

**Rio Grande City Consolidated Independent School District  
Fort Ringgold, Hwy. 83  
Rio Grande City, Tx. 78582**

**TRANSPORTATION SERVICES EMPLOYEE HANDBOOK**

**Juan M. Garcia**

**Coordinator for Transportation**

**Board of Trustees**

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**Mr. Roel Gonzalez, Superintendent of Schools**

**Mrs. Thelma Ramey, Asst. Supt. for Finance & Operations**

# NUMBERS TO CALL

## IN CASE OF EMERGENCY

### Fire Bomberos

956-487-5312  
RGC FD

### Police Policia

956-488-8382 RGC PD  
956-487-5571 Sheriff's Dept.  
956-716-6842 RGCCISD PD

### Ambulance Ambulancia

956-487-5561

In the event of an emergency,  
You may call the following:

Names:

Juan M. Garcia -----956-437-5555 (cell)

Alfredo Zarate -----956-488-3331 (cell)

Victor Benavidez-----956-844-5796 (cell)

Jaime Villarreal -----956-735-1616 (cell)

Abel Laurel -----956-735-6473 (cell)

Oscar Garcia-----956-533-7247 (cell)

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**RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
RIO GRANDE CITY, TEXAS**

**EMPLOYEE ACKNOWLEDGMENT FORM**

I have received the Department of Transportation Services Employee Handbook and acknowledge that:

1. I must read the book within the next 14 days and,
2. When finished reading the book, I must sign the acknowledgment form on the last page and,
3. If my employment with the department ceases, I must return the book in good condition or pay \$5.00 for a replacement book and,
4. I am responsible for updating the book as material is added, deleted, or changed.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Welcome:

This handbook is the result of many hours of hard work and input from employees over the past several years. It is designed to help make your employment here an enjoyable experience and to help our department run as smoothly as possible.

Our Mission and Goal at R.G.C.C.I.S.D. is:

- To provide the highest quality of support for the educational programs by delivering the best possible transportation services.
- To ensure a safe and pleasant trip on every route to and from school that will enhance the position-learning environment for each student on a daily basis.

Juan M. Garcia

Coordinator for Transportation

Update 08/11

## **RGCCISD Transportation Department Employee Handbook**

### **PROCLAMATION**

The information in this handbook represents most of the procedures and guidelines of this department. While in effect, they will be followed and abided by department employees.

The Coordinator for Transportation will have the authority to waive and/or alter, and/or amend the procedures and guidelines when deemed necessary for the safety of the students and in the best interest of the department.

### **DISCLAIMER**

The contents of this handbook are not meant to amend, modify or interpret any existing Board policy, Administrative Regulations, or Administrative Directives of the District.

WHAT TO DO IF...

### **ACCIDENTS INSIDE THE BUS COMPOUND**

If you are involved in an accident inside the bus compound i.e., parking lot, side streets, gas pump, wash area, etc., stop and turn off the engine. Do not move the bus from the accident scene. IMMEDIATELY REPORT THE ACCIDENT/INCIDENT TO A SUPERVISOR (See Accidents pp. 32 & 39).

### **ACCIDENTS OUTSIDE THE BUS COMPOUND**

If you are involved in an accident outside the bus compound, stop and turn off the engine. Do not move the bus unless you are blocking traffic or your location may be hazardous to your students. Call the Transportation Office and then the police and report the exact location, extent of injuries to passengers, and amount of damage to your vehicle. DO NOT LEAVE THE SCENE OF THE ACCIDENT UNTIL INSTRUCTED TO DO SO BY A TRANSPORTATION SUPERVISOR (See Accidents pp. 30 & 39).

### **YOUR BUS STALLS OUT DURING HEAVY RAIN**

The International (and occasionally the GMC) have a tendency to stall out during heavy rains, or when going through deep water. Sometimes, the problem will correct itself if the bus is allowed to sit for five (5) or ten (10) minutes. During that time, the engine heat may dry out the wet wires. If your bus should stall out during those conditions, do the following:

1. Keep all students on the bus.
2. Activate the emergency flashers.
3. Turn off all other lights.
4. Wait five (5) minutes and try starting the engine. (Do not overload the starter by continuously running it more than a few seconds at a time.)
5. If the engine still will not start, wait another five (5) minutes and try again.
6. If the engine still will not start, call the Transportation Office and give your route number, exact location, and situation.

When we get heavy rains, we know some buses are going to have problems. If you do call in and request help, please be patient. We will get to you as soon as possible. If you should get the engine started after having called in, please call again and cancel the request for help.

Once the engine is restarted, take it slow. If you feel the engine starting to miss, stop, shift into neutral and keep the engine at a fast idle to dry the engine. SLOW DOWN or STOP. Proceed at 2 or 3 miles per hour. This will keep the water from going onto vehicles and/or homes.

### **BAD WEATHER SETS IN WHILE YOU ARE OFF DUTY**

The weather can change very fast. If very bad weather (cold, rain, and/or high winds) moves in, we know we will have start-up problems. These problems are generally worse in the morning.

### **STUDENT GETS HURT OR BECOMES ILL ON THE BUS**

Try to determine the extent of the injury or the seriousness of the illness. If the situation is not too serious, continue on to the school or home. When you let the child off, you should notify the adult.

If the situation is serious, go to the nearest school, fire station, or hospital and request their help. REPORT THE INCIDENT TO A SUPERVISOR AND FILL OUT A “STUDENT ACCIDENT/INCIDENT REPORT” WHEN YOU RETURN TO THE BUS COMPOUND. If you are delayed in your route, try to call the office and inform the dispatchers of your situation.

### **SERIOUS STUDENT CONDUCT PROBLEMS**

Dispatch for assistance.

### **YOU ARE THREATENED BY A STUDENT OR A PARENT**

REMAIN CALM. Do not lose your temper and do not return a threat. If you are at a bus stop, get the student on or off the bus and leave. Do not argue with a student or parent at a bus stop-tell them to call the supervisor and request a meeting of involved parties. Report the incident immediately to the home principal and your immediate supervisor.

## **SCHOOL BUS DRIVERS JOB DESCRIPTION:**

YOU ARE ABOUT TO PREPARE FOR A VERY IMPORTANT TASK-TRANSPORTING THE MOST PRECIOUS CARGO IN THE WORLD, HUMAN LIVES. IF ANY MEMBER OF THE STAFF CAN BE OF ASSISTANCE, PLEASE LET US KNOW.

GENERAL DUTIES: To operate a school bus in transporting pupils to and from school, as well as related activities, and to perform other related work as required:

REPORTS TO: Dispatcher or their designee.

ESSENTIAL KNOWLEDGE AND SKILLS:

1. Must have interest in and empathy for children.
2. Must possess comprehensive knowledge of driving safety and courtesy.
3. Must know the federal, state, and local school district rules, regulations, procedures, and laws as they relate to the operation of a passenger vehicle.
4. Must have a valid commercial driver's license with all appropriate endorsements and classifications, and all other required licenses, permits, and certificates.
5. Must have the ability to understand and carry out written and oral instructions.
6. Must have the ability to maintain effective pupil behavior management control over groups of children.
7. Must be able to meet or exceed the annual state required physical examinations.
8. Must be willing and able to submit to, and pass substance abuse testing as prescribed by local school board policy.
9. Must have and maintain a satisfactory driving and criminal background that reflects a professional driver and which meets all local school district, state, and federal requirements.
10. Must take an annual tuberculin test and be approved.
11. Must be able to communicate well with people, including clear and understandable verbal skills.
12. Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
13. Must be able to drive all school district vehicles, including full-size standard shift vehicles and to operate lift equipment and securing devices on special needs equipment.
14. Must be at least eighteen (18) years of age.
15. Must attend in-service training classes and safety meetings as required by the department, local school board and State or Federal Government.
16. Must be able to read and interpret schedules and forms, as well as read and use a map.

17. Must be able to physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency.
18. Must possess working knowledge of how to care for challenged students with diverse and special transportation needs.
19. Must provide the Transportation Office with an up-to-date telephone number and mailing address.

### **PRIMARY JOB FUNCTIONS**

1. Operate a school bus on an assigned route in transporting children to and from school, as well as related activities, in a safe, timely manner.
2. Maintain, read and understand route sheets, including time changes and notify supervisor immediately of any changes.
3. Maintain scheduled route to established time and mileage as best possible.
4. Exercise student management through correct use of communication and discipline and report discipline problems through proper local school district procedures.
5. Maintain good work habits through timelines and low absenteeism for daily assignments and extra trips.
6. Properly care for vehicles and its component parts as prescribed by the district to minimize wear and to extend its useful life.
7. Operate the bus two-way radio correctly and according to district policy.
8. Inspect each vehicle before and after trip using the correct procedure and complete the pre- and post-trip inspection form.
9. Operate the vehicle and stop to allow passengers to board and disembark using safe and responsible procedures.
10. (Special Education Drivers) Operate adaptive transportation equipment to board and discharge challenged passengers using safe and responsible procedures.
11. Keep bus clean and orderly with daily cleaning after each route operated, as well as check for lost items.
12. Maintain a presentable appearance, which includes being properly dressed according to district standards, neat grooming and good hygiene.
13. Maintain a cooperative attitude with fellow employees, supervisors, parents, and school personnel, always-promoting good will.
14. Must be able and willing to fuel bus in accordance with terminal standards.
15. Must be able to control emergency situations in a proper manner.
16. Must complete bus evacuation drills to local school district and assigned supervisor's standards.
17. Must be able and willing to complete and turn in all required documentation to the local terminal in a timely and accurate manner.
18. Successfully complete a driving skills evaluation.
19. Attend all required in-service trainings school district required meetings, and trainings, as well as other required meeting.
20. Must be able to comply with all contractual obligations, as well as all local, state and federal laws and regulations pertaining to the operation of the vehicle.
21. Check the bus at the conclusion of each run to insure that no children have been left on the bus.

22. Must turn in to dispatcher, as required by your terminal, control vehicle keys, fuel charge cards, fueling slip receipts, pre-and post trip forms while in possession.
23. Perform all duties as assigned by the Director and/or Assistant Director or designee.

**WORKING CONDITIONS**

1. Conditions include operating in inclement weather, heat and cold (most buses are not air-conditioned), and exposure to dust, traffic fumes, and high noise level from both outside traffic as well as from passengers.
2. On occasion, psychological factors may include dealing with mentally challenged children and adults, dealing with life threatening emergencies as well as coping with screaming children. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required.

**SCHOOL BUS DRIVER PHYSICAL REQUIREMENTS:**

<b><u>Physical Task</u></b>	<b><u>Frequency</u></b>	<b><u>Examples</u></b>
1. Climbing	4	Getting on and off the bus, assist challenged riders.
2. Walking	2	Walk to the vehicle in the parking lot, walk around bus for inspections.
3. Pushing	3	Closing door, pushing wheelchairs, opening emergency door.
4. Reaching	3	Opening and closing door.
5. Repetitive Motions	4	Turning the steering wheel, shifting the transmission.
6. Sitting	4	Driving the vehicle, attending meetings
7. Talking	3	Announcing streets/stops, talking with passengers, talking on the radio.
8. Seeing	4	Keeping aware of general traffic conditions, stopped vehicles, traffic signals, viewing color of traffic lights, inspecting vehicle, monitoring passengers.
9. Hearing	4	Listening to traffic sounds, emergency vehicles, passenger injuries, monitor the radio, detect, mechanical problems.
10. Standing	2	Operating lift controls.

11. Stooping/Stretching	4	Picking up and securing young or challenged passengers, securing wheelchairs, inspecting under the bus.
12. Lifting	2	Handling and assisting challenged passengers into their seats, wheelchairs, tie down devices, as well as with tire chains.

**Scale: 4- Always, 3- Very Often, 2- Often**

**OPENING OF ROUTES**

When routes become open during the school year, the positions will be advertised and/or filled at the discretion of the Coordinator of Transportation. The following procedure is to be followed when a position is declared open:

1. When a route is declared “open”, a notice of that route number and approximate number of hours will be posted on the bulletin board.
2. The sign-up period will cover five (5) working days.
3. In the selection process, the following will be considered: seniority, deduction of penalty points, ability to maintain the condition of the bus properly, (students tearing up seats, etc.), ability to maintain student discipline on the bus, proper maintenance of daily safety checklist, and poor safety driving record. (Refer to Driver Penalty Point System)
4. The Coordinator of Transportation will make selection.
5. Rejected applicants may request to be advised as to why they were not selected.
6. At the beginning of the school year, drivers will assume the same AM/PM and kindergarten routes from the previous year. No driver may exceed 40 hours per week in his or her regular assigned work.

