

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331



**A LOT OF PEOPLE DEPENDS ON
YOU TO BE ON TIME**

Duties and Responsibilities
Of Drivers

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JOINT SCHOOL DISTRICT # 331

The first, last and most important consideration for the school bus driver is the safety of his/her passengers. To accomplish this, the bus driver must know and abide by all laws, rules and regulations governing the operation of school buses.

No person shall be allowed to drive a school bus, transporting students without having met all the requirements of Minidoka County Joint School District # 331 and the State Of Idaho. He/She must be familiar with the bus and the existing conditions.

- A. Requirements to operate a Minidoka County Joint School District # 331 Bus
1. Apply to the district for a position as a bus driver.
 2. Schedule and pass a D.O.T. physical by a physician licensed to practice in Idaho, and submit one copy to the Transportation Supervisor.
 3. Secure a Minimum of a class "B" C.D.L. {Commercial Drivers License} with the Passenger and School Bus endorsement.
 4. Take and pass the Idaho Department of Education School Bus Training Curriculum test.
 5. Pass the 10 hour Behind the Wheel and observation training program provided by the transportation department.
 6. Drivers may be excused from a required training course by the Transportation Supervisor for a valid reason, involving extenuating circumstances. However, a driver who has been excused for a required training course shall arrange to take equivalent instruction at the earliest possible date as mutually determined by the driver and the Transportation Supervisor.
 7. 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.
 8. Drivers will be evaluated on both the morning run and the afternoon run each year to demonstrate their driving proficiency.
 9. All drivers shall complete at least 3 hours additional drivers training each year prior to the time school begins in the fall and an additional 7 hours during the school year.
 10. It is required that all moving traffic violations be reported to the Transportation Supervisor immediately. Failure to do so is considered grounds for termination.

B. DUTIES WHILE BUS IS IN MOTION

1. Each passenger on the bus is to be seated. No one is allowed to stand and no one shall be seated in front of a line parallel to the back of the driver's seat.
2. The school bus driver has the complete responsibility for the operation of his/her bus and care for his/her passengers.
3. No passenger is allowed to operate the bus.
4. Doors shall be closed when the bus is moving. The bus should not be moved until all passengers are seated.
5. Loading and unloading is done only from the right hand side of the bus and with clear vision of at least one hundred yards (100 yards) in both directions.
6. The safety of the students is the driver's primary consideration, and it overrides all other considerations in school bus transportation. It must be given paramount place in all of your decisions and actions, which include turning corners, stopping, starting and driving speed.
7. At no time shall a bus operator drive a school bus over the posted speed limit.
8. Reduce speed when traveling on rough roads and also when visibility is impaired by rain, snow, fog, etc. Drive according to conditions at all times.
9. Buses shall not turnaround on the highway.
10. Backing of a school bus is prohibited. If backing is absolutely necessary, it shall be done only when a trained, responsible person is available for flagging.
11. A driver on a route should not leave his/her bus. In case of breakdown, he/she should send an older student for assistance when radio/telephone communication is not available.
12. When it becomes necessary for the driver to leave an occupied bus, he/she shall shut off the engine, set the brakes, remove the ignition key and keep it in his/her possession while he/she is on duty, i.e. sports activities etc.
13. It shall be the duty of every school bus driver to report to his/her immediate supervisor the license number of any vehicle that violates any law endangering school children.
14. No guns, flammable, explosives or caustic substances shall be carried on the school bus.
15. The school bus driver shall report any unsafe condition on his/her bus route to the transportation supervisor at the earliest possible time.

