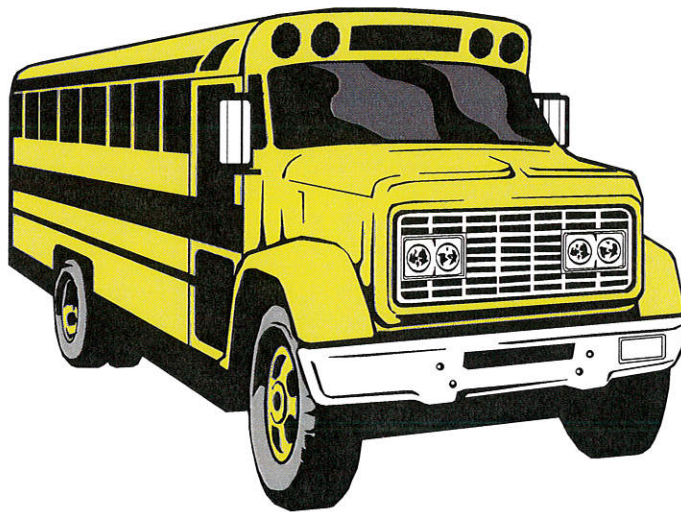


**DRAFT**

# **MINIDOKA SCHOOL DISTRICT TRANSPORTATION DEPARTMENT POLICIES AND PROCEDURES**



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## **INTRODUCTION**

The Board of Trustees of the Minidoka County School District is required to establish and adopt written policies governing all aspects of the district's pupil transportation system. These policies, along with general transportation operating procedures will be detailed in the District Policy Manual and the Transportation Department Policies and Procedures Manual. The Transportation Department Policies and Procedures Manual is written in compliance with sections 33-1501 through 33-1512 of Idaho Code. It is a referenced document consisting of policies, procedures, and information to be used in conjunction with the Classified Employee Handbook and the District Policy Manual to assist in daily transportation operations. The Transportation Department Policies and Procedures Manual will be reviewed and approved on an annual basis by the Superintendent or designee. Any changes to district policy will be submitted to the Board of Trustees for approval.

This manual was designed as a working document to be used on a regular basis as a guide and reference source. It will be added to, changed, and deleted from, as needed. **The work that has gone into this manual is of no value if it is not used.** District and contracted employees are responsible for acquiring an understanding and knowledge of the contents of this manual. It is vital that employees communicate and work closely with their immediate supervisor in complying with these policies and guidelines. When duties are consistently performed according to established procedures, the results are continued safety, efficiency and positive public relations. Our goal in creating this manual is to continuously improve our program in order to provide safe access to learning for the District's students in a caring and professional manner.

## **SECTION 1: PERSONNEL QUALIFICATIONS AND TRAINING**

### **CERTIFICATED BUS DRIVERS**

Certificated personnel who operate school buses are subject to the same rules and regulations that apply to school bus drivers and must meet all qualifications and training requirements consistent with Idaho State Code, the Standards for Idaho School Buses and Operations (SISBO), the Federal Motor Carrier Safety Administration Regulations (FMCSA), and district policy. For Hours of Service rules please see FMCSA Regulations Section 395.

### **CLASSIFIED BUS DRIVERS**

Classified drivers must meet all qualifications and training requirements consistent with Idaho State Code, the Standards for Idaho School Buses and Operations (SISBO), the Federal Motor Carrier Safety Administration Regulations (FMCSA), and district policy. The district provide adequate training. The district shall hire and retain only skilled and experienced employees in order to assure the continued safe, efficient and convenient transportation of the students. The district shall administer an aggressive recruitment, retention, and recognition program, and offer competitive wages and benefits in order to hire and retain skilled and experienced employees. The district should employ a sufficient number of employees.

### **DRIVER REQUIREMENTS**

- CDL: All school bus drivers within the State of Idaho must obtain and maintain in current status the appropriate Idaho Commercial Driver License (CDL) with the correct endorsements or restrictions. Refer to the Idaho CDL manual for more information. All drivers must retain their valid CDL license and DOT card in their possession at all times while engaged in the operation of a school bus.
- DOT Physical & Drug Testing: A current federal Department of Transportation (DOT) physical is required in order to operate a school bus. Pre-employment, random, and post- accident drug and alcohol testing, as well as drug and alcohol policy awareness training is required of all drivers.
- Training: All new school bus drivers will complete an approved school bus driver training program which shall include documented the Idaho Department of Education School Bus Training Curriculum tests, as well as a minimum of ten (10) inclusive hours of behind-the-wheel and/or route observation before being allowed to drive a school bus loaded with students. Documentation of previous training, similar to State of Idaho training requirements may be used to comply with new school bus driver training hours. If the district is unable to obtain documentation of previous school bus driver training, the individual shall complete the training requirements for new school bus drivers. If the applicant has gaps in excess of four years of ongoing school bus driving experience, the individual shall complete the training requirements for new school bus drivers. All experienced drivers shall complete at least ten (10) hours of in-service training each school year with at least three (3) hours occurring before school begins in the fall. In addition, at least three (3) documented in-service training sessions shall be provided during the school year utilizing, at a minimum, thirty (30) minute, and topic specific sessions. Failure to attend required in-service training will cause a driver to become unqualified to drive a school bus and may result in termination of employment as a school bus driver. Drivers may be excused from a required training course by the Transportation Supervisor for extenuating circumstances. However, driver must take equivalent instruction at the earliest possible date.
- Performance: All new and veteran school bus drivers must meet the operations and performance requirements contained in the Idaho State Code, Standards for Idaho School Buses and Operations (SISBO), and district policy.



Drivers unable to cope with problems encountered on a route will be transferred to another route. If that does not solve the problem, they could be terminated from employment with the transportation department. Outside employment may not interfere with employee's obligation to attend required in-service training or job duties. Failure to report a moving traffic violation immediately is grounds for termination.

- Evaluation: Drivers will be evaluated on both the morning and afternoon runs each year to demonstrate their driving proficiency. Evaluations will be kept in the driver's file.

#### **CRIMINAL AND DRIVING RECORDS** (District Policy 403.56)

At the time of application for any district or contracted position requiring operation of a school bus, the applicant shall consent to, and assist in obtaining a complete driving record and criminal record background check. All employees are required to submit fingerprints to the FBI and Idaho State Dept. of Education. Employment will be on a probationary basis pending the return and disposition of criminal history reports in accordance with District Policy 403.56. During the course of employment, the employer will be allowed continued access to all current driving and criminal records of the employee. All privacy or other rights associated with the employer's authority to review these records shall be waived by the employee, who shall execute any consent forms or other documents required to allow the employer continued access to employee's driving record and criminal record, if any.

During the course of employment with the district or the transportation contractor, all school bus operators shall immediately inform their supervisor in the event that they receive knowledge that they are under investigation, have been charged with, arrested, or convicted of any of the following:

- Any felony
- Any misdemeanor involving the possession, use, or distribution of illicit drugs\*
- Any misdemeanor involving driving under the influence of alcohol and/or drugs
- Speeding, reckless driving, inattentive driving, and/or negligent driving
- Any misdemeanor involving moral turpitude, including but not limited to Injury to Children (Idaho Code 18-1501), Enticing of Children (Idaho Code 18-1509), and Disseminating Material Harmful to Minors (Idaho Code 18-1515)
- Any suspension, disqualification, or revocation of a school bus operator's state of Idaho driver's license and/or commercial driver's license
- Any violation substantially similar to those set forth above occurring in any other jurisdiction, including any federal or state court, or the courts or tribunals of any other country.
- Failure to comply with the provisions of this paragraph shall constitute cause for termination of employment.
- An employee may be suspended without pay from work pending outcome of court cases for incidents involving any of the above if it is deemed to be in the best interest of the safety of students and/or the department.

Any school bus operator, who is convicted of any of the following charges, pleads guilty or "no contest" to any of the following charges, regardless of whether the form of any judgment ultimately entered is of conviction or a withheld judgment, shall be terminated:

- Any felony
- Any misdemeanor involving the possession, use or distribution of illicit drugs\*
- Any misdemeanor involving driving under the influence of alcohol and/or drugs
- Reckless driving, inattentive driving, negligent driving
- Any misdemeanor involving moral turpitude, including but not limited to Injury to Children (Idaho Code 18-1501), Enticing of Children (Idaho Code 18-1509), and Disseminating Material Harmful to Minors (Idaho Code 18-1515)
- Any suspension, disqualification, or revocation of a school bus operator's state of Idaho driver's license and/or commercial driver's license
- Any violation substantially similar to those set forth above occurring in any other jurisdiction, including any federal or state court, or the courts or tribunals of any other country.
- Any applicant for employment as a school bus operator with more than six (6) points on their current Idaho DMV driving record will not be considered for employment with the district or the transportation contractor. Any currently employed school bus operator with more than six (6) points on their current Idaho DMV driving record will be suspended until such time as his/her driving record points have been reduced to the above limits.

\*For the purpose of this policy, the term "illicit drugs" shall include those substances, the use or possession of which is deemed illegal pursuant to statutes of the state of Idaho or controlled substances legally obtained but which are, at the point in question, being used in an abusive manner.

#### **Idaho Transportation Department – CDL Safety rules**

You must notify your employer within 30 days of a conviction for any traffic violation (except parking). This is true no matter what type of vehicle you were driving. You must notify your employer if your license is suspended, revoked, or canceled, or if you are

disqualified from driving. You must make this notification before the end of the business day following the day you receive the notice of suspension, revocation, cancellation, loss of privileges, or disqualification.