Routes are subject to change at any time and may increase or decrease in hours and/or area, according to the needs of the district. Drivers and/or aides may be assigned or reassigned, to a different route at the discretion of the Transportation Coordinator. Assignments and/or re-assignments will be made to ensure the best interest of students, employees and District There may be times when a driver’s residence is going to determine his routing, especially when a driver lives in a rural area.

## **SOME BASIC DRIVING RULES**

### **SEAT BELTS**

The use of the seat belt is mandatory. Buckle up for safety. Failure to use a seat belt may result in reprimand and a possible citation by a Law Enforcement Officer.

### **SPEED**

The speed limit in residential sections is 30 MPH unless otherwise posted. THE SPEED LIMIT IN ALL SCHOOL AREAS IS 10 MPH.

Maximum speed limit for a school bus is 50 MPH and for field trips is 55 MPH.

The speed limit on the expressway is a minimum of 45 MPH.

If you receive a traffic-ticket for speeding, going through on a stop sign, or any other violation while driving a school bus- report this to a supervisor immediately. The district will not pay fines or aid any driver who violates traffic laws while operating a school vehicle.

### **BUS RACING**

Do not race with other buses, and under any circumstance, do not drive side by side with another school bus on the freeway.

### **SCHOOL BUS DRIVING PRIVILEGE**

The insurance company may not, insure a driver because of drivers poor driving record. The District will not allow anyone that is not insurable to drive a school bus.

### **FUELING**

Passengers are not permitted to remain on the bus while the bus is being fueled, (for example, on out-of-town field trips).

### **RIGHT TURN AND U-TURNS**

School buses are not permitted to make right turns on a red light when permitted by law. Be careful of tail overhang. DO NOT MAKE U-TURNS with a SCHOOL BUS ON MAJOR HIGHWAYS.

### **DRIVING LIGHTS**

You are to always drive with an outside lights on one-half hour after sunset to one-half before sunrise. In fog, rain or hazy weather, lights must be turned on.

### **C.D.L. LICENSE AND T.E.A. CARD**

When driving a school bus, you are required by state law to have on your person your driver's license and your Texas Education Agency Certification or Enrollment Card.

### **BACKING SCHOOL BUS**

You should never back a school bus, except under the most extreme conditions and unless you are backing out of the parking space in the bus parking lot. Do not pull your bus around other buses when departing the schools.

If you must back the bus, get someone, (another driver, an aide, and adult or older student), to guide you. Go behind the bus and check for yourself that there are no cars parked out of the view of your mirrors, then proceed carefully, stopping as necessary to ensure proper clearance. SOUND THE HORN when backing up, unless the bus is equipped with a backup warning device.

### **SCHOOL PARKING LOTS AND CURB PARKING**

When possible, DO NOT ENTER SCHOOL PARKING LOTS. Most lots are not big enough for cars and buses. At some schools you must go into the parking lot and are instructed to use extreme caution. Care should be taken when parking next to a curb, to prevent the tires from rubbing the curb and thus, damaging the side walls. On those buses with dual rear wheels, the rear wheels are wider than the front wheels, so if you pull up to a curb the front wheels are just touching the curb, then the rear wheels are pressed hard enough against the curb to cause side wall damage.

### **YIELD TO EMERGENCY VEHICLES**

School buses are required to yield to emergency vehicles. You are required to yield the right-of-way to emergency vehicles by pulling to the edge of the roadway and stopping in the event traffic is so congested, as to prevent you from safely doing so, slow down and leave a clear path for the emergency vehicle.

### **BUS FOLLOWING DISTANCE**

Remember, when following another vehicle that the bus will not stop as quickly or in as short a distance. Remember to use the Defensive Driving Course Rule of 4 seconds following distance. This is particularly true when following another bus, as in a caravan. **YOU MUST NEVER TAILGATE ANOTHER VEHICLE.**

### **ENGINE RUNNING**

Drivers are not allowed to leave the bus while the engine is running during the warm-up period.

### **BUS DIMENSIONS**

The 72-passenger school bus has several characteristics that represent the driver with a few problems:

1. The length of a 72-passenger bus is over 37 feet, more than two times the length of the average automobile.
2. The overhang in the rear (from the rear wheels to the back bumper) is over 12 feet. When going around a corner, this overhang has a tendency to strike poles, trees, cars and signs.
3. Due to the length and height, two blind spots exist. The first is behind the bus (3 cars can be parked in the blind spot before the driver can see them in the mirror). The other blind spot is on the driver's side, just behind the drivers seat (one car can be in that position and not be seen in the mirrors).

### **TRAFFIC INTERSECTIONS**

A number of intersections have two lanes, which may turn left. When making a left turn in one of these intersections, be **VERY CAREFUL** to stay in your lane and be on the lookout for other vehicles crossing over into your lane.

### **SCHOOL BUS STOPS**

School buses must stop for other school buses that are in the process of loading or unloading students.

### **PULLING OFF WET ROAD**

Be careful about pulling off the road during rainy weather as your bus may become stuck.

### **SCHOOL BUS PASSING**

Passing another school bus should be done only when it is found extremely necessary. At that time, the driver shall exercise extreme caution to avoid an accident. The bus being passed should slow

down, if possible, to allow to be passed quickly and safely. Buses should not run side by side as this is very dangerous due to the number of passengers involved. Students will sometimes take the opportunity to throw things at one another and cause driver distractions. The bus driver should, whenever possible, drive in the center lane when on the freeways. Passing on city streets is permissible, but only when the other bus is stopped and the driver waves you on to pass. Report to supervisor any school bus that fails to travel with the flow of traffic.

### **SCHOOL BUS IDLING**

Diesel exhaust from idling school buses can accumulate in and around a bus and pose a health risk, particularly to children. School bus drivers should turn off their buses as they arrive at loading or unloading areas to eliminate idling time and reduce harmful emissions.

### **BUS ROUTE SCHEDULES & INFORMATION**

The various schools will have different start and dismissal times. In the morning, your arrival at a school should be about (20) minutes before school starts. If you are arriving too early or too late, report it immediately.

In the afternoon, when you are at a school before dismissal time, you should not wait more than ten minutes after dismissal time before leaving. If school has been dismissed when you get there, ten minutes is all you need to wait. The students will quickly learn that they must go to the bus loading area immediately. If you wait for them, they will keep you waiting all afternoon.

In the morning, **NEVER** run your route ahead of schedule. Have on your route sheet the time of the first pick up and stay with that time, and the rest of the stops should fall simultaneously in at the proper time. It will be helpful to have the times of several stops noted on your route sheet. If you get ahead of schedule, wait at the bus stop until the proper time before continuing the route. Do not get into the habit of blowing your horn at the stops or waiting on students who are always late. They will keep you waiting all morning, if they think they can get away with it.

If for any reason you should get behind schedule on your route or on a field trip, DO NOT speed up and try to make time. A driver tends to be more careless, takes more chances, concentrates less on driving and thereby, increases the possibility of being involved in an accident. Notify the office, if possible, and proceed on your scheduled trip at a normal rate of speed. It is better to get to your destination late and safe than not getting there at all.

### **ROUTE SHEET**

The route sheet is a guide for a scheduled bus route. The driver MUST follow it because schools, parents and students depend on the bus being on time.

### **DRIVER RESPONSIBILITY AND ROUTE CHANGES**

The driver of a route is responsible for maintaining the route sheet accurately and up-to-date. The driver must report any student changes to the dispatcher. The "Change of Route" form may be used for any changes on bus stops, streets, or highways and must be submitted to an assigned dispatcher. They will ask for approval for the route change from the Transportation Director. An effort will be made to involve the driver when practical. The driver will be notified in writing of route change (s). The driver may make the route change only after approval is received. The dispatcher will be responsible for changes to be reflected on all necessary route sheets and copies are to be made as soon as possible.

### **ROUTE CHANGE APPROVAL**

The Coordinator of Transportation can only approve a route change.

### **ROUTE DEVELOPMENT**

Department staff is responsible for developing the routes.

### **SCHOOL BOARD**

The Rio Grande City Consolidated Independent School District Board of Education and the Texas Education Agency must approve bus routes and reports.

### **MASTER ROUTE SHEET FILE**

The Master Route Sheet File is composed of all the bus routes in the department. It is the dispatcher's responsibility to maintain this file accurately and up to date.

### **SCHOOL BUS ASSISTANT JOB DESCRIPTION**

General Duties: To assist challenged students being transported to and from school, as well as related activities, and to perform other related work as required:

REPORTS TO: Dispatcher or their designee.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

1. Must have interest in and empathy for children.
2. Must have the ability to understand and carry out oral and written instructions.
3. Must have the ability to maintain effective pupil behavior management control over groups of children.
4. Must be willing and able to submit to, and pass a state physical examination.
5. Must be willing and able to submit to, and pass substance abuse testing as prescribed by local school board policy.
6. Must take an annual tuberculin test and be approved.
7. Must have and maintain a satisfactory criminal background that reflects a professional and which meets all local school district, state and federal requirements.

8. Must be able to communicate well with people including clear and understandable verbal skills.
9. Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
10. Must be able to operate lift equipment and securing devices.
11. Must be at least eighteen (18) years of age.
12. Must attend in-service training classes and safety meetings as required.
13. Must be able to read and interpret schedules and forms, as well as read and use a map.
14. Must be physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency.
15. Must possess working knowledge of how to care for challenged students with diverse and special transportation needs.
16. Must provide the Transportation Office with an up-to-date telephone number and mailing address.

**PRIMARY JOB FUNCTIONS:**

1. Assist in transporting challenged children to and from school, as well as related activities, in a safe, timely manner.
2. Assist in maintaining changes in routes.
3. Exercise student management through correct use of communication and discipline and report discipline problems through proper local school district procedures.
4. Maintain good working habits through timeliness and low absenteeism for daily assignment and extra trips.
5. Properly care for vehicle and its component parts as prescribed by the company to minimize wear and to extend its useful life.
6. Be prepared to operate the bus two-way radio correctly and according to District policy.
7. Assist in inspecting each vehicle before and after each trip using the correct procedure and completing the pre-and post-trip inspection sheet.
8. Operate adaptive transportation lift to board and discharge challenged passengers using safe and responsible procedures.
9. Assist in keeping bus clean and orderly with daily cleaning after each route operated, as well as check for lost items.
10. Maintain a presentable appearance, which includes being properly dressed according to company standards, neat grooming and good hygiene.
11. Maintain a cooperative attitude with fellow employees, supervisors, parents and school personnel, always promoting good will.
12. Must be able to control emergency situations in a proper manner.
13. Must assist in completing bus evacuation drills to local school district and state government standards.
14. Must be able and willing to complete and turn in all required documentation to the local terminal in a timely and accurate manner.
15. Attend all required in-service training, as well as any other required meetings.

16. Must be able to comply with all contractual obligations, as well as all local, state and federal laws and regulations pertaining to the operation of the vehicle.
17. Meeting and maintaining all requirements to be a special education assistant in the State of Texas.
18. The assistant is responsible for maintaining control of the students while on the bus to ensure a minimum amount of distraction for the driver. The attendant ensures that students requiring seat belts have their belts on at all times while on the bus. The assistant must also wear a seat belt, except when attending to students on the bus. The assistant may assist the driver in the pre-trip and post-trip inspection. The assistant WILL exit the bus and walk to the rear of the bus to assist the driver anytime backing up is necessary.
19. Taking care of any special needs of the students while they are on the bus and while they are being loaded and unloaded.
20. Becoming familiar with the particular handicap and care necessary for each child on the bus. Successfully completing a Special Education Transportation Workshop.
21. Successfully completing an approved First-Aid course as specified by the School Transportation Office.
22. Perform all duties assigned by the Coordinator or designee.

**WORKING CONDITIONS:**

1. Conditions include operating in inclement weather, heat and cold (most buses are air-conditioned), enduring a bumpy ride, and exposure to possible injury due to traffic accidents. There is considerable exposure to dust, traffic fumes, and high noise level from both outside traffic as well as from passengers.
2. Psychological factors can include dealing with mentally challenged children and adults, dealing with life threatening emergencies, as well as coping with screaming children. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required.

