



**Rush City Public Schools
Transportation Handbook
2025-2026~~2024-2025~~**

Transportation Department

Bus Garage: 320-358-3562

Brittany Tollefson, Coordinator: 715-501-9330

Andrew Nordstrom, Director: 651-341-9115

District Office: 320-358-4855

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~~2025-2026~~2024-2025 Transportation Handbook

GENERAL RULES AND PROCEDURES

ARRIVAL TIME

Elementary students should not arrive at the school before ~~78:00~~ 7:00 a.m. Students will have enough time for breakfast, etc. even when they arrive at ~~78:50~~ 7:50 a.m. If drivers encounter challenging road conditions or bad weather, teachers and food service staff will accommodate late arrivals.

Students should not be picked up before 6:45 a.m. Exceptions to this rule must be cleared by District Office staff.

- High School morning arrival time 8:00 a.m.
- Elementary school morning arrival time 7:50 a.m.
- Elementary PM bus line-up, be in the bus loop by 2:50 p.m.

BREAKDOWN

In the event a bus driver is experiencing a problem, be it mechanical, weather related, etc., the driver should contact the Transportation ~~Coordinator or Director~~Supervisor or District Office to determine how the balance of that person's route will be handled.

CAMERAS

The cameras are an important part of the District effort to maintain good behavior and safe transportation. Cameras must be recording during all times students are on the vehicle. Please make sure the video equipment is programmed with the correct date/time and in proper working order. Report any problems to the Transportation ~~Coordinator or Director~~Supervisor immediately so the video system can be repaired. A monthly check of the operation of the camera must be completed and documented ~~and will be done by the by the Coordinator or Director~~. ~~The bus garage has a computer for drivers to view recordings to make sure equipment is working properly. There are extra tapes available at the bus garage office.~~

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CLEANING PROCEDURES

Vehicle Interior: Drivers are expected to do a thorough job of sweeping their vehicle out as needed, but at a minimum of two times per week. Sweeping on a daily basis will minimize the amount of dirt and debris that accumulates under seats. Remove wrappers and other debris from between seat cushions on a regular basis.

Vehicle Washing: Each driver is responsible for washing his or her assigned vehicle as needed, but at least twice monthly.

1. The District will provide tokens for the Rush City Car Wash on Fairfield Avenue.
2. Each driver will be responsible to pick up tokens for their own vehicle from the Transportation ~~Coordinator or Director~~Supervisor.
3. Vehicles must always be clean (inside and outside) for extra-curricular trips before leaving town.
4. The driver should wash and clean the vehicle thoroughly inside and out after the last route at the end of the school year (sweeping, windows, washing outside, etc.). The driver will receive the second half of bus cleaning pay after the end-of-year checklist has been completed by the driver and approved by the Transportation ~~Coordinator or Director~~Supervisor.

~~Spare Vehicles~~Buses:

~~Short term use~~—A driver using a ~~spare vehicle~~bus for ~~any amount of time~~ ~~one or two days~~ will return the vehicle clean (swept and washed) and fueled. This will ensure the spare is ready for the next person to use.

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~~Long Term use~~—A driver using a spare bus for a regular route over an extended period of time, will assume the responsibility of keeping that bus clean, inside and out, for the duration of the time he/she is using it.

DISTRICT BUSES

While each driver is assigned a particular bus for regular routes, ANY bus is available to any driver for use on extra trips or for summer assignments. When using a bus other than your own for an extra trip, return it to the garage in the same or better condition than when it was taken. Buses may not be used for personal business. Buses should be returned to the bus garage.

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DOT PHYSICAL

An applicant for a school bus driver's endorsement and regular Type III vehicle drivers must be in good physical and mental health, able-bodied, and free from communicable disease. Each driver is required to pass a physical examination as often as the examiner determines. If the driver does not pass the physical examination or supply the district office with a copy of their new certificate prior to expiration, the commissioner of public safety will cancel the school bus endorsement. Every driver must carry this certificate at all times.