C. BUS DRIVERS

1. D.O.T. physicals are required every two years of all bus drivers. The forms for the examination are prescribed by the Federal Highway Administration, U.S. Department of Transportation. A valid C.D.L. is required at the beginning of the school year.
2. Drivers are employed upon approval by the Minidoka County School Board and recommendation by the Transportation Supervisor.
3. Drivers are in close daily contact with the students and therefore must refrain from using profane or improper language and shall prohibit the same from the students. Drivers are not to smoke or carry any tobacco products on school property and are not to allow any student to smoke on school property.
4. Drivers are to abide by all laws pertaining to the operation of the school bus and are responsible for all violations of the law.
5. The maximum speed limit on Idaho highways is 55 miles per hour. Interstate speed is a maximum speed of 65 miles per hour.
6. All accidents involving a school bus are to be reported immediately to the Transportation Supervisor, who will advise the Superintendent of schools. All report blanks are to be completed including the report for the Department of Law Enforcement, the insurance company and the school central office.

D. Student Orientation for Buses

1. Within the first two weeks of any school year, the principal and teacher of each school will be responsible for discussing the school transportation policy with all students in their schools that are being transported.

E. Bus Regulations for Students

Transportation Supervision of Students

Policy Number 503.97

Adoption Date March 17, 1998

Responsibility - Although staff, parents, law enforcement and the community all share the responsibility to supervise students on the way to and from school, different parties have the primary responsibility along the way.

A. School district personnel are directly responsible for students while they are on buses, on school grounds, during school hours, or while directly engaged in school activities.

B. Parents or guardians are responsible for students while students are traveling to and from school if not on a district vehicle. Parents or guardians are responsible for students to and from bus stops and for students as they wait at the bus stops.

Student control on Buses

A. Bus Stops - Parents are directly responsible for student behavior at neighborhood bus stops.

B. Bus Transfer Points - Principals are responsible for student behavior at the school site bus loading zones and transfer points. The Transportation Supervisor is responsible for disciplinary action of students on buses.

C. Buses and other District Vehicles - The district's drivers are directly responsible for student behavior on district vehicles. Minor discipline will be handled by drivers. Drivers have the authority to assign seats and to establish and enforce reasonable rules. Long and short term suspension of bus privileges requires action by the Transportation Supervisor for bus related infractions and action by the appropriate principal for loading zones and transfer point violations.

D. Bus Riding Privileges - - Student transportation is a privilege: not a right in School District #331. Students who live at least 1 ½ miles from their school or whose area has been approved by the State Board of Education for Safety Busing may participate in bus riding privileges. Failure to follow transportation rules or the bus driver's rules, or any disruption or unsafe behavior may result in suspension of bus riding privilege. Minor infractions may result in short term suspensions; major infractions may result in long term suspension up to one year duration.

1. Minor infractions include, but are not limited to: discourteous or disruptive behavior, failure to follow posted bus rules, and failure to follow bus driver directions.

2. Three minor infractions constitute a major infraction. Other major infractions include physical fighting, profane language, sexual harassment, behavior which substantially threatens the welfare and/or safety of self and/or others, and defiant behavior toward the bus driver or other school employees assigned transportation responsibilities.
3. Prior to long and short term suspension of bus service, students will be offered an informal hearing. This includes A. notification to parents, B. notification of charges, C. presentation of evidence, D. the opportunity to respond to the charges and to present evidence. Bus riding suspension may be appealed to the Operations Director and then to the Board of Trustees.
4. Prior to suspending bus riding privileges, the Transportation Supervisor will consult with the appropriate building Principal and with the Special Education Director for possible section 504 and Special Education considerations.
5. Suspension of bus riding privileges applies to field trips and activity trips as well as to home/school transportation.
6. Parents or guardians are responsible to assure that students of mandatory school attendance (age 7- 16) attend school regularly, regardless of suspension of bus riding privilege.
7. Students who commit major infractions which substantially threaten the welfare and/or safety of the students or other occupants may be immediately suspended from bus privileges by the Transportation Supervisor Designee while the incident or incident's are being investigated and formal suspension proceedings take place.

