owned vehicle reviewed by Central Office Administration.
3. Operation of Vehicle
  - A. Any employee that operates a Corporation-owned vehicle will do so only after ensuring that the vehicle is in proper working order. If the employee is unsure of how to define proper working order of the vehicle, they may make an appointment with the Transportation Department for training. Any deficiencies that are found in the vehicle will be reported immediately to the Transportation Department.
  - B. All employees that operate a Corporation-owned vehicle will adhere to the driving laws of the state in which the vehicle is located.
  - C. Employees will not be allowed to transport non-Corporation affiliates with out the express Permission of their immediate supervisor.
  - D. Employees should operate Corporation-owned vehicles in a safe and courteous manner. Most Corporation-owned vehicles are marked with Corporation logos or identification and their operation reflects directly on the Corporation.
4. Accident Protocol
  - A. Secure vehicle and check status of all passengers
  - B. Notify Transportation and/or local authorities with crash location and vehicle information
  - C. Notify immediate school or department supervisor of incident
  - D. Make a list of all students/passengers that are located in your vehicle
  - E. Report any and all accidents, no matter how minor.
5. Training
  - A. Each Corporation employee that chooses to operate a Corporation-owned vehicle must participate in training for the operation of that vehicle as established by the Transportation Office.

### **B. Drug/Alcohol testing policy**

1. Accidents
  - A. Testing of employees involved in accidents is mandatory by state law when the accident involves serious bodily injury or death.
  - B. Testing of employees may take place at an accident scene if the Administrative personnel on Scene have reasonable suspicion to believe that the employee is under the influence of a controlled substance or alcohol.

A2. Non-accident testing

- A. A member of the Administration of TSC may offer a drug or alcohol screen to an employee if that Administrator has reasonable suspicion that the employee has operated a Corporation-owned vehicle under the influence of alcohol or a controlled substance.



## **SUMMARY**

**NEW IDEAS ARE THE SEEDS OF PROGRESS AND CHANGE IS THE ACCEPTED ORDER TODAY. WHEN WE REFUSE TO ACCEPT NEW IDEAS, WE CEASE TO GROW AND IMPROVE. GIVE THIS PROCEEDING INFORMATION EVERY CONSIDERATION AND NEVER BE AFRAID OF A CHANGE.**