**SCHOOL BUS ASSISTANT PHYSICAL REQUIREMENTS:**

<b>Physical Task</b>	<b>Frequency</b>	<b>Examples</b>
1. Climbing	4	Getting on and off bus to assist challenged riders.
2. Walking	3	Walk to the vehicle in parking lot, walk in aisles on board bus, walk around bus for inspections.
3. Pushing	3	Pushing wheelchairs, opening emergency door, operating lift.
4. Reaching	4	Securing/unsecuring wheelchairs, fastening seat belts.
5. Repetitive Motions	4	Fastening seat belts, securing/unsecuring wheelchairs
6. Sitting	4	Riding in the vehicle, attending meetings.
7. Talking	3	Talking with the driver, passengers, and on the radio.
8. Seeing	4	Monitoring passengers, inspecting vehicle.

9. Hearing	4	Listening to driver for emergency vehicles, passenger inquiries, monitor the radio, detect mechanical problems.
10. Standing	2	Operating lift controls.
11. Stooping/Stretching	4	Picking up and securing young or challenged passengers, securing wheelchairs, inspecting under the bus.
12. Lifting	3	Handling and assisting challenged passengers into their seats, wheelchairs and securing devices as well as with tire chains.

**Scale: 4 - Always, 3- Very Often, 2- Often**

When Special Education Bus Aide positions become available, during the school year, the position(s) will be advertised and/or filled at the discretion of the Coordinator of Transportation.

The following procedure is to be followed when a position is declared open:

1. When a route is declared “open”, a notice of that route number and approximate number of hours will be posted on the bulletin board.
2. Any aide, who has a route, which is shorter in length, may sign up to be considered for the open route.
3. The sign-up period will cover five (5) working days.
4. When an aide has been selected for a new route, that aide may not sign up for another “open” route for a period of sixty -(60) working days.
5. In the selection process, the following will be considered: seniority, deduction of penalty points, ability to maintain the condition of the bus properly (students tearing up seats, etc.), ability to maintain student discipline on the bus, proper maintenance of daily safety check list, and poor safety driving record; (refer to Driver Penalty Point System, pp. 68-69).
6. A committee consisting of the Coordinator for Transportation, and the Special Education Director will make selection.

### **CHANGE OF ASSIGNMENTS**

It may become necessary, during the school year, for bus aides to be temporarily or permanently (because of absences, tardiness, the need to learn another route and other unusual circumstances) assigned to other bus routes.

### **ROUTE CHANGES**

The route is subject to change, at any time, and may increase or decrease in hours and/or area according to the needs of the schools. This applies to both, special education and regular routes.

### **GRIEVANCE**

The district provides full time Transportation Department employees with a means for presenting any alleged grievance in an orderly and fair manner. [RGCCISD Grievance Procedure Policy are located in RGCCISD Policy, online-DGBA (legal) and DGBA (local)]

### **FRINGE BENEFITS**

The District presently offers the following opportunities and benefits to employees:

1. Advance to longer routes and more hours
2. Work tutorial routes
3. Work extra-curricular activity trips
4. Do extra work (office/motor pool)
5. Employee recognition for safe school bus driving,
6. Employee recognition for years of service
7. Retirement programs
8. Workmen's Compensation Insurance
9. Group Health Insurance (portion of premium paid by the school district),
10. Personal Business Leave
11. Sick leave
12. Court summons
13. Jury duty leave
14. Credit union membership available/ Payroll deductions
15. Paid training

## **WORKING HOURS**

Full time drivers and aides will work a minimum of thirty-five (35) per week.

## **ASSIGNMENT OF ADDITIONAL DUTIES**

Additional duties may include the following:

1. Clearing the parking lot.
2. Clean in and around the department premises.
3. Clean buses.
4. Wash buses.
5. Maintain department lawns.
6. Serve as substitutes as needed on gas, tire or sewing crews.
7. Do other general work as needed and assigned.

If an employee refuses that extra work opportunity, the employee will be paid only for the hours actually worked, and not the thirty-five (35) hours guaranteed.

Stand-by drivers will work a minimum of thirty-five (35) hours per week.

## **TIME CLOCK**

The use of the clock system is your assurance that an accurate record of your hours will be kept. If you forget to clock-in or clock-out, bring this to the attention of the Coordinator of Transportation. Any employee going over 40 hours must also bring this to the attention of the Coordinator of Transportation. Employees are to clock-out immediately after their post-trip. An employee, to gain the minimum guaranteed hours, may be assigned to do other tasks. Failure to accept assignment will be cause for immediate clock-out. When you come in from an activity (shuttle, work crew, route or other), you must clock-out regardless of the time of your next clock-in.

## **PERFECT ATTENDANCE AND PUNCTUAL RECOGNITION**

Transporting students to and from school everyday, calls for the perfect attendance and punctuality of all transportation employees. When someone is absent, someone else must do his or her work. When someone is late to work, many students may be late to school, invalid excuses, such as not having a ride to work, not waking up on time for work, not having a baby sitter, etc., cannot be tolerated and may be causes for termination of employment.

The department appreciates and will annually recognize those employees that maintain a perfect attendance and punctuality record.

### **ATTENDANCE RULES**

1. Report to work on time.
2. If unable to report for work, call one of the dispatchers and notify them at least 30 minutes before your scheduled clock-in time. Some employees have such an early AM punch-time that the morning dispatcher is not yet on duty when they are supposed to call in. In this event, you are to call the dispatcher at home.
3. When you are absent from work more than five (5) days, bring medical proof of physical fitness.
4. Do not abuse your sick leave.

### **DISCIPLINE ACTION PROCEDURES**

**Rationale:** In order to provide the best possible climate to our employees and students, expectations and consequences must be made clear to all parties; **We** believe that discipline is important, in addition, we believe that discipline is not punishment, discipline is the process of teaching appropriate behaviors to ensure the success of all employees. Therefore, **we** expect discipline action will be determined on a case-by-case basis. Disciplinary actions may include but are not limited to; verbal re-direction, written documented advisement, suspension, and/or recommendation for termination. [The determination of the severity of the incident will be made by the Coordinator of Transportation by the disciplinary actions may or may not follow in the order outlined below.

LEVEL 1-VERBAL REDIRECTION

LEVEL 2- WRITTEN DOCUMENTED RE-DIRECTION

LEVEL 3- 20 DAYS SUSPENSION FROM EXTRA-CURRICULAR TRIPS

LEVEL 4- RECOMMENDATION FOR TERMINATION

### **FAMILY MEMBERS**

The bus driver's children and other family members are not permitted to ride any school vehicle (bus/excursion) unless regularly assigned, or arrangements have been made in writing with the Coordinator of Transportation. Driver's children must be handled exactly as any other children without any special privileges or different discipline standards.

### **PERSONAL ERRANDS**

A school bus or district vehicle must NOT be driven for personal errands. All school buses are limited by law to serve school children and/or school employees on school business. Bus drivers must not stop for refreshments or food at any time during the bus route.

### **ABSENCES, LEAVES AND VACATIONS**

Each employee must submit an Absence from Duty Report immediately after returning to duty. All employee absences will be charged to one or more of the listed types of leaves. Any absence not charged to the listed types of leaves will be charged as an unexcused absence, unless previously excused by a supervisor, or Coordinator for Classified Personnel. On the first day of work any driver who is absent or does not call or advise the Transportation Department is considered to lose their seniority and their route and therefore considered terminated.

### **STATE PERSONAL LEAVE**

A state minimum personal leave program consisting of five days per year of personal leave, with no accumulation and no restrictions on transfer among districts, shall be provided for District employees. The District may provide additional personal leave beyond this minimum. The Board may adopt a policy governing an employee's use of personal leave granted under this subsection, except that the policy may not restrict the purposes for which the leave may be used. *Education Code 22.03(a)*

### **STATE SICK LEAVE ACCUMULATION**

District employees retain any sick leave accumulated as state minimum sick leave under former Section 13.904(a) of the Educational Code. Former Section 13.904(c), Education Code, continues to govern the use of that sick leave. Sick leave shall be used only for the following:

1. Illness of the employee.
2. Illness of a immediate family member.
3. Family emergency.
4. Death in the immediate family.

*Act of the 74<sup>th</sup> Legislative Session, Senate Bill 1, Sec. 66*

### **JURY DUTY**

All full time employees shall be granted leave with pay and without loss of accumulated leave for jury duty or other required court appearances. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

### **Driver seniority rules**

If a driver is terminated and/or leaves the district for any reason other than those excused by law, all seniority will be forfeited. Seniority begins when a person in Transportation Department is employed as a driver or a substitute driver.

## **HOLIDAYS & VACATIONS**

The school calendar to be followed is for 183 days for bus drivers and 180 for bus aides.

## **WORKER'S COMPENSATION**

Employees shall be permitted to use any state and local sick leave and other leave benefits to which they are entitled under this policy while they are recovering from a job-related injury and receiving workers compensation benefits.

## **STUDENT MANAGEMENT**

### **STUDENT BEHAVIOR**

A driver or aide must maintain good control on the bus. This is a must for safe school bus operation. Some guiding principles for maintaining good student behavior are:

1. Know your students, know their faces and names.
2. Take a personal interest in each student.
3. Explain to the students at the beginning of the school term the rules, which govern their conduct on the bus.
4. Conscientiously obey rules governing drivers and aides; setting a good example creates respect.
5. Assigning seats aids student control and in case of vandalism aids in the investigation. Assign seats at the beginning of the school term and changes seating arrangements when necessary. All students will sit in assigned seats.
6. Listen and observe carefully for trouble-making situations, correct them as soon as possible.
7. Use the Bus Conduct Report to deal with the disobedient or disruptive student.
8. A talk with the principal might be of assistance in understanding the disobedience.

### **HELPFUL HINTS FOR DISCIPLINE**

Remember that: (TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED)

- The average student wants to be free of adult control.
- Students like to be treated as adults.
- Students want to be recognized for their good traits and characteristics.
- Students do not want to be embarrassed in front of their peers.
- Every student wants to be recognized as a unique individual.
- Every student wants to be liked by others.
- Students often yield to pressures from fellow students.
- A few students will make problems for themselves in order to get recognition.
- Students who are willing to comply with regulations may become problems if the driver is too lax and/or indifferent to those few students who violate the rules.

1. Be reasonable with violators. Try to work out the problem privately, if possible.
2. When immediate disciplinary action is necessary, stop and attempt to perform disciplinary functions while the bus in motion. The very act of stopping the bus to reprimand a student loses emphasis to the situation.
3. When speaking to the offender, be courteous, but firm.
4. An offender may be moved to a seat closer to the driver.
5. A PUPIL SHOULD NOT BE TAKEN OFF THE BUS. If necessary, to emphasize discipline, the pupil should be told that his privilege to ride will be taken away until satisfactory arrangements have been made between officials, parents, and students may be necessary.
6. Always display common courtesy.
7. Never give an order you do not mean to enforce. Do not threaten. Say, "Do this", rather than, "Don't do that". Suggest action, which can be obeyed. Be positive.
8. Give the student time for reaction.
9. Have a reason for what you ask the student to do, and explain your reason when possible.
10. Be honest. Students respect honesty, and their faith in the driver can be a great help.
11. Be fair. Most students respect fairness. Injustice makes students rebel.
12. Never strike or grab a student.
13. Look for the cause of misbehavior.
14. Never hold a child up to public ridicule.
15. Know the policies and regulations relating to the drivers duties at both state and local levels of jurisdiction.
16. Conscientiously obey rules governing drivers. Setting a good example will respect.
17. Explain the rules to the pupils at the beginning of the school term.
18. Generate respect by showing respect.
19. Demonstrate personal interest in each pupil.
20. When conditions exist which might cause trouble, correct them as soon as possible?
21. The assigning of seats can be of tremendous assistance in maintaining the control desired for the safe operations of the school bus.
22. Maintain good working relationships with school officials.
23. Respect other school officials' positions and responsibilities. Be supportive and avoid criticizing other school personnel to students, parents and the public.
24. Take part in all scheduled or informal training sessions.
25. Make all required reports, including discipline problems and hazardous conditions or situations.
26. Try to create a feeling of security in the minds of parents by establishing and maintaining safe driving procedures and effective pupil control on the bus.
27. Make parents feel that the driver is genuinely interested in their comments and suggestions. Be receptive to parent suggestions.
28. Time schedules are important to parents, so make every effort to be on time.
29. Never argue with parents.

