

# **Guthrie Public Schools**

# **Transportation**

# **Department**

Employee Policy & Procedure Handbook

**2021-2022**

BOE approved 7/12/2021

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**Guthrie Public School District is a Totally Tobacco Free Environment —Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited in or Around Any School Building, School, Grounds, or School Vehicles.**

**THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE**

## **Aim**

To transport students safely and efficiently to and from schools and activities.

## **Applicability**

The contents of this manual apply to all employees of the Guthrie Public School system, regardless of position or title, who drive a Guthrie Public School bus.

### Requirements for Guthrie Public Schools School Bus Driver

1. Hold a valid Oklahoma School Bus Driver's Certificate and CDL with appropriate endorsements.
2. Demonstrate to the Director of Operations or Route Supervisor, or someone he/she appoints, the ability to operate a school bus to the Director's satisfaction.
3. Be a responsible driver.
4. Must maintain a standard school bus driver's certification from the state (SDE).

## **Expectations for Transportation Employees**

1. Have an acceptable moral character.
2. Be courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.
3. Must comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
4. Be willing to accept necessary modifications to assigned routes.
5. Attend meetings called by the Director of Operations or Route Supervisor.
6. Show proper care and respect for equipment at all times.
7. All drivers and/or monitors are required to maintain their bus in excellent condition including cleanliness (inside and out), pre-trip & post trip inspections, proper fluid and fuel levels at all times and submit work orders for any shop work when needed.
8. All drivers and monitors are required to fully clean their bus (per Directors instructions) at the end of school year and submit it for inspection approval.
9. \*IF necessary employees will be paid up to 4 hours extra for cleaning their assigned bus at the end of the school year after approval of inspection is obtained.
10. Show proper respect for the students.
11. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
12. Fill out all applicable forms completely, accurately, and in a timely manner.
13. DRESS ATTIRE must be neat in appearance.
  - a. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn. Maintain acceptable dress code standards for drivers.
  - b. Must wear shoes while on a school bus. All shoes must be secured to the feet at the heel and have a closed toe. No open toe shoes for either drivers or monitors are allowed.
  - c. Every driver must wear a shirt. No tank top or sleeveless undershirt on school property. Clothing that reveals undergarments or clothing of a similar nature is unacceptable.
  - d. If shorts are worn, they must be of Bermuda or walking short length (not more than 3 inches above the knee). No ripped jeans, shorts or cut offs, unless hemmed, are allowed.
  - e. Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.

- f. No halter-tops or tube tops.
- g. No pajama pants
- 14. Be on time for work.
- 15. Employees are expected to register their time only for themselves at the transportation terminal or as the Director of Operations approves. YOU MAY NOT CLOCK ANYONE ELSE IN OR OUT.
- 16. Drivers and Monitors Clock In –
  - a. At least 30 minutes before your duties start. Otherwise you may be considered late and your duties could possibly be covered by a substitute.
- 17. Other Employees Clock In - are to adhere to their designated work hours.
- 18. Drivers and Monitors Clock Out –
  - a. Within 5 minutes of exactly 3 hours of start time.
- 19. Other Employees Clock Out - are to adhere to their designated work hours.

#### NOTES:

The use of remote clock in/out will not be allowed or accepted. Times may vary IF unexpected delays occur during drive times (mechanical issues, accidents, etc.). There will be NO comp-time without approval first. ALL comp-time should be paid out each pay period for 9-month employees. Time may vary as specified by the Director of Operations, Supervisor or their designee.

- 20. A minimum of two (2) hours notification to a Supervisor is required for any absence. If less than two (2) hours is provided, you may be considered a "no-show" unless the absence is considered an approved emergency as determined by the Director of Operations.
- 21. When an emergency arises, contact a Supervisor as soon as possible. Emergency absence approval is at the discretion of the Director. Drivers are placed on their honor to not abuse this accommodation. Absences for personal convenience or excessive absences could result in corrective action up to and including termination
- 22. The Transportation Office and Maintenance Shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics.
- 23. NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE. ~~Profane, vulgar, or suggestive language is not permitted on the bus, during or around any school activity or on school property. This includes the transportation complex.~~
- 24. Profane, vulgar, or suggestive language is not permitted on the bus, during or around any school activity or on school property. This includes the transportation complex.
- 25. No drivers or monitors are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Employees are not permitted to congregate in the garage. The transportation lounge is provided for your use prior to, and after running, their bus routes.
- 26. Report all school related injuries that happen either to yourself or a student, immediately to a supervisor. An accident/incident form is available in the Transportation office.