E. Responsibilities of Students--Students are charged with the responsibility of conduct which will result in safe transportation, respect for school personnel, and respect for other students. Failure to abide by school rules, show proper respect for others, and comply with requests of school personnel may result in a student being issued a School Bus Citation and subsequent suspension or denial of bus transportation.

Only students properly enrolled in Minidoka Joint School District#331 or under a contractual agreement with the Minidoka Joint School District #331 are permitted to ride the School buses.

F. Rules

1. The bus driver is in full charge of all persons riding on the bus.
2. Students must obey the directions of the bus driver promptly and courteously.
3. Students shall observe rules of classroom conduct while riding on buses. Avoid 1 loud talking or unnecessary confusion. Absolute silence is required when the driver stops the bus at a railroad crossing.

4. Students are not to carry on unnecessary conversation with the driver while the bus is in motion.
5. Students shall not use profane/obscene language and/or gestures while on the bus.
6. Students shall not tamper with emergency doors or equipment.
7. Students must keep all parts of their body (hands, arms, feet, head, etc.) inside the bus at all times. Windows may not be open more than half way as determined by the school bus driver.
8. Students must be on time for the bus. "On time" shall mean being at the bus stop, ready to board the bus, a minimum of five (5) minutes and not more than ten (10) minutes before the scheduled arrival time of the bus. **THE BUS WILL NOT WAIT FOR STUDENTS NOT AT THE LOADING AREA WHEN THE BUS ARRIVES.**
9. Students must not try to board the bus until it comes to a complete stop and the door is opened. Wait in an orderly line and avoid "horseplay".
10. Students shall enter the bus with the least amount of confusion. Go directly to an available, or assigned seat and remain seated, (facing forward) until the bus stops to unload students. Students shall exit the bus by the front door in an orderly manner.
11. If necessary to cross road: cross (15) feet in front of bus and wait at right edge of roadway for signal from driver before proceeding into traffic
12. Students must board and leave the bus at their established stop, except when they have a request signed by their parents to do otherwise.
13. When assigned to a bus, a pupil must continue to ride that bus unless re-assigned by the Transportation Supervisor or Driver/Trainer Evaluator.
14. Students must strive to keep the bus clean and neat. No materials are to be thrown inside the bus, from the bus, or into the bus. Eating or drinking is not allowed on regular route, special education, career education, or similar type services.
15. Smoking, tobacco products, alcoholic beverages, illegal drugs, or controlled substances, and inhalants are not permitted on any school bus.
16. Except when prior approval is granted, pupils are to carry-on only objects that can be held on their laps.
17. No animals (except "trained seeing eye" dogs & police dogs) are permitted on any school bus.

18. No items are to be stored in the aisle.

The above listed rules are not “all-inclusive” and may be deleted or added to by the Board of Trustees or their designee.

G. Violation of School Bus Discipline Policy--School bus citations which identify misconduct are issued to students at the discretion of the bus driver. Within twenty four (24) hours from the time the citation is issued, the bus driver shall make a reasonable attempt to telephone the parents to discuss safety aspects of the bus citation.

The parent copy of the citation must be signed by the parent or guardian and returned to the bus driver before the student will be allowed to ride.

On subsequent citations, before a student will be allowed to ride the bus, the parent or guardian and student must meet with and obtain the signature of the Driver Trainer/Evaluator or the Transportation Supervisor in a conference with the bus driver.

F. Railroad Crossings

No school bus shall cross any railroad track or enter or cross any arterial highway without coming to a complete stop. If any such crossing, intersection or access be obscured by trees, buildings or other objects or because of storm or fog, the chauffeur shall open such window and door as will permit him/her to determine when it is safe to proceed (33-1508 I.C.)

The State Board Of Education has adopted the following nine (9) step process for stopping at railroad tracks.