### **TRANSPORTATION FILES**

The district and/or transportation contractor shall maintain a personnel file for each school bus driver, in a secure area with limited access. The DOT Driver file, which is kept at Transportation, must include the following information:

- Copy of original application to drive school bus
- Copy of current physical examination, along with any applicable waivers
- Historical record of all topic specific school bus drivers training completed
- Copy of current commercial driver's license
- Copy of annual driving record check in compliance with CDL licensing requirements
- Copy of all driver and route evaluations

## **SECTION 2: EMPLOYMENT**

### **ALCOHOL, DRUGS AND TOBACCO** (District Policy 403.70)

The District is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs or alcohol in the workplace. The use, under the influence, possession, distribution or sale of alcoholic beverages or other dangerous or illegal drugs while at the work place is expressly forbidden. It is district policy to conduct random drug/alcohol screenings of all CDL qualified personnel who drive district vehicles as a condition of employment. Transportation contractors shall not employ any person who is unable to pass any drug/alcohol testing requirements of the Department of Transportation (DOT) for commercially licensed drivers or other applicable drug/alcohol testing programs. **District and/or contracted drivers who use or are under the influence of alcohol or illegal or dangerous drugs as defined by District Policy No. 403.70 during working hours will be terminated.**

Smoking or using tobacco products is prohibited on or near all District-owned property, school buses, and at school-related activities on or off campus. This includes all buildings, parking facilities, and facilities used for athletics and other activities.

### **CELL PHONES/ELECTRONIC DEVICES**

Use of cell phones is prohibited during the operations of a school bus. Bus Assistants may not use their cell phone or any electronic devices any time while students are on board.

### **CONFIDENTIALITY**

Confidentiality laws are very specific. Generally, information cannot be disclosed to anyone without the written consent of a parent or guardian or of a student who is 18 years of age or older. However, it is important that transporters have and correctly use information needed to support safe transportation for all students in their charge. Education records include a range of information about a student that is maintained in any recorded way, such as handwriting, print, pictures, computer media, video or audiotape, film, microfilm and microfiche. ***By law, the information identifying students is confidential—it is our responsibility to keep the information confidential.*** Student files may be taken onto the bus as needed to complete regular and activity route assignments. Upon completion of the route the student files should be returned to the transportation office. At no time should student files be left on an unattended bus.

Records include but are not limited to:

- Date and place of birth, parents and/or guardian addresses
- Schools attended, and special education records
- Disciplinary records
- Medical and health records
- Personal information such as a student's identification number, and school pictures

### **DRESS STANDARDS**

Proper personal wear is important for driver safety and portrayal of a professional image. Modesty is expected at all times. Employees will meet and/or exceed the High School Student dress code. District and contracted transportation employees shall wear clothing that is functional, modest, and appropriate for the school environment. **Driver's and assistant's** appearance should contribute to safety, a positive image and reflect the professional standards of the District. Footwear should provide good traction and comfort when walking. Any shoe or sandal with an open toe design or shoes/sandals with an unsecured heel strap **shall not** be worn. **Traction soled footwear will be worn in winter weather** to help prevent slipping on snow or ice. Clothing should be clean and neat and provide adequate protection from the environment. A suitable jacket or coat, and mittens or gloves should be available for winter weather. Headwear must be functional and appropriate for bus driving and **shall not** cause visual

interference or distraction. Identification badges are to be worn at all times. Clothing considered inappropriate for wear includes the following:

- Clothing, jewelry, or tattoos depicting tobacco, alcohol, illegal substances, gang behavior, suggestive or offensive language
- Clothing that is sheer or does not cover the stomach, back, or chest
- Un-hemmed, boxer or spandex shorts
- Shorts or skirts shorter than two inches above the knee while standing
- Tank tops, spaghetti straps, tube tops, or halter tops – shoulders must be covered
- Open toed shoes, or shoes with unsecured heel
- Any article of clothing, jewelry or makeup, which detracts from the educational process

In addition:

- Inappropriate tattoos must be covered at all times
- Footwear must be worn at all times *cover all foot no flip flops*

Any district or contracted transportation employee not adhering to the above guidelines should receive a **Letter of Concern** and possibly be sent home to correct the problem on the first occurrence. On the second occurrence, the employee should be sent home to correct the problem and a **Letter of Reprimand** should be placed in his/her file. Any further disciplinary measures, up to and including termination, may be recommended by the Transportation Liaison or Contractor Supervisor.

#### Outside Employment

At no point should outside employment conflict with any district or contracted transportation employee's duties.

#### PAY PROCEDURES

All district transportation employee pay rates are set by the district pay schedule. Any transportation contractor shall offer competitive wages in order to hire and retain skilled and experienced employees.

#### PROBATIONARY PERIOD

All new district classified employees are hired on a 180 working day probationary period. Contracted employees should be hired on with a minimum probationary period of 90 days. Employees will be provided a written evaluation of performance approximately midway during their probationary period. The employee will also be notified whether employment will be continued beyond probation or terminated. Any probationary district employee who terminates employment within ninety (90) working days of hire date may be required to reimburse the district for the costs of training, drug testing, physical exam, and background check. The total amount may be deducted from the final paycheck, or the employee will be billed by the district.

#### REQUEST FOR LEAVE (District Policy 402.41)

Leave may not be taken two weeks prior to the first day of school or within two weeks of the last day of school unless due to illness or emergency. Any leave during this time must be approved by the requesting employee's direct supervisor or designee.

### **SECTION 3: STUDENT TRANSPORTATION**

The following guidelines apply to students regardless of school program (i.e. regular, SPED, Preschool, EL, magnet, etc.) with the exception of special needs students that have an I.E.P. identified exception for transportation services. All I.E.P. identified exceptions must be submitted via a Specialized Transportation Request Form to the district Special Education Department for approval.

#### BUS STOP LOCATION (District Policy 702.51)

Whenever possible, bus stops will be located near corners and intersections. **Buses will never block or partially block intersections. Buses will stop 12' away from assigned stops to keep waiting students out of the National School Transportation Specifications and Procedures (NSTSP) identified "Danger Zone".** Buses will not travel down cul-de-sacs or into locked/gated communities unless the bus is picking up special needs students that have an I.E.P. identified need for door-side transportation services. Buses will not travel down private roadways or over any road not maintained as part of a county, state or federal highway system. Where practicable stops will not be located near open water. Students may have to walk several blocks to the nearest bus stop depending on the route structure, and in certain circumstances, students can be required to walk up to 4 tenths or a mile for elementary grade students and 8 tenths of a mile for middle and high school age students to the nearest established bus stop. Stops are designed based on student location, traffic patterns, and route hazard considerations and may change every year based on student population. Visibility from the home to the bus stop is not criteria for establishing bus stops. Parents or guardians are responsible for the student's safety while walking to or from and waiting at the bus stop. It is recommended that parents accompany their student(s), if at all possible, or that students walk together as a group.

← walk to stop



#### **STUDENT ELIGIBILITY** (District Policy 702.10)

The Minidoka County School District adheres to the guidelines for student eligibility for transportation services as defined in Idaho Code 33-1501 and 33-1502, and in the Standards for Idaho School Buses and Operations (SISBO) manual. The district will provide transportation for all students who live within the attendance boundary, and outside the one and one-half mile (1½) walk zone radius around each assigned school. Special cases of eligibility for bus transportation will be determined by the Superintendent or designated authority. Students who fail to respect the rights and safety of others by not obeying the rules of conduct may lose their privilege of riding the bus. The student's residence as listed in the student information system will be used to create new stops as needed. No multiple/alternating address stops will be created for a student. A licensed daycare center, as defined in Idaho Code 39-1102, may substitute for the student's residence for transportation to and/or from school. Students may not be transported between a child care facility and home. In order to qualify for transportation between a child care facility and school, the child care facility must be within the attendance boundary and more than one and one-half (1½) miles from the school to which the student is to be transported. An ineligible student shall be defined as any properly enrolled student who does not otherwise meet transportation eligibility by virtue of distance, age, health, or safety. Properly enrolled ineligible students may be allowed on a bus if their presence does not create an appreciable increase in the cost of the bus run, as determined by the State Department of Education. A non-student rider shall be defined as any person who is not properly enrolled as a public school student. The school district must recover the full cost of transporting non-students, except that dependent children of properly enrolled young mothers, SDE pupil transportation staff, district supervisory personnel, administrators, and aides may ride on school bus routes. Teachers and other persons who have officially been appointed as chaperones may be allowed on a school bus for field and extracurricular trips. The Superintendent or designated authority must give prior approval before non-students may ride. No eligible transported student is to be displaced in order to make room for an ineligible, or non-student rider. In the event of overcrowding or bus discipline issues, ineligible or non-student riders will be removed from the route.

#### **WALK ZONES/SAFETY BUSING** (District Policy 702.51)

The district does not provide transportation for students who live within one and one-half (1½) miles (Idaho Code 33-1501) of the nearest appropriate school. Walk zone distance shall be determined by measuring the distance, in the most direct route, from the home of the student to the nearest property line of the school of attendance. The Board of Trustees may authorize transportation of students for a lesser distance when in its judgment the age, health or safety of the student warrants. The Board shall establish a policy for evaluating and rating all areas to be considered for safety busing and shall have on file a completed measuring or rating instrument for all safety busing requests submitted to the State Department of Education. The local Board of Trustees shall annually approve all new safety busing locations. All safety busing sites will be reevaluated at intervals of at least every three years using the board adopted measuring or scoring instrument.

### **SECTION 4: OPERATIONS**

District and contracted school bus drivers and assistants must meet all operations and performance requirements in conformity with law and with rules and regulations of the Department of Law Enforcement and the State Board of Education (Idaho Code 33-1508). It is the duty of district and contracted transportation employees to be informed of and adhere to pupil transportation rules, policies and laws of the State of Idaho, State Board of Education and the District Board of Trustees. The Board of Trustees or its designee shall be responsible for delineating in writing vehicle operations and bus driver duties.

#### **ASSISTANT RESPONSIBILITIES**

- Assistants will base their personal behavior, actions and student expectations upon the highest moral standards and ideals. The rights of students and co-workers will be respected at all times and confidentiality of all work related matters will be maintained. Use of profane or vulgar language is forbidden while in the presence of students, on school property or while otherwise representing the District.
- Buses should be kept clean and damages reported to the Safety Supervisor at the end of each day. If an assistant has down time between routes the bus should be cleaned at this time and/or at the end of each day.
- Assistants are responsible for the proper use of bus lift, wheelchair tie downs and seat belts.
- Assistants are responsible to check their mail box before and after each route.
- Assistants must not eat or drink while students are on board.
- Assistants are responsible after each bus run to check for students on the bus. Report to dispatch if any child is found.
- **End of Year Procedure:** Assistants are required to perform a thorough cleaning of their bus by the end of business on the last day of school. Assistants are required to complete a detailed end-of-year checklist. Failure to do so will result in disciplinary action.