### **ALTERATIONS TO THE BUS**

No items are to be placed on the dashboards. No stickers are to be placed on the windows, or on any part of the inside, or outside of the bus. The bus is NOT to be altered in any matter.

### **MUSIC ON BUS**

Music, except musical instruments, may be played on the bus, but only at a volume-level, which will not interfere with the safe operation of the bus. The size, shape, weight and placement of radios MUST not interfere with the safe operation of the bus. The coordinator of Transportation must approve permanently attached radios, or radio accessories. When approaching a railroad crossing, lower the volume completely.

### **BUS DOORS**

Students are not allowed to enter or exit from the emergency door, except during an emergency, loading or unloading band and/or athletic equipment. Violations should be reported through a discipline referral. The bus doors are to be operated ONLY by the driver.

NO ONE IS ALLOWED TO STAND IN THE DOORWELL OF THE BUS. THIS INCLUDES COACHES AND BAND DIRECTORS.

### **DRIVER'S SEAT**

Never let a student or anyone, except a Transportation Department driver sit in the driver's seat or drive the bus.

### **NON-STRIKING OF STUDENTS**

Never hit or grab a student. Never take a student off the bus. Such actions are grounds for dismissal.

### **BUS CONDUCT REPORTS**

The Bus Conduct Report is a tool for the driver and/or aide to help maintain proper behavior on the bus. When writing a student conduct report be as specific as possible-detailing the actions and words used. Turn in to the school principal as soon as possible.

### **UNOBSERVED INCIDENTS**

If an incident occurs on your bus and you do not know who is responsible, it is best to identify the location of the occurrence and reassign seats for the rest of the trip. If a student refuses, you have cause to submit a bus conduct report on the student(s).

### **BUS RULES FOR RIDERS**

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Do not use tobacco (smoking or chewing).
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands and feet inside the bus.
9. Bus driver is authorized to assign seats.

If a student chooses to break a rule, the following is suggested:

1<sup>st</sup> Offense: Driver writes pupil's name and give a verbal warning.

2<sup>nd</sup> Offense: Check next to pupil's name and reassign a seat.

3<sup>rd</sup> Offense: Student will be sent to principal for corrective action.

Bus Conduct Report will follow. Submit report to Campus Principal.

NOTE: Severe misbehavior and vandalism may cause a student to lose their bus riding privileges on the first incident/offense. The school principal (or designated school official) may choose to follow a different procedure when dealing with school bus conduct reports.

### **TRIPS AND LATE RUNS**

Co-curricular trips and late runs make up a large part of the total busing program. Drivers enjoy these extra trips because of the extra hours and many interesting places they visit.

TRIPS WILL BE ASSIGNED ACCORDING TO THE RANK OF THE CUMULATIVE HOUR SHEET.

1. Out of Region and over night trips are assigned by trip roster drawing.
2. Transportation department staff will be allowed to make trips at discretion of Coordinator.

### **SIGN-UP FOR EXTRA TRIPS**

Drivers who want to take co-curricular trips and late runs are given the opportunity to sign-up on the trip roster.

### **DRIVER QUALIFICATIONS**

It may become necessary at times to qualify a driver for a trip due to the nature of the trip and the experience of the driver. During those times, a driver that signs up for trips is subject to qualification by the Transportation Coordinator. If it is determined that a driver is not qualified for a trip, that driver will be replaced by a qualified driver. The driver being replaced will be offered the opportunity of another trip. Do not turn a field trip without specific authorization for each trip from this office or from the dispatcher. Trips sheets must be filled out on all field trips. Be sure to record the time and mileage starting from and

returning to the compound. Remember you cannot be paid for trips if your trips sheet is not turned in or if it is incomplete.

### **BUS DRIVER RULES**

Drivers must furnish their own transportation to and from the bus compound or other specified meeting place. Drivers must refrain from the use of tobacco while driving a school bus or while on duty. Drivers must remove keys from their buses when the bus is left unattended. Drivers must not use earplugs or wear earphones while driving a bus. Drivers must not use a cell phone while driving a school bus.

### **RETRAINING**

Any driver who has an at-fault accident is subject to the following procedures:

1. Driver must report to the Coordinator.
2. Coordinator counsels with driver individually, fills out accident report, and schedules retraining with drivers.
3. Drivers who have an at-fault accident and who are not terminated must go through an extensive retraining program as directed by their immediate supervisor and will be removed from trip roster for at least 20 working days.
4. Drivers who have three (2) at-fault accidents during one (1) school year will be recommended for immediate termination.

### **COMPLAINTS**

- A. It is the responsibility of the supervisor to discuss with the driver concerned all complaints received. All complaints, as well as supervisory action taken shall be documented.
- B. Speeding/Unsafe Driving Complaints  
After one (1) verified complaint of speeding/unsafe driving is received by the supervisor, the driver in question will be so notified and given an opportunity to respond to the accusation. This may result in suspension.

\* Verified complaints will be defined as complaints, which the supervisor can confirm through the source of the complaint. For a complaint to be considered, the complainant must be willing to make the complaint in writing and sign their name.

### **TRIPS**

Trips are normally assigned two (2) days ahead of time. However, there will be some that come in and are accepted at the last minute. You will receive notice of a trip as soon as possible. There will be times when only certain drivers will be assigned due to their regular bus route or special requirements of the bus driver (i.e. female driver for all girl trips or a male driver for an all boy trip).

The dispatcher will arrange trip assignments. The requisition should contain all the information a driver needs to know, punch-in time, school, number of students, destination, etc. If it does not have all the information, then you should check with the dispatcher.

### **REMOVAL FROM TRIPS**

A driver may be removed from taking trips by a Coordinator Director for failure to properly carry out his/her duties. Notice of removal will be given in writing when the disciplinary action is warranted.

### **DESTINATION**

If you do not know the location of the school, the destination, or the best route for getting there, ask your lead driver or a dispatcher. Make sure that you completely understand the trip and what is expected of you before you leave the Transportation Compound.

### **OBLIGATION TO THE GROUP**

As a trip driver, your first obligation is to the security of the bus and to the group. If you must stay with the bus, for security or other reasons, stay with the bus. A driver or other responsible adult must ALWAYS remain with the bus (es) for security purposes. All day activity drivers may rotate this responsibility. A driver will be subject to reprimand for failure to follow procedure.

### **NOTIFYING TRIP SPONSOR (Teacher, etc.)**

When it comes to trip groups, NEVER take anything for granted. When you arrive at a school, go into the office and ask the secretary to please notify the teacher/sponsor of your arrival and that you are ready to leave when they are.

If the trip is in the afternoon, make sure the teacher in charge knows the time that you must return in order to do your afternoon route.

### **TRIP FORMS**

You must complete and properly fill out the requisition form for each trip and turn it in as soon as you return to the Transportation Compound. The "In" and "Out" mileage should be legible and correct.

### **OUT OF TOWN TRIPS**

Each driver is recommended to stop and walk around outside the bus at least every one and one-half or two hours on the road. If you have a breakdown and/or accident, immediately contact the Coordinator or motor pool supervisors.

### **LEAD DRIVERS ON TRIPS**

Trips using three (3) or more buses will be assigned a Lead Driver who is in charge of all drivers on that trip. This will occur many times during football season, as six (6) to eight (8) buses may be needed to transport a school's band, drill team, cheerleaders and instruments to a game.

### **BUS INSPECTION AND APPEARANCE**

Pre and Post Trip Inspections are to be carried out on buses used for trips, just as if they are being used on regular routes.

### **CONDUCT AND DRIVING RULES**

All student conduct rules apply to all trips, as do all the rules and regulations.

Coaches, band directors and sponsors on trips must follow the same rules as any other rider on the bus and must not take passengers who are not official members of the trip group.

### **FUELING OUTSIDE THE TRANSPORTATION COMPOUND**

When you purchase fuel with a credit card or cash, make sure that the bus number, date, time and mileage are on the ticket before you sign it. Turn in a copy of the signed ticket to a dispatcher as soon as possible.

### **ABSENT AND REFUSAL**

Drivers in some instances are not able to carry out their trip commitments due to unforeseen circumstances or a driver's refusal of a trip. In case of a refusal, a driver must notify a dispatcher. The following rules were established in an effort to maintain an efficient, fair and proper method for regulating trip absences and refusals.

1. If a PM trip has been assigned, a driver must not be absent on the AM route before the trip and vice-versa.
2. If assigned driver refuses a trip, a 15 hr. penalty plus a missed rotation on field trip roster will be applied.
3. A trip may not be considered refusal in case of death in the immediate family.
4. Three unexcused refusals or absent drivers who accumulate too many absences will be removed from the rotation list for the entire school year from trip or regular route. Extra-curricular assignments will be the same on penalties as trip refusals.

Extra work is made available by the department for employees to gain extra hours by maintaining area grounds and by maintaining a proper fleet of school buses or as needed and assigned by Coordinator. Any driver or aide that wants to do extra work to gain more hours must personally sign-up next working day to be eligible to participate.

### **SELECTION OF WORK CREWS**

A group, consisting of a certain number of workers, employees for work crews, predetermined by the Coordinator of Transportation and who will be assigned as needed, will be selected from the sign-up list in a rotation manner to work. The best-qualified person will be selected according to the recommendation of the head mechanic/ assistant director.

### **DUTIES**

Extra work employees under the supervision of the Head Mechanic or the Dispatcher will:

1. Clean parking lot
2. Clean in and around department premises
3. Clean buses
4. Wash buses
5. Maintain department lawns
6. Serve as substitutes as necessary, in gas, tire or sewing crew and
7. Do other general work as needed.

### **FAILURE TO WORK**

Any extra work, eligible employee that fails to work at least four (4) times will be dropped from that work list. All employees must clock-in at designated work area.

\*\*\*\*\*It is the goal of this department to provide the most safe and economical transportation for its students. Safety is of the highest precedence. It is with this thought in mind that the following procedures have been formulated.

### **ON THE JOB INJURIES**

If an accident occurs while you are on duty, you are protected under Workmen's Compensation. Any injury sustained by an employee while on school property, no matter how slight, must be reported immediately (within 24 hours) to the immediate supervisor. Any accidents not reported within 24 hour period may be termed "questionable" and be subject to investigation by the insurance carrier. You are not eligible for compensation if the accident is not reported. All Workmen's Compensation accidents are subject to investigation.

If an employee is absent because of an on the job injury (Workmen's Compensation), that employee's position may be filled at the discretion of the Coordinator of Transportation or the Administrative Officer.

### **REPORTING OF ALL MOTOR VEHICLE ACCIDENTS**

A driver will immediately and verbally report a motor vehicle accident regardless of seriousness or location to the Transportation Coordinator and to the police. The drivers should make sure of the accident location, extent of injuries and damage to the vehicle before reporting the accident. Failure to report an accident may be cause for recommendation for termination.

Drivers are required to complete a written accident report form informing us of the involvement in and/or witnessing of an accident. The written report form should be filled out on the day the accident occurs. To the driver should provide all possible details when filling out a report form. Failure to submit a written report form on the date the accident occurs may result in the following disciplinary action:

First offense-----Recommendation for Suspension

Second offense-----Recommendation for Termination

### **CERTIFICATE OF LIABILITY INSURANCE CARD**

Drivers are responsible to check for Certificate of Liability Insurance Card (furnished by the office) being present at the time the bus leaves the compound or parking lot.

### **DRUG TESTING**

Rio Grande City CISD is in compliance with the statutes requiring drug and alcohol testing for bus drivers. This may include pre-employment, random, post-accident, and reasonable suspicion testing.

## **RECOGNITION FOR SAFE DRIVING AND FOR YEARS OF SERVICE**

### **YEAR OF SERVICE**

The Transportation Department appreciates and wishes to acknowledge the years of dedicated service given by its employees and as a token of appreciation gives special recognition to its employees at different year intervals of their employment.

Special recognition is give at 5, 10, 15, 20, 25, and 30 years of employment.