Rush City Schools will now be using Perreault Chiropractic in Rush City to provide DOT physicals for our drivers. Physicals completed at this location will be paid for by the district. If you choose to complete your DOT physical elsewhere, you will be responsible for the cost.

To schedule your appointment, please call Perreault Chiropractic at 320-358-3441.

After your physical is complete, you must submit your Medical Examiner's Certificate to any Minnesota Driver and Vehicle Services (DVS) Office.

KNOWLEDGE QUIZ

All drivers are required to complete the Knowledge Quiz annually. This quiz will be distributed by the Transportation Coordinator or Director.

Completion of this quiz is mandatory and must be returned as soon as possible. It is a required document that must be kept on file for each driver in accordance with state statute.

Failure to complete and submit the quiz in a timely manner may impact your eligibility to operate any school vehicle, type III vehicle.

ANNUAL CLEARINGHOUSE QUERY

In accordance with 49 CFR Part 382, the school district is required to conduct annual queries through the FMCSA Drug & Alcohol Clearinghouse for all drivers operating commercial motor vehicles (CMVs).

- A full query is conducted for all new drivers.
- A limited query is conducted annually for all current drivers.
- If a limited query shows that information exists, a full query must be completed within 24 hours, or the driver must be removed from safety-sensitive duties until the query is resolved.

Driver Consent & Recordkeeping

- Written or electronic consent is required before conducting any query.
- The district must retain:
 - Consent forms for at least three (3) years.
 - Query records and any returned results for three (3) years.

Confidentiality & Use

- All Clearinghouse records are confidential and will only be shared with those directly involved in evaluating a driver's eligibility.
- Records may only be used to determine whether a driver is prohibited from operating a CMV for the district.

DRIVER CHECK-IN PROCEDURE

All drivers are required to check in with the Transportation Coordinator, Director, or designated staff member prior to beginning their assigned route. This check-in process ensures compliance with district safety protocols, including verification that the driver is not under the influence of any substances. This includes, but is not limited to, drugs, alcohol, or any chemical substances that may impair judgment or performance.

Drivers are expected to take personal responsibility for completing this check-in promptly and without requiring staff to track them down. Being proactive in this process is essential to maintaining safety, efficiency, and respect for the time of those responsible for conducting check-ins.

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Failure to complete the check-in process or any violation of this procedure will result in disciplinary action in accordance with district guidelines and procedures.

DOWNTIME

During the “downtime” while on field trips, athletic trips, etc., drivers are expected to stay available and flexible to the class/team and advisor(s). If the driver is not required to stay “on site” with the class/team, the driver must remain available by radio or cell phone at all times.

DRIVER’S LICENSE

Drivers must maintain a valid Class A, B, or C Minnesota or Wisconsin driver’s license. Bus drivers must also maintain a CDL, passenger and school bus endorsement. The school district must maintain a copy of each driver’s license on file in the District Office.

DRUG/ALCOHOL TESTING

All school district employees whose positions require a commercial driver’s license, or who will be operating a Type III vehicle on a regular basis will be required to undergo pre-employment, reasonable suspicion, random, and post-accident drug and alcohol testing. School Board Policy #416. Pre-Employment screens will be scheduled at Trust in Us, 12818 Lake Blvd, Lindstrom, MN 55045.

RANDOMS

Required random substance testing will be conducted on site without prior notice. If selected, you will be informed upon returning from your AM or PM route and testing will be done immediately, and must report to Fairview in Wyoming, for testing as directed.

▲ This provision is required by law for bus drivers; however, our district extends this provision to include Type III drivers as well, in the interest of student safety and consistent accountability across all transportation staff.

▲ Failure to comply with this policy or refusal to participate in testing may result in disciplinary action in accordance with district and state regulations.