#### **DRIVER RESPONSIBILITIES**



- Bus drivers must meet all qualifications and supply any driving records, examinations, and licenses required to be certified as a bus driver.
- Drivers will base their driving, personal behavior, actions and student expectations upon the highest moral standards and ideals. The rights of students and co-workers will be respected at all times and confidentiality of all work related matters will be maintained. Use of profane or vulgar language is forbidden while in the presence of students, on school property or while otherwise representing the District.
- Drivers are responsible for the proper use of all school vehicles and property. No school vehicles are to be used for personal reasons at any time and unauthorized stops at stores, restaurants or other places of business are prohibited. Shortcuts through private parking lots and or business parks are prohibited without prior permission. Any hazard or condition that may endanger the operation of the vehicle must be reported immediately to the Safety Supervisor. Drivers with mid-day shuttles may be allowed to park their bus at an off-site location between regular routes provided the parking site meets all criteria for off-site parking authorization. Off-site parking locations must be approved in writing by the Transportation Liaison, Contractor Supervisor, or designee.
- Signs, pictures, posters, will not be allowed to be taped on the bus unless they are work related or approved by your supervisor.
- Drivers are responsible to turn accurate pre-trip log weekly, mileage log monthly, student load count for each run when required.
- Drivers are responsible after each bus run to check for students on the bus. Report to dispatch if any child is found.
- Drivers are responsible to maintain a student manifest and a student seating chart. A copy of each must be in the drivers' route file. Manifests and seating charts must be compiled within the first two weeks of school. They must be continually updated throughout the school year.
- Buses should be kept clean at all times.
- Accidents will be reported immediately to dispatch. Dispatch, supervisor, or a mechanic will respond with a directive to follow. Never leave the scene of an accident until approved by a supervisor or the police officer. The driver of the damaged vehicle will complete a work order and accident report. The work order is to be delivered to the shop lead mechanic and accident report delivered to your supervisor at the end the day or as soon as you return to base. If your assigned supervisor is not available then deliver the accident report to any supervisor available.
- If a driver has down time between routes the bus will be cleaned at this time and/or at the end of each day.
- Any damage found during pre-tripping a bus will be reported immediately to supervisor, dispatcher, or mechanic. Then followed up with a damage report to the Lead Mechanic.
- Not reporting an accident or damages immediately could result in termination.
- During bus operations the bus headlights will remain on all the time.
- Drivers must not eat or drink while driving a school bus or with students on board.
- Drivers are responsible to check their mail box before and after each route.
- **End of Year Procedure:** Drivers are required to perform a thorough cleaning of their bus by the end of business on the last day of school. Drivers are required to complete a detailed end-of-year checklist. Failure to do so will result in disciplinary action.

### **LOST OR CONFISCATED ITEMS**

Any personal items belonging to students that are left on the bus at the end of a route are to be kept on the bus and returned to the student the next day, with the exception of valuable items, medications or items specifically requested to be taken into the transportation office by dispatch. Dispatch will log valuable lost items on the work log and document which bus item was found. Drivers will return unclaimed lost items to the school the next school day.

### **NO IDLE POLICY**

The school bus driver shall give consideration to engine idling during extended wait times. Consideration should be given to varying climate conditions. All buses equipped with an auxiliary heater shall not be allowed to idle for more than three to five consecutive minutes. (Exceptions: pre-trips, passenger stops, etc.) The heater shall be used to provide pre-heated water in the cooling system for starting cold engines as well as providing heat to the passenger compartment during cold weather without running the engine. Reduced idling will reduce student transportation costs and improve air quality. Allowing engines to idle for more than three minutes may cause districts (including contracted districts) to lose funding for purchasing fuel. (SISBO, Vehicle Operation: 15))

### **POST-TRIP INSPECTIONS**

It is the responsibility of the driver and assistant to complete post-trip inspections of the bus at the commencement of each route. Following student drop-off, a passenger check is to be performed at the end of each bus run to make sure all students have left the bus. The driver and assistant will note any damage to the bus seats, and retrieve any items left on the bus. Driver and assistant will insure that all windows and hatches are closed.

## **PRE-TRIP INSPECTIONS**

It is the responsibility of the driver to complete pre-trip inspections of the bus each morning prior to transporting students. If at any time during the day the driver switches buses, a complete pre-trip inspection must be completed on the newly assigned bus by a transportation employee. Drivers, who are driving the same bus all day, shall complete a cursory inspection on their mid-day and pm routes. The cursory pre-trip shall include checking the exterior and interior of the bus for damage or foreign objects, and checking the brakes, tires, lights, steering and horn. The driver must ensure the bus is in safe operating condition. The pre-trip inspection also assists the maintenance staff in identifying mechanical deficiencies before they become problems. The pre-trip inspection must be documented by the school bus operator upon completion of the inspection. **The pre-trip inspection may be the single most important function of the school bus driver's day to help ensure the safety of the students.**

- When approaching the vehicle, notice the over-all general condition. Look for damage to body or vehicle leaning to one side. Look for fresh oil, coolant or fuel leaks underneath the bus. Check the area around the bus for safety hazards; (i.e., ice, objects in the way, etc.)
- Avoid high speed idle – Allow warm up time. Check all visual and audible warning devices
- Brakes - do complete air brake and parking brake check
- Check all gauges including: Voltage meter - 14 volts, Oil Pressure – should register within seconds after starting engine and indicate pressure within the established safe range for the bus, approx. 40 psi. Verify the Fuel gauge is operable and indicating adequate fuel for the day's operation. It is a good practice to keep the fuel level over ½ full as this will reduce moisture and sediment build-up within the tank.
- Check operation of all control panel switches including: headlights - check high/low beams, clearance lights, windshield wipers/washers, heaters, defrost fans, dome lights, turn signals and 4-way hazards are all operational.
- Rear-view/cross-over mirrors are adjusted properly
- Odometer reading matches last recorded mileage in log.
- Check condition and operation of wheelchair lift.
- Check condition of seat belt restraints and wheelchair tie downs for any sign of cuts or frays.
- Check back-up brake lights

### **Interior inspection:**

- Check passenger seats and floors. Examine seat frames to insure they are bolted to the floor and that all seat cushions are secure. Check condition of upholstery. Immediately report seat damage on work order after route. Try to identify student(s) responsible for vandalism if possible.
- Check emergency exits – all warning buzzers are operational and emergency door opens easily.
- Check emergency equipment – fire extinguisher is in place and pressure is in green. The driver must initial fire extinguisher card once a month. First aid/body fluid kits sealed and in place, and emergency triangles in place and in good condition.

**Outside walk-around:** Engine should be left running with park brake on. Lights and signal devices should be operating.

- Open service door and check for operation of door and stairwell light.
- Check right front tire for proper inflation, lug nuts tight and in place. No sign of fluid leaks.
- Check that mirrors are in good condition and securely mounted.
- Headlights, 8-way lights, clearance lights and turn signals should be operational and visible.
- Check wiper blades are in good condition and no fluid leaks under front of bus.
- Check left front tire for proper inflation with no missing or loose lug nuts. No sign of fluid leaks.
- Check body reflectors and clearance lights for visibility and damage. Check bus body for damage.
- Check rear tires for proper inflation with no missing or loose lug nuts. No sign of fluid leaks.
- Check rear 8-way lights, turn signals, taillights, and reflectors are operational and visible.
- Check emergency door for proper operation and rear tailpipe is fastened securely.
- Check right rear tires, body reflectors and clearance lights in same manner as done for the left side.
- Check that fuel cap is on properly and no fuel is leaking from the bus.
- In cold weather, scrape frost off first two right-side, service door, rear door and driver windows and windshield.

### **Upon re-entering bus:**

- Check rubber tread on stairwell. Check that passenger handrail is secure and safe.
- Check driver's seat verify that it is securely fastened to the floor and does not wobble or twist.
- Adjust driver's seat so that driver's path of vision is clear in all directions and all switches and controls can be operated comfortably and easily.



- Check driver's seat belt and adjust belt to provide firm and comfortable support. Check for belt cutter, which should be within easy reach of driver.
- Complete required pre-trip documentation and notify mechanic of any defects found by completing Bus Maintenance Repair Order form.

### **RAILROAD CROSSING PROCEDURES**

All school and activity buses shall stop at all railroad track crossings in accordance with the law (Idaho Codes 33-1508; 49-648 and 49-649). The State Board of Education has adopted the following process (SISBO Vehicle Operation: 16) for stopping at railroad tracks: all school buses (with passengers or empty) must stop at all railroad crossing, and ensure it is safe before proceeding across the tracks.

#### **Approaching the Crossing:**

- Slow down, including shifting to a lower gear in a manual transmission bus, and test your brakes.
- Activate hazard lights approximately 100 feet before the crossing. Make sure your intentions are known.
- Scan your surroundings and check for traffic behind you.
- Stay to the right of the roadway if possible.
- Choose an escape route in the event of a brake failure or problems behind you.

#### **At the Crossing:**

- Stop no closer than 15 feet and no farther than 50 feet from the nearest rail, where you have the best view of the tracks.
- Use your service brake (brake pedal) or parking brake to hold the bus stationary. Place the transmission in Neutral or Park. Follow school district and/or company policy regarding the gear position of the transmission and whether to use your service brake or parking brake
- Turn off all radios and noisy equipment, and silence the passengers.
- Open the service door and driver's window.
- Look and listen for an approaching train.

#### **Crossing the Track:**

- Check the crossing signals again and close the service door before proceeding.
- At a multiple-track crossing, stop only before the first set of tracks. When you are sure no train is approaching on any track, proceed across all of the tracks until you have completely cleared them.
- Cross the tracks in a low gear. Do not change gears while crossing.
- If the gate comes down after you have started across, drive through it even if it means you will break the gate.