## **Use of Cellular Phones**

Most drivers carry cellular phones; however, they are not to be used while the bus district vehicle is in motion. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, and then make the call or text (H.B. 1965 & S.B.183) Driver headsets and/or Bluetooth items are not permitted on a bus.

Most monitors carry cell phones. They may be used to contact parents/guardians in reference to student care and contacting dispatch.

## **Child Check Procedure**

Before exiting the bus, the driver and /or monitor will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus. LEAVING A CHILD ON A BUS ALONE COULD RESULT IN CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.

## **Parking — Buses and Personal Vehicles**

All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area. This area can become quite congested which increases the possibility of an accident.

Personal vehicles are to be parked in the lot on the west side of the football field, the area west of the bus lot between the pavement and the maintenance dumpster, or the upper parking lot to the east of the garage area. Personal vehicles may be parked temporarily in the office parking area while signing in or out in the dispatch office. Vehicles may not be left in this parking area otherwise. This area is reserved for office personnel and visitors. No double parking. Please park in the designated areas only.

## **Bus Assignments**

Buses are assigned to routes by the Director of Operation, Route Supervisor and Route Coordinator and are subject to change at any time.

Proper care and/or lifespan of any bus are key factors when assigning or changing buses.

## **Route Assignments**

Routes are assigned to drivers and monitors by the Director of Operations, Route Supervisor and Route Coordinator are subject to change at any time. Drivers and monitors may be consulted as a part of the change process, but must be willing to gracefully accept any required change in their route assignment.

## **Route Openings**

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change when deemed necessary. Openings will be posted for three days. At the end of three days, at 5:00pm, the posting will be closed.

1. Drivers desiring an open route will apply for the Open Route posting.
2. Selection will be based on attendance history, driving skills, accident record, adherence to District policies, professionalism, legitimate complaints received and student management, though not weighted in that order.
3. The Director of Operations or designee will make the final selection after review.

### **Substitutes, Coaches, & Trip Drivers**

Substitutes, Coaches, and Trip drivers carry the same responsibilities and expectations as a regular driver and are subject to the same rules and regulations.

There are three categories of substitutes:

1. Full time substitutes - 6-hour AM & PM drivers who report to the dispatch office at a specific time each day. They will drive any route assigned to them by the dispatch office.
2. Part-Time substitutes - 3-hour drivers who report to transportation at a specific time each day. They can either drive or monitor any route assigned to them by dispatch.
3. On call substitutes - drivers who are used on an "as needed" basis, driving a specific route as assigned by the dispatch office.

### **Evaluations & Bus Observations & Discipline**

All employees will undergo a written evaluation of their performance annually. The Director of Operations, or another supervisor will conduct this written evaluation. Employees who are found deficient in any area will be put on a plan of improvement. Bus observations may be conducted by the Director, a Supervisor or their assigns anytime and are used as part of the evaluation process.

Discipline procedures will follow a progressive pattern as follows:

- a. 1<sup>st</sup> Offense, Verbal Warning is issued and documented in Personnel File
- b. 2<sup>nd</sup> Offense, Written warning is issued with possible suspension without pay
- c. 3<sup>rd</sup> Offense, Written warning, corrective action up to and including termination.

### **Driving Regular Bus Routes**

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All bus routes have a printed schedule with designated stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver and a supervisor.

Dry runs, (practicing assigned routes on a bus) is mandatory within three (3) days prior to the first day of school. Check directions, timing and stops listed on your route sheet to ensure on time performance and route information integrity. If edits are required, please see a supervisor immediately to set an appointment for revisions needed.

## General Information and Requirements

Drivers will follow the designated route exactly as printed and will make no changes. Exceptions to this are roadwork/construction areas, accident, weather factors or an emergency as determined by a Supervisor. When this happens, the Transportation Office will be notified immediately and an alternate route may be formulated. When the exception is cleared, the designated route will again be followed.