### **SAFE DRIVER**

The Department will annually recognize TEA certified employees and mechanics for safe driving in the following categories:

1. Accident and absent free for the year.

## **TRANSPORTATION COMPOUND OPERATIONAL GUIDELINES**

### **EMPLOYMENT PARKING**

The yellow curb area in front of the office and the area beside the office are reserved for office visitors and office staff ONLY.

The paved areas around the bus maintenance building are reserved for the bus maintenance crew- VEHICLES ONLY.

All other employees MUST park in the employee parking as assigned.

**DO NOT DOUBLE PARK** in front of the office, either a private vehicle or a school bus. NO PERSONAL VEHICLES ARE ALLOWED IN THE BUS COMPOUND.

Please be careful, when parking your vehicle on the street. Leave adequate distance to corners so a bus making a turn will not strike your vehicle.

**DO NOT BLOCK ANOTHER VEHICLE** when using the Employee Parking lot, as that driver may return before you need to leave.

### **BUS PARKING LOT**

Bus speed limit in the parking lot is **five (5) MPH**.

Each bus has an assigned parking space- buses are to be parked in the assigned space only.

Parking lot layout sheets are posted in various locations in the lounge and office. This sheet shows the location of each bus, the route number, the three-digit maintenance number and the license number.

When parking your bus, make sure it is parallel with and between the yellow lines. The front tires should be very close to or just touching the wheel block. Do not jam the front tires into the wheel block, as this will damage the tire. Raise all windows by hand and close the door.

When backing, release the parking break, shift into reverse, (this will turn on the back-up lights), SOUND THE HORN SEVERAL TIMES, unless your bus is equipped with a back-up warning device, and check your mirrors very carefully to avoid hitting another bus. If another employee (aide, sub driver, etc.) is riding with you, have them go to the rear of the bus to assist you in backing.

### **DAILY MAINTENANCE AND INSPECTION**

Drivers are responsible for the proper pre- and post-inspection and the filling out of the inspection forms of the bus they are to drive.

A proper pre-inspection may help the driver avoid receiving a violation summons from the police for driving faulty equipment or being stranded, due to a mechanical breakdown or causing an accident.

A proper post-inspection may avoid a potential problem from occurring before it happens. It also allows the mechanics time to possibly repair the problem before the next route.

Items needing repair should be written up on a Vehicle Trouble Report and submitted to the Head Mechanic before punching out.

### **CLOCK-IN AND INSPECTION**

After you clock-in go immediately to your bus. You are allowed fifteen (15) minutes from your clock-in time to the time you are to depart from the Bus Compound. During those fifteen (15) minutes, you must complete your pre-trip inspection, clean windows as necessary and bleed the air tank (s) as required. Take the time to review the route sheet and other paperwork as necessary.

### **OIL, WATER, AND AIR**

If after the pre-trip inspection you find that you need oil, water or air, then take the bus to the shop and add the proper amount to your bus. Be careful when approaching or leaving the shop area, there may be several buses there at one time.

### **ENGINE STARTING PROCEDURE**

When starting the engine, DO NOT raise the engine. If you have any questions as to the proper engine starting procedure for your bus, ask your lead driver or one of the mechanics.

Sometimes the engine will continue to run after you turn off the key. This is called “dieseling” and is caused by a poor tuned engine. If this should occur, do the following:

1. Turn the key back on- the engine will now be running normally again. Be careful not to turn the key all the way to the starter position.
2. Make sure the parking or emergency brake is set on.
3. Put the bus in gear, either forward or reverse.
4. Now, turn the key off.

By putting the bus in gear, you have put a load or drag on the engine and now it should stop running.

Report this at once to the mechanics so they can tune the engine and prevent it from happening again.

During busy times, in the morning and afternoon, supervisory personnel may be in the lot to assist you in backing, at the gates and the first intersection to assist you in leaving. Please follow their directions and remember to be courteous to other drivers.

When walking in the lot, it is suggested that you use the walkways in the center, or on the very outer edges.

It is very hard to see a person standing behind a bus.

NO OTHER VEHICLES OR UNAUTHORIZED PERSONS ARE PERMITTED IN THE BUS PARKING LOT.

#### **BUS MAINTENANCE SHOP AREA**

Employees other than assigned personnel are to go into the shop area unless on business. The maintenance crew has a large amount of work to do and constant interruptions will keep them from doing their job.

Do not leave your bus parked at the shop if something needs to be fixed unless instructed to do so.

#### **FUEL PUMP AREA**

Employees are not to loiter around the fuel pump area.

Do not leave your bus parked at the fuel pumps when you return from a field trip or late run. Remain with your bus until it is filled up and then return it to the parking lot.

#### **DEPARTMENT FACILITIES**

Please remember when you come in off your route, that even though you have finished working, the office staff still has work to do. Please, **DO NOT** go into the Operations Center or Office areas, unless you have business to conduct with one of the staff members.

The Employee Lounge is an important center of activity. Sometimes it gets a little crowded, but it is sufficient for our needs.

A computer station is available at the meeting room for Internet use.

With about 80 employees using this facility, keeping the buildings and grounds clean is a real job. Your cooperation in helping to keep the area clean will be appreciated.

#### **TELEPHONE**

The telephone in the office and the shop are for business purposes. Please do not use these phones for personal calls. Please be considerate of other people wanting to use the telephone by limiting your time on the phone.

If you get a personal call (other than an emergency) on the office phone, we will take a message.

Emergency calls will be handled in accordance with the severity of the emergency.

Our business phone number may be given to your immediate family only, (including baby sitters, or day care centers).

## **WEAPONS**

Any employee found carrying any weapon on a bus or on school property will be recommended for termination.

## **ASSIGNED SEATS**

Bus seat assignments will be made at the driver's discretion. The following guidelines should be considered when making seating assignments:

1. Allow students to choose their own seats if possible. Make sure they understand assignments will be for the entire school year.
2. If problems arise after students have chosen their seats, the driver should make changes as necessary.
3. Seating assignments should not segregate male and female students.
4. Completed copies of seating assignments should be given to the dispatcher, when needed, with one copy left for the driver's clipboard.
5. Seating charts must be updated if any changes are made.
6. Drivers are to check the bus for vandalism after each run. Damage caused by inappropriate student behavior, (i.e. cut or torn seats, broken windows, etc.) should be reported to a Transportation Department supervisor.

### **EMPLOYEE'S IMAGE AND DRESS**

All employees of the Transportation Department play a very important role in the success of the transportation system. The role played by the driver and the aide is even more important because of their daily contact with students, parents, school personnel and community members.

Drivers and aides can instill confidence in the people that they come in contact with.

The drivers and aides must have a friendly personality and practice good personal hygiene. The following are characteristics, which identify a successful driver and aide:

- Being friendly, but not familiar,
- Being firm, but not duly strict,
- Being honest and fair, but not partial,
- Being self-composed and clean,
- Being dependable and punctual,
- Demonstrating respect for all people, regardless of race, color, creed or economic status,
- The use of tobacco while aboard a school bus is prohibited in all school zones,
- Practicing courtesy at all times, on the road, or in dealing with people,
- Addressing students by their proper name and expecting students to address you by your proper name,
- Observing all traffic law and regulations,
- Observing all rules, regulations and policies of the school district and the Transportation Department
- Practicing defensive driving, and
- Driving a clean and mechanically fit bus.

### **DRESS REGULATIONS**

This department does wear a uniform and there are certain requirements to be observed while performing your job. All clothing must be neat and presentable at all times. Shorts are permitted during the summer school.

The wearing of proper footwear is necessary for the safe operation of the school bus and for the safety of the employee. Shoes must have a fully enclosed heel (toe and sides), be constructed of leather, leather-like material or canvas, provide adequate protection to the feet, never have more than 2" heel or spikes, and it is recommended that soles be slip resistant.

Unacceptable footwear would include clogs, moccasins, platforms, sandals, slippers, thongs, wedges and pumps.

Employees reporting to work in shoes other than authorized will not be permitted to clock-in unless there are justifying circumstances; the resulting absence will be entered on the time records as an unauthorized absence.

**Preparing our youth for future educational, occupational, and life skills is of the outmost importance employees shall serve as role models to students by:**

1. Wear shoes at all times while on duty,
2. Be clean shaven or have well groomed mustaches and/or beards,
3. Have neatly groomed hair,
4. Be appropriately dressed and wear uniform, clothing must be clean, neat and in good repair at all times, all shirt tails must be tucked in.
5. Refrain from using objectionable language anywhere while on duty,
6. Do not wear clothing that solicits drugs, alcohol and cigarettes while on duty,
7. Clothing with inappropriate gestures, pictures and/or vulgar language,
8. Do not horse-play anywhere while on duty,
9. Transportation Coordinator and designee reserve the right to enforce dress regulations to ensure that students' best interests are served.

#### **UNIFORM REGULATIONS AND PROCEDURES**

Uniforms are intended to provide greater recognition and to enhance our ability to work as a team. To ensure the uniformity of provision throughout the district, the following guidelines have been established. All employees are required to wear uniforms during working hours. Employees may not be permitted to work unless they are in uniform. If the employee is performing a job other than their normal job, the Coordinator of Transportation may waive this requirement. Employees reporting to work in attire other than the prescribed uniform will not be authorized to clock-in unless there are extenuating circumstances. It shall be the responsibility of the employee to keep uniforms clean and in good repair. Offensive odors resulting from a uniform that is either not clean or properly cared for shall be just cause not to allow an employee to work.

Patches, pins, badges, etc. are not to be placed on the uniform unless authorized by the Coordinator of Transportation. While on the clock, the uniform must be worn in a neat and presentable manner, (shirt buttoned, shirt tails tucked, tail pant legs outside boots, etc). Spirit shirts may be worn on Fridays.

#### **SAFETY AND EMERGENCY PROCEDURES**

The driver is responsible for the safety and well being of the passengers being transported as well as for the safe operation of the vehicle. The driver is in full charge of the bus at all times, knowledge of proper emergency procedures, emergency evacuation procedures, is a must!! These areas of responsibility deal

directly with the safety and care of passengers in the event of an accident, as well as other emergency situations that may arise.

### **CONCEPTS**

1. In emergency situations, expedient and orderly movement of people contributes to safety.
2. Expedient and orderly practicing recommended evacuation procedures.
3. In any emergency situation, the safety of the bus passengers should be the priority consideration of the driver.

### **ASSIGNMENT OF SAFETY EQUIPMENT-SAFETY BOARD**

All drivers will be responsible for carrying their safety boards. If lost, the driver must report it immediately to the dispatcher.

### **CONTENT**

1. Use of Safety Equipment on the bus
  - a. Red reflectors as warning devices
    - 1.) Three red reflectors are located in the driver's compartment.
    - 2.) Reflectors may be used either day or night.
    - 3.) Placement of warning reflectors:
      1. First reflector should be placed at the side of bus nearest the roadway, approximately 10 feet to the rear of the bus.
      2. Place second reflector approximately 40 paces or 100 feet to the rear to the bus.
      3. Place the third reflector approximately 10 paces or 100 feet to the front of the bus on the roadway side.
      4. Reflectors-may be placed a greater distance if conditions warrant.
  - b. Emergency hazard flashers. These flashers should be used as 3 warning device. They should be activated when a need exists to draw other drivers' attention to the bus. For example, they should be used in case of mechanical failure on the highway.
  - c. Fire Extinguishers. One five (5) pound or larger dry chemical type fire extinguisher is located in the driver compartment. A five-pound extinguisher has approximately 60 second of use.
    - 1.) Use of dry chemical extinguisher:
      1. Remove extinguisher from the mounting bracket.
      2. Hold extinguisher in vertical position.
      3. Release safety device.
      4. Squeeze handles to discharge chemicals.
      5. Direct chemical discharge at the base of the flame.

- d. First Aid Kit- Each bus shall have a removable metal first aid kit container mounted in an accessible place within the driver compartment. Replace any item used from emergency-equipment supplies as soon as possible.

