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DESCRIPTOR TERM:

District 370 Policy

File Code: 4.15

Support Services

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Transportation Staff Guidelines

Adopted 2014

00-00-00

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The following guidelines must be adhered to by all transportation staff:

**1. Stop Arm Violations**

Bus drivers will report all stop arm violations. The description of the vehicle and/or license plate number must be reported to transportation office along with any descriptive information of the driver if available.

**2. Radio**

The radio must be turned on prior to leaving bus yard and turned off when the trip/route is finished and the bus is parked.

**3. Dress Code**

Staff is expected to dress in an appropriate manner (modest, no inappropriate messages, etc.).

**4. Keys**

The keys for the buses are to be kept in the transportation office. When the afternoon routes are completed and the buses are parked, the keys must be taken into the transportation office. No keys should be taken home without prior approval from transportation supervisor.

**5. Fueling Buses**

Drivers must be careful when fueling the bus and not top off the fuel tank. Overflow will cause damage to the paint as well as is hard to remove from the bus.

**6. Vehicle Repair Report**

Drivers must report all bus mechanical or physical issues in a timely manner so repairs can be made.

**Violating the items below could be grounds for dismissal:**

**7. Speeding**

Under no circumstances should any driver exceed the speed limit; watch speed at all times.

**8. Cell phones**

Cell phones are not to be used while driving the bus except for emergencies.