G. All School Buses shall stop at all railroad tracks.

1. Activate hazard lights 100 feet before stopping at railroad tracks.
2. Stop not less than 15 feet not more than 50 feet from tracks
3. Turn off overhead flashing switch if necessary.
4. Open door and side window.
5. Look and listen.
6. Close door.
7. Proceed when clear.
8. Turn off hazard lights after clearing track.
9. Turn on overhead warning switch if needed.

H. Stopping to load

1. Signal intention to stop with alternating flashing overhead warning lights at a distance of 200 feet before stopping.
2. Stop in the center of your lane and 4-5 feet before getting to the waiting students
3. Extend stop arm and activate overhead red warning lights simultaneously.
4. Open door only after the traffic has stopped.
5. Students who must cross the road must wait for a prearranged signal from driver to do so and must cross 10 feet in front of the bus.
6. Students should load in single file and in an orderly manner.
7. Close door and check that students are seated.
8. The stop arm shall be retracted and the overhead red flashing warning lights shall be turned off.
9. Proceed to the next stop

I. Stopping to Unload

1. Signal intention to stop with alternating flashing overhead yellow warning lights at a distance of 200 feet before stopping.
2. Stop in the center of your lane.
3. Extend stop arm and activate overhead red warning lights simultaneously.
4. Students are to remain seated until bus comes to a complete stop.
5. Open door only after traffic has stopped.
6. Count students as they leave and again as they move away from the bus.
7. Close door after students have dispersed.
8. Students who must cross the road must cross 10 feet in front of the bus and wait for the driver's prearranged signal before crossing. A driver may warn students of sudden danger by a long steady blast of the horn.
9. After students have safely crossed highway, the stop arm shall be retracted and the flashing red overhead warning light shall be turned off.
10. Proceed to the next stop.

J. Control of Passengers

1. Maintain reasonable disciplinary control of all passengers. Excessive noise and commotion inside the bus can prevent the driver from hearing warning signals either inside or outside the bus.
2. Discipline shall be maintained by the driver and/or substitute to include but not restricted to:
 - a. No unnecessary loud noises,
 - b. Children in seats while bus is moving,
 - c. No driver or passenger shall smoke, consume or carry tobacco or alcoholic beverages on the bus at any time.
3. Should a student's behavior be such as to disrupt the orderly atmosphere of the bus and constitute a danger for the safety and well being of the other bus students, the driver should fill out a citation form, give the three copies to the student and retain the gold copy for the driver trainer at the time the misconduct occurs. The student must return the citation signed by a parent or guardian to the bus driver before the student will be allowed to resume riding the bus.
4. Bus drivers are responsible for the proper discipline of students on the bus and must exercise this function in accordance with the written policies and instructions of school authorities. One of the best means of control is to have the students assigned to definite seats.

K. Bus Schedules, Routes and Substitutes

1. Substitute drivers shall meet all the requirements prescribed for regular drivers.
2. A driver will be expected to drive any route or any bus upon supervisor's request.
3. Report to the bus compound fifteen (15) minutes before your scheduled departure time.
4. The bus should be warmed up for 5 minutes before leaving the bus compound; this is the time to clean windshields, floor, etc. Remain close to your bus while the engine is warming up, and complete inspection using pre-trip check list which is in each bus.
5. Lights and stop sign must be clean and visible at all times.
6. Check all gauges for the proper reading and be sure there is adequate fuel.
7. Do not use a dry brush on the exterior of the bus, use water when weather permits.
8. The time schedule for pickup and delivery should be followed as closely as possible; a current time schedule is posted in each bus.
9. Drivers shall not change the route or time schedules without permission from the Transportation Supervisor.
10. Buses stay in a single line in a loading area – NO PASSING. Wait until the bus in front of you leaves unless problems exist with that vehicle.
11. Keep the bus away from the curb, contact with the curb ruins the tires and throws the wheels out of alignment.
12. After every run the driver must walk their bus and check for damage, litter, writing on seats and walls, children etc. If damage is found notify the shop or transportation personnel.