#### **After the Crossing:**

- Close window and deactivate hazards lights once bus clears the tracks.

### **RELIEF DRIVER AND ASSISTANT DUTIES**

- Route assignments will be made daily by dispatch and will take priority over all other duties.
- Relief drivers must read each page of the route sheet completely. If a driver is assigned a route "on the fly" a dispatcher will be available to assist with directions and stop information.
- Routes that have not been filled from the start of the school year, routes that are vacated during the school year, or routes that will require a relief driver and/or assistant will be assigned to a consistent substitute driver until a new hire is assigned to the open route or the assigned driver returns.
- Any problems or safety concerns encountered on routes are to be reported to the dispatch supervisor immediately for corrective action.

Relief drivers and assistants will report for duty each day at 6:00 a.m. and again at 2:00 p.m. unless directed to do otherwise by dispatch. Assignments from dispatch will be based on a daily rotation including midday coverage. The relief driver and/or assistant will stay on assignment until driver or assistant returns to work. **If assigned to cover a route for more than 3 days the relief driver and/or assistant will report to work at the time the route dictates. When not assigned to a route, relief drivers and assistants will be assigned to alternate duties at the discretion of the dispatcher on duty. Refusal to do any reasonable assigned duty by dispatch or a supervisor will be sent home for that shift. You will only be paid for actual hours worked. Relief drivers and assistants will be responsible for the following duties:**

- Sub-bus pre-trip inspections as assigned by dispatcher
- Cleaning of sub-buses and fueling buses that are at or under one-half tank
- During winter months, relief drivers/assistants will assist in the parking lot to help with window scraping/defrosting, snow removal or other tasks that will help drivers to get on their way.
- Alternate tasks which may include: cleaning of all building areas, filing and other office duties, picking up trash on facility property, weeding flower beds, and other duties as assigned by dispatch.

Relief drivers will complete a Relief Driver Report for **all** routes they are assigned to drive and return them to the dispatch supervisor's in-box.

### **STUDENT LOADING PROCEDURES**

The time schedule for student pick up must be followed as accurately as possible. The State Board of Education has adopted the following process for loading students on buses:

1. Signal intention to stop with alternately flashing overhead yellow warning lights (8-ways) at a distance of two hundred (200) feet before stopping. Be aware of traffic from all directions when approaching a stop.
2. Stop in the center of your lane of traffic and ten feet before getting to the waiting students. Count students and note their location.
3. With foot on brake, place transmission in neutral.
4. Make a final check of traffic then open door to extend stop arm and activate alternately flashing overhead red warning lights (8-ways).
5. Students will wait a minimum of 3 feet from the curb in a safe and orderly manner at all stops including school loading zones.
6. Students who must cross the road must wait for prearranged signal from the driver to do so and must walk twelve (12) feet in front of bus.
7. Students should never run to the bus.
8. Students should load "single file" in an orderly manner. Recount students as they enter bus.
9. Check to make sure that all students are seated and close door.
10. Put bus in gear and disengage the park brake if it is on.
11. Check all mirrors and proceed to next stop.
12. Unless assigned by an Assistant Supervisor, drivers will line up at elementary schools in the afternoon as they arrive with no predetermined order.
13. All schools must have close, interactive, administrative supervision at the loading zones. Schools should have a minimum of 1 administrative monitor and more as deemed necessary by the principal. There should be an appropriate number of monitors to students as deemed by the principal. (District Policy 702. 10; SISBO, Written Policies: 4)
14. For the safety of all students, after busses have begun rolling no students should be allowed to cross the 3 foot safety line.

### **STUDENT UNLOADING PROCEDURE**

The State Board of Education has adopted the following process for unloading students from buses:

1. Signal intention to stop with alternately flashing overhead yellow warning lights (8-ways) at a distance of two hundred (200) feet before stopping.
2. Stop in center of your lane of traffic. With foot on brake, place transmission in neutral.
3. Students are to remain seated until bus comes to a complete stop and door is opened.
4. Check mirrors and traffic to make sure traffic is stopping.
5. Open door to activate red overhead lights (8-ways) and extend stop arm.
6. Count students as they exit and again as they move away from the bus.
7. Students who must cross the road must walk twelve (12) feet beyond the front of the bus along the right edge of the roadway and wait for the driver's prearranged signal before crossing. At no time shall a student cross behind the bus. Students shall be warned of sudden danger by a long steady horn blast.
8. After students have safely crossed road, the door shall be closed, the stop arm shall be retracted, and the alternately flashing red overhead warning lights (8-ways) shall be turned off.
9. Put bus in gear, disengage the park brake if it is on, check traffic and all mirrors, and proceed to next stop.
10. All schools must have close, interactive, administrative supervision at the unloading zones. Schools should have a minimum of 1 administrative monitor and more as deemed necessary by the principal. There should be an appropriate number of monitors to students as deemed by the principal. (District Policy 702. 10; SISBO, Written Policies: 4)

### **STUDENT MANAGEMENT**

- Drivers shall allow only properly enrolled students eligible for transportation to ride. Properly enrolled ineligible students may be allowed on a bus if their presence does not create an appreciable increase in the cost of the bus run and there

is no overcrowding and/ or discipline issues. Teachers and other persons who are officially appointed as chaperones or coaches are allowed on school buses for field trips and extra-curricular activity trips.

- School bus drivers shall establish proper rapport with students. Drivers should instruct students in appropriate behavior in accordance with the district's student management policy. Drivers should be aware that they represent the school system and present a positive image in dress, language, and manner. (SISBO, Student Management: 3)
- Drivers are responsible for the proper discipline of pupils on the bus and must exercise this function in accordance with written policies and instructions of supervisors. Driver shall report any pupil whose behavior endangers the operation of the vehicle, damages it or any part thereof, or whose language or behavior is obscene or disruptive.
- Driver shall not remove any student from the bus for disciplinary reasons except at the school or the student's regular bus stop.
- Refer to the Student Handbook for further suggestions on maintaining control on your bus in order to provide a safe and comfortable ride for all passengers.
- All school buses shall stop to load/unload passengers at designated bus stops in accordance with the law (Idaho Codes 49-915 and 49-1422) and the State Department of Education student loading/unloading training curriculum.
- The student shall not leave or board the bus at locations other than the regular home stop(s) or assigned school unless arrangements for doing so have been approved by appropriate authority. (SISBO, Vehicle Operation: 8)
- Student leaving or boarding the bus at locations other than the regular home stop(s) or assigned school must have a signed note from their parents, an email from parents to a school or transportation employee, or parents must make contact with the dispatch office.
- No food or drink shall be given to students unless there is a medical emergency or this is listed on a student's IEP.
- Food or candy should not be given to students exiting the school bus.

#### **STUDENTS REMAINING ON THE BUS**

Whenever a student is not dropped at the designated stop (i.e., the student does not get off when they should or the driver missed the stop) the following procedures should be followed:

- After notifying dispatch, the driver should return to the designated stop or to the students home if possible once the route is complete. If returning to the stop or home is not feasible, the driver should return the student to the bus lot office.
- Dispatch should notify the parent/guardian and the school of the status.

#### **TWO-WAY RADIO USAGE**

The two-way communication system on school buses is for official use only, not for idle chatter. If you have something to communicate, ask yourself, "Can this wait until I return to the bus facility?" Only essential information that is pertinent to business operations should be transmitted over the radio. All usage must comply with FCC rules and regulations. Abusive or foul language is not allowed at any time. The route number of each bus will be used as the call sign identifier. The bus facility radio will be referred to as "Base" and the maintenance/repair building as "Shop".

Before you use your radio make sure no one is transmitting to another location, such as base or shop. Do not talk over anyone who is transmitting to the other locations **unless you have an emergency**. Once base or shop has concluded their transmission you will hear base clear and the time and/or shop clear and the time; at this time you may proceed to radio into base or shop.

#### **VEHICLE OPERATION**

- A school bus shall be backed only as a last resort. Buses shall not back to turn around on a public roadway, unless the local board finds there is no alternative to backing buses on certain roads. The local board then, by official action, may allow backing of school buses on certain public roadways. (Idaho Code 33-1502) When necessary to back a school bus a competent spotter shall be utilized at all times.
- Drivers shall ensure the safe operating condition of the bus by conducting a pre-trip school bus inspection following approved procedures.
- Drivers will operate their buses according to all traffic laws and District policies. At no time shall a driver exceed sixty-five (65) miles per hour or a lesser-posted speed limit.
- Cell phones, personal GPS device or any other distractive devices shall not be used at any time while operating a school bus or district-owned vehicle. This shall include headphones, headsets, or any devices placed in or over the ears.
- Bus doors shall remain closed and all students seated in a regular assigned passenger seat while bus is in motion. No school bus shall start in motion until all students are seated.
- No passenger shall be permitted to operate the school bus or bus equipment at any time except for emergencies or emergency training.
- Driver shall properly wear a seatbelt when operating the bus.