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EVACUATION DRILLS

Drivers are responsible for completing an evacuation drill for their vehicle during the first two weeks of school. A form needs to be completed and returned to the district office documenting the evacuation drill. In addition to these drills, each building will schedule an additional evacuation drill for ALL students. This will be arranged by the Transportation Coordinator or Director~~Supervisor~~ and building principals.

EXTRA TRIPS

Sign Up: Extra trips are posted and drivers may sign up for trips following a rotation established by the district. The Transportation Coordinator or Director~~Supervisor~~ may assign extra trips when needed to reduce the number of sub drivers needed.

Compensation: Drivers are paid the hourly rate according to the compensation schedule established by the School Board, which includes 15 minutes for a pre-trip inspection. If the driver is unable to complete their regular route and do the extra trip, the driver will receive both the regular route pay and the extra trip pay.

FUELING

The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled for each trip. The engine shall be turned off while fueling. Drivers should never fuel with passengers onboard. Drivers must obtain a receipt at each fill and clearly write their name and bus number on the receipt. These receipts must be submitted along with their monthly log sheet.

HELPERS

Bus drivers will appoint two students to serve as bus helpers for the school year. Helpers are expected to participate in the bus evacuation drill. Drivers will complete the bus helper form and return it to the District Office.

INSPECTIONS

The following guidelines are taken directly from the Minnesota Department of Public Safety:

Unit IV – Vehicle Care, Inspection and Use

A signed daily pre-trip inspection must be completed by the driver or designee prior to the vehicle being operated. ~~This form must be kept in the vehicle at all times.~~ Each ~~school bus~~ driver must properly pre-trip and inspect the ~~vehicleschool bus~~ to ensure it is in safe operating condition. A proper pre-trip inspection will ensure the safety of both the students and you the driver.

4.1 MAINTENANCE and INSPECTION

The driver is the person responsible for safe operation of the school bus. When something is wrong with the school bus the driver must report it to the Transportation ~~Coordinator or Director Supervisor and complete a work order form.~~ The Transportation ~~Coordinator or Director Supervisor~~ is responsible for diagnosis and correction of the problem either himself or by scheduling a maintenance appointment with the appropriate repair shop. **ALL drivers must have in their possession a signed pre-trip inspection report indicating the school bus is in safe operating conditions.** All persons involved in the pre-trip inspection MUST sign the report. A thorough daily school bus inspection must be performed by the driver or designee. It shall consist of three distinct parts:

- A. a pre-trip inspection before the vehicle is driven;
- B. an operational inspection while the bus is being driven; and
- C. a post-trip inspection at the end of the route

4.2 PRE-TRIP INSPECTION PROCEDURE (MN. Rule 7470.1300)

NOTE: There are numerous teaching methods and ways to perform a proper pre-trip inspection. The information listed below is one example of the components of a pre-trip inspection. Further information is available by contacting:

MAPT - www.mnapt.org

MSBOA - www.msboa.com

A. Pre-trip Inspection:

1. While walking to your school bus, begin your visual inspection of the bus.
2. Interior inspection.
3. Under the hood.
4. Exterior inspection.

B. Interior Equipment Inspection:

1. Emergency equipment must be easily accessible and held securely in place.
2. Check the contents of the first aid kit and body fluid clean up kits.
3. Check the fire extinguisher to ensure it is fully charged.
4. Check for emergency warning triangles.
5. Check the driver's seat belt.
6. Check operation and adjustment of the driver seat.
7. Check the operation of the horn.
8. Check the windshield wipers and washers.
9. Check the interior cleanliness of the windshield.
10. Check the condition and operation of the wiper blades.
11. Check the wiper motor and linkage operation.
12. Check the operating condition and visibility of all gauges. Note that attention should be given to these gauges for their proper function at all times when the engine is in operation.
13. Buses manufactured after January 1, 1995, must have the following items in addition to the above listed items:
 - a. An approved seat belt cutter if seat belts are present
 - b. 2-way radio communication or alternative.
14. Buses manufactured after January 1, 2008, must have an approved seat belt cutter.