L. Care of the Bus

1. Driver is required to keep the inside of the bus clean, and sweep the bus daily.
2. Drivers are to clean the outside of the bus whenever possible. Clean all lights and back window when needed.
3. Drivers are required to make sure that their bus is fueled adequately at all times and the post trip inspection is completed after each run.
4. Drivers are required to do a pre-trip and post-trip inspection of their bus before and after each run. Drivers who fail to do their pre-trip and post-trip inspections, clean, and care of their bus will be issued a written reprimand and disciplined, up to and including termination. Routes are allotted 15 minutes per day for these responsibilities)

M. Emergency Evacuation Drill Instructions

At least two (2) emergency evacuation drills shall be conducted each year. The first will be conducted in early September and the second will be conducted during the first part of January.

The purpose of an emergency evacuation drill is to evacuate a school bus by getting the passengers off the bus in the shortest period of time and in an orderly and safe manner.

The day before an actual Emergency Evacuation is to be accomplished, the bus driver will:

1. Explain to the passengers the reasons for an emergency evacuation:
 - a. Fire or danger of fire
 - b. Danger of drowning
 - c. Bus stalled in an unsafe position; i.e. railroad tracks.

2. Procedures that will be followed:
 - a. Driver will announce that there will be an emergency evacuation drill when the bus arrives at the destination.
 - b. All passengers must remain quiet so that further instructions can be heard.
 - c. When bus stops at the destination, all passengers must remain seated and quiet.
 - d. Driver will set the parking brake, turn OFF ignition and place the transmission lever in proper position.
 - e. Driver will leave the drivers seat and instruct the student aides to take their positions.
 - f. Driver will select an area about 100 feet from the bus and begin releasing passengers.
 - g. Passengers will leave their lunch boxes, books, etc. on the bus and move swiftly and quietly to the safe area. **DO NOT RUN AT ANY TIME.**
 - h. When passengers arrive in the safe area, they will lineup in the same order that they were seated on the bus and a count will be taken to assure all are accounted for.
 - i. After the practice drill is completed, passengers will be advised by the driver what they did right or wrong in order to make improvements for the next drill.
 - j. Passengers who left items on the bus may then return and get them.

3. Select at least four student passengers to aid in the drill.

These students will be selected by:

- Maturity
 - Good Citizenship
 - Residing near the end of the route
4. In case you are incapacitated, train each aide so they can:
 - a. Turn OFF the ignition switch
 - b. Set the emergency brake
 - c. Summon help when and where needed
 - d. Use radio to call the base office
 - e. Kick out window
 - f. Set up triangles
 - g. Open and close doors
 - h. Aid other passengers as they exit the bus.
 5. Each aide will be assigned a specific task for the exercise.
 - a. Lead passengers to the selected safe area.
 - b. Aid other passengers as they exit the bus.
 - c. Take the first aid kit and fire extinguisher.
 - d. Take the radio.

N. Extra Curricular Trips

- Extra Curricular trips will be assigned based upon the rotation method. Each driver willing to take these trips is responsible for notifying the transportation director of this desire. Then a list of drivers willing to take these trips will be developed. The list will consist of those drivers eligible to drive extra trips. If a driver is willing to take these trips, but only on limited bases, the driver is responsible for notifying the transportation director of these limitations.

The rotation will be as follows:

- As requests for trips come into transportation, they will be put on the calendar then Wednesday or Thursday each week drivers will be assigned to those trips from the driver rotation list that was developed, starting with the driver next on the list from where the last driver was assigned, rotating through the list until all trips for the week are assigned a driver.
- If trips come in late after driver and trip assignments have been made, the trips will be calendared and a driver assigned being the next driver on the list from the last driver assignment.
- If a driver refuses a trip, the next driver on the rotation list will be offered the trip. This procedure is followed until a driver accepts the trip. If a driver refuses the trip, their name should drop to the bottom of the list as if they had accepted the trip.
- At times trips are cancelled after a driver is assigned, the driver assigned to that trip remains in their position in the rotation and the next trip (not assigned to a driver) will be assigned to that driver.
- New drivers wanting to drive will be added to the rotation list, with limitations. Limitations will consist of shorter trips and daytime trips. The Transportation Supervisor will determine when a new driver has had enough training to take trips; the limitations will then be lifted.
- The Transportation Supervisor because of safety considerations or due to certain circumstances surrounding the trip will at times exercise his/her authority to bypass the rotation and make other trip arrangements. These times will be infrequent. If a driver has a question they can discuss the reason they were bypassed with the Transportation Supervisor.
- If a trip comes into transportation that needs a driver right away, and there is not time to go through the rotation list, the first available driver will be assigned, and the rotation list will remain as though that trip had not come in.

O. Drivers eligible to take extra curricular trips.

- a. Must be fully trained and have met all the requirements to drive school bus.
- b. If assigned a route, can only take extra trips from area assigned.
- c. Sub drivers may be used in any areas for extra trips.
- d. New drivers will only be assigned the short trips until the transportation supervisor feels they have enough experience and are ready for longer trips.
- e. Drivers on extra curricular trips are not allowed to smoke while near the bus or any other school districts property.
- f. Drivers will work with chaperones to enforce school policy in regards to behavior on buses on extra curricular trips. If it becomes apparent that the drivers are not working with chaperones, those drivers will be eliminated from driving extra curricular trips.
- g. If for any reason, a particular bus is needed on an extra trip (size, mileage, or economy), it will be taken off the route and a qualified person sent to drive it. This will be determined by the transportation supervisor.
- h. Questions and complaints of bus operations will be directed to the transportation supervisor or designee.
- i. Drivers will be expected to be at the loading point no later than fifteen (15) minutes before scheduled departure time.
- j. If, while on an extra-curricular trip, you miss your regular route, you will only be paid for the extra –curricular trip. The substitute will be paid for your route.
- k. At the end of each activity trip the driver is to make sure he/she fuels and sweeps and removes the garbage from the bus so it will be ready for the next day's runs.
- l. Driving time will be defined as follows.
 - Pre trip inspection
 - Driving time.
 - Post trip inspection
 - Fueling and cleaning
- m. Any driver working 8 hours per day is not recommended to take extra trips. Safety is our first concern.

P. Breakdown Procedures

1. Drivers will complete the following steps any time their bus becomes incapacitated when outside of the bus compound.
 - a. Turn on hazard lights
 - b. Park the bus out of the flow of traffic as far as safety will permit.
 - c. Position the three (3) emergency triangle reflectors.
 - d. Determine whether to evacuate or leave the passengers on the bus.
2. The transportation department will dispatch another bus and/or take the necessary steps to provide the necessary assistance.

Q. Accident Procedures

- a. Set Parking Brake - Activate hazard lights – Turn off engine
Quickly assess safety of vehicle in this area. Move only when an officer tells you to, or if you determine the safety of the students are at more risk.
- b. Check for injuries- quick assessment
- c. Radio Base with location, situation, police, ambulance, fire truck. Use best judgment if you do not have radio contact.
- d. Determine if evacuation is necessary
 - Fire or threat if fire is apparent
 - The final stopping point is in the path of a train or adjacent to railroad tracks.
 - The stopped position if the bus may change and increase the danger (e.g. a bus comes to rest near a body of water or at a precipice where it could still move and go into the water or over a cliff. The driver should be certain that the evaluation is carried out in a manner, which affords maximum safety for the pupils.
 - The stopped position of the bus is such that there is danger of collision (e.g. on a hill or a curve or where visibility is less than 300 feet)
- e. Assist the injured to the best of your ability
- f. Set up triangles if necessary. This should always be done if students are evacuated.
- g. List each child and where they are seated (Cameras can be helpful)
If you need to evacuate, line students up in the order they were seated so you can get the correct seating arrangement if possible.
- h. Have driver license, medical card and insurance ready
- i. Let law enforcement get all information. The only people you should talk to are law enforcement people and district personnel. Never admit wrong doing and stick to the facts, don't embellish.
- j. All accidents will be reported to the Department of Education (through the office) Exceptions are accidents in the bus yard and they are reported to the Transportation Supervisor.