#### **EMERGENCY PROCEDURES FOR MECHANICAL BREAKDOWN**

1. Move the bus off the roadway, if possible, to prevent accidents. If you are on a freeway, try to get off the roadway on the RIGHT hand side.
2. Turn off ignition switch headlights and remove key.
3. Set handbrake.
4. Activate emergency hazard flasher.
5. Call dispatch by radio, may use personal cell phone to contact for assistance, or request two different passing motorists to notify school officials of bus location and expected mechanical failure. The driver should provide the assisting motorist with proper number to call. The driver should remain with the bus.
6. Keep pupils on the bus in most cases. Pupil safety is the highest priority. Safety conditions may warrant evacuation of bus. If students are evacuated, the driver should give precise instructions as to where students should re-locate and what they should do.
7. The relief bus, upon arrival should stop in line with and as close as possible to the rear of the disabled bus.
8. Drivers of both buses shall activate the alternating red flasher lights prior to transferring students from one bus to the other.
9. The driver of the disabled bus shall open the door, get out of the bus and stand to the left of the door.
10. The driver of the relief bus should open the door, get out of the bus and stand to the right of the door of the relief bus.
11. The driver of the disabled shall instruct pupils to change buses in an orderly manner, staying in single file.
12. The alternating red flasher lights on each bus shall be activated as soon as all students are on the relief bus.
13. After all pupils have been loaded on the relief bus, the regular driver should complete the route.
14. The driver of the relief bus shall assist in getting the loaded bus back on the roadway.
15. The driver of the relief bus should be responsible for the disabled bus.

## **ACCIDENT PROCEDURES**

1. Turn off the ignition switch, headlights and remove key and communicate with dispatch office.
2. Set handbrake.
3. Remain calm and reassure students.
4. Account for all students as a check is made for injury of students.
5. Students should be kept on the bus unless safety hazards warrant evacuation. Safety of students is the highest priority. If evacuation is deemed necessary, the recommended procedures for evacuation should be followed.
6. Request assistance of passing motorist in notifying state highway patrol or other legal investigating officers, and in notifying local school administrators, of the accident and its location.
7. Protect the accident scene from further damage.
  - a. Check for fire or possibility of fire.
  - b. Activate emergency hazard flashers and place flashers in designated locations.
  - c. Recruit adult assistants to flag approaching vehicles from all directions. Flagman should take positions and operate approximately 100 running steps from the accident.
  - d. Headlight beams should be directed on vehicles involved in the accident, if the accident occurs at night.
  - e. Flagmen should attempt to avoid undue traffic congestion by directing traffic around the accident scene. In some cases, it may be necessary to stop all traffic. If traffic is stopped, all drivers should be instructed to park at least 100 feet from the accident and instructed to remain in the car, unless instructed to do otherwise.
8. If an accident results only in damage to a vehicle and the accident occurs on a main lane, ramp, shoulder, or adjacent area of a freeway in a metropolitan area and each vehicle involved can be normally and safely driven, each driver shall move his or her vehicle to a designated investigation site, if available to the accident location as stated in Section 39, page 170 edition of the Texas Motor Vehicle Law booklet.
9. Facts relating to the accident should be discussed only with investigation officers and school officials.
10. A driver in an accident is required to give his/her name, address, driver license numbers, and vehicle information to others involved in the accident. The bus driver should also get names and addresses of witnesses to the accident.
11. The driver should not continue transportation of students from the accident scene until authorized to do so by school officials.
12. Accident Report form ST-21 must be completed and forwarded by the driver to the Texas Department of Public Safety within 10 days of an accident involving \$250 or more damage personal injury or death.
13. A complete and comprehensive report of the accident should be prepared and submitted to school officials within five (5) days.

## **EMERGENCY EVACUATION OF SCHOOL BUSES**

Upon occasion, prevailing conditions will warrant the evacuation of students from a school bus. When the driver deems evaluation is necessary, it is imperative that procedures be followed in conducting the evacuation. In order to expedite evacuation and eliminate confusion and disorder, the following evacuation procedures should be utilized. Student assistants should be instructed as to responsibilities, duties and procedures. In addition, assistants should know procedures to follow in case the driver is incapacitated.

### **POSITION AND DUTIES OF REAR DOOR ASSISTANTS**

1. One assistant should be positioned on each side of the aisle in the seat nearest the rear door. The third assistant should sit on the next to the least seat on the right hand side next to the aisle.
2. Assistants should prevent students from touching the emergency door.
3. Assistant should open the door on command from the driver, or if the driver is unable to give such a command, open the emergency door when a rear door evaluation is necessary.
4. Assistants should assist passengers as they align from the bus when the rear door is used.
5. Assistants should check the bus to make certain all the passengers are out of the bus when front door evacuation is utilized.
6. The third door assistant will in a rear door evacuation lead passengers to a safe place and assist in keeping order to maintain safety.

### **POSITION AND DUTIES OF FRONT DOOR ASSISTANTS**

1. Assist the driver in the event the driver is incapacitated.
2. In front door evacuation, depart the bus first and lead the passengers to a place of safety designated by the driver, or of his own choosing if none is designated by the driver.
3. Assist in keeping the passengers orderly and together while out of the bus.
4. If the driver is incapacitated, the front door assistant should make certain all passengers have departed the bus when rear door evaluation procedures.

### **EVACUATION PROCEDURES**

1. FRONT DOOR EVACUATION
  - a. Bus must be stopped, parking brake set and engine and headlights turned off.
  - b. The driver shall stand, open the door, face the passengers and get their attention.
  - c. The driver gives the command "Front Door Evacuation". If the driver is incapacitated, the front door assistant should give the command. Passengers should be reminded that all books, lunches, etc., should be left on the bus.
  - d. The front door assistant shall rise and step out of the bus and lead pupils to a place of safety.

- e. Students standing on the bus should follow the assistant prior to seated passengers assuming a standing position.
- f. Passengers seated in the front seat of the bus on the right hand side shall rise and leave the bus, followed by the passengers occupying the front seat on the left hand side.
- g. The evacuation will continue as described; right hand and left hand side alternately from the front of the bus backward until all passengers are out.
- h. When the last passenger has apparently departed the bus, the driver shall walk to the rear of the bus checking under and between the seats to make certain that a complete departure has been achieved.
- i. When the driver is certain that all passengers have departed, the fire extinguisher, first aid kit, fuses and reflectors should be transported off the bus.
- j. The driver shall check to see that all passers are in a safe area and behaving in an orderly manner.
- k. The driver shall place the fuses and reflectors following the state rules and regulations.

## 2. Rear Door Evacuation

- a. The bus is stopped, parking brake set, and engine and headlights turned off.
- b. The driver shall stand, face the pupils and get their attention.
- c. The driver gives the command, "Rear Door Evacuation". Passengers should be reminded that all books, lunches, etc., should be left on bus.
- d. The two rear door assistants sitting on the back seats of the bus shall open the emergency door, get out of the bus, stand one on each side of the door and provide assistance to passengers in departing the bus. After the bus is evacuated, the two assistants shall proceed with the other passengers.
- e. Third rear door assistant seated in the rear of the bus will follow the first two helpers out of the bus and lead passengers to an area of safety.
- f. Students standing on the bus will follow the third rear door assistant in departing the bus.
- g. Passengers on the back seat right hand side shall rise and depart then followed by the passengers on the back left hand side.
- h. The evacuation continues as described, right hand back and left hand seats alternately until the last passenger has departed the bus. The driver shall move toward the rear of the bus as the passengers depart, making certain that all passengers have departed the bus. The driver should check under and between all seats as movement toward the rear of the bus is made.

- i. When the driver is certain that all passengers have departed the bus, the fire extinguisher, first aid kit, fuses, and reflectors should be transported off the bus.
- j. The driver shall check to see that all passengers are in a safe area and behaving in an orderly manner.
- k. The driver shall place the fuses and reflectors following the state rules and regulations.

### 3. Front and Rear Door Evacuation

- a. Bus must be stopped, parking brake set and engine and headlights turned off.
- b. The driver shall stand, open the door, face the passengers and get their attention.
- c. The driver gives the command, "Front and Rear Door Evacuation". If the driver is incapacitated, the front door assistant should give the command. Passengers should be reminded that all books, lunches, etc., should be left on the bus.
- d. Passengers in the front half of the bus will exit through the front and passengers in the area half of the bus will exit through the rear door.
- e. Procedures for Front and Rear Evacuation, as previously described should be followed.
- f. When the last passenger has apparently departed the bus, the driver shall walk to the rear of the bus checking under and between the seats to make certain that a complete departure has been achieved.
- g. When the driver is certain that all passengers have departed, the fire extinguisher, first aid kit, fuses and reflectors should be transported off the bus.
- h. The driver shall check to see that all passengers are in a safe area and behaving in an orderly manner.
- i. The driver shall place the fuses and reflectors following the state rules and regulations.

## LOADING AND UNLOADING PROCEDURES

### OVERVIEW

The loading and unloading of students presents the driver with tremendous responsibilities and requires the use of sound judgment. The driver must execute the proper procedures for interacting with other vehicular traffic, in directing or assisting students in crossing the roadway and in managing students as they enter and depart the bus.

### CONCEPTS

1. Safe loading and unloading of students is a vital aspect of the school bus driver's job.
2. It is absolutely necessary to follow the recommended procedures for loading and unloading if the health and well being of students is to be protected.
3. Other people appreciate caring for the safety of students though it may be demanding at times on the school bus driver.

### CONTENT

#### 1. Introduction

Accident statistics reveal that the highest frequency of student fatalities associated with school buses occur at the time of loading and unloading. The vast majority of these fatalities are associated with the utilization of improper loading and unloading procedures. Markings required on school buses and State laws governing the operation of the other vehicular traffic near school buses stopped for loading and unloading students are clearly specified. Even with these factors contributing to safety, it is still necessary that the students and driver follow the correct procedures for loading and unloading.

#### 2. Use of red alternating flasher lights

It is intended that the loading and unloading functions of the school bus present as little disruption in traffic as possible by controlling traffic only when and where necessary. The uniform signal for stopping traffic is alternating red flasher lights on a stopped school bus. The alternating red flasher lights are not to be activated until after the school bus has stopped. The flashing amber flasher lights should be used for a pre-warning, and the bus driver may pump the brake pedal to warn drivers to the rear of the impending stop.

The alternating red flasher lights are not to be used in making turns, when stopped at railroad crossings, or during periods when the bus is stopped for reasons other than for loading or unloading students. The proper use, as well as avoiding the misuse of, the alternating amber flasher or alternating red flasher lights can contribute to the safety of students while loading or unloading.

### 3. Loading Procedures

Loading students on the roadway

1. Check the traffic on the area as the bus stop is approached.
2. Activate amber alternating warning lights at least 500 feet from the bus stop.
3. Bring the bus to a stop, activate red alternating flasher. Put in neutral and set parking brakes.
4. Check to see that all traffic has stopped before opening the door. On some buses the door may have to be cracked open to some extent to activate the alternating flasher.
5. Pupils at the bus stop are to be lined up in single file approximately six feet from the point where the bus stops. An older student should be at the front and one at the end of the line. Students should wait in this position until instructed to board the bus by the driver.
6. If pupils run toward the bus as it approaches the loading area, the driver should stop as soon as practical. The bus shall remain stopped until such time that the pupils are lined up a safe distance from where the bus is to stop.
7. Instruct the pupils to board the bus when it is safe to do so.
8. Observe the number of pupils at the bus stop and be sure that all board the bus.
9. Know the pupils, if possible, who are to catch the bus at each stop.
10. If there is pupil missing at a bus stop, ask the other students. Make certain that the other student (s) will not be running to catch the bus.
11. After the pupils have entered the bus and have all been seated, close the door, check the mirrors and traffic, turn off alternating flasher lights, and continue the route.

Loading students at the school campus

1. When possible, the bus should be located at the assigned loading area prior to the dismissal of a school. Follow the following procedures when this situation is possible:
  - a. Ignition switch should be off and the key removed.
  - b. Turn off all lights; DO NOT activate alternating red flashers.
  - c. Brake set and gear in park position.
  - d. The driver should stand by the door to assist the students in loading.
  - e. Students should approach loading area in an orderly manner and form a single file for loading.
  - f. An adult, other than the driver should supervise pupils before they board the bus.
  - g. Signal the adult supervisor for the pupils to enter the bus.
  - h. Pupils should be seated immediately after boarding the bus.

- i. When all students have boarded the bus, check the area around the bus to see that it is safe to move the bus.
  - j. Enter the bus and prepare to leave the campus.
- 2. When students have been dismissed prior to the arrival of the bus, the following precautions should be observed:
  - a. Approach the loading area in a very cautious manner and at a slow rate of speed.
  - b. If students run toward the bus as it approaches the loading area, stop as soon as possible. The bus shall remain stopped until such time that the adult in charge of the students has them under control and lined up a safe distance from the loading area.