C. Under the hood:

1. Open the hood and make sure that the safety latch and hinge are in holding position.
2. Check oil level.
3. Verify the level of the antifreeze.
4. Check the power steering pump to see that it is securely mounted, the belt tension is good and the hoses are in good condition.
5. Check the power steering system to see that it is securely mounted and free of oil leaks.
6. Check the pitman arm to see that it is securely mounted.
7. Check the drag link to see that it is securely mounted.
8. Check the shock absorber to see that it is securely mounted and free of oil leaks.
9. Check the tie rod and tie rod ends for looseness.

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10. Check the belt(s) for proper tension, cracks and frayed edges.
11. Look for any loose wires.
12. Check all hoses for leaks and bulges.
13. Check the underside of the bus for fluid leaks.
14. Close the hood and latch.

D. Tires and Wheels:

1. Check the tires for inflation and general condition.
2. Lug nuts must be checked for tightness. Rust trail(s) around the edge of the bolt or nut is a good indicator of a loose lug nut.
3. Check tire tread depth (4/32 front; 2/32 rear).

E. Emergency Exits:

1. Check the opening and closing of all emergency exits and doors.
2. Ensure the emergency buzzers are operating correctly.
3. Check for the proper seal on the emergency exit openings including the entrance door.

F. Mirrors:

1. Good visibility should always be maintained by keeping windows clean.
2. Check for cleanliness, cracks, flaking and securement.
3. Adjust mirrors according to the diagram below.

G. Windows:

1. Check for cleanliness.
2. Check for chips and cracks.
3. Check for operability.
4. Check for moisture (fogging) of the thermal pane.

H. View Underside of Bus:

1. Check for oil or grease leaks.
2. Check springs and hangers. There MUST be no cracked or broken leaves.
3. Check exhaust pipe and hangers.
4. Check shock absorbers for secure mounting and the absence of oil leaks.
5. Check that u-bolts are secure.
6. View condition of the frame.

I. Body:

1. Check for general conditions of the body, noting any damage.
2. Verify that all school bus markings are legible.
3. Check for protruding or sharp edges on the body, both of which pose a threat to entering / exiting students and pedestrians

J. Brakes:

1. Hydraulic brakes:
 - a. The electrical brake motor must be heard with the brake applied and the key off.
 - b. If the brake motor is not heard, do not operate the vehicle until the brake system is serviced.
2. Air brakes:
 - a. Turn the ignition key to the on position
 - b. Depress service brake
 - c. Release the parking brake
 - d. Check one-minute air loss with the service brake applied
 - i. Monitor for air loss
 - ii. Listen for air leaks
 - iii. No more than 3 psi air loss during the one minute checks.
 - e. Pump the service brake until low-pressure warning signal comes on / or around 60 psi
 - f. Continue to pump the brake until the emergency brake system comes on at 20 – 40 psi
 - g. Start the engine and attempt to pull forward
 - h. Place transmission in neutral

- i. Allow the air pressure to build up to fully charge the system
- j. Release parking brake
- k. Attempt to pull forward and stop the vehicle with the service brake
- i. Reapply parking brake

K. Bus Cleanliness:

- 1. Keep the step well free of ice and debris.
- 2. The bus must be swept daily and empty trash can.
- 3. All windows and mirrors should be kept clean. Remember, clean windows mean clear visibility.
- 4. The exterior should be kept clean.
- 5. Ensure your brake lights, turn signals, 8-way lamp system, and headlamps are clean and visible.
- 6. Check the condition of the seats and floors.

4.3 POST-TRIP INSPECTION

ALWAYS CHECK BUS FOR STUDENTS LEFT ON BUS!

During the post-trip Inspection the following items must be inspected. For further details, refer to section 4.2, "Pre-trip Inspection."