1. Drivers will make their first stop exactly at the time printed on the route sheet and subsequent stops as printed or a couple of minutes later but never early. Update routes often with a supervisor.
2. No driver will arrive at the first school before **7:20** and will not unload students until an office radio all-call is made to release students at **7:30**
3. In the afternoon, **NO DRIVERS** will be at their first school before **3:05** p.m.
4. No driver will leave any school before **3:20** p.m. after an office radio all-call is made authorizing departure for all buses unless prior approval is obtained from a supervisor.
5. Stop for students to get on or off the bus only at the location designated by the route sheet.
6. Transportation Office must approve any exception in advance. Once departed, Drivers will not go back to schools or stops (AM & PM) without prior approval from a Supervisor. **CALL DISPATCH FOR PERMISSION**
7. Drivers will never pass a waiting bus without prior approval from a Supervisor. **CALL DISPATCH FOR PERMISSION**
8. Seat assignments are **mandatory**, either by name or grade, on all regular route buses. A seating chart must be provided to the Transportation office, kept on file and up to date as seating charts change. (This is required information when an incident and/or accident occurs)
9. Drivers must wear their seat belts when driving a bus. Cited violations are the driver's responsibility.
10. All students must be seated before moving the bus.
11. Let no student on or off of the bus except at designated stops. The Transportation Office must approve any exception in advance. Should a student insist on disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.
12. Drivers/monitors should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and reported in a timely manner.
13. Students are never allowed to sit in the driver's seat or operate any of the bus equipment.
14. Drivers/monitors do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The district discipline policy will be followed to remove a student from the bus.
15. **All drivers/monitors must use extreme caution about touching students. Unless it is absolutely necessary and for safety purposes only.**
  - a. Document all counseling done with students.
16. Never swing, point, or throw any object at a student, or threaten to strike a student.
17. Observe all traffic laws.
18. If you exit the bus for any reason, turn the ignition off and take the key with you.
19. Backing a school bus requires prior approval from a Supervisor, except when it is a necessary turn around on route or backing into the bus lot. **CALL DISPATCH FOR PERMISSION**



20. Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. Drivers may only take bottled water on the route with them. Exceptions for students and drivers are for documented medical reasons only that may require food.

## **Traffic Violations**

In addition to the regulations in effect under the State Department of Education and the State Department of Public Safety (which enforces the federal Commercial Driver's License — CDL regulations), the following policies will be in effect as well:

1. Drivers who receive citations or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified, formal complaints of the same will merit the same treatment.
2. Drivers who lose their CDL through Department of Public Safety action will immediately be suspended, pending investigation, and are subject to dismissal.
3. All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.
4. Drivers must report any citation received, either on or off duty, immediately to their Supervisor. Failure to do so could result in corrective action up to and including termination.

## **Pre-Trip & Post-Trip ... Also see Addendums H & G**

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver should review and sign, noting that necessary repairs have been completed.

Safety is the most important reason you inspect your vehicle. Safety for yourself and for other road users.

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396 Inspection and Repair) Failure to inspect your vehicle, as required by law, could result in corrective action up to and including termination. Federal and state inspectors may also inspect your vehicles. If they judge the vehicle to be unsafe, they will put it "out of service" until it is fixed.

## **Daily Trip Sheets & Work Orders**

1. Fill out a Daily Trip Sheet for your regular routes each day. Complete it fully and place it in the basket located on the dispatcher's counter.
2. If you discover something on your bus that needs immediate attention, write the problem on the daily trip sheet. IF the mechanic has a question they will come to you.
3. Drivers you will be using our FMX Work Order System and will be putting in your own work orders.
4. **NO WORK ORDER = NO REPAIR**

## **Proper Use of Two-Way Radios**

Radios are to be used for school business only; personal use is not only against policy, it is also illegal. Always identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Base" and "Bus 29 Clear".

1. Adjust the volume on your radio and leave them at that setting.
2. Leave the microphone in its hanger unless you are using it.
3. Do not say anything over the radio that would compromise our position as a school district or that could impact anyone in a negative way. Do not make jokes or wise cracks. Always be professional.

**Two-way radios are to be used for the following:**

1. To report heavy traffic congestion.
2. To report vehicle accidents.
3. To report severe discipline problems on and off the bus.
4. To report breakdowns.
5. To report difficult or hazardous road conditions.
6. To ask for directions.
7. To report or receive rider information.
8. To report or receive weather conditions.
9. To report an angry patron approaching or attempting to board the bus.
10. To report bus loading zone problems.
11. To report or receive field trip information or problems.
12. To report vandalism.
13. To report medical problems.
14. To report questionable behavior on the part of a patron.
15. To report or receive route information.