#### 4. **Unloading Procedures**

##### Unloading students at the school campus

- 1. Stop bus at the designated unloading area.
- 2. Turn off the ignition, remove the key, and set the brake and gear lever or selector.
- 3. Turn off all lights if shutting off engine. **DO NOT** activate alternating red flasher lights.
- 4. If the bus must stop on a street to be unloaded, the bus must approach the campus so that the pupil will not be required to cross the street.
- 5. All pupils will remain seated until instructed to unload.
- 6. Open the door and step off the bus and stand by the bus door.
- 7. If all pupils are to be unloaded, give instruction to unload.
- 8. Pupils on the front side entrance side will leave first, then the pupils on the front seat driver side, and continue alternating to the rear of the bus.
- 9. Offer assistance to pupils as they step from the bus and see that all move promptly away from the unloading area.
- 10. After all pupils have been unloaded and have moved a safe distance from the unloading area, check the area around the bus to see it is clear, then board the bus, fasten seat belt, start engine, check the mirrors, and when safe to do so move off to parking area or next campus.

##### Unloading students on the roadway

- 1. Check the traffic in the area as the bus stop is approached.
- 2. Activate amber alternating flasher-warning lights at least 500 feet from bus stop.
- 3. Bring the bus to a stop, put in neutral and set parking brakes.
- 4. Check the traffic, activate red alternating flashers and when safe to do so open the door.
- 5. Pupils to be discharged are to remain seated until the door is open.

6. Pupils are to get off the bus, go approximately three (3) giant steps perpendicular and some fifteen (15) feet forward to a position where the driver can plainly see the feet of all pupils who have gotten off the bus. Pupils crossing the street should do so in front of the bus when directed by the driver.
7. When all pupils are accounted for, close the door, check the mirrors and traffic turn off alternating flasher lights, and when safe to do so, pull onto the roadway and proceed to the next stop.

### **RAILROAD CROSSING PROCEDURES**

The law states that the driver of every school bus shall stop before crossing railroad tracks. The stops shall be within fifty (50) feet, but not less than fifteen (15) from the nearest rail. While stopped, the driver shall look and listen (open the door if necessary), in both directions for any approaching train or signal indicating the approach of a train and shall not proceed until it is safe to do so.

After stopping for a railroad crossing, the driver shall cross only in such a gear of the vehicle that there will be no necessity for changing gears. The driver shall **NOT shift gears while crossing the tracks.**

After stopping, the driver shall obey every signal, which indicates the approach of a train and shall not cross the tracks when a distance of fifteen hundred (1500) feet or less and such train by reason of its speed or nearness to the crossing is an immediate hazard. (Red alternating flashing loading/unloading lights on the bus is **NOT** to be used by a driver while stopping or stopped for a railroad crossing).

When approaching a railroad crossing, stay in the right (or outside) lane. When you pass the circular sign indicating a railroad crossing activate the emergency flashers button on steering column), leaving the emergency flashers on until you start a pick up speed so that a vehicle approaching from the rear will notice that you are moving very slowly.

## **DIESEL BUS PROCEDURES**

1. Turn key to “on” position.
2. Oil pressure and water temperature warning lights and buzzer will come in.
3. Air pressure warning light and buzzer will come on if air pressure is low.
4. If engine is cold, “GLOW PLUG” panel light will come on.
5. When “GLOW PLUG” panel light goes off, depress accelerator to the floor and release.
6. With your foot OFF the accelerator, turn key to “START” position and release when engine starts.
7. Allow for proper warm-up before moving the bus (engine temperature should be about 180 or in the heavy white area of the daily).
8. If you cannot wait for complete warm-up, drive slowly and do not race the engine.

### **During WARM-UP**

Oil pressure should be between 30 to 60 PSL

Volts should be about 14, in the green area,

Air pressure should build to the 120 PSI on both sides,

After a few minutes, as the engine warms up, the engine idle speed will slow down automatically, RPM will drop from 8 or 9 to 6 or 7.

### **SPECIAL INFORMATION ABOUT CERTAIN DIESEL BUSES**

Some of the diesel buses have two special operating instructions. The hood ornament can identify these buses, which is a silver/blue square with “DT466”.

ITEM #1            On the dash to the right of the key is a silver handle. This is an “engine shut off” handle. The handle must be pushed in for the engine to start and pulled out to shut the engine. If the key is turned off, the engine will keep running until the handle is pulled out.

1. Push the handle in,
2. Turn the key until the engine starts.

NOTE:            These buses do not have a glow plug light and do not need to wait to start the engine.

ITEM #2            The DT466 engine is equipped with a turbo charger. The turbo charger spins at a very high speed and will burn up if it is not properly lubricated.

When you have been driving, ALWAYS let the engine idle for five (5) minutes before shutting it off. When you return to the Transportation Compound, the amount of time needed for the post-trip under the hood inspection is enough to let the turbo charge slow down.

Remember don’t just pull up to the curb at a school and immediately shut the engine off- let it idle for five (5) minutes and then shut if off.

## **SOME DO'S & DON'TS**

### **DO**

1. Check cooling system level.
2. Check engine oil level.
3. Check air cleaner and tubing for tightness.
4. Check "air cleaner restriction" gauge (on dash near the key) - the yellow indicator should not be up to the red line.
5. Check for oil pressure and temperature warning light and buzzer.
6. Check for air pressure warning light and buzzer.
7. Inspect for external leaks-oil, fuel, and coolant.

### **DON'TS**

1. DO NOT tamper with fuel filter drains.
2. DO NOT remove air cleaner cover.
3. DO NOT crank the engine longer than 30 seconds. If it does not start within 30 seconds, wait 2 or 3 minutes to allow the starter motor to cool. If, after three times the engine does not start, call in for a replacement bus or a mechanic.
4. DO NOT open a radiator cap on a hot engine.

## **USE DIESEL FUEL ONLY, NEVER PUT GAS IN A DIESEL BUS**

### **POST INSPECTION**

When you return to the Transportation Compound, we allow ten (10) minutes for your Post-trip inspection; cleaning your bus, and filling out Vehicle Trouble Reports, as necessary and required forms.

### **DAILY LOG AND ROUTE SHEET**

Leave your daily log and up-to date route sheet on the bus. This helps us in the event you are absent and we need to send a sub-driver on your route.

### **BUS KEY**

Each bus is equipped with a metal key ring, which has on it the key and a metal tag with a route number. Keys are to remain on the bus when it is parked at the Transportation Compound. When outside the compound, never you leave the bus unattended (even if it's just to step outside the bus), TAKE THE KEY WITH YOU. This is the rule.

## **EMERGENCY DOOR WARNING SYSTEM**

Most of the buses have a buzzer warning system to indicate if the emergency door is open, or the brake system air pressure is too low. DO NOT move a bus if any buzzers are sounding or a light on the dash indicates that the anti-lock system is not working. Do not tamper with any buzzer warning system.

## **WINDOWS AND DOOR PARKING**

Close all windows and slightly close the front door. This will keep dirt and dust out of the bus, and of course, will keep it dry in the event of rain. Only use your hands to close all windows.

## **CLEANING THE BUS**

If you are assigned a sub-bus, someone else's bus for a trip, or a late run, you are required to do the pre-trip and post-trip inspections and clean the inside as you normally would your own bus.

## **INFESTATION ON BUS**

Occasionally, we have a problem with insects on the buses. If your bus has an insect problem, let the dispatcher know and the bus will be sprayed.

## **QUESTIONS AND ASSISTANCE**

During the course of normal operations, you may have a few questions about something you do not fully understand. PLEASE ASK your dispatchers or office staff. We want to help you as much as possible.

## **INSPECTION PROCEDURE**

### **1. Pre-Trip Inspection (10 minutes)**

- a. **Approaching Bus** – Clear your mind of all outside problems. Take an overall view of bus. Check for scrapes, dents, vandalism, broken windows, flat tires, leaks under the engine on the ground.
- b. **Under the Hood** – When opening a forward tilting hood, place your knee against the bumper while pulling and let the hood down gently.  
Check: oil level, fan belts (looseness, frayed, cracked rotten), radiator fluid level, washer fluid level, battery (clamps, acid hold-down), power steering fluid level, overall view of engine (excess oil loose or frayed wires, cracked or rotten hoses).
- c. **Driver's seat** – Parking brake and gear selector, start engine (check ammeter, oil pressure gauge, choke, fuel gauge), turn on radio, windshield wipers (low and high), washer, fans, heater, and defrosters (low and high).

- d. **First Inside Inspection** – Dome lights and ceiling, left signal (and indicator), yellow loading lights (and indicators), and reverse lights, brake lights, rear door emergency buzzer.
- e. **Second Inside Inspection** - Right signal (and indicator), windows, walls, seats, floor, and restraint bars.
- f. **Outside Inspection (right side)** – Front right side clearance light and reflector, right side mirror and bracket, foot peg, side light of right signal, front right tire (pressure, tread, bubbles, lug nuts, wheel grease, etc).
- g. **Outside Inspection (front)** – Front clearance lights, red loading lights (and indicator), emergency flashers (and indicator), headlights (low beam), and bus body (scrapes and dents).
- h. **Outside Inspection (left side)** – Crossover mirror, left convex mirror and bracket, side left tire (pressure, tread, bubbles, lug nuts, wheel grease, rust dust), foot peg, left side mirror and bracket, front side clearance light and reflector, air tank, underside (front leaf springs, muffler and exhaust pipe, driver shaft front side of differential), middle left side clearance light and reflector, left rear tires (pressure, tread, bubbles, lug nuts, etc.), bus body (scrapes and dents)
- i. **Outside Inspection (rear)** – rear clearance lights, red loading lights, emergency flashers, taillights (license plate light), red reflectors, underside (rear leaf springs, differential tail pipe), rear emergency door (buzzer, strap), and bus body (scrapes and dents).
- j. **Outside Inspection (right side rear)** – Rear right side clearance light and reflector, rear air tank (GMC only), right rear tires (pressure, tread, bubbles, lug nuts, wheel grease, rust dust), middle right side clearance light and reflector, fuel cap, bus body (scrapes and dents).
- k. **Third Inside Inspection** – Passenger compartment step light, emergency reflectors, fire extinguisher (safety pin, pressure, expiration date, bracket), first aid kit, headlights (high beam and indicator), adjust driver’s seat, adjust mirrors, brake pressure, horn, gauges (air, fuel, water, oil pressure), paperwork, seat belt.

**“Am I mentally and physically prepared for this trip”?**

- 2. **Post-Trip Inspection (10 minutes)** – Paperwork, transmission fluid level (except DT diesel buses), check bus body and tires, turn off engine (check dieseling), clean interior, close windows, turn off radio, close doors.

The fuel gauge should indicate a safe margin of fuel for the day’s operation and should never be less than ¼ full.

The oil pressure gauge should indicate adequate pressure. If adequate pressure is not indicated the engine should be turned off. Report this condition immediately, and do not drive the bus.

The ammeter should show a charge when the engine is running. If a discharge is indicated, stop the engine and report it at once.

The water temperature gauge shows the temperature of coolant in the engine. After the engine has been running for several minutes, the indicator should read "WARM".

The vacuum or air pressure gauge should indicate adequate capacity to operate the brakes. Do not operate the bus until the reverse vacuum or air reaches the manufacturer's minimum recommendations. Excessive loss of pressure overnight can indicate a leak in the air system. Any excessive loss should be reported immediately.

### **3. Brakes**

- a. Check the holding power of the parking and/or emergency air brake.
- b. Check for full pedal foot brake, and the position the pedal holds under continued pressure.
- c. Check the brake lights. This can be done by having the rear of the bus near a building by noting the movement of ammeter band or by having someone else apply the brakes.

### **4. Check the condition of Seats and Floor.**

### **5. Check the Emergency Door Operation from Inside the Bus.**

### **6. Check the Clutch for Chattering, Grabbing, Slipping Tendency and Amount of Free Pedal Proper Release.**

### **7. When Leaving the Parking Area, Check for Stiffness and Loose Movement in Steering.**

### **8. Upon Returning to the Parking Lot:**

- a. Check the transmission oil level before shutting the engine off.
- b. Make sure transmission is in the "N" position and parking brake is CSL.