- A. Ensure no students are left on the bus by a thorough walk through.
- B. Follow your school district / company policies
- C. Check for personal items left on the bus and vandalism.
- D. Close all windows and roof hatches.
- E. Fuel bus as required.
- F. Report any defects.
- G. Visually check outside for any obvious problems.

LOADING OR UNLOADING STUDENTS

- 1. The driver will activate the flashing 8-light system of the bus at least 300 feet before stopping to load or unload students when outside an incorporated municipality, and 100 feet before stopping within an incorporated municipality, and will keep lights on until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
- 2. Bring the vehicle to a complete stop and disengage gears by shifting gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.
- 3. Prior to discharging students, open the door, activate red flashing lights and extend the stop arm. Discharge students only after conditions appear safe.
- 4. Keep the door open and 8-light system operating until all students have been loaded or unloaded safely.
- 5. When students are a safe distance from the bus or seated on the bus the driver may continue the route.
- 6. The driver will not permit students to stand or get on or off the bus while it is in motion.
- 7. Drivers will load and unload students only at designated locations.

Crossing Highways and Streets

Students shall pass approximately 10 feet in front of the school bus so they are visible to the driver and cross the road only upon receiving a hand signal from the driver.

MAILBOXES/BULLETIN BOARD

Each driver has a mailbox in the bus garage and a school district email address. Please check BOTH daily for any important information. Check the bulletin board at the bus garage for messages and/or announcements that pertain to the group.

RADIO USES

Each vehicle is equipped with a two-way radio for communication purposes. These radios are to be used to communicate with the Transportation Coordinator or Director/Supervisor, District Office, school offices and other school vehicles. Clear, concise, and respectful communication is expected at all times.

Please keep in mind the following guidelines when using the radio:

- Exercise discretion and professionalism at all times. Your communications reflect on the district and may be heard by others.
- Protect private information. Follow all data privacy practices and avoid sharing personal or sensitive details over the radio.

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- **Be aware of your audience.** Radios are located in various offices and public areas, and your transmissions may be heard by students, staff, and parents. Additionally, students on the bus can hear everything that is said.
- **Use good judgment.** When necessary, use initials instead of full names, or wait to communicate until your route is completed if the matter is sensitive or better suited for a private conversation.
- **Avoid complaints or negative commentary.** The radio is not the place to air frustrations or grievances. If you have a concern or issue, please address it through the appropriate channels outside of radio communication.

~~Each vehicle is equipped with a 2-way radio. This radio is to be used to communicate with the District Office, school offices, Transportation Coordinator or Director Supervisor and other school vehicles. Private data practices, along with discretion and professionalism, should be exercised when communicating with others over the radio.~~

REPAIRS

If a driver is experiencing a problem with their vehicle, they must report it immediately to the log the issue on the whiteboard in the bus garage. ~~The Transportation Coordinator or Director Supervisor~~ They will follow-up and schedule the repair as needed.

REPORTS/FORMS

It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time sheets, and pre-trip inspection sheets.

BUS CONDUCT REPORTS

Drivers will use the *Bus Conduct Process* to inform building principals of misbehavior on the vehicle. Building Principals or Dean of Students will inform the Transportation ~~Coordinator or Director Supervisor~~ of the outcome of the incident in a timely manner. The Transportation ~~Coordinator or Director Supervisor~~ will pass the information along to the appropriate driver.

VEHICLE LOG SHEETS

Turn in your Vehicle Log Sheets to the Transportation ~~Coordinator or Director Supervisor~~ on the **last day** of each month. **Do not put more than one month on a sheet.** Please fill out neatly. Beginning and ending mileage must be documented each month.

PRE-TRIP INSPECTION

Pink Pre-Trip Inspection forms must be completed and carried on the vehicle at all times. They must also be turned in to the Transportation ~~Coordinator or Director Supervisor~~ on the **last day** of each month along with your log sheets.