Minidoka County Transportation Accident Reprimands

Avoidable Accidents

When an accident occurs on a public roadway, officers will be dispatched to investigate, and make a determination if it was driver error or non-driver error.

If it is determined driver error and deemed an avoidable accident said driver will be reprimanded up to and including suspension without pay for a determined time pending on severity of the accident – time of day – road condition – weather etc. This determination will be made by the Transportation Supervisor and his/her supervisor. Said driver may undergo additional training and evaluation of driving skills before being allowed to drive a route.

Non-Avoidable Accidents

Driver may be reprimanded but may not be suspended. Factors will be evaluated to determine if additional training will be necessary before driving route after the accident.

Transportation Accident Reports

It is the intent of the transportation department and Minidoka County Joint School District No. 331 that our students be transported to and from school in a safe manner. There are occasions when unavoidable accidents do occur.

When an accident does take place the following are to be followed.

1. All bus accidents are to be reported by the driver to the transportation supervisor or designee as soon as reasonably possible. The transportation supervisor will then immediately report the accident to the operations director or his designee and the Superintendent.
2. The transportation supervisor or designee shall report to the scene on any accident within the school district or outside the district but within a reasonable distance from the office of the transportation supervisor, to assist in anyway possible. In the event the accident occurs outside the school district at a distance that makes reporting at the scene impracticable, such fact will be reported to the Superintendent for further instruction.
3. The required state accident reports are to be filed with the police department. A copy is to be turned into the supervisor for review and signature.
4. A thorough, prudent, responsible investigation will be conducted by the transportation supervisor for any bus accident that has at least \$100.00 damage or more to the vehicle and/or physical injuries to occupants. This investigation will include interviews and written statements from the bus driver, occupants, and other witnesses.
5. The insurance company is to be notified by phone by the Transportation Director or designee concerning the accident. When the accident report is received from the responding law enforcement agency, copies of the Idaho Uniform School Bus Accident/Injury State Report and the above agency report are to be forwarded to the insurance company.
6. A written investigative report will then be submitted to the director of operations and the school district superintendent within ten working days.

Vehicular Insurance Protocol

It is the policy of the Board of Trustees of Minidoka County Joint School District No. 331 that proper procedures will be taken in compliance with the School Districts Vehicle Insurance Plan.

Procedures

Any type “A” violation within a 5 year period whether in a Company vehicle or personal Vehicle will be immediate grounds for dismissal.

Type “A” consists of:

- Driving under the influence of Alcohol or Drugs
- Refusing to take a substance test
- Driving with an open container
- Reckless driving
- Hit & Run
- Fleeing or evading police or roadblock
- Resisting arrest
- Racing/Speed contest
- Driving with license suspended or revoked
- Vehicular Assault
- Homicide or Man Slaughter or using a vehicle in connection with a felony

Any two (2) Type “B” violations in a three (3) year driving history, whether in personal or company vehicle, will be grounds for immediate dismissal.

Type “B” consists of:

- Speeding
- Improper Lane change
- Failure to obey traffic signals or signs
- Careless driving
- At-fault Accidents
- Having a license suspended in the past related to Moving Violation.

Employment Statement

I have read Minidoka County Joint School District # 331 publications titled Duties and Responsibilities of Drivers. I am familiar with the rules and regulations contained in this document and understand that violations of any of these procedures may be grounds for termination of my employment. While employed as a driver, I fully understand that SAFE DRIVING is my primary responsibility.

Employee Signature

Date