**These reasons are not all inclusive but should provide parameters  
by which the driver can properly use the system.**

**Driver Accident Procedures**

Drivers are required to know and follow district accident procedures.

The accident procedures, a driver checklist, and a seating assignment chart, should be included in a clipboard or expanding file and carried on each bus or school district vehicle at all times during use.

ANY time a bus or another district vehicle is damaged in ANY way, it is considered an accident.

If and when a driver is involved in an accident, these steps are required:

1. Stop and secure the vehicle - Be sure to properly place reflective triangles. Do not let your vehicle become involved in another accident or be the cause of another accident.
2. ASK IF THERE ARE ANY INJURIES, ETC.
3. Radio/Call into dispatch with location and a brief description of the accident. (fender bender with another vehicle etc.)
4. Make sure the students stay where they are seated.
5. Render aid - first to your students and then to any other injured people.
6. Fill out Seating Assignments report with the full name of student & grade. \*AGAIN, ask each student individually if they are injured.
7. Do not leave the students unattended.
8. Follow all instructions from law-enforcement.
9. Do not release students to leave the bus or school vehicle until released by law enforcement. If transferring to another bus or school vehicle take precautions for a safe transfer. If released to their parents (you must have positive identification and approval of the Director or Route Supervisor).
10. Make statements only to law-enforcement, school personnel, or our insurance company.
11. A report must be made, in writing, on all accidents no matter how minor the damage.
12. Failure to report an accident will be grounds for dismissal.

### **Mechanical Breakdown**

1. Secure the bus or district vehicle in a safe location, if possible.  
Let the students know you are having mechanical problems.  
Place the reflective triangles according to state law. CALL DISPATCH. Try to have some idea of the problem and relay that information.
2. Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
3. If the bus is stuck do not allow anyone to attempt to pull it out except school personnel or their designees.
4. Under no circumstance should you leave the location until transportation personnel have arrived.
5. Let the students know you are having mechanical problems
6. Do not release students to anyone except their parents or guardians (you must have positive identification and approval of the Director or Route Supervisor).
7. Do not allow students to walk home.
8. Take special care in the transferring of the students from your bus to the replacement

## **Drug Testing**

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the Guthrie Public Schools has implemented Drug and Alcohol Testing as of January 1, 1995. Compliance will consist of the following:

1. Pre-employment drug and alcohol testing - every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.
2. Random testing - all district drivers who hold an Oklahoma Commercial Driver's License will be put into a pool from which the random selections will be made. Selections are computer generated. Once the selection for that particular test is made, those names will go back into the pool this means that it is possible that a driver could be tested two times in a row.
3. Note: Testing will be conducted without prior notice. As a rule, testing will be conducted at the Maintenance Office.
4. Post-accident - under certain conditions, post-accident drug and alcohol testing is required when an accident is involved. Contact the Transportation Office immediately after every accident for further instructions.
5. Reasonable suspicion - Supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing.

For further information regarding the policies and procedures, ask for a copy of the district drug and alcohol testing policy.

## **The Following Offenses could result in corrective action up to and including termination.**

1. Excessive Absenteeism
2. Using a cell phone while driving a bus, includes headsets, Bluetooth and other distracting technology devices.
3. Using tobacco, alcohol or drugs while on school property, whether students are present or not.
4. Giving students cigarettes or tobacco in any form.
5. Knowingly allowing students to use tobacco, alcohol, drugs on school property at any time.
6. Giving students alcohol or drugs in any form.
7. Leaving school sites before the scheduled departure time in the afternoon.
8. Altering bus routes without prior approval, unless the roads are impassable.
9. Excessive accidents.
10. Knowingly letting a student off of or on the bus at any place except their assigned bus stop.
11. Failing to perform driver pre- and post-trip inspections and fluid level checks.
12. Any other offense as addressed by District policy.
13. Failure to report an accident in which the driver is involved.
14. Failure to report any traffic violation, on and off duty, or driver's license suspension.
15. Careless or reckless driving of a school bus.
16. Insubordination

## **Addendum A**

### **Philosophy**

Guthrie Public Schools buses are operated as a service to transport students to and from school, and other Board approved functions safely and efficiently. Were it not for this, there would be no need for buses, drivers, or a Transportation Department.

Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one.