TIME SHEETS

Time sheets should be turned in to the Transportation ~~Coordinator or Director Supervisor~~ on the **16th & 1st of each month.** Time sheets may reflect an additional 15 minutes before and after an extra trip to allow for these inspections and other pre-trip and post-trip duties. If you have questions regarding your pay, please contact the Transportation Director.

ROUTES

District office personnel or the Transportation ~~Coordinator or Director Supervisor~~ (as directed by the office), will determine which drivers will pick up students in any given area. In order to avoid confusion, drivers should NOT decide among themselves who will pick up which students.

A regular bus route includes an AM route and a PM route (approximately 3 hours per day).

No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted or moved without approval. No driver may deviate from the established route without prior permission from the Transportation ~~Coordinator or Director Supervisor~~ or District Office except as required by an emergency or by unexpected road conditions.

If a route change has been approved it is the responsibility of the Transportation ~~Coordinator or Director Supervisor~~ or District Office to contact and communicate the change to parents. Drivers can also inform families given the opportunity to follow up with them.

DAILY BUS PASSES

Only authorized passengers may be transported on a bus. ~~Only authorized passengers may be transported in a bus.~~ **No daily bus passes are allowed. Rare exceptions may be made in the event of a family emergency or other unforeseen circumstances. These exceptions are granted at the discretion of the district and are intended to support families in exceptional situations.**

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If an exception is approved, **drivers will be notified directly** by the Transportation Coordinator or school office.

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~~Other students must give the driver a "Student Bus Permit" that has been signed by office staff. Any other passenger must be specifically approved by the District Office. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.~~

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SALARY/WAGES

Bus Route: Drivers are paid a salary for each route according to the compensation schedule that has been established by the School Board. Bus drivers also receive a stipend to keep the bus clean, inside and out.

Van Route: Drivers are paid hourly for each route according to the compensation schedule established by the School Board. Van drivers are paid a minimum of one hour per route. **If routes 'run together' this is considered one route.** Van drivers also receive a stipend to keep the van clean, inside and out.

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TOBACCO

Tobacco use by the driver or the passengers is prohibited in any school vehicle, **on any school property or at school sponsored activities off campus while on duty.** School Board Policy #419.

WARM UP TIME

Bus warm up time is 5-10 minutes **before use, in the morning, if needed during cold weather.** ~~No warm up time is needed before afternoon routes because the bus will idle about 10 minutes at each school.~~

DRIVER DUTIES AND RESPONSIBILITIES

A. Operate the vehicle in a safe and efficient manner.

1. **Safety:** The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
2. **Defensive Driving:** All drivers are to drive defensively at all times. Defensive driving means driving in a manner to avoid accidents despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
3. **Emergency Doors:** Emergency doors must be unobstructed and operable.
4. **Service Door:** The service door of the bus must be closed at all times while the bus is in motion.
5. **Railroad Crossings:** All vehicles used to transport students must stop at railroad crossings, whether they are loaded or empty. The 4-way hazard lights are to be used before stopping and when crossing the tracks. Door must be opened to provide full visual of the tracks to the driver, and the window should be opened if visibility is impacted by weather conditions. **Follow DOT guidelines.**
6. **Speeding and Other Moving Violations:** No vehicle will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school vehicle will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
7. **Backing Up:** Vehicles shall not be run backwards on the school grounds or any other location if it can be avoided. If it is necessary to run a vehicle backwards on school grounds, the driver shall have another responsible person assist from the outside in back of the vehicle to keep other persons out of the path and to issue warnings to the driver of approaching traffic. Backing out of the bus garage is an exception.
8. **Safe Distance:** When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the vehicle or closer than 500 feet when traveling on the highway.
9. **Seat Belt:** **Driver's must use the seat belt whenever the vehicle is in motion.**

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B. Ensure the safety, welfare and orderly conduct of passengers.

1. **Supervision:** It is the responsibility of the driver and any additional staff members onboard to supervise the passengers and ensure the safety, welfare, and orderly conduct of passengers.