- Driver shall not allow dangerous materials such as firearms, gasoline cans, flammable or explosive substances to be carried on a school bus.
- Students can only carry objects onto the bus that can safely fit within the seat compartment and on the student's lap. The student shall not carry hazardous materials, objects, or animals (except approved service animals for students with an identified disability) on the bus.
- Driver shall be responsible for maintaining an adequate amount of fuel in bus to complete all assigned routes between daily fueling hours. Drivers should never allow the fuel level to fall below ½ tank prior to leaving the transportation facility. Passengers may not be on bus during fueling.
- School bus drivers shall report the license number of any vehicle, which violates any law endangering children to the Operations Supervisor.
- Driver will have bus keys in their control at all times when bus is outside the transportation parking facility. Whenever it is necessary to leave an unoccupied bus or leave the driver's seat, the driver shall shut off the motor, curb the wheels where appropriate, set the parking brake, remove the ignition key, and remove all route files. Drivers shall return their keys and route files to the dispatch area between routes.
- Drivers on a route shall not leave an occupied bus.
- In case of breakdown, the driver shall request assistance via two-way radio whenever possible. Otherwise, the driver should ask a passing motorist for help, send a bus aide, at least two (2) responsible students for assistance or wait for help. If necessary on a hot day and safe to do so, the driver should unload the bus and supervise the students in an outdoor location; the driver should alert dispatch prior to unloading whenever possible. If bus broke down close to school, students will be escorted by the driver/school officials to the school.
- Driver will follow assigned bus routes and stop times exactly and inform a Router of any safety concerns or changes needed for the route. All route changes must have Router approval prior to implementation. Bus drivers will maintain accurate routing sheets and drive their routes according to those route sheets.
- Personal items must be stored securely on the bus. All loose objects, including driver's personal gear and required equipment shall be properly secured in an acceptable location to prevent hazardous conditions in the event of a sudden stop or accident. Bus interiors are to be kept clean and swept daily. Drivers shall complete daily routine maintenance in between routes and while shut down at schools.
- Driver shall physically check the school bus for any remaining students at the end of each trip and disengage the Childcheck system. Childcheck will automatically engage whenever bus is in operation. Failure to comply with this procedure could result in immediate termination.
- Buses are to be parked only in assigned spaces in the bus parking lot unless in the shop for repairs or service. Buses must be plugged in at end of route when overnight temperature is expected to drop below freezing.
- All drivers shall stop their school buses to load/unload students at designated bus stops in accordance with the law (Idaho Code 49-1422). Buses will never block or partially block intersections. All bus drivers shall come to a complete stop, and place the bus in neutral prior to opening the service door to load/unload students. The student shall not leave or board the bus at locations other than the assigned home stop, licensed daycare or assigned school unless arrangements for doing so have been approved in accordance with district policy. Drivers shall not allow students to cross roadways having more than three (3) lanes. Students living on such roadways shall only load or unload the bus on the right side. (See Student Loading, Student Unloading Procedures)
- If a driver notices an ineligible rider approaching a stop across 3 lanes, the student management coordinator and Transportation Liaison should be informed immediately. While ineligible riders are allowed to ride at any stop, a courtesy call will be made to parents to inform them of the safety issue.
- All school and activity buses shall stop at railroad grade crossings in accordance with the law (Idaho Codes 33-1508; 49-648 and 49-649). (See Railroad Crossing Procedure)
- On-duty and driving time of school bus drivers shall comply with the limitations imposed by the Federal Motor Carrier Safety Administration. Drivers shall use trip documentation validation applicable to driving hours on all out-of-district trips in excess of one hundred (100) miles.
- Bus interior or exterior shall not be altered in any way by installing or affixing personal property of the driver unless items have been approved by the Transportation Liaison, Contractor Supervisor, or Working Lead Technician. No items are to be placed on the windshield or mirrors.
- All drivers will drive their school bus in the right-hand lane unless preparing to turn left, avoiding construction, obstacles and vehicles driving below the posted speed limit or merging.
- If there are two left turning lanes, always utilize the right-hand turn lane. Drivers will not use the inner lane when turning.
- Drivers will not allow unauthorized passengers on their bus.
- Drivers shall stage on school property between routes when it will reduce route time. Drivers arriving early for their first stop on their route may stage momentarily (one (1) to three (3) minutes) near their first stop and must follow all applicable laws. Drivers cannot stage in bike lanes. Drivers shall have their route sheets updated if there is continued

excessive stage time between route start time and arrival at first stop. Drivers found staging at undesignated areas will fall under disciplinary action.

#### **VIDEO MONITORING SYSTEMS**

Video cameras on the school bus shall be used only as an aid to monitor the student's and/or driver's behavior. Cameras do not replace the discipline policy, the responsibility and authority of the driver, or the responsibility of school district officials in managing on-board conduct. The bus rules and consequences of misconduct on the bus must be administered whether or not a camera is being used. All buses shall have posted notices in a clearly visible location that informs passengers that they are subject to video and audio recording at any time. When action is taken as a result of information obtained from the recording, the recording may be used as evidence only if necessary to achieve resolution of the problem. Only the driver involved, Contractor Supervisor or designee, and district or school administrator will be allowed to review recordings. Parents will not be allowed to view any footage with other students present. Bus video may be used for training purposes. Tampering with video monitoring systems may result in immediate termination of employment.

## **SECTION 5: ROUTE INFORMATION AND PROCEDURES**

Every precaution must be taken to assure the welfare and safety of passengers at all times.

#### **FIELD TRIPS AND ACTIVITY TRIPS**

In addition to transporting students to, from, and between school; buses are often used for school related functions. Such functions include field trips and activity trips. All field trips are required to have a teacher, coach or adult chaperone appointed by the school to ride on each bus. Elementary and middle school activity trips are required to have a teacher, coach or adult chaperone appointed by the school to ride on each bus. No children other than properly enrolled district students participating in the field trip or activity are permitted to ride on the bus and all students must be listed on a manifest list delivered to the driver that includes name, address, and phone number of each student. The teacher and/or chaperone is responsible, at the drivers direction, for maintaining discipline on the bus, making sure the bus is cleaned at the end of the trip and removing any personal articles left on the bus. Prior to departure of each trip, the driver will review emergency evacuation procedures and assign trip leaders for necessary assignments in the event of an emergency. The trip leader is required to sign the evacuation form indicating that this procedure has been followed.

**Field Trips** - Field trips normally originate and terminate at a given school or the bus lot depending on various conditions and are held during school hours between 9:00 a.m. and 2:00 p.m. Buses are to stay with the group at the field trip destination unless specifically noted in the request and arrangements have been made with the group leader to return at an agreed time. Trip requests for field trips must be completed approved by the principal or designee and sent to the transportation office at least **two weeks** before the trip is to take place. Field trips extending outside a fifty (50) mile radius will be assigned to drivers with at least ninety (90) days of school bus driving experience with the District/Contractor.

**Activity Trips** - School activity trips are not reimbursable. All extracurricular activity trips related to the school must be approved by the administration. (District Policy 702.4) Trip requests for extra-curricular activities must be completed by the athletic director or teacher, approved by the principal or designee, and sent to the transportation office at least **two weeks** before the trip is to take place. Any last minute changes in previously approved itineraries must be re-approved by transportation. Once approval is granted, approved itineraries must be adhered to. Trips cancelled within 48 hours of departure may be charged at the minimum trip fee. Tournament eliminations are unforeseen and are exempt from this fee.

The following applies to both contracted and certificated drivers:

- Bus transportation is restricted to authorized activities only. A bus is to be used when/if groups are six (6) or more in size. Groups should make every effort to share a bus with another school if possible.
- It is recommended that a commercial bus be used if groups have more than twenty (20) students and are traveling two hundred (200) miles or more in radius from Meridian. Exceptions must be approved thirty (30) days in advance of the trip.
- Private vehicles may be used for extra-curricular activities only under certain conditions. (See Policy Code No. 503.6)
- A faculty member with no driving responsibilities must accompany each trip to and from all approved activities. All field trips and activity trips are required to have a teacher, coach or adult chaperone appointed by the school to ride on each bus.



Training

- Coaches (herein referred to as Certificated Drivers) may drive the bus to their sports competitions if they hold a current CDL with the proper endorsements, have met the training requirements of the Minidoka County School District and the State Department of Transportation, and have approval from the Transportation Liaison and the school principal.
- Drivers for local activity trips originating during school hours will be selected from the pool of "available on-call" drivers unless otherwise directed by a Dispatcher. Drivers for local activity trips after school hours will be required to remain with the group throughout the length of the activity unless prior approval to leave has been granted from a Dispatcher. All instructions, including time schedules, estimated hours, and trip agenda will be reviewed with the driver(s) prior to assigning the trip.
- Long distance activity trips over fifty (50) miles will be selected on a rotational basis from a roster of drivers who qualify. No school bus shall be operated, loaded, or equipped in such a way as to constitute a hazard to the safety of the pupils being transported.
- School bus emergency egress systems shall remain operable, loose items shall be secured, and the bus aisle shall remain clear of obstruction while pupils are being transported. (Idaho Code 33-1506)
- The driver is responsible for making sure the bus is cleaned at the end of each trip. This includes sweeping, emptying trash, cleaning up spills and re-fueling the bus.
- Mileage and times are to be recorded on the bus logbook from departure point to return point with a notation as to the type of activity that was driven.
- The driver will be given gate combination number if they are going to be returning after working hours.
- Activity report including billing mileage and hours driven and any other papers associated with activity should be turned in at the office.
- Drivers should park the bus in the safest possible location at the activity trip destination so that backing is not necessary and bus cannot become boxed in by other vehicles. The bus should be checked frequently by the driver to verify no tampering and is ready to go prior to departure time. In the event that the driver must park away from the group, the driver should communicate with coach or activity leader as to pick-up location and time.
- Arrangements for lodging and meals for the drivers of overnight and long distance activity trips will be the responsibility of the school who will inform the Transportation Department of arrangements prior to departure.
- On long distance trips, the driver is not allowed to drive more than ten (10) hours following eight (8) consecutive hours off duty. If scheduled driving time is expected to exceed ten (10) hours, a second driver will be assigned to the trip. No driver may have more than fifteen (15) hours of on-duty time following eight (8) consecutive hours of off duty time. Adequate rest should be insured before the return trip. The coach or activity leader cannot demand excessive local driving during the day's activities that would cause the driver to be short of rest and beyond the legal limits for on-duty time.
- Nighttime driving will be generally discouraged. Driving between midnight and 6:00 a.m. must have special administrative approval.
- Long distance drivers will be issued a trip-packet of instructions containing a gate combination, gas credit card and emergency information. It is the driver's responsibility to review the trip-packet and needed materials beforehand for completeness.
- Teachers and coaches who are assigned by the Transportation Department to drive activity buses must meet the same qualifications and requirements as regular school bus drivers. They will be expected to maintain discipline on the bus and return the bus in clean condition.
- Maximum driving time for a coach or teacher shall be four (4) hours in any twelve (12) hour period. When a driver has taught more than four (4) class periods on the day of the trip, the maximum driving time shall be two (2) hours each way. (District Policy 702.4 and 702.41).