We will attempt, within our capabilities and resources, to treat everyone equally. Any service provided for one student, school, or patron will be provided for all others under similar circumstances.

The school district intends for all employees to be treated fairly. Every effort will be made to make the bus employee's job as pleasant as possible. A cooperative effort on the part of the employee, site principals, and Central Office personnel should result in a smooth operation of the Transportation Department.

All the rules and regulations concerning school bus operations were made for a reason. Some are required by law and others by the school board. None are made without serious thought, and ALL must be adhered to strictly both for the safety of the riders and the functionality of the equipment.

Today, it costs over \$80,000 to purchase one bus. Therefore, we are all responsible for carrying out our jobs in performing the inspections and maintenance of buses, being careful and safe drivers, and controlling our students so that our buses enjoy a long and safe life.

## **Addendum B**

### **Beyond Driving**

Few people realize that ALL employees and the Transportation Department as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that school will be dismissed if the buses cannot run their routes. Since approximately eighty percent (80%) of Guthrie School students are transported, school bus drivers and monitors have a great opportunity to enhance public relations with the district's patrons. Also, those taxpayers who have no children riding the bus come in contact almost daily with school buses on the streets. Because of this, the Transportation Department, as much or more than any other single department, affects public opinion toward our schools.

School bus drivers should be aware at all times that they are very conspicuous when driving a big, yellow vehicle. Everyone connected with the schools represents the school system. Often, public attitude

toward the system is determined by the actions of a single representative, and because school buses have district identification on the sides of them, public opinion may be swayed

by the action of one bus. Drivers who are especially courteous create a good image for their school district. Please think before you act. Common sense, courtesy and good judgment will prevent or solve most problems before they develop into a crisis.

The bus driver is the first school representative a student meets each morning. If it is a pleasant meeting and a pleasant ride to school, the student has a much greater opportunity for a successful learning experience that day. If the bus ride is unpleasant, the student often begins the day with a negative or hostile attitude toward school.

Likewise, since the last school representative a bus rider sees in the afternoon is the driver, we can send him or her home with a pleasant feeling toward school by making the trip home a positive experience. It is advantageous for all transportation personnel to make every effort to see that a student's time on the bus is as pleasant as possible.

This handbook is intended to provide Guthrie Public Schools transportation employees with the basic information, rules and regulations necessary to effectively operate and maintain the department. The information contained in this book is to be used in conjunction with the District Support Personnel

Handbook, Parent/Student Bus Rider Handbook, the School Bus Driver Manual published by the State Department of Education and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

## **Addendum C**

### **State Department of Education Requirements for School Bus Drivers in Oklahoma**

#### **School Bus Driver Certification Standard Certificate**

##### Qualifications of a School Bus Driver

##### Certification Requirements (Excerpts from OAC 210:30-5-1)

The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that each applicant submitted for a Standard Five-year Certification

- Is at least 18 years of age.
- Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education.
- Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with P and S endorsements required by the Department of Public Safety.
- Has not been convicted, plead guilty or no contest to a felony during the last ten(10) years.
- Has passed a driving record check, and no certificate shall be issued to a person who within the preceding three (3) years:
- Has had a license suspended or revoked, canceled, or withdrawn pursuant to the Implied Consent Laws at 47 O.S. S 751 et seq.

- Has a conviction for a violation of 47 O.S. S 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug.
- Has been convicted or plead guilty to a violation of 47 O.S. S 761, operating a motor vehicle while impaired by the consumption of alcohol.
- Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired.
- Has had four (4) or more traffic violations (excluding parking tickets).

## **Addendum D**

### **Purpose of the Position**

The School Bus Driver is responsible for safely operating the school bus on a regular daily schedule.

### **Scope**

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct.

The School Bus Driver must also deal with district patrons, parents, and other members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

It is critical for School Bus Drivers to operate the School Bus in a safe manner.