2. **Management System:** Each driver will establish and maintain a management system where students look to the driver for direction, basic respect is practiced, and rules are followed.
3. **Student Discipline:** Although drivers are responsible for maintaining order on the vehicle, drivers must always remember that the types of actions they may use are limited. Drivers must never use physical punishment. Drivers have no authority to deny a child the privilege of riding the vehicle, or drop the student at other than the designated stop. Any denial of riding privileges must come from the school authorities.
4. **Bus Rules:** Drivers are to enforce school bus rules consistently and bus stop rules as appropriate.
5. **Severe Behavior:** Students who misbehave severely may be returned to the school immediately and reported to the building principal and/or administration as available.
6. **Standeers Prohibited:** Standees are not allowed on a moving school bus. All passengers must be seated before the bus is in motion and must remain seated until the bus has stopped.
7. **Dangerous Items:** No weapons, or items that may be classified as dangerous, may be transported on a school vehicle. This includes any weapons, animals, and other dangerous or objectionable items. Companion dogs are allowed.

C. Follow emergency procedures when appropriate.

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights. Drivers should remain with students and ensure their safety during emergencies. Any time a driver steps out of the vehicle when students are on the vehicle the driver shall stop the vehicle, remove the ignition key, and set the brakes.

1. **Getting Assistance:** Use the radio system or cell phone to contact the District Office or alternative emergency numbers. Report the location and number of the vehicle, the nature of the problem, and the status of the passengers. If the above methods fail, ask a passerby or other motorist to contact the District Office or ask a student to use their cell phone.
2. **Cold Weather Stop:** If stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.
3. **Evacuation:** Drivers should evacuate only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When possible, drivers will keep all evacuees at least 100 feet from the vehicle. They should be loaded back onto the vehicle only when the driver has determined it is safe to do so.
4. **Accident:** In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the school district and law enforcement of any accidents immediately. The driver must remain at the accident scene unless imminent danger is present. Upon providing emergency care and notifying the district, the driver shall:
 - A. Cooperate with police and/or ambulance service to assist with the care of students.
 - B. See that all injured students receive proper care.
 - C. Determine facts pertaining to the accident.
 - D. Record names of all students involved and their seating assignments.
 - E. Contact transportation/district staff to give a list of names and circumstances so they can begin contacting parents.
 - F. Discuss the accident only with police and school district officials.
 - G. Remain at the scene of the accident until released by the driver's Coordinator or Directorsupervisor.
 - H. Complete mandatory drug/alcohol testing as soon as possible after the accident. The District SRO or an available officer will conduct a sobriety and alcohol test. A drug test may be required at the officer's discretion or will be mandatory if the accident meets the criteria outlined in policy 416. See Board Policy #416 for reference.
 - I. Before leaving for the day, the driver shall fill out an accident report.

5. Injuries/Medical Emergencies: Drivers will be trained for first aid and CPR procedures. For serious injuries drivers will call 911, followed by a call to the district office. Drivers should administer proper first aid according to their training and level of ability. If an injured passenger is taken to the hospital, record the student's name and the name of the hospital.
6. Dangerous Weapons: If a driver observes or learns that a passenger may have a dangerous weapon, the driver should remain calm and call for assistance without alerting the passenger suspected of having the weapon. The driver should give the location of the vehicle to the District Office, continue the route, and wait for assistance.
7. Fire: In the event of a fire, the first priority is to evacuate the vehicle. Drivers will make certain passengers are safe before attempting to put out the fire.
8. Tornado: If it is likely that a tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver will evacuate the vehicle, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle, far enough away from the vehicle so that the vehicle will not roll over on them, away from power lines and trees, if possible, and instruct them to lie face down or cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. If drivers are on the road when they hear a tornado warning or spot a tornado, and there is no time to evacuate the students after stopping, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.