### **9. Post – Route Inspection Procedures**

- a. Inspect the interior of bus for articles left on bus, condition of seats, walls and windows.
- b. Sweep and clean the interior of bus.
- c. Close all windows.
- d. Check exterior of bus including the conditions of tires, mirrors, lights, and exhaust system.
- e. Complete bus report.
- f. Complete drivers report to principal on discipline problems, injuries, illness, or other information as appropriate. Also, report names of students causing damage. Provide the names of students sitting in the area of damage, type and amount of damage, and when it was done.
- g. Turn in reports and articles left on the bus to the appropriate school administrator or supervisor.

### **10. Using the Senses to Assist in Preventive Maintenance**

- a. Listen for sounds that would indicate problems developing in the bus.

- i. Sharp knock when picking up speed.
  - ii. Light knock when engine is running at idle speed.
  - iii. Dull regular knock.
  - iv. Clicking or tapping noises.
  - v. Continuous or intermittent squeal or squeak.
  - vi. Loud exhaust noise.
  - vii. Engine backfiring, missing, popping, spitting or overheating.
  - viii. Steaming and hissing.
- b. Feeding for Trouble
  - i. Excessive vibration in the engine compartment, steering wheel, or drive line may indicate trouble.
  - ii. Low speed or high speed shimmying.
  - iii. Hard steering and steering wander.
- c. Looking for Trouble
  - i. Sudden drop in oil pressure or excessive oil consumption (Immediate shut engine off).
  - ii. Smoke coming from under dash.
  - iii. Smoke coming from under hood.
- d. Smelling for Trouble
  - i. Odor of gasoline.
  - ii. Odor of burning rubber.
  - iii. Odor of burning oil.
  - iv. Odor of burning rags.
  - v. Exhaust fumes.

### **AUTOMATIC TRANSMISSIONS**

Most of the regular buses are equipped with Allison Automatic Transmissions. The automatics are rugged and are designed to provide long, trouble-free service, if they are properly used and cared for.

The range selector has six (6) positions:

“R” (reverse) - Use this for backing the vehicle. The vehicle **MUST** be completely stopped before shifting from a forward gear to reverse or reverse to a forward gear.

“N” (neutral) – Use this position when starting the engine. If the engine starts in any other position, REPORT THIS IMMEDIATELY. Use Neutral when the vehicle will be left unattended or while the engine is running APPLY THE PARKING BRAKE.

### **BLEEDING OF AIR TANKS**

All of the large 72 passenger school buses use an air brake system, which includes one or two storage tanks for pressured air. Air under pressure together with the high humidity can cause water to form at the bottom of the tank. If that water is allowed to remain in the tank it will gradually work its way through the entire braking system.

When the water comes in contact with other parts of the braking system, problems start to occur. For instance, if water gets in the modulator valve, the brakes will “lock-up” and the only way to move the vehicle is with a wrecker.

Because of the many potential safety problems, drivers are REQUIRED to bleed the water from the air tank once a day.

The proper procedure for bleeding the air tanks is as follows:

During the pre-trip inspection, after the engine has run long enough to build up adequate air pressure, you very slowly and carefully open the bleeder valve and allow the water to drip very slowly out. If you open the valve too far, or too fast, the water and air will blast out doing two things: (1) getting you wet and (2) stirring the water up in the tank, thus not draining all of it.

Pliers will be supplied for those who need a pair. The driver is responsible for the pair of pliers assigned to his bus. Some of the valves are equipped with a long bolt through them, thus making them very easy to open.

When closing the valve, be sure to close it tight enough so that air will not leak out, but do not over tighten.

The air tank(s) are located under the bus and require a driver to kneel on the pavement. Some drivers have found it helpful to carry a small rag or towel to kneel on.

The GMC have TWO (2) tanks. The first is located a few feet behind the front wheel on the driver side. This tank has two valves. You need to bleed the one located at the front of the tank, which comes out of the end of the tank. If you are unable to open that valve, you can use the other valve.

The second tank is located just behind and between the rear wheels, almost in the center. You can get to this tank from the passenger’s side of the bus and the tank has only one valve.

The INTERNATIONALS have only one (1) tank located a few feet behind the front wheel on the driver’s side. The tank has three valves and you should use the one at the front of the tank.

## **FORMS**

There are several forms that a driver needs to become familiar with:

### **DRIVER'S WEEKLY REPORT**

Report is to be filled out daily and turned in Monday after the morning route. The report covers Monday through Sunday and must be accurately filled out. Fraudulent entries will result in disciplinary action.

Disciplinary action will be determined on an individual basis based on the severity of the incident.

Disciplinary action may include but not limited to, verbal re-direction, written reprimands, suspensions, and /or recommendation for termination. (SEE PAGE 23)

### **PRE-INSPECTION VEHICLE CERTIFICATE**

The purpose of this inspection is to check the entire bus for any vandalism or needed repairs at the beginning of the school year.

### **VEHICLE TROUBLE REPORT**

A bus driver must report needed repairs and adjustments of a bus on the Vehicle Trouble Report Form and turn it in to the dispatcher.

### **STUDENT REGISTRATION SHEET**

The department needs to have an accurate registration sheet for each student transported. The driver shall give all students a Student Registration Form to be completed and signed by their parents at the beginning of the school year and when a new student is enrolled. **DO NOT LET A STUDENT FILL OUT THIS FORM.** The driver then completes his portion of the sheet and turns it in to the Transportation Director or Assistant Director.

### **STUDENT COUNT REPORT**

State law requires that on the first Wednesday of each month the school district count the number of students that ride a school bus. This is done on the T.E.A. Register of Eligible Riders Form. The route number, student names, grade levels, and the number of students are the data that a driver needs to collect on this form. The driver **MUST** fill it out completely and accurately. **DO NOT LET A STUDENT FILL OUT THIS FORM.**

### **STUDENT SEATING REPORT**

This form is used to assign seats to students riding the bus.

### **BUS CONDUCT REPORT**

The purpose of the Bus Conduct Report is to inform the parents of a disciplinary incident involving the student on the bus. A driver should not tolerate misconduct on the bus and should accurately describe every incident they see on a Bus Conduct Report. The driver/aide then gives the report to the proper school official (principal, assistant principal) who assumes the responsibility for taking proper disciplinary action. If a school official fails to follow-up on the bus conduct report, you should report this to a Transportation Coordinator.

### **STUDENT ACCIDENT/INCIDENT REPORT**

The driver should immediately reports injury to a student on a school bus or around a school bus stop on a Student Accident Report Form. These reports are turned in to the secretary. Please describe the details accurately.

### **OPERATIONAL ROUTE SHEET**

The route sheet is a written description of the bus route. It gives the times, stops, turns, and the streets the route follows. Drivers are responsible for keeping the route sheet up-to-date. Driver however, should not alter routes without the permission of Dispatcher, coordinator for Transportation.

### **TRIP REQUISITIONS**

This form needs to be turned in to Transportation Office five (5) days prior to day of trip. No vehicle will leave on an extra curricular trip without this approval.

### **SCHOOL BUS DRIVER CERTIFICATE**

State law requires that "...the driver of a school bus shall have in possession a certificate stating that he is enrolled in or has completed a driver training course in school bus safety education..." In order to obtain a Texas Educational Agency School Bus Driver Certificate, a driver must complete the twenty (20) hour Texas School Bus Driver training course. The certificate is valid for three (3) years and the driver must complete a refresher course after that in order to continue his certification. A driver, who is not certified, is issued a temporary "Enrollment Certificate", which is good for one (1) year only. A driver must complete his training and get certified after his Enrollment Certificate expires or he cannot drive a school bus.

**ANNUAL EMPLOYEE EVALUATION REPORT**

An employee’s job performance is evaluated annually. The evaluation is rated as accurate as possible, free from prejudice, bias or favoritism. Ratings are to be based on demonstrated performance or observed traits for the entire rating period, not on isolated incidents or failure or accomplishments.

Attendance	Interpersonal Relationships
Quality of Work	Initiative
Quantity of Work	Judgment
Knowledge of Work	Personality
Dependability	Safety Habits
Attitude Toward Work	Personal Appearance
Adaptability	Supervision (if applicable)
Cooperation	General Rating

**DRIVER PENALTY POINT SYSTEM**

Even though we all make mistakes, avoidable mistakes cannot be tolerated because of the responsibility of a school bus driver. Repeated violations of traffic laws and district rules and procedures by drivers form a pattern of irresponsible behavior that calls to question whether the driver is more of a liability than an asset to the district. The penalty point system described in this section is intended to provide a deterrent to such irresponsible driver behavior, thereby enhancing the safety and efficiency of the transportation operation.

Penalty points will not be assessed without a conference with the Coordinator. Guilt is not an automatic presumption. Extenuating circumstances will always be considered.

The following table lists the violations for which penalty points will be assessed, along with the points assessed for the particular violation. Pay particular attention to the explanation footnotes pertaining to those violations denoted by an asterisk (\*). **A driver who accumulates 10 or more points in any school year may be disciplined at the discretion of director or may be recommended for termination.**

<b><u>VIOLATION</u></b>	<b><u>POINTS</u></b>
1. Fraudulent entry on the Supplement/ Reg. Hour Sheet -----	10
2. Neglecting to report to the Transportation Coordinator any type of vehicular accident	
Involving damage or injury -----	10
3. Theft -----	10
4. Cell phone use while operating a bus -----	10
5. Insubordination (not doing what you are told to do) -----	10
6. Eating while driving the school bus. -----	10

7. Abuse of two-way radio (1 <sup>st</sup> infraction) -----	5
(2 <sup>nd</sup> infraction) -----	10
8. Preventable accident (driver at fault) *-----	5
9. Speeding -----	5
10. Fueling bus while engine is running or passengers are aboard -----	5
11. Failure to stop at railroad crossing -----	5
12. Not reporting for work and not calling dispatcher or supervisor -----	5
13. Not reporting for work and not calling dispatcher or supervisor at least 30 minutes prior to scheduled sign in time **-----	3
14. Tardy: Arriving for work after scheduled sign in time**-----	1
15. Knowingly allowing any unauthorized person (s) to ride bus -----	5
16. Failure to perform pre-operation safety check before each run -----	3
17. Dress code violation -----	2
18. Backing from parking slot without amber warning lights activated -----	2
19. Failure to yield to bus backing from parking slot with amber lights activated -----	2
20. Leaving bus unattended with the engine running -----	2
21. Driving on off-limits street -----	2
22. Failure to turn in bus from maintenance when needed or when directed to do so -----	2
23. Safe turn to the right on a red traffic light -----	2
24. Failure to perform Daily Preventive Maintenance Inspection -----	2
25. Failure to check inside of bus after unloading students on each run -----	2
26. Driving without a seatbelt fastened -----	2
27. Failure to sweep bus when needed -----	1
28. Driving without headlights on -----	1
29. Leaving bus window and door open overnight -----	1
30. Failure to clock in and out before and after each run -----	1
31. Unscheduled stops -----	1
32. Failure to turn in Absent from Duty Report immediately after returning to work -----	1

\*In addition to receiving five (5) penalty points, the driver may be suspended without pay for 3 to 5 days.

Flagrant, preventable accidents may result in termination.

\*\* Points are assessed for each run for which the driver either is a no-show or tardy on the same day.

Example: A driver is a no-call; no-show for his morning and midday runs and is tardy for his afternoon run.

He is assessed nine (9) penalty point.

### **SUMMER EMPLOYMENT PROGRAM**

During the non-school or summer months, limited employment opportunities are available in the department.

Drivers and monitors are employed to do such work as: for maintenance, clean buses, driver routes, serve as monitors for special education and regular routes and drive field trips.

Near the end of the school year, late April or early May, every employee will have an opportunity to sign up for summer employment.

Selection will be given to all certified drivers (except operations center staff and mechanics), monitors and trainers who have (1) perfect attendance, (2) perfect punctuality, (3) perfect safe work habits (no chargeable Workmen's Compensation accidents), (4) perfect safe driving (no preventable accidents), (5) Driver's Evaluation Report.

If you want to rate high for summer employment and route selection, come to work every day, be on time, follow acceptable Safety Procedures, and don't have any preventable accidents.

Updated August, 2011