Failure to ensure the safe passage of students to and from school may result in serious liabilities for the District. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

### **Knowledge, Skills & Abilities**

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge - The school bus driver must have proficient knowledge in the following areas:

- ✓ knowledge of highway and school bus regulation
- ✓ knowledge of how to deal with children
- ✓ knowledge of how to deal with children with special needs
- ✓ knowledge of scheduling system and procedures
- ✓ knowledge of record keeping system
- ✓ knowledge of equipment inspection standards and procedures

Skills - The school bus driver must demonstrate the following skills:

- ✓ ability to operate school bus in a safe and responsible manner
- ✓ patron and student service and public interaction skills
- ✓ team building
- ✓ analytical and problem-solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to read and write to record pickups and maintain daily records
- ✓ stress management skills
- ✓ time management skills

Personal Attributes - The school employees must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

### **Routine Responsibilities of the Bus Driver**

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
2. Perform and record your pre- and post-trip inspections. If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made:  
Fluid leaks; cracked or broken glass; service door and/or emergency exits not functioning properly; flat tire; separated tread or cords showing; head light, stop light, or turn signal light burned out; load lights not working.
3. When you fuel your bus, stay with it. When the tank is full, replace the fuel cap, hang up the hose, and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. YOU MUST SUBMIT A WORK ORDER FOR ALL MAINTENANCE NEEDS
5. Maintain the accuracy of your route sheets, student rider list, route map and seat assignments.
6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustment(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drills or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. Park your bus at the end of each run and after trips in its assigned parking area only.



11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 OS 15-109:
  - Start amber warning lights 300-100 feet before the bus stop. 2) Turn on the right directional signal.
  - Pull completely off the road or as far to the right as possible and stop.
  - Set the parking brake and shift to neutral gear.
  - Turn off right directional signal.
  - Visual search.
  - On older buses crack door, start red loading lights, on newer buses flip the appropriate toggle switch to start the red loading lights.
  - Visual search.
  - Open door.
  - Visual search (direct students).
  - Close door.
  - Select gear and release the parking brake.
  - Visual search.
  - Turn on left directional signal.
  - Visual search, then proceed.
14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can empty and clean after each trip.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every trip. Trash is not to be swept onto the lot or the ground. Put it in a trash can!
17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads 1/2 full. Do not park a bus with less than 1/2 tank of fuel in it. There is no excuse for running out of fuel on your route.
18. Make certain your bus has a fire extinguisher, first-aid kit, clean up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, if it is initial the tag. If the fire extinguisher is not charged notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after- hours trip. Regular drivers will have a key to their route bus issued to them, they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPH.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off, and all doors are locked.

## **Addendum F**

### **Transportation for Special Needs, IEP's, and Other Student Concerns**

#### **Responsibilities of the driver and/or monitor**

An orientation for transporting students with special needs, IEP's and other student concerns will be scheduled at the beginning of each school year. The transportation orientation will include student information pertinent to the school bus driver and monitor regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students.

The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers. Some common concerns are listed below, but it is not an all-inclusive list.

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs and other concerns.
2. Prior to the first bus run, drivers should be told of students with any type of disability who may require a monitor's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
3. The parent (or their designee) is responsible for "door-to-curb," "curb-to-door," and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
4. The bus driver and monitor needs to be told of their passengers with autism, allergies, behavior concerns, epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver and monitor in case of a medical emergency on the bus.
5. Bus drivers and monitors should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
6. If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the student's needs with the bus driver and monitor and develop techniques to ensure the daily commute to and from school is safe and successful
7. Socialization is necessary for all children. Bus drivers and monitors should share in the responsibility of assisting children and youth with disabilities to remain as "normalized" as possible with other students by developing a posture of expectation, kindness, and understanding of each individual's need while under their responsibility to and from school or other school related activities.
8. CPI Training — before you are allowed to touch or restrain a student.

9. Bus monitors are responsible for assisting children with getting on and off of the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off of the bus at the correct stops and that they are being released to the correct guardians.

### **Additional Responsibilities of the Monitor**

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff.

Monitors must also make sure that there aren't any children left behind after the bus route is completed and pick up any trash left behind on the buses

Need to be aware of the route pattern and its stops in case you have a substitute driver.

Need to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

### **Skills needed to be a Bus Monitor**

The skills required to become a bus monitor consist of active listening skills, instructing skills, speaking skills, and oral expression skills. Bus monitors should be able to give full attention to what children, parents or other staff are saying. They should be able to teach children how to do things, like put their seat belts on or sit back and follow procedures. Speaking skills come into play when communicating with children, the bus driver, parents or other staff. Bus monitors have to be able to convey information effectively. Bus monitors should also be able to communicate information that others understand which will be easier with oral expression skills. Bus monitors should also possess social perceptiveness, problem sensitivity, speech clarity and inductive reasoning skills. They need to be able to speak clearly, tell when something is wrong, be aware of others' reactions and understanding why they react the way that they do. Being able to combine pieces of information to form general rules or conclusions is of utmost important when caring for children.