D. Communicate effectively with school staff, students, parents, law enforcement officials and the motoring public.

1. Students: Clearly communicate expectations to students. Treat students with respect and refrain from any conduct which is, or could be perceived, as demeaning, intimidating or harassing.
2. Parents: Informed parents can assist drivers. Parents can provide important information that will allow the driver to be more effective with a student. Be polite, considerate, and provide accurate observations for parents.
Before the Start of Each School Year
 All families will be notified by email of their student's bus information
 - Bus number
 - Stop location
 - AM pick up time
 - PM drop off time
3. School Staff: School staff will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on school vehicles. Therefore, it is very important drivers have good relationships with the school staff and give them full cooperation.
4. Public: It is important to remember that to the general public, the driver represents the school. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.

DRIVER TRAINING

A. Training

All new drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All drivers shall receive pre-service and ongoing training.

1. Pre-Trip Inspection
 Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law as outlined under "Inspections".
2. Fundamentals and Techniques of Driving
 The driver training program must include:
 - a. Relevant laws
 - b. Rules of the road and school district safety policies
 - c. Defensive driving
 - d. Driving in inclement weather conditions
 - (1) reduced visibility — rain, snow, fog

(2) wet roads

(3) icy roads

- e. Dealing with pedestrians and students in traffic
- f. Operation of the manual or automatic transmission
- g. The use of the drivetrain for stopping the school bus
- h. Situations where the hand brake will and will not stop a moving bus
- i. Steering and turning techniques
- j. Right and left turn maneuvers
- k. Gauging the speed of other vehicles on cross streets
- l. Use of mirrors
- m. Merging into traffic
- n. Visual perceptions
- o. Safe following distances
- p. Safe passing procedures
- q. Safe backing procedures
- r. Use of the eight-light system and school district policy regarding its use
- s. Loading and unloading procedures
- t. Knowledge of the danger zone concept
- u. Policies and procedures for railroad crossings
- v. Response to an approaching emergency vehicle while unloading
- w. Procedures for leaving the bus unattended

3. Special Education Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers will be familiar with:

- a. What to do in a medical emergency
- b. Handling wheelchairs
- c. Operating lift equipment
- d. Proper use of wheelchair securing devices
- e. Use of seat belts for designated students
- f. Handicapping conditions
- g. Responsibilities of the bus driver and the bus aide
- h. Situations where a responsible person is not available to receive a student

4. Emergency Procedures

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident, or passenger injury. See **Emergency Response Procedures Manual** for more details.

5. First Aid

All drivers must be certified in CPR/first aid every two years, including the Heimlich maneuver, procedures for dealing with obstructed airways, shock, bleeding, and seizures.

6. Private or Confidential Student Information

All drivers should know the types of student data that are considered private or confidential under Minnesota Statutes.

7. Student Discipline

- a. Creating a positive attitude
- b. Oral and visual communication skills between the driver and the passenger
- c. Dealing confidently with a disruptive student
- d. District discipline policy
- e. Developing and enforcing workable rules
- f. Incident report forms
- g. District policy on possession of weapons by a student
- h. District policy on sexual, racial and religious harassment/violence
- i. District policy on smoking

8. Human Relations
 - a. Appropriate driver behavior
 - b. Sensitivity to a diverse student population
 - c. Sensitivity to handicapping conditions
 - d. Relations with parents and school staff
 - e. Working with a special education bus aide
9. Chemical Abuse
 - a. How alcohol and/or drugs can affect driving skills
 - b. Drug-testing programs
 - c. State and federal requirements

B. Evaluation

All drivers will be evaluated for the following competencies at least once annually:

1. Safely operate the type of school vehicle the driver will be driving
2. Understand student behavior, including issues relating to students with disabilities
3. Ensure orderly conduct of students on the vehicle and handle incidents of misconduct appropriately
4. Know and understand relevant laws, rules of the road and local safety policies
5. Handle emergency situations
6. Safely load and unload students