5:30

#### CANCELLATION OF FIELD TRIPS/ACTIVITIES:

- Forty eight (48) hours cancellation notice prior to trip by phone or email
- Trips cancelled within 48 hours of departure may be charged at the minimum trip fee.

#### ROUTES

Scheduled transportation of students on a daily basis to and from schools and between education related destinations is classified as a route. Routes are comprised of one (1) or more runs including but not limited to a.m. runs, p.m. runs, and/or other mid-day runs. All routes will be reviewed and updated annually by the routing staff prior to the beginning of the next school year. A Supervisor will assign routes to drivers in accordance with an established route selection procedure to retain skilled and experienced employees. Any changes made to existing routes during the school year must be approved by a Router. Excessive absenteeism from assigned routes should require the reassignment of that route to another driver to provide students with consistency. All route miles must be accurately recorded in bus mileage log books in the proper location for reimbursement from State Department of Education funding. Routes are identified as Regular, Special Needs, or Shuttle.



**1. Regular Routes** - Scheduled runs to transport students to and from school on a daily basis are classified as regular routes. A Router develops and monitors regular routes by use of the computer routing system. All regular routes are submitted to the Board of Trustees on an annual basis for their approval, and any route alterations are subject to Board approval as well. All students (grade K - 12), living within a school attendance boundary and outside the walk zone, are eligible for bus transportation to/from their assigned school.

**2. Special Needs Routes** - Special Needs routes transport students enrolled in the district's special education programs who have disabilities that prevent them from safely riding on a regular route bus. Because of the disabilities or special needs of these students, certain requirements are made specifically for these routes. Bus assistants will help with loading, unloading, and student management while the bus is in motion. Lift-equipped buses will be required for any wheelchair bound student. Drivers and bus assistants will know and follow all procedures for use of wheelchair lifts and proper use of any restraints or safety devices used on their route. The special needs team will contact parents or guardians of assigned students to discuss the individual needs of the student during transportation. When necessary, the Student Management Coordinator and/or Transportation Liaison will work with the special needs staff at the school and administrative levels to review information covered on the IEP for each student, and relay any pertinent information to the special needs transportation team. Additional information regarding special needs busing may be found in the Special Needs Section of this manual and also in the Idaho State Pupil Transportation Manual.

**3. Shuttles** - Shuttles transport students between schools or other education-related destinations. Excessive absence from an assigned shuttle should require that the shuttle be reassigned to another driver to provide students with consistency.

### **ROUTE HOURS**

The contractor and its employees should agree and understand the hours of the route are an estimate and not a guarantee. Routes may expand or reduce during the school year in order to accommodate the constant changing needs of the students, parents, and patrons served by the Transportation Department.

### **ROUTE FILES**

All assigned routes will have a route file that contains all information necessary for running the route as safely and consistently as possible. **Any change request to a route must go through a Router. Unsatisfactory route changes or concerns must be taken to the Routing Supervisor.**

A route file shall contain two (2) current copies of each of the following:

1. Shuttle Direction sheet – showing daily itinerary of shuttles, including A and B days.
2. Left/Right Direction Sheet – showing route driving directions between stops for each run.
3. Stop List – with correct stop location and stop times for each run showing daily itinerary of route.
4. One (1) complete set is to be attached to the route file jacket, and one (1) complete set is to remain with the bus if it does not contain student information. If it does contain student information, it should be filed in a secure location.
  - o Relief drivers must read each page of the route sheet completely. If a driver is assigned a route "on the fly" a dispatcher will be available to assist with directions and stop information.
5. Manifest list of all students on each-run, showing names, stop locations, and phone numbers.
6. Student seating chart for each run.

**It is the router's responsibility to keep items 1-4 of their route files updated and correct at all times. It is the driver's responsibility to keep items 5-6 of their route file updated and correct at all times.**

### **ROUTE SELECTION**

The contractor's route selection procedure should be developed in such a ways to retain skilled and experienced employees. Routes or positions added or vacated during the school year should be posted for bid by all qualified employees under the following guidelines:

- Vacant positions will be posted for bid per the contractors established procedure..
- Employees with excessive absenteeism, discipline problems, route files not up to date, bus damages not reported in a timely manner, and/or an unclean bus should not be eligible for bidding unless approval is granted by the Contractor Supervisor.
- Employees accepting assignment to a modified calendar route must be available to drive that route during all days that the traditional and modified calendar schools are in session unless other arrangements are made.
- Routes or positions becoming vacant during the last eight (8) weeks of traditional school should not be posted for bid and should be assigned as needed by the Dispatch Supervisor.

- The Transportation Liaison or Contractor Supervisor may change the assignment of any employee and/or the composition of any route if it is determined to be in the best interest of the students and/or the District regardless of the driver or monitor's seniority, availability, and/or preference. Any conflict arising from the route assignment policy will be resolved by the Contractor Supervisor. Any district requested change should be made in writing.

## SECTION 6: ACCIDENTS AND EMERGENCIES

### Incident Definition

- An incident is a situation in which there is no contact or damage of any kind but has been witnessed or documented. For example: a driver receives a Police citation, report, or warning, is not following district policy, or has been witnessed driving unsafely.

### Accident Definition

- An accident is defined as having contact or damage that occurs to the bus and/or property.

### ACCIDENT/INCIDENT INVESTIGATION

The district and/or contractor should investigate and review all non-cited accidents/incidents within ten (10) working days of the accident/incident. If a citation is issued the District or Contractor Supervisor may suspend the driver until an investigation is completed and the supervisory staff will review the accident/incident within 1 day. After careful review of the accident/incident the supervisory staff should make necessary recommendations of possible disciplinary action which may include points, a letter of concern, and/or a letter of reprimand with or without suspension and/or retraining.

Drivers shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with the law (Idaho Code Chapter 49-13). Subsequent to the accident/incident, an appropriate accident/injury report shall be completed by the driver, Safety Supervisor, or Transportation Liaison and submitted to the State Department of Education within fifteen (15) days. (SISBO, Written Policies: 3)

### ACCIDENT/INCIDENT PROCEDURES

All accidents or incidents involving district or contractor owned vehicles must be reported to Transportation Liaison and Dispatch office **immediately** before moving the vehicle from the scene. If the bus is involved in an accident the following procedures will be followed. These procedures are to be followed whether the vehicle was in motion, temporarily stopped, parked, or being loaded or unloaded on public or private property.

1. Check for injuries and call for an ambulance if needed
2. Do not administer medical treatment other than standard first aid procedures according to your ability. Never move an injured person unless absolutely necessary.
3. Report accident to transportation office and appropriate law enforcement agency immediately. *office calls Law*
4. Protect the accident scene - place warning signals and devices immediately so traffic can travel safely through the accident location.
5. Account for all students. Do not allow students to get off bus unless an emergency evacuation is required. Never release a student to anyone, for any reason, until told to do so by law enforcement officer or Transportation Department official. Make a list of all students and where they were sitting. If student is injured and transported to a hospital, know which hospital.
6. Never argue, admit guilt, or offer to accept a settlement. Discuss details of accident only with investigating officer or Transportation Department official.
7. Obtain names of witnesses. Exchange the following information with law enforcement officers and other motorist(s) involved:
  - a. Your name and home address
  - b. Your driver's license number
  - c. Vehicle registration number
  - d. Insurance information
8. The driver may be required to take a drug/alcohol test following any accident at request of Transportation Supervisor or his/her designee.
9. Fill out all reports required by law and school district policy. Return completed forms to the Transportation Supervisor or his/her designee **within twenty-four (24) hours.** (Drivers requiring medical attention will complete accident report as the situation dictates)
10. **Failure to report any incident or accident, or leaving the scene of an accident or incident in which the school bus you are driving is involved, without prior authorization from a law enforcement official or a Transportation**

*Drug test ?*

Department official, will result in possible loss of bus driver's CDL license for a year and disciplinary action up to and including termination. A driver may not be allowed to drive the bus for the remainder of the day if his/her accident is classified as a chargeable accident. If the chargeable accident is not the fault of the driver, he/she will receive a normal day's pay. If the chargeable accident is determined to be the fault of the bus driver, he/she will not be paid for the time off. A driver will be allowed to operate the bus for the remainder of the day if the accident is a non-chargeable accident.

### **EMERGENCY EQUIPMENT**

All school buses are required to have certain emergency equipment on the bus:

**Triangle Reflectors** – Each bus shall contain at least three (3) **reflector** triangle road warning devices located in an accessible place in the driver's compartment. These devices must meet FMVS standards and must be placed within ten minutes of stopping. Placement of triangles in an emergency situation shall be:

- If bus must stop on or by a one-way or divided highway, place warning devices ten (10) feet, one hundred (100) feet, and two hundred (200) feet toward approaching traffic.
- If stopped on a two-lane road carrying traffic in both directions or on an undivided highway, place devices ten (10) feet from the front or rear corners to mark the location of the vehicle, and one hundred (100) feet behind and ahead of the vehicle, on the shoulder or in the lane you are stopped.
- If stopped beyond a hill, curve or other obstruction that prevents other drivers from seeing the vehicle, place devices ten (10) feet from the vehicle and one hundred (100) to five hundred (500) feet toward the approaching traffic. (Refer to current CDL Manual)

**First Aid and Body Fluid Clean-up Kits** – The kits are located in the driver compartment of bus. The driver shall check the kits daily to ensure the seals are not broken. If a seal is broken the driver will report to the Shop for replacement.

**Fire Extinguisher** – Bus shall be equipped with at least one pressurized, dry chemical fire extinguisher complete with hose. Extinguisher must be mounted in driver's compartment and readily accessible to the driver and passengers. A properly charged fire extinguisher will have the pressure needle located in the green section of the pressure gauge. The pressure of the extinguisher is to be inspected on a daily basis during the pre-trip inspection process and driver shall initial inspection card monthly.

**Emergency Packet** – An emergency packet containing insurance information, vehicle registration and accident report forms should be kept within the driver's compartment. The location of this packet should be shared with the older students on the bus as part of the emergency evacuation drill in the event the driver becomes incapacitated they would be able to summon assistance.