### **Knowledge needed to be a Bus Monitor**

Bus monitors should have knowledge of the English language, public safety and security policies and procedures, psychology, and personal service. Assessing the needs of children and others around them is important for a bus monitor. Having knowledge of human behavior and performance is imperative in dealing with children and their parents, as well as other staff. Being able to safely and securely carry out safety procedures when it comes to children is the most important thing to consider as a bus monitor. They should have knowledge of relevant equipment, policies, procedures and strategies.

## Working Conditions

Bus monitors have hours and a work schedule that are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work full-time (6 hours) and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

## **Addendum G new weekly report sheet**

### **Pre-Trip Inspection**

Oklahoma SDE Pre-Trip and Post Trip School Bus Inspection Report

This report is required each time students are transported in a school bus for any reason. Keep on file for at least ninety (90) days. OAC 210:30-5-1

These 14-steps are taken from the SDE Oklahoma School Bus Driver Manual. If any bus defect is found: (1) Document details on the back of this form; (2) Report defects to the school district's designated supervisor; (3) Keep documentation of completed bus repairs.

A checkmark in each box below to indicate the step has been completed. In the right column, indicate with an "X" if a repair is needed. PRE-TRIP Indicate with an "0" when repair is completed.

1. Raise the bus hood and check all fluid levels, each belt, and each hose. REPAIR NEEDED
2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage. REPAIR NEEDED
3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus. REPAIR NEEDED\_\_\_
4. Inside Bus: emergency reflectors, fire extinguishers, first-aid kit, bodily fluids clean-up kit (not expired) REPAIR NEEDED
5. Check that each bus seat and cushion is secure and has no tears or protruding metal. REPAIR NEEDED
6. Check that the bus's Emergency Exits open easily and the warning buzzers are operable. REPAIR NEEDED
7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head-lights (d) tail-lights (e) clearance lights (f) reverse lights. REPAIR NEEDED\_\_\_
8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake (e) foot brake/air brakes (f) heater (g) defroster (h) steering/steering wheel (i) gauges REPAIR NEEDED
9. Check each mirror for damage and assure each is properly adjusted. Check the driver's seat belt. REPAIR NEEDED

SPECIAL EQUIPMENT (when applicable): Check the operation of the bus's wheelchair lift, adaptive equipment and straps. Verify that a "strap/belt cutter" is located within reach of the bus driver. REPAIR NEED

## PRE - TRIP INSPECTION FORM USED BY DRIVERS

SDE Pre-Trip form OAC 210:30-5-6

6/2016

Chapter 2 of the Oklahoma School Bus Driver's Manual has thorough Pre-Trip instructions

District Guthrie Public Schools

Dates \_\_\_\_\_ Bus \_\_\_\_\_

Starting Mileage \_\_\_\_\_

Ending Mileage \_\_\_\_\_

Driver \_\_\_\_\_

✓ - satisfactory condition

X - repair needed

○ - Repair completed

**Exterior** Cross through days for weekend trips

	mo	tu	we	th	fr
Lights, Lenses and Reflective material					
Windshield					
Windows					
Wipers					
Service Door					
Mirrors					
Bumpers					
Fuel Cap/Door					
Drive Shaft					
Exhaust					
Frame					
Suspension					
Brakes					
Stop Arm					
Battery Box					
Optional equipment					

**Engine Compartment**

Fluids					
Belts and Hoses					
Fuses					
Wiring					
Air compressor					
Alternator					
Water pump					
Steering assembly					
Suspension					
Wheels					
Tires (CTI)					
Rims/Lugs					
Hubs					

**Inside**

Step well					
Emergency Equipment					
Driver's Seat					
Mirrors					
Windshield					
Wipers					
Switches and gauges					
Lights (dome)					
Exits					
Seats					
Aisles					

**Air Brake Test**

Pressure Retention					
Low pressure warning					
Spring brake test					
Pressure build					
Parking brake hold					
5mph test					

**Hydraulic Brake Test**

Brake hold test (Emergency/Parking)					
Pedal pressure test					
Reserve system test (if equipped)					

**Other Items (If equipped)**

Lift					
Securement Equipment					
Crossing Gates					
A/C					

Comments on defects

Repairs complete by \_\_\_\_\_

Date \_\_\_\_\_

<b>POST TRIP Child Check</b>					
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## **Addendum H**

### **Post-Trip inspections**

A post trip inspection should be conducted at the end of each trip, day. This inspection will help your mechanics determine the need for any repairs. Drivers are required to prepare a daily written post trip inspection report at the end of each driving day.

#### **POST TRIP**

1. Inside: The driver must walk the bus aisle front-to-back and look in each seat for a child left onboard (possibly asleep).
2. Inside: Check each seat cushion for tears, cuts, or protruding metal. REPAIR NEEDED
3. Inside: Check each bus window, and the windshield, for any defects and for cleanliness. REPAIR NEEDED

Outside: Examine each tire for proper inflation and for defects/damage to wheels.  
REPAIR NEEDED

1. Secure the bus according to district policy. Leaving the keys in the bus is strongly discouraged. REPAIR NEEDED

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### **Post Trip Inspection (A.M. & P.M.)**

1. Turn off all lights and accessories before stopping the engine (allow it to run 2-3 minutes before shutting it off.)
2. Make sure all defects are written down on the daily report sheet.
3. Submit a Work Order for all maintenance needs.
4. Check seats for vandalism and any students left on the bus.
5. Close windows, vents, and lock doors.
6. Return the ignition key (after each trip) to the box. (Drop key in the door slot after hours.)

### **Field Trip Pre-Trip and Post Trip Inspection**

Each driver is required by law to perform a pre-trip inspection on his or her vehicle before leaving on a field trip. The procedures for field trip pre and post trip inspections are exactly the same as for a route bus.

## **Addendum I**

### **Activity Trips**

1. Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.
2. ALL activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet. Make sure you have all of the required emergency equipment on your bus.

3. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
4. Teachers, coaches, and sponsors are responsible for the discipline of the students on the trips and for the cleanliness of the bus when the trip is over. Make sure your sponsor understands what kind of conduct is expected.
5. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.
6. Each driver is required to carry a cell with them at ALL times. Make sure you and your sponsor(s) exchange cell numbers.

If on a class activity trip during school hours. Make sure your sponsor(s) know that you must be back at the school site no later than 2pm.

If you experience a breakdown, try to contact the Transportation Office or one of its designees. Emergency numbers are located in the first aid box.

Note: No charges are to be made to the school district except those on a district credit card.

Do not expect reimbursement for any other expenditure.

7. No activity trip is to be made unless there is an adult sponsor on the bus. The site Principal and Route Supervisor may approve certain exceptions.
  - a. Drivers will take the group only to the destination(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, please inform transportation of the request.
  - b. Drivers will drive their own buses unless assigned another bus.
  - c. Close all windows, doors, and top vents after the bus is parked.
  - d. When more than one bus is assigned to a group, the buses will travel in a caravan. Each bus should stay within sight of the others however; state law requires that you remain at least 300 feet behind the bus in front of you. DO NOT TAILGATE In event of a breakdown or other problem, help is readily available.
  - e. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
  - f. Permit no one to sit on the hood or the roof of the bus, or swing or hang from the service or emergency door.
  - g. Do not back your bus without a spotter.

1. Your time belongs to your sponsor. You are there to help as much as possible. While the driver is not to "babysit" the bus and its contents, he/she will be expected to be reasonably accommodating. Let your sponsor know where you will be and be available if needed in an emergency. You are not to leave the venue to which you have traveled, certain exemptions may apply; However, you need to get approval from the transportation office

6. and trip sponsor.

7. Overnight trips:

- a. Mileage will continue until the bus returns to the Transportation Office. Time will run
  - 8. until the bus returns to the Transportation Office, less eight hours for sleep. Room and
  - a. board are to be provided by the sponsoring group.
  - b. Multiple-night trips - Time and mileage will begin at the normal place and time. Mileage
  - c. will continue until the bus returns to the Transportation Office. Time will begin at the
  - d. normal time and end that night when the group is settled in at their hotel and no longer
  - e. require your services. On the day you are to return, time will start when they require
  - f. your services and end upon your arrival at the Transportation Office. The sponsoring
  - g. group is responsible for your room and board.
- h. The sponsoring group will provide private quarters for the drivers. Two drivers of the
- i. Same gender may be asked to share a room with each other.