### **EMERGENCY EVACUATION DRILLS AND PROCEDURES**

Emergency evacuation drills are required to be conducted at least twice during each school year. Records verifying that drills were conducted are to be kept on file. The emergency evacuation drill should be as close to the real thing as possible. The drill should be discussed with the students prior to the day of the drill. The drill should follow the evacuation procedures for the appropriate exits used. Remind students to leave all personal items on the bus. It is important that the students learn to exit the bus calmly, orderly and as quickly as possible and that they follow the driver's instructions. When the drill is over, have the students get back on the bus and spend a few moments discussing the drill. Point out good things that occurred as well as ways to improve the drill. The bus driver is responsible for the safety of the students and should supervise all drills. Drills are to be restricted to school property. Passengers on activity or field trips should receive emergency evacuation instructions prior to departure. When evacuating the bus, the following procedures should be followed:

1. Set parking brake and turn off engine
2. Turn on four-way hazard lights
3. Open front service door
4. Announce to students to exit through the front door and walk to a determined waiting area at least **one hundred (100) feet from the bus (This may be simulated due to space constraints)**. They are to remain there until given further instructions. Students are not to take any personal belongings with them.
5. Give first aid kit, reflective triangles and fire extinguisher to responsible students (during a drill or exercise do not remove first aid kit)
6. Check to make sure all students are out of the bus
7. Notify proper authorities



When the driver is incapacitated, appointed students or bus assistants should be authorized to direct the evacuation. Appointed students should know how to:

1. Turn off ignition switch. *Turn Bus off Key in Aux*
2. Set emergency brake.
3. Summon help as needed.
4. Kick out windows if necessary
5. Set flares or reflectors.
6. Open and close doors and account for students
7. Help small students off bus
8. Use two-way radio

Emergency evacuations will be conducted under the following conditions:

- Fire or danger of fire. Students should be moved to a safe location at least one hundred (100) feet from the bus and instructed to remain there until the danger has passed.
- Unsafe position. When the bus is unable to be moved due to an accident, mechanical failure, road conditions, etc., the driver must use discretion with regards to the student's safety and evacuate the bus immediately if necessary.
- **At no time should the students be exposed to a greater danger outside of the bus than inside it.**
- Mandatory Evacuations should occur under the following conditions:
  - The final stopping point is in the path of a train or adjacent to railroad tracks.
  - The bus could roll or tip, further increasing the danger to students.
  - The stopped position of the bus is in danger of collision.
- The bus should be visible for a distance of three hundred (300) feet or more by other vehicles on the roadway. A position over a hill or around a curve should be reason for bus evacuation.

### **MECHANICAL BREAKDOWN**

When driver becomes aware of vehicle problems while driving, they should turn on four-way lights and look for a safe place to pull the bus to the side of the road. Turn off the engine and remove the key. Control of the passengers must be maintained. If the driver feels that the bus location is not safe, then students must be evacuated and moved to a safe area away from the bus. Assistance should be summoned at the earliest opportunity once the safety of the students is assured. A driver shall not leave an occupied bus. In the event of a breakdown the driver should radio for assistance. If radio communication is not possible, the driver should send a bus aid, ask a passing motorist for assistance or wait for help. Only as a last resort should the driver consider sending two (2) or three (3) older, responsible students to call for help. Remove triangle reflectors and place them in proper locations. If on a curve, hill or other obstruction that would prevent other drivers from seeing the bus, the general rule of thumb is to move the farthest triangle to a point that gives adequate warning. When placing triangles, carry them between yourself and oncoming traffic so other drivers can see you.

*Other Drivers stay off Radio unless Emergency*

### **UNAUTHORIZED SCHOOL BUS ENTRY**

Unauthorized school bus entry or attempts should be treated as an "incident". Idaho Code 18-1522 states: (1) A person shall be guilty of a misdemeanor if that person: (a) Enters a school bus with intent to commit a crime; (b) Enters a school bus and disrupts or interferes with the driver; or (c) Enters a school bus and refuses to disembark after being ordered to do so by the driver. (2) School districts shall place notices at the entrance to school buses which warn against unauthorized school bus entry.

## **SECTION 7: BUS CONDUCT AND STUDENT DISCIPLINE**

### **BUS CONDUCT (Policy 702.10)**

It is the student's responsibility to know and obey the bus rules as posted on every school district bus and outlined in the Student Handbook. Appropriate student behavior is essential for a safe and positive environment while transporting students. Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his/her driving duties. School bus drivers are responsible for informing students of the bus conduct rules and procedures while riding the bus, and every reasonable effort should be made by the bus driver to solve discipline problems before citations are written. Parent contact should be made to address inappropriate student behavior prior to issuing a citation. Misbehavior on the bus or at the bus stop may deprive a student of their bus riding privileges.

Transportation to and from school is provided to students living more than a mile and one-half (1.5) from school. Students should be at the bus stop a minimum of five minutes before the scheduled pick-up time. At the end of the day, most buses leave the

school within a few minutes after the final bell. Students need to be sure to go directly to the bus after their last class. Transportation rules and citations apply to home-to-school, shuttle, and field trip/extracurricular transportation services.

**BUS CONDUCT RULES:** (Note: The bus driver may make additional rules as necessary to maintain the safety of the bus.)

- Remain seated, facing forward in your assigned seat. Keep your hands and feet to yourself at all times. Aisles must be kept clear at all times.
- Talk quietly. Silence is required at all railroad crossings. Yelling and loud noise will not be permitted.
- Eating, chewing gum, drinking and littering are prohibited on the bus.
- Swearing and use of inappropriate language and/ or gestures is prohibited. The driver is to be shown courtesy and cooperation at all times.
- Keep all body parts inside the bus. Throwing, shooting, and/or spitting of any object on, from or at the bus are prohibited.
- Do not play or tamper with the bus or bus equipment (including seats). The emergency doors and window are to be used only in an emergency.
- No hitting, "horseplay," or fighting. Students are not allowed to encourage others to fight, or to continue or incite a fight by teasing, threats, or harassment.
- Possession, distribution or use of illegal drugs, tobacco, and alcohol is strictly prohibited.
- Inappropriate use of electronic devices that create a disruption on the bus is prohibited. This includes cell phones, games, headphones etcetera. Use of any type of camera to take photos of students is also prohibited.

**BUS USE RULES:**

It is the student's responsibility to know and obey the bus rules as posted on every school district bus and outlined in the Student Handbook.

- Orderly behavior is expected on the bus and at the bus stop. Use only home bus stop(s). A note signed by a parent or guardian is required in order to ride any other bus or to utilize any stop other than your own.
- Be on time at the bus stop (five minutes before the scheduled bus arrival time). The bus driver cannot wait for tardy passengers.
- Follow all loading and unloading procedures detailed in the Transportation Handbook.
- If you must cross the street, wait for the driver's signal and cross twelve (12) feet in front of the bus where the driver can see you clearly.
- No hazardous materials, objects, or live animals of any kind are permitted on the bus. Large objects must be able to be held securely on the passenger's lap. Skateboards, scooters, roller blades, and balls are not allowed on the bus (unless they are completely contained within a zippered bag).

**CITATION PROCESS**

First Citation Point (Tier One)

- The driver addresses the behavior with the student. *Driver*
- The Student Management Coordinator *calls* parent or guardian and informs them of the citation, type of infraction, and the actions necessary in order to regain bus-riding privileges.
- If the Student Management Coordinator cannot reach the parent or guardian within 48 hours, or after at least 3 attempts the citation is given to school Administrators to issue.
- The student will be allowed to ride the bus when the signed citation is returned to the bus driver.
- A copy of the citation will be forwarded to the school to be entered by a *(school administrator)* into PowerSchool. *Transportation enter into Power school*

Second Citation Point (Tier One Level Two)

- The driver addresses the behavior with the student. *Driver*
- The Student Management Coordinator *calls* parent or guardian and informs them of the citation, type of infraction, and the actions necessary in order to regain bus-riding privileges.
- If the Student Management Coordinator cannot reach the parent or guardian within 48 hours, or after at least 3 attempts the citation is given to school Administrators to issue. *or Talks to*
- The parent/guardian and student meet with a Student Management Coordinator or supervisor.
- Up to three days suspension from riding bus or other appropriate discipline may be assigned at the discretion of a Student Management Coordinator or supervisor.
- The student is allowed to ride the bus after meeting with a Student Management Coordinator or supervisor, serving the suspension, and returning the signed citation to the bus driver.
- A copy of the citation will be forwarded to the school to be entered by a *(school administrator)* into PowerSchool. *Supervisor*



### Third Citation Point (Tier Two)

- The driver addresses the behavior with the student.
- The Student Management Coordinator calls parent or guardian and informs them of the citation, type of infraction, and the actions necessary in order to regain bus-riding privileges.
- If the Student Management Coordinator cannot reach the parent or guardian within 48 hours, or after at least 3 attempts the citation is given to school Administrators to issue.
- The parent/guardian and student meet with a Student Management Coordinator or supervisor.
- Up to five days suspension from riding bus or other appropriate discipline may be assigned at the discretion of a Student Management Coordinator or supervisor.
- The student is allowed to ride the bus after meeting with a Student Management Coordinator or supervisor, serving the suspension, and returning the signed citation to the bus driver.
- A copy of the citation will be forwarded to the school to be entered by a school administrator into PowerSchool.

### Fourth Citation Point (Tier Three)

- The driver addresses the behavior with the student.
- The Student Management Coordinator calls parent or guardian and informs them of the citation, type of infraction, and the actions necessary in order to regain bus-riding privileges.
- If the Student Management Coordinator cannot reach the parent or guardian within 48 hours, or after at least 3 attempts the citation is given to school Administrators to issue.
- The parent/guardian and student meet with a Student Management Coordinator or supervisor.
- Suspension from riding bus or other appropriate discipline may be assigned at the discretion of a Student Management Coordinator or supervisor.
- The a Student Management Coordinator or supervisor may recommend a suspension period not to exceed the rest of the school year unless the violation occurs within the last twenty (20) school days of the school year.
- If the parent/guardian wishes to appeal the decision of a Student Management Coordinator they may do so to the Transportation Discipline Committee. Decisions of the Transportation Discipline Committee are final.
- Behaviors occurring during the last twenty (20) school days of the school year may result in revoking bus riding privileges for a period not to exceed the first semester of the following school year.
- A copy of the citation will be forwarded to the school to be entered by a school administrator into PowerSchool.

### Citation Points

The number of citation points accumulated by the student during the school year will determine the resulting consequences of the citation given as follows:

Example 1: Student has one (1) minor rule violation and receives a one-point citation. Student then has a serious violation resulting in a two-point citation being issued. The two (2) points added to the one (1) point previous citation equals a three (3) point accumulation of points and the three-point citation procedures would be followed for the second citation.

Example 2: Student accumulates two (2) points from a previous citation and subsequently receives another serious rule violation citation for an additional two (2) points. The point accumulation determines that the student is at four (4) points.

### Severity Clause:

A student can be temporarily suspended from bus riding privileges by a Student Management Coordinator or supervisor for behavior endangering the safety of the bus and/or its occupants. The Student Management Coordinator or supervisor has the authority to request a four (4) point citation, regardless of where a student is in the citation process, depending on the severity of the specific incident.

### Appeal Process

If the parent/guardian appeals the decision of Student Management Coordinator or supervisor, within five (5) days of suspension of bus riding privileges, the District's Transportation Hearing Committee made up of one (1) Student Management Coordinator or supervisor, two (2) administrators/counselors, who shall be the hearing panel, the superintendent or his/her designee, who shall act as the hearing officer, and a recorder shall schedule an informal hearing to determine to revoke or reinstate riding privileges. The student and parent/guardian shall be notified of such hearing and may appear and show causes why the pupil should not have bus-riding privileges revoked.

### **ITEMS INAPPROPRIATE FOR THE SCHOOL BUS**

Items may include but are not limited to:



- Perfume sprays, Deodorant and/or any item that could cause an allergic reaction.
- Skateboards, scooters, rollerblades, and balls (unless they are completely contained within a zippered bag).

#### **PROHIBITED OBJECTS ON SCHOOL BUS**

- Weapons, Laser Pens, Drugs & Alcohol, Cigarettes or other Tobacco products, E or Vapor Cigarettes, Flammable Objects, Explosive Devices, and Animals

#### **STUDENT CONDUCT ON THE BUS**

Students are expected to conduct themselves in an orderly manner while waiting for or riding the bus. Appropriate student behavior is essential for a safe and positive environment while transporting students and therefore, it is important not to distract the bus driver. The driver has the same responsibility and authority as the teacher does in the classroom. It is the responsibility of every student to know and obey the bus rules as posted on all school district buses and as outlined in this handbook. Every reasonable effort should be made by the bus driver in attempting to solve discipline problems before citations are written. Parent contact should be made to address inappropriate student behavior prior to issuing a citation. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges. The Cascade Student Transportation Department number is 208-229-8500. The Transportation discipline policy can be found on our website at [www.westada.org](http://www.westada.org) under policy 702.57.

#### **ZERO TOLERANCE OFFENSES**

Students in violation of any zero tolerance policy may be expelled and referred to the appropriate authorities. The duration of expulsion may be for the remainder of the school year; or, if occurring in the second semester, the student may be expelled for the first semester of the next school year (policy 502.11). Zero tolerance will be in effect while on the property of a public or private school or in those portions of any building, stadium, or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school, and/or while riding school provided transportation and/or participating in a school sponsored extracurricular or academic activity off school grounds. Zero tolerance offenses include: alcohol/controlled substance, arson, explosive devices, verbal and/or written threats, weapons (includes but is not limited to: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, bows and arrows, black-jacks, fireworks, explosives, mace or other chemicals).

### **SECTION 8: SPECIAL NEEDS TRANSPORTATION**

Transportation for students with disabilities is a highly personalized service, requiring a thorough assessment of the student's physical, social, emotional, and intellectual capacities and making allowances for existing handicaps. The need for transportation as a related service is determined on a case by case basis by the Individual Education Plan (IEP) committee. Unless it is specifically stated in a student's IEP that they must receive specialized transportation, each student with a disability is to be placed in a setting that most closely approximates the environment of his/her non-disabled peers. This is called "**least restrictive environment**" and applies to transportation as well as the classroom. In other words, if a child is able to ride a "regular" school bus, he/she should not be segregated onto a "special needs" bus. If the IEP transportation request contradicts any guidelines herein, the Special Services Director and Transportation Liaison should make a decision regarding the validity of the request.

#### **EMERGENCY EVACUATION OF STUDENTS WITH DISABILITIES**

Each special needs bus route should have a written emergency evacuation plan in place on the bus that is reviewed and practiced on a regular basis by the special needs team. This plan should address each student's ability to evacuate, the types of behaviors that might be exhibited during an emergency and the types of wheelchairs or other support equipment being used for students. A floor plan with student location and identified needs should be included as part of the evacuation plan. Students with disabilities should participate in required evacuation drills with the only exception being if their participation would present a health or safety risk. The driver and assistant must be familiar with any equipment on the bus that would aid in an actual evacuation (emergency exits, blankets, belt cutters, etc.).

#### **LOADING/UNLOADING PROCEDURES**

The procedures in Section 4 should be followed for all ambulatory SPED students. The procedures for securing special needs students can be quite different from the procedures used for general education students. Child restraints, car seats, and seat belts are to be used when dictated by the IEP. Child restraints, car seats, and seat belts are not allowed in seats with emergency windows.

For students that require the use of the lift, the following procedures will be used:

1. Set the park brake and put the bus in neutral.
2. Activate the wheelchair lift switch located in the driver's area. Lower the lift onto the flat area of the sidewalk or preferably the driveway.
3. Load/unload students facing outward.

4. Lock wheelchair brakes.
5. Turn power off on all electronic wheelchairs.
6. Make sure student is secured.
7. Do not ride lifts unless required.

### **SPECIAL NEEDS ROUTE INFORMATION**

**Pick-up/ Drop-off Procedures:** To observe the least restrictive environment unless an exception is specifically stated on the Transportation Request, the Pick-up/Drop-off procedures from Section 3 of this handbook will apply. Bus stops will be provided as per the student's Individual Education Plan (IEP) or 504 accommodations. All students must be ready for pickup at least five (5) minutes before the scheduled pickup time. In order to maintain the tight routing schedule and remain on time for the other students being transported, buses are not required to wait at a stop later than the scheduled pickup time. A bus will not leave a stop prior to the scheduled pickup time if student is not on board. Parents are asked to notify the Transportation Contractor's dispatch office if the student will not be riding the bus on a certain day at least thirty (30) minutes prior to scheduled arrival time of the bus. A parent/guardian is responsible for assisting the student from the house to the bus for pickup and from the bus to the house at drop-off. Bus routes can only allow for one (1) address for the pick-up and one (1) address for the drop-off. Alternating stops, one-day changes, and/or temporary changes **cannot** be accommodated. Drivers are authorized to drop off students only at the school or designated bus stop. A parent/guardian is required to receive the student at the drop-off point unless a waiver has been signed by the parent/guardian allowing for unsupervised drop-off.

**Route and Stop Changes:** Students will be added and deleted from programs throughout the school year; therefore, stop times may change periodically in order to meet the needs of the students. Overall route travel time will vary from route to route, depending on school and student home locations. Buses may run later during days of unfavorable weather conditions, such as snow or rain. As the stop times change, the school bus driver will be responsible for communicating the changes to the parents/guardians of students affected. Should a student move during the school year the transportation department must be notified at least one week in advance to ensure uninterrupted school bus service. Bus route changes can take up to five (5) working days to implement. If student moves into a new school attendance area, the student's individual needs will be reassessed and the school site and bus assignment possibly changed. The bus driver may not make any routing or bus stop changes without obtaining prior approval from the special needs Router.

### **FAILURE OF PARENT/GUARDIAN TO MEET THE BUS**

If the parent/guardian or the designated responsible person fails to meet the bus, Cascade Student Transportation will make every effort to contact the person whom the parents have designated on the emergency information form, prior to notifying the Ada County Sheriff and arranging for protective custody. Failure of the parent or guardian to meet the bus will be handled in the following manner:

1. The driver will radio Cascade dispatch when a designated person is not present to meet the bus.
2. The dispatcher will attempt to contact the home and check records to see if another designated person has been approved to accept the student.
3. The dispatcher will instruct the driver to continue on the route.
4. The dispatcher will make a follow-up attempt to contact the home.
5. The dispatcher will instruct the driver to bring the student to the Cascade Student Transportation office. Additional attempts will be made to contact the home and emergency contacts.
6. A designated office employee, the driver, or the assistant will remain at the Cascade Student Transportation office to take responsibility of the child until the parents
7. If parent contact has not been made within 1 hour from the first attempt, the Ada County Sheriff office will be called to take protective custody of the student.

### **DISCIPLINE**

If there are concerns with inappropriate or unsafe behavior, the following steps will be taken.

1. The driver, or assistant, will contact a Student Management Coordinator. A Student Management Coordinator will contact the school administration and parent/group home/guardian. This team will coordinate an intervention action plan as necessary.
2. If behavior does not improve, a Student Management Coordinator will again contact the school administration and parent/group home/guardian to design or update an intervention action plan.
3. If the behavior does not improve, a Student Management Coordinator will contact the district Transportation Liaison. The district Transportation Liaison will coordinate a review with the IEP team (to include a Student Management Coordinator and the district Transportation Liaison) to update the intervention action plan.

If the behavior from the onset endangers the safety of the student or others, the Student Management Coordinator will immediately contact the district Transportation Liaison. The district Transportation Liaison will coordinate an immediate review with the IEP team (to include a Student Management Coordinator and the district Transportation Liaison) to design or update the intervention action plan.

**SIBLING RIDERS**

When possible siblings will be allowed to ride with established SPED riders on days that the SPED student rides. On days the SPED student is off the bus for any reason, the parent/guardian will need to use an alternate option to get the sibling to school.

*Board approve